

## **Minutes of Meeting**

### **Meeting 1: 03 September 2018**

- 1- Minutes of previous meeting were confirmed.
- 2- Importance, Roles and functions were presented to new members of IQAC.
- 3- Appointed two more members in IQAC committee.
- 4- The team recommended the appointment of two more members.

## Minutes of Meeting

### Meeting 2: 06February 2019

- 1- Minutes of previous meeting were confirmed.
- 2- To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, It was decided by the chair that IQAC members shall be conducting the internal audits of all the departments.
- 3- Following guidelines were discussed on the basis of which the academic audit would be conducted:
  - a) Meeting record
  - b) Academic Calendar
  - c) FDP/ Seminar/Conference/ Short term course/ Refresher Courses /Work shop/Lectures commended and attended timely.
  - d) Publications
  - e) Teachers contribution in committee/cells/Societies
  - f) Workload Allocation
- 4- Organise extra classes for completing course
- 5- University practicals examination should be done on time
- 6- Career counselling should be done with the students time to time
- 7- Alumni meet should be done with the students.
- 8- The examination should be done without cheating and in a proper way

## **Minutes of Meeting**

### **Meeting 3: 04September 2019**

- 1- Minutes of previous meeting were confirmed.
- 2- The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyse the previous year results.
- 3- Reports of academic audit were discussed.

## **Minutes of Meeting**

### **Meeting 4: 16 January 2020**

- 1- Minutes of previous meeting were confirmed.
- 2- Academic calendar for the next semester was designed, which is to be followed by each department.
- 3- Discuss about syllabus and organise extra classes for completing course.
- 4- University practicals examination should be done on time
- 5- Career counselling should be done with the students time to time.
- 6- Discuss and plan and organise the committees for upcoming 10<sup>th</sup> annual function.
- 7- Update your academic profile timely.
- 8- The examination should be done without cheating and in a proper way
- 9- FDP/ Seminar/Conference/ Short term course/ Refresher Courses /Work shop/Lectures commended and attended timely.

## **Minutes of Meeting**

### **Meeting 5: 26 October 2020**

- 1- Minutes of previous meeting were confirmed.
- 2- To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, It was decided by the chair that IQAC members shall be conducting the internal audits of all the departments.
- 3- Discuss about syllabus and due to Covid-19 organise extra Online/offline classes for completing course.
- 4- FDP/ Seminar/Conference/ Short term course/ Refresher Courses /Work shop/Lectures commended and attended timely.

## Minutes of Meeting

### Meeting 6: 07January 2021

- 1- Minutes of previous meeting were confirmed.
- 2- Career counselling should be done with the students time to time.
- 3- Discuss and plan and organise the committees for upcoming 11<sup>th</sup> annual function.
- 4- Discuss about NEP-2020 syllabus and due to Covid-19 organise extra Online/offline classes for completing course.
- 5- Update your academic profile timely and sanction your certificates by IQAC.
- 6- University NEP-2020 semester practicals examination should be done on time.
- 7- Faculty Development Program/ Seminar/Conference/ Short term course/ Refresher Courses /Work shop/Lectures commended and attended timely.
- 8- Due to Covid-19 discuss and decided to prepare more and more e-content and share through e-class/online class with the students and also upload it to website of the college.

# **Government Degree College Nanauta, Saharanpur**

*Session: 2021-22*

## **Ist Meeting Minutes**

**Date: 10.08.2021**

The members of IQAC committee have resolved following tasks in the meeting held on 10.08.2021-

1. Distribution of seven criteria of AQAR 2020-21 amongst all faculty members.
2. Complete utilization of grants received by UPDHE.
3. Planning to work together for NAAC Accreditation.
4. Review and timely monitoring of the work done in the past.
5. To invite eminent experts from different fields for strengthening of IQAC.
6. To encourage members of IQAC committee for organizing meetings at regular short intervals.

# **Government Degree College Nanauta, Saharanpur**

*Session: 2021-22*

## **11<sup>th</sup> Meeting Minutes**

**Date: 07.02.2022**

In the meeting of IQAC held on 07.02.2022 in the Principal office, following points were discussed.

1. Planning to organize 12<sup>th</sup> Annual Function of the college.
2. Timely submission of DCF (22.02.2022)
3. Distribution of Teacher's profile format.
4. Preparation of University practical and theory examinations (Main and First Semester).
5. Complete and timely utilization of grants received by UPDHE.
6. Review and timely monitoring of the work done in the past.
7. To encourage faculty members for online OP/RC/ STC on different portal.
8. To encourage faculty members to upload maximum e- content on college website.
9. To issue required certificates for CAS Profile to those faculty members, whose promotions are scheduled in near future.