

## **Minutes of Micro IQAC Meeting No. 11 held on April 13, 2018**

The Meeting No.11 of the Micro IQAC was held on April 13, 2018 in the Board Room. The members present are as shown in the attached attendance sheet. Prof. Amit Koshti conducted the meeting.

1. Dr. B. B. Bhaduria talked about the individual social responsibility and situational social responsibility suggested by Dr. A K. Singhvi during the staff research seminar and put in the following suggestions for the teaching staff:
  - 1.1 To improve the teaching methods
  - 1.2 To inculcate discipline and punctuality
2. Dr. Profaina had the following suggestions:
  - 2.1 Introduce a 2-3 min prayer on a daily basis when the college begins for arts and science separately.
  - 2.2 Appoint a female vice-principal to address the grievances of many students
  - 2.3 First year orientation to be conducted systematically and provide a time-table copy to the students during the orientation; discuss discipline, attendance etc
3. Dr. C. J. Clement suggested that necessary measures to improve quality at all levels must be undertaken by the committee. Dr. Clement also suggested to divide the AQAR points amongst the members of the committee; and to work relentlessly to collect data and improve the portion assigned to each.
4. Dr. Arti Oza suggested that there should be a department wise parent teachers meeting
5. Dr. S. K. Gupta made a thorough study of the NIRF rankings and suggested the following points to improve our ranking:
  - 5.1 Increase the female:male ratio of students/staff
  - 5.2 Provide scholarships to maximum students
  - 5.3 Increase research and sponsored projects taken up by teaching staff
  - 5.4 Improve placement of students
  - 5.5 To encourage activities by CWDC to increase participation of women in college activities

The decisions made and duties assigned are as follows:

1. The committee decided to have the next meeting of MIQAC on 21<sup>th</sup> April, 2018 at 10:00 a.m. Venue will be conveyed later on.
2. The committee decided to meet atleast once every month
3. In context of the disciplinary issues; Dr. Shraddha Bhatt and Dr. Uma Harikrishnan have been assigned the task of preparing a set of rules and regulations (regarding attendance,

dressings, mobile usage, detention rules etc) with an undertaking form which will be signed by the parents and students.

4. The division of the AQAR will be carried out by Dr. C. J. Clement
5. The further study of the NIRF report will be done by Dr. Sanjeev Gupta
6. All points to be conveyed regarding discipline will be done by Dr. Profaina Christian and Dr. Arti Oza

The coordinator thanked the members

C.C

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