

Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 16 Aug 2018

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 12 April 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- Planning for new Academic Session.
- All faculties are take classes regularly and ensure smooth conduction of classes.
- To start Bridge classes and Remedial classes for students who are unable to cope with some subjects.
- New ERP system was recommended for increasing effectiveness fo system.

Members

Prof.(Dr.) K.P. Yadav

Chairman



Dr. Vijendra Gupta

Convener



Dr. Nidhi Bhatnagar



Mr. Surjit Munshi



Dr. Khushboo Sharma

Dr. Poonam Maheshwari



Mr. Rishi Bhtnagar

Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 22 Sept 2018

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 16 Aug. 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- Feedback to be taken and response must be communicated to all faculties.
- Faculties who will have poor feedback must be counseled.
- Assignment I submitted by students evaluated.
- The students who do not submit up to the mark assignments ask them to rewrite the assignments.

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Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 22 Oct 2018

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 22 Sept. 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- **Performance of students in Mid Semester Exam and to improve their performance .**
- **Mid semester performance to be communicated to students by deans and heads.**
- **To start with remedial classes for students who having poor performance.**
- **For good performers , start competitive exam classes.**

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Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 22 Nov 2018

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 22 Oct. 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- To discuss regarding Internal Quality Assurance Cell in accordance to improve the teaching learning quality.
- To conduct Meeting of IQAC on periodical basis.
- To create learning ambience.
- To periodically asses teaching , Research, follow up of time table , competitve classes.
- Self evaluation to be done by Dy. Deans of every departmnet.
- Continuous improvement to be done in research studies.
- To collaborate with other stakeholders.
- Disussed on National development issue like NCC.
- To foster global competencies.
- Use of E-Resources to be increased.
- Global placements should be there.
- NAAC Awareness Seminar: By. Prof. Shyam Singh Inda: 26-27 Nov. 2018

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Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 22 Dec 2018

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 22 Nov. 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- To discuss regarding performance of students in end semester exams.
- After end semester exam results , continue with remedial classes for weak students.
- Continue with preparation of competitive exams.
- Conduction of School- wise National Conference/ Seminar : Schedule and Planning

Prof.(Dr.) K.P. Yadav

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Sangam University, Bhillwara
Internal Quality Assurance Cell (IQAC)

Date : 6 Feb 2019

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 22 December 2018 along with the progress of activities held during the period

Agenda discussed and finalized:

- To discuss regarding feedback and FDP for faculties.
- To conduct feedback in the last week of February before mid sem..
- To conduct a FDP after mid semester for in-house faculties for reducing absenteeism of students and improving teaching learning process and how to motivate students to attend classes.

Prof.(Dr.) K.P. Yadav

Chairman 

Dr. Vijendra Gupta

Convener 

Members

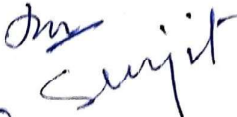

Dr. Nidhi Bhatnagar

Mr. Surjit Munshi

Dr. Khushboo Sharma

Dr. Poonam Maheshwari

Mr. Rishi Bhtnagar

Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 11 April 2019

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 6 February 2019 along with the progress of activities held during the period

Agenda discussed and finalized:

- To discuss regarding feedback and FDP for faculties.
- To conduct feedback before end semester of the students who were on Internship..
- Three days FDP will be organized for all faculty members at the end of May 2019 i.e 30 May 2019 to 1 June 2019.
- Discussion held regarding feedback to be taken from parents.
- To conduct feedback of administrative services like hostel/mess/bus/housekeeping/IT etc.

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Sangam University, Bhilwara
Internal Quality Assurance Cell (IQAC)

Date : 22 April 2019

Minutes of Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 11 April 2019 along with the progress of activities held during the period

Agenda discussed and finalized:

- To discuss regarding feedback and FDP for faculties.
- Discussion held regarding scheduling of three days FDP.
- Discussion held regarding ore-notes to be prepared by the faculty and submitted.
- To conduct feedback of administrative services like hostel/mess/transport facility/ student section / IT etc. and discussed regarding parameters of feedback.
- Discussion held regarding introducing Student Development Program.
- Discussion held regarding identifying if faculties going for FDPs or any other development program during vacation.

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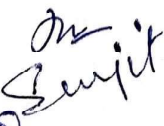

Dr. Nidhi Bhatnagar

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Mr. Rishi Bhatnagar


Sangam University

Date: 7-05-19

Internal Quality Assurance Cell (IQAC)

Meeting

Developments communicated:

1. The IQAC was briefed about the Minutes of meeting held earlier on 22 April 2019 along with the progress of activities held during the period


Agenda discussed and finalized:

1. Activities done by previous IQAC committee and submission of related records.
2. Designing of Quality indicator parameters for academic and administrative excellence.

Parameters: FDP, Academic ~~And~~ Administrative [AAA]: ^{Audits} ~~Audits~~, Feedback from students, stakeholders, Training programs for Non Teaching and supporting Staff, School-wise planning for research activities, workshops, seminars, conferences, remedial and bridge classes, student activities, mentoring etc.


3. IQAC Activity Planar [Semester/Yearly].
4. It was decided to recommend Seed Money to Research Scholar to the limit of Rs. One Lac.



IQAC Chairman: Pro. (Dr.) K.P. Yadav


IQAC Head: Prof. (Dr.) Preeti Mehta

Members


Dr. Rakesh Bhandari

Dr. Sunil Yadav 

Dr. Khushboo Sharma 

Dr. Poonam Maheshwari 

Dr. Vinod Kumar Saroj 

Mr. Vikas Somani 

Mr. Rishi Bhatnagar 

Mr. Shantanu Chowdhury

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting


Agenda discussed and finalized:

- To discuss Quality indicator parameters to achieve academic and administrative excellence.
- **Academic Excellence parameters**
- Conduction of Academic Audit in end of every semester including Course file, Lecture plans, Attendance, Notes (soft/ Hard form), use of ICT technology etc.
- Conduction of student's feedback two times.
 - First feedback: Written form by Dean / Dy. Dean after 15-20 days of new academic session, (Form to be designed).
 - Second feedback : Online after Mid Term (November 1st week ODD Sem and April EVEN Sem)
 - Students having >60% attendance eligible for giving feedback.
- Parent Feedback: Form need to be designed and conduct online and Hard copy at the time of Parents meeting.
- Alumni Feedback and Industry Feedback: Forms to be designed and conduct by CRC Cell.
- Submission of School Activity Plan by Dean / Dy. Dean before new academic session including Seminar/ workshop/ conference, Industrial Visit, Expert Lectures, Remedial / Bridge classes, Competitive Exam Preparation, Student centered activities etc.

Administrative Excellence parameters:

- Conduction of EDP for Non Teaching and Supporting Staff.
- Administrative Audit: Through Registrar Office
 - Lab Audit
 - Exam Cell
 - Finance
 - Student Section
 - Mess & Canteen
 - Housekeeping
 - Hostels
- Conduction of Administrative Feedback Online/ Off Line
- Conduction of Online Exam for Admission Procedure.


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Mr. Rishi Bhatnagar

Mr. Shantanu Chowdhury

Syads
for
Poonam
Vinod
Vikas
Rishi
Shantanu

Sangam University

Date: 10-05-19

Internal Quality Assurance Cell (IQAC)

Meeting

Agenda Point

Planning of execution of Academic and Administrative excellence parameters discussed in previous meeting.

Venue: Conference Hall

Time: 3.30 pm



IQAC Head

Prof. (Dr.) Preeti Mehta

Copy to

President (for kind information)

IQAC Members

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting


Developments communicated:

- Planning of execution of Academic and Administrative excellence parameters discussed in previous meeting.


Agenda discussed and finalized:


- Preparation of Annual work plan of IQAC
 - Planning for Faculty & Staff Development Programme.
 - Non-teaching & Administrative Staff “BEST PRACTICES IN OFFICE ADMINISTRATION “ One day workshop
 - For Faculty Members ICT mode based short term faculty development programme
1. Two week short term programme “Problem based learning” organized by NITTTR Kolkata 20-31 May 2019.
 2. One Week short term programme ‘Assessment and Evaluation under outcome based education’ organized by NITTTR Kolkata 10-14 June 2019.


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