

Institutional Quality Assurance Cell (IQAC)

Minutes of meeting held on 07.02.2020

The Institutional Quality Assurance Cell of the University met on 07.02.2020, 2.30 pm at Board room, Admin Block, RKDF University, Bhopal under the Chairmanship of Prof. (Dr.) S. K. Sohani, following members were present in the meeting:

Dr. V. K. Sethi, Dr. B. N. Singh, Dr. Sunil Patil, Dr. M. L. Kori, Dr. Ravi Kumar Singh Pippal, Dr. C. B. S. Dangi, Dr. Sharad Gangele, Dr. Sanjay Jain, Dr. Ritesh sadiwala, Dr. Virendra Singh Choudhary, Ms. Farha Khan and Dr. Narendra Lariya.

Agenda of the meeting

1. Review of performance of ongoing academic year
2. Review on adherence of timelines as per academic calendar
3. Monitoring of routine teaching
4. Formation of NAAC accreditation team
5. Distribution of works related to documents compilation
6. Preparation for IQA submission
7. Any other point with the permission of chair

Proceedings of the meeting

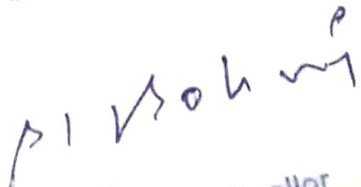
The meeting started with a welcome note by IQAC coordinator, the agenda of the meeting was briefed to the cell members. A brief summary of academic activities of ongoing academic session were also presented. The cell discussed the agenda points

1. Faculty wise performances related to academic activities were reviewed.
2. It was reiterated to follow the schedules as per academic calendar, Deans of faculties were entrusted with the task of getting the syllabus completed in each subjects. Extra classes wherever necessary may be taken by teachers.
3. The routine class room teaching in different faculties was discussed, promotion and utilization of ICT methods was discussed.
4. A dedicated team to accomplish the entire task in the preparation for NAAC application preparation and related documents compilation was discussed; the works completed so far were also discussed.
5. Individual NAAC criteria were discussed in details and the criteria wise documents compilation works were assigned.
6. Simultaneous preparation for IIQA form was also initiated.
7. Progress in career guidance activities and personality development workshops were also discussed.

Recommendations of the cell:

1. Deans of faculties should ensure completion of syllabus well in time, extra classes wherever necessary may also be undertaken by teachers.
2. Promotion of ICT methods is suggested.
3. NAAC preparation team revision.
4. Distribution of criteria wise dedicated task to NAAC team members.
5. IIQA form and related preparations to be initiated.


Coordinator
Internal Quality Assurance Cell (IQAC)
RKDF University


Vice Chancellor
RKDF University
Airport Bypass Road, Gandhi Nagar
BHOPAL (M.P.) 462033