**INTERNAL QUALITY ASSURANCE CELL**

The meeting of internal quality assurance cell was conducted on 07/09/2018 by 12:30 pm in the Administrative Block and the following members were present.

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| 1. Dr. Deepa Sharma (officiating V.C.) | Chairperson |
| 1. Shri Ashok Kumar (Registrar) | Member |
| 1. Prof. Archana Jain | Member |
| 1. Dr. R. S. Parmar | Member |
| 1. Prof. Aditya Sharma | Member |
| 1. Dr. A.K. Chauhan | Member |
| 1. Dr. Surabhi Singhal | Member |
| 1. Smt. Asha Yadav | Member |
| 1. Prof. S.K. Toor | Member |
| 1. Shri Sandeep Kumar | Member |
| 1. Shri Rajendra Pushpad | Member |
| 1. Dr. Aftab Ahmad | Member |
| 1. Dr. Dharmendra Sishodiya | Member |
| 1. Dr. T.S Easwari | Member Secretary |

**Agenda**

1. Academic Bench Mark

* Academic course content audit
* Student feedback process audit.

1. Administrative Activity

* Student campus conductance and monitoring.
* Hostel students monitoring status.
* Auditing of food quality in mess and canteen.

1. Extension Activity

* Sports activities and national participation.
* Faculty sports activities
* Tree plantation activities

1. Research Activity

* Status verification of new project proposal.
* Infrastructure requirement for research.

1. Training Activity

* Non teaching faculty training in computer.
* Refresher courses for faculty..

**The minutes of the meeting:**

1. **Academic bench mark**

* The academic course content improvement to keep at par with latest inclusion of subjects like GST, cloud computing in respective subjects were discussed.
* The current student feedback parameters and measures to make it online and its implementation was discussed.
* The online course exam fees payment status and course coverage was discussed.

1. **Extension Activity**

* The teams for various sports activities, department wise incharge, scrutiny for few national participation were listed and discussed.
* The faculty sports activities to be conducted was discussed and schedule was listed.
* It was insisted that measures are to be taken for plantation of more trees as in the campus grenary must be improved.

1. **Administrative Activity**

* The role of proctors, anti ragging committee was discussed in improving the general campus conduction of students and measures were listed to improve their monitoring.
* The current food quality auditing system for mess and canteen was reviewed and changes were suggested.
* The entry register and their maintenance process in both boys and girls hostel was reviewed and suggestions for improvement were taken.

1. **Research Activity.**

* The new research proposals from each department was discussed and the future plan with suggestions were noted.
* The recommendation of members for improvement on research oriented infra structure was discussed and noted.

1. **Training Activity**

* The computer and network department heads were requested for facilitation of computer basic training for non teaching staff in the main computer lab and they have assured to involve them on online exam conduction programme and there by train them.
* Department wise conduction of refresher courses for faculty during holidays/winter break was discussed.

The meeting was concluded with thanks to the chair and request by the member secretary to the members for faster implementation of the issues discussed in the meeting.

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**Member Secretary                                                                           Chairperson**