






Minutes of the Meeting


The meeting of the sub-committee (only faculty members) of Internal Quality Assurance Committee was held on Saturday 31st March 2015, in the committee room, Keshav Mahavidyalaya at 11:00 am. The following members were present:


1. Dr. Priti Sehgal (Coordinator) 
2. Dr. Shalini Devi (Faculty) 
3. Dr. Mukesh (Faculty) 
4. Dr. Aashish (Faculty) 
5. Dr. Neha Sharma (Faculty) 

Dr. Kanupriya Goswami could not attend the meeting. The meeting of the sub-committee was held to discuss the implementation of the suggestions made by Prof. Sinha in the meeting held on 14th March 2015. The sub-committee made the following recommendations:

1. Result analysis should be done every semester as soon as the semester results are declared. The analysis should be presented in pictorial form.
2. Teaching layout plan for every subject should be given to the students in the beginning of every semester. Each faculty member should give the monthly teaching plan to the students. The plan should also include the schedule for Assignments and tests. The IQAC committee shall prepare the format of the common layout plan.
3. For showing the infrastructure improvement every year, IQAC must receive the information of the infrastructure procured by every department by the end of the financial year.
4. Feedback forms from all the stakeholders (students, faculty, parents, companies coming for placement) have to be prepared.
5. The sub-committee further requests for Girls Common room and Boys common room as well as personalized space for pursuing research.

Submitted for consideration and approval please.


(Dr. Priti Sehgal)
Coordinator


(Dr. Madhu Pruthi)
Principal

Keshav Mahavidyalaya
University Of Delhi
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date : 3/06/2015

The meeting of faculty members of the Internal Quality Assurance Cell (IQAC) was held on Wednesday 3rd June 2015 at 10:30am in the committee room of the Principal's office. The following members were present:

1. Dr. Madhu Pruthi (Chairperson) *[Signature]*
2. Dr. Kanupriya Goswami (Faculty Member) *[Signature]*
3. Dr. Shalini Devi (Faculty Member) *[Signature]*
4. Dr. Mukesh (Faculty Member) *[Signature]*
5. Mr. Ashish Bansal (Faculty Member) *[Signature]*
6. Dr. Priti Sehgal (Coordinator) *[Signature]*

Dr. Neha Sharma could not attend the meeting. The committee recommended the following:

1. Each Faculty member should make a lecture plan of the subject to be taught in every semester. The plan should have the following information:

Faculty Name:

Course :

Semester :

Subject :

Monthly schedule of syllabus coverage of theory papers is to be provided along with the tentative schedule for Tests/Assignments and Projects. It is recommended that all the tests/Assignments and Projects should be taken before the 12th week of the semester so that internal assessment can be completed timely. Practical plan may also be provided by the faculty member. The format of the lecture plan will be prepared and provided to each faculty member. The lecture plans should be circulated to the students as soon as the semester begins.

2. The committee suggests that from this year the Result analysis should be done. It is recommended that each department should form a committee of three members: Senior most faculty, Teacher incharge and Junior most faculty to complete this task. Paper wise analysis should be done for every course. A histogram may be provided indicating the following:

No. of Distinctions

No. of 1st Divisions

No. of Second Divisions

No. of Essential Repeats (ERs)

No. of Failures

The department may give suggestions for improvement. The departmental analysis should be submitted to Principal to be forwarded to IQAC.

3. The committee recommends that every department should conduct a review meeting to discuss the academic progress at least twice in a semester. The minutes should be submitted to the Principal to be forwarded to IQAC.
4. The committee recommends that as the parents are stakeholders of the college, they must be informed about the attendance, Assignments, Test marks, Last date of examination forms and other important information on regular basis. To implement the same, it is recommended that a bulk SMS facility may be procured.
5. It was decided that a general feedback should be taken from the outgoing students. Hence a questionnaire comprising of 12 questions was prepared and the same has been uploaded on the website to be filled by every student passing out in 2015.

Submitted for consideration and approval.

[Signature] *[Signature]*
Hon'ble Chairperson IQAC.

[Signature]
26/6/15

Minutes of the Meeting of IQAC

Dated: 22/1/2016

The meeting of the sub-committee (only faculty members) of Internal Quality Assurance Committee was held on Friday 22nd Jan 2016 in the committee room, Keshav Mahavidyalaya at 10:00 am. The following members were present:

1. Dr. Madhu Pruthi (Chairperson)
2. Dr. Priti Sehgal (Coordinator)
3. Dr. Pradeep Kumar (Faculty)
4. Dr. Kanupriya Goswami (Faculty)
5. Dr. Neha Sharma (Faculty)
6. Dr. Shalini Devi (Faculty)
7. Dr. Mukesh (Faculty)

The agenda was to discuss the modalities of result analysis and any other matter with the permission of chair. The committee had received the result analysis from Commerce dept, Computer Sc. dept, Physics dept. and Electronics dept. The result analysis of the following department has not been received till date: Psychology, BMS and Mathematics. The result analysis received from various departments was visualized and it was observed that the analysis done by various departments was not in the same format. After much deliberations and discussions, the committee recommends that all the departments may be asked to resubmit the cumulative result analysis of various courses for the academic session (2014-15) for odd and even semester. A histogram needs to be provided indicating the following:

- Percentage of No. of students having Distinctions ($>75\%$)
- Percentage of No. of students having Ist Divisions ($\geq 60\%$ and $<75\%$)
- Percentage of No. of students having IInd Divisions ($\geq 50\%$ and $<60\%$)
- Percentage of No. of students having IIIrd Divisions ($\geq 40\%$ and $<50\%$)
- Percentage of No. of Essential Repeats
- Percentage of No. of Failures
- Percentage of No. of Absentees

The department may give suggestions for improvement. The departmental analysis should be submitted to Principal to be forwarded to IQAC.

Submitted for Consideration and necessary action.


Principal

Minutes of the Meeting of IQAC

Dated: 29/1/2016

The meeting of the sub-committee (only faculty members) of Internal Quality Assurance Committee was held on Friday 29th Jan 2016 in the committee room, Keshav Mahavidyalaya at 10:00 am. The following members were present:

1. Dr. Priti Sehgal (Coordinator)
2. Dr. Pradeep Kumar (Faculty)
3. Dr. Kanupriya Goswami (Faculty)
4. Dr. Neha Sharma (Faculty)
5. Dr. Shalini Devi (Faculty)
6. Dr. Mukesh (Faculty)

The agenda was to discuss the result analysis submitted by various departments and student feedbacks filled by students passed out in the year 2015. Of all the result analysis that were received only the analysis submitted by department of Physics and Physical Science was in the required format. The result analysis received from other departments were either incomplete or not in the correct format. The following table shows the summary of the result analysis of BSc(H) Physics and BSc Physical Sciences.

Course	Year	Distinctions	Ist Div	IIInd Div	IIIrd Div	Essential Repeats	Failures	Remarks
BSc(H) Physics	I	24% increase	12% decrease	16% decrease	4% increase	Nil	Nil	
	II	2.2 % decrease	8.7% increase	6.5 % decrease	6.52% decrease	Nil	4.4%	
	III	1.7% decrease	6.9% increase	1.7% decrease	2% decrease	3% decrease	1.7% decrease	
BSc Physical Sc.	I	7.4 % decrease	6% decrease	No change	10% decrease	No change	30% increase	
	III	18.4% increase	1.7% decrease	6.9% decrease	3.4% decrease	39.6% decrease	No change	

The committee requests the other department to resubmit the result analysis for the academic session 2014-15(both odd and even semester) in the required format communicated earlier. The committee visualized the data collected from students of 2012-15 batch collected through online student feedback form. The committee

suggested that graphical representation should be made for the entire data so that a proper analysis can be done.

Submitted for consideration please.


Principal

Minutes of the meeting of IQAC

Dated:02/02/2016

The meeting of the sub-committee (only faculty members) of Internal Quality Assurance Committee was held on Friday 2nd Feb 2016 in the committee room, Keshav Mahavidyalaya at 10:00 am. The following members were present:

1. Dr. Priti Sehgal (Coordinator)
2. Dr. Pradeep Kumar (Faculty)
3. Dr. Kanupriya Goswami (Faculty)
4. Dr. Neha Sharma (Faculty)
5. Dr. Shalini Devi (Faculty)
6. Dr. Mukesh (Faculty)

The result analysis of the various courses received by the committee was done. The table showing the details of the result analysis is enclosed. The analysis of the feedback data received from the students on different criterion was done and details are enclosed.

Submitted for consideration please.

(Principal)