

Minutes of the IQAC sub-Committee Meeting

10/08/2016

25/8/17

The meeting of the sub-committee of IQAC consisting of the faculty members and the Principal only was held on 10th August at 11:30am in the college premises.

The following members were present:

1. Dr. Kanupriya Goswami
2. Dr. Rajni Mendiratta
3. Dr. Neha Sharma
4. Dr. Harpreet Bhatia
5. Dr. Mukesh
6. Dr. Amanjot Sachdeva
7. Dr. Priti Sehgal

Dr. Pradeep Kumar and Principal Maam were not able to attend the meeting. The committee studied the report submitted by NAAC. Certain problem areas pointed to by NAAC peer team have been noted down for improvement. The committee recommends the following:-

- The previous recommendations of IQAC must be considered with priority.
- The college may apply to UGC for IQAC funding.
- There should be meetings with the stakeholders
- Quality related seminars and conferences in collaboration with the various departments must be held.

The plan of action of the IQAC for the current year 2016-17 as recommended by the committee is as follows:

- Feedback improvement
- Formal feedback mechanism from parents to be added
- SMS facility for sending information regarding attendance, exams and other important information to the parents, as recommended previously should be started
- Meeting with the stakeholders would be conducted.
- As recommended by NAAC peer team, the following committees may be formed:
 - o Research committee to promote research within the institute
 - o Consultancy wing and Entrepreneurship Development Cell
 - o Committee to improve Industry Interaction with the institute
- A one day seminar related to quality management in Education to be conducted by IQAC.

Submitted for consideration please.


(PRINCIPAL)

Minutes of the IQAC sub-committee meeting

9/3/17

The meeting of the sub-committee of IQAC was held on 25th Jan 2017 at 10:00 am.

The following members were present:

- Dr. Kanupriya Goswami
- Dr. Rajni Mendiratta
- Dr. Harpreet Bhatia
- Dr. Amanjot Sachdeva
- Dr. Priti Sehgal

Dr. Pradeep , Dr. Neha Sharma and Dr. Mukesh could not attend the meeting. The committee discussed the following:

- The committee discussed and decided that the task of Feedback improvement and result analysis may be divided into two groups to speed up the process. Dr. Kanupriya, Dr. Harpreet, Dr Priti and Dr. Mukesh to work on feedback improvement and Dr. Amanjot, Dr. Rajni , Dr. Neha and Dr. Pradeep to take care of result analysis.
- Since attendance has been a major concern in the college, the committee suggested that if a student does not attend seven consecutive classes of a particular subject, then he/she should take permission from the Principal to enter the class.
- The committee stressed upon that college must start a bulk SMS facility to inform the parents (stakeholders) about attendance, Internal assessment, college events, annual day, sports day and other important information.
- It was decided that an event calendar must be prepared before the beginning of every session. Also it was suggested that all departmental festivals may be held consecutively. For this session, it is suggested that they may be held in first two weeks of March.
- The committee recommended that one Faculty Development program and a one day seminar for the students must be planned by IQAC individually or in collaboration with any department before the end of this session.
- The planning for the preparation of AQAR (Annual quality assurance report was also made.

Submitted for consideration and necessary action.

Principal

Minutes of the IQAC sub-committee meeting

17/4/17

The meeting of the IQAC sub-committee was held on 9th March 2017 at 12:00 noon in the staff-room committee room. The following members were present:

1. Dr. Pradeep Kumar
2. Dr. Harpreet Bhatia *Harpreet Bhatia*
3. Dr. Rajni Mendiratta *Rajni Mendiratta*
4. Dr. Neha Sharma *Neha Sharma*
5. Dr. Amanjot Sachdeva *Amanjot Sachdeva*
6. Dr. Mukesh *Mukesh*
7. Dr. Priti Sehgal *Priti Sehgal*

Dr. kanupriya Goswami could not attend the meeting. The following discussions were done:

1. The minutes of the meeting held on 25th Jan 1027 were confirmed.
2. Since the complete result of 2016-17 was not available, it was decided that result analysis of 2015-16 would be done for AQAR by the sub-committee formed for the same on 25th Jan. Also it was decided that it should be done in two forms: i) Comparison of results of consequent years i.e result of 2014-15 should be compared with 2015-16 and ii) It should be student specific i.e within two semesters of same students.
3. It was decided that the sub-committee formed on 25th Jan would work on improvement of student feedback form and formation of Parental feedback form and finalize the same in the next meeting.
4. Dr. Amanjot suggested the idea of conducting the FDP in collabration with BMS department. The tentative date was decided as 20th or 21st of April.
5. A seminar on Cyber Crime was proposed by Dr. Priti Sehgal. Mr. Ankur Jain, IQAC member had proposed certain topics for the same which were shared with the entire committee. It was decided that the same can be conducted in consultation with the Principal tentatively in the first week of April.
6. Regarding AQAR, it was decided that relevant portions may be extracted from the report and should be forwarded to various departments for information so that the final report could be prepared.
7. Under any other matter, the committee again stressed upon requesting the Principal for space for working and technical assistance.

Submitted for consideration and information.

[Signature]
Principal

19/5/17

Minutes of IQAC Sub-Committee

The meeting of the IQAC sub-committee was held on 17th April 2017 at 11:45 am in the staff-room committee room. The following members were present:

1. Dr. Kanupriya Goswami *Kanupriya*
2. Dr. Harpreet Bhatia *H. Bhatia*
3. Dr. Rajni Mendiratta *Rajni*
4. Dr. Neha Sharma *Neha*
5. Dr. Amanjot Sachdeva *Amanjot*
6. Dr. Mukesh *Mukesh*
7. Dr. Priti Sehgal *Priti*

Dr. Pradeep Kumar could not attend the meeting. The following discussions were done:

1. The minutes of the meeting held on 9th march were confirmed.
2. Regarding Result Analysis, the sub-committee suggested that only for this year, the analysis should be done which student specific and not of the results of consecutive years because currently three types of systems are undergoing namely FYUP, Sem old scheme and CBCS. The committee also recommended that the final Analysis done by the committee must be sent back to respective departments for information and necessary action.
3. The committee finalized the improvised student feedback form and Parental feedback form. Both are attached with the minutes. (draft)
4. For preparing the AQAR to be uploaded in June, the work of entire report was divided amongst the committee members as follows:
 - Criterion I & II by Dr. Kanupriya Goswami and Dr. Mukesh
 - Criterion III & IV by Dr. Rajni Mendiratta and Dr. Neha Sharma
 - Criterion V and VI by Dr. Harpreet Bhatia and Dr. Amanjot Sachdeva
 - Criterion VII by Dr. Pradeep Kumar and Dr. Priti Sehgal
5. In the last meeting it was decided that IQAC will be conducting two events : FDP in collaboration with BMS department and a one day Seminar on Cyber Crime. FDP could not be done in this session due to the non-availability of funds as informed by the Dr. Amanjot Sachdeva, Tic of BMS department. For Cyber crime seminar, suitable dates were not available due to the Annual day and various other activities held during the same time, so it was decided to keep the seminar in August 2017.
6. The committee again requests to provide space and technical assistance for smooth functioning of IQAC.
7. The committee requests the college to apply for funds from UGC to conduct various activities under IQAC.
8. Under any other matter, the committee recommends that a uniform policy should be formulated across departments for holding festivals/seminars/workshops or any other academic activity. Further all the departments may be requested to apply for UGC funds for holding FDPs, conferences, seminars and workshops.

Submitted for consideration please.

Principal

Regarding item no 7 the IQAC committee should apply for funds from UGC duly provided through the institution.

S P10.

Regarding item no 8, the matter be referred
to main committee of IQAC for formulation
of policy for whole implementation in college.
Regarding item no. 6, Spine & Technical help sheets
worked out soon.
19.5.17

Parent Feedback Form

Name of the Parent: Name of the Student: Course: Sem:

1. Does the college charges fees according to the information displayed on the website or published in the prospectus? (Y/N)
2. Are you checking the college website for regular updates? (Y/N)
2 a) If Yes, Is it informative and regularly updated? (rate)
3. Extent to which facilities in the college satisfy you as known from your ward(Rate):
 - i) Extracurricular activities
 - ii) Medical Facilities
 - iii) Library
 - iv) Sports
 - v) Counseling and guidance
 - vi) Discipline
 - vii) Canteen
 - viii) Internet Facilities
 - ix) Placement Activities
 - x) Other infrastructure
4. Technical skills acquired by your ward.
5. Communication skills acquired by your ward.
6. Do you find the atmosphere of the college conducive to learning?
7. Is the College staff cooperative during your visits in the college.
8. Please give your valuable suggestions for improvement.

~~xix~~

Kanayya

Harish

Rajni

Shrj

Harish

Harish

Student Feedback Form

Student Details:

I. Academics (Rate)

1. Are the classes held regularly?
2. What is the extent of coverage of Syllabus?
3. Is the syllabus covered on time?
4. Do you find the class assignments and tests useful?
5. Have you attended any workshops/seminars held in your college/department?
5 a) If yes, Are you satisfied with the technical workshops held in your department/college?
6. Rate your interaction with faculty.

II. Infrastructure (rate)

1. Classrooms
 - i) Cleanliness
 - ii) Quality of projector
 - iii) Quality of Furniture
 - iv) Size of classroom
 - v) Lighting and Ventilation
 - vi) Sitting space
2. Labs of your department
 - i) Availability of sufficient number of software, hardware or instruments
 - ii) Maintenance of Labs
 - iii) Availability of support staff for student queries
3. Canteen
 - i) Quality of food
 - ii) Hygiene
4. Washrooms
 - i) Cleanliness
 - ii) Lighting
 - iii) Availability of water supply
5. Availability of enough potable drinking water in the college
6. Library
 - i) Availability of subject related books
 - ii) Availability of reference books
 - iii) Availability of Magazines/newspapers
 - iv) Availability of Journals
7. Internet Facility
 - i) Availability of Wi-fi
 - ii) Speed of Wi-fi

Signature

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Signature

Signature

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III. Sports and Extra-Curricular activities

1. Availability of opportunities, support and promotion of sports in your college.
2. Does the college have enough space to play sports?
3. Did you find enough opportunities to nurture your sports skills?
4. Did you find enough opportunities to nurture your extra-curricular skills?
5. Number of opportunities to participate in college or departmental festival

IV. Discipline in the college

V. Grievance redressal in the college.

VI. Please give suggestions for further improvement.

[Signature]

[Signature]

Kanungo


[Signature]
[Signature]

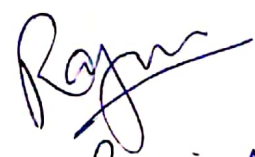
KeshavMahavidyalaya

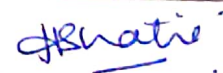
Result Analysis (IQAC)

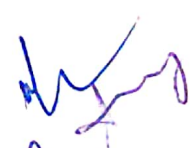
The meeting of the sub-committee of IQAC for Result Analysis for the Academic Year 2015-16 was held on 11/05/2017 at 11.00 am in Electronics lab (Room no. 306), to analyze the result of the various courses of the college. The following table shows the analysis if the different Departments of the College.

Course	Year	Percentage of the Students						Remarks
		With Distinction	First Division	Second Division	Third Division	Fail	Absent	
B.Tech (Computer Science) Section A	III	Increased by 12.26	Increased by 12.26	Decreased by 04.9	Decreased by 03.92	NIL	NIL	
B.Tech (Computer Science) Section B	III	Increased by 27.83	Increased by 22.17	Decreased by 11.32	Decreased by 08.49	NIL	NIL	
B.Sc. (Hons.) Computer Science, Old Scheme, Sec. A	II	Increased by 03.4	Decreased by 03.4	Decreased by 03.5	Increased by 03.5	NC	NIL	
B.Sc. (Hons.) Computer Science, Old Scheme, Section B	II	Increased by 24.24	Increased by 15.15	Decreased by 09.09	Decreased by 06.06	NP	Increased by 03.03	
B.Sc. (Hons.) Computer Science, CBCS Section A	I	Increased by 08.8	Decreased by 10.3	Increased by 07.3	Decreased by 01.5	Decreased by 04.4	NP	
B.Sc. (Hons.) Computer Science, CBCS Section B	I	Increased by 27.27	Decreased by 22.73	NC	Increased by 02.28	Increased by 9.09	NP	
B.Tech (Electronics)	III	Decreased by 19.23	Increased by 07.69	NC	Increased by 05.77	Increased by 05.77	NIL	
B.Sc. (Hons.) Electronics, Old Scheme	II	Increased by 14.28	Increased by 09.53	Increased by 14.29	Decreased by 38.09	Decreased by 1.923	Increased by 01.00	
B.Sc. (Hons.) Electronics, CBCS	I	Increased by 14.71	Decreased by 29.41	Increased by 05.89	Increased by 2.94	Increased by 5.88	NIL	
B.Com (Hons.) CBCS Sec A	I	Decreased by 08.0	Increased by 06.0	Decreased by 02.0	Increased by 02.0	Increased by 02.0	NP	
B.Com (Hons.) CBCS Sec B	I	Decreased by 16.6	Increased by 05.6	Increased by 05.5	Increased by 03.7	Increased by 01.9	NP	
B.Com (Hons.) CBCS Sec C	I	Decreased by 07.3	Decreased by 17.0	Increased by 19.5	Increased by 02.4	Increased by 02.4	NP	


(Dr. Neha Sharma)


(Dr. Rajni Mendiratta)


(Dr. H. Bhatia)


(Dr. P. Singh)

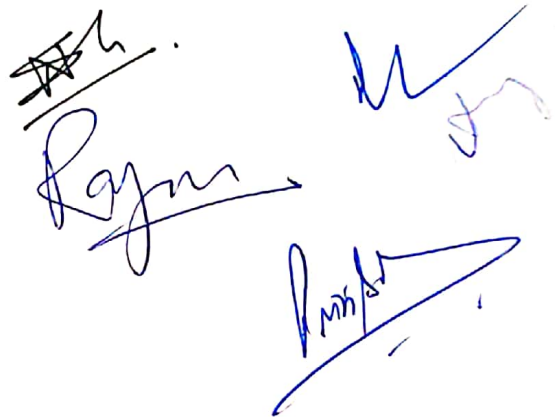
Course	Year	Percentage of the Students						Remarks
		With Distinction	First Division	Second Division	Third Division	Fail	Absent	
B.Com (Hons.) Old Scheme Sec B	II	Increased by 07.7	Increased by 10.7	Decreased by 03.0	Decreased by 21.5	Increased by 06.2	NP	
B.Com (Hons.) Old Scheme Sec C	II	Increased by 16.4	Decreased by 08.1	NC	Decreased by 18.4	Increased by 10.2	NP	
B.Sc. (Hons.) Physics, FYUP	III	Decreased by 18.27	Increased by 11.33	Increased by 06.82	Increased by 0.12	NP	NP	
B.Sc. (Hons.) Physics, Old Scheme	II	Decreased by 16.67	Increased by 08.33	Increased by 04.17	Increased by 04.16	NP	NP	
B.Sc. (Hons.) Physics, CBCS	I	Increased by 53.58	Decreased by 50.01	NC	NC	NP	NP	
B.A (Hons.) Psychology Old Scheme	II	Increased by 14.81	NC	Decreased by 14.81	Increased by 03.7	Decreased by 03.7	NIL	
B.A (Hons.) Psychology, CBCS	I	Increased by 18.51	Decreased by 07.41	Decreased by 14.81	NC	Increased by 03.7	NIL	
B.Sc(Hons.) Maths, Old Scheme	II	NC	Increased by 05.26	Increased by 03.51	Increased by 01.75	NC	NIL	
B.Sc(Hons.) Maths, CBCS	I	Increased by 41.31	Decreased by 21.75	Decreased by 10.87	Decreased by 06.33	Decreased by 02.17	NIL	
B.Sc (Applied Physical sciences), Old Scheme	II	Decreased by 05.0	Increased by 12.5	NC	Decreased by 05.5	Decreased by 02.5	NIL	
B.Sc(Applied Physical Science.) CBCS	I	Increased by 19.56	Decreased by 30.6	Increased by 08.4	Increased by 11.1	NP	NP	
B.Sc(Mathematical Sciences), Old Scheme	II	Increased by 09.21	NC	Decreased by 01.31	Increased by 01.32	Increased by 09.21	NIL	
B.Sc(Mathematical Sciences), CBCS	I	Increased by 11.37	Decreased by 15.91	Increased by 11.36	Decreased by 02.27	Decreased by 06.81	NIL	
BMS FYUP	III	Decreased by 21.00	Increased by 15.00	Increased by 3.00	Increased by 02.00	NIL	Increased by 02.00	
BBS, Old scheme	II	Increased by 36.00	Increased by 11.12	Decreased by 15.66	Decreased by 24.66	NIL	Increased by 02.00	
BMS, CBCS	I	Increased by 46.10	Decreased by 37.00	Increased by 00.50	Decreased by 02.50	Increased by 04.00	Increased by 02.00	

For CBCS courses, as no conversion able was available from the university, multiplier of '10' was used for evaluating the different divisions.

NP Not Provided.

NC No Change

Submitted for consideration and necessary action please.



The meeting of the sub-committee of IQAC was held on 19th May 2017 at 11:00 AM in the staff room. The following members were present:

1. Dr Pradeep Kumar ✓
2. Dr Kanupriya Goswami ~~Kanupriya~~ ✓
3. Dr Harpreet Bhatia ✓
4. Dr Rajni Mendiratta ✓
5. Dr Mukesh ✓
6. Dr Amarjot Sachdeva ✓
7. Dr Rich Sehgal. ✓

Dr Neha could not attend the meeting.

The committee discussed the following:

1. Confirmation of the minutes of meeting held on 17th April 2017
2. The AQAR report is supposed to be uploaded on our website by June 2017.

The data/information for the same was asked from various sections/departments and committees to be submitted by 10th May 2017. Since the data was not received from most of the departments/sections/committees, hence the same has been communicated by the Coordinator IQAC. The data is required

urgently so that the report can be prepared and uploaded on time. The convenors, heads of various department may be request asked to submit the data by 24th May '2017 positively.

2. The committee is also submitting the ~~meeting~~ minutes of earlier meetings for your kind perusal and necessary action. This committee again discussed the minutes of earlier meetings and again stressed upon the requirement for a separate space / room and technical assistance on a urgent basis for proper functioning of IQAC.

(PRINCIPAL)

Due to lack of space, a separate room cannot be assigned. However, Viceprincipal room can be used for meetings of subcommittee. For technical assistance, HSE Annexes services may be used ofc.

Minutes of the Meeting of IQAC sub-committee.

19th June '17

The meeting of IQAC sub-committee was held on 14th June '17 and 19th June '17 to discuss the progress of AQAR report. The following members were present on the respective dates:

1. Dr Pradeep.
2. Dr Rajni Mendiratta
3. Dr Amrajot
4. Dr Harpreet
5. Dr Mukesh
6. Dr Prit Sehgal.

14th June '17

Rajni

Mukesh
Prit

19th June '17
Not Present

Rajni

Mukesh
Prit

Dr Neha and Dr Kamphirya were not present. The progress of the report is as follows:

Part A has been completed.

Part B. Criterion I, II & III have been discussed and deliberated upon as per data received.

Submitted for information please.

Prit
(Principal)