



**Shri Atal Bihari Vajpayee
Government Arts & Commerce College Indore (M.P.)**

(Accredited B+ Grade from NACC)

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Minutes of IQAC Meeting

Date: 12.07.2018

Minutes of the IQAC meetings held on 12.07.2018 at 12 pm in IQAC Room with Internal IQAC members and respective HODs and Committee Conveners to discuss the following agenda.

1. To review documentation preparation progress for SSR with Head of Departments Hindi, Psychology and English
2. Review activities of Alumni Association in the Institute in the last five years with Convener, Alumni Association.
3. Student tracking to be done by the end of September.
5. Renovation and repair of the Sports Department.
6. Publication of E-news letter.

Following members were present in the meeting:

1. Dr. Shraddha Vyas - Convener, Alumni Association Committee
2. Dr. Kala Joshi - HOD, Hindi
3. Dr. Usha Jain - HOD, English and In-Charge Sports
4. Dr. Kavita Rawat - HOD, Psychology
5. Dr. Amar Vatnani - IQAC Member
6. Dr. Sudhir Saxena - IQAC Member
7. Dr. Prakash Garg - IQAC Member
8. Dr. D.N. Purohit - IQAC Member
9. Dr. S.P. Pandey - IQAC Member
10. Dr. Jyoti Taneja - IQAC Coordinator


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Minutes of IQAC Meeting

Date: 14.07.2018

A meeting was held on 14.07.2018 at 12 pm in IQAC Room with IQAC members and HODs of Sociology, Economics, Yoga, Commerce, Journalism, Public Administration to discuss the following agenda.

Following points were discussed in detail.

1. Submission of the first draft of five year departmental profile within a week, with documents, reports, photographs as proof.
2. HOD, Yoga informed about the donation of medicinal plants to the department by PG students, which was highly appreciated.
3. Organize a workshop on Yoga, Commerce department to organize a seminar on GST.
4. Submission of list of students going for Internships/ on-job trainings/ project work by August second week.
5. Criteria wise points were discussed, shortcomings were pointed out.
6. Program outcomes and course outcomes also to be submitted with profile.
7. Newly recorded lectures and news in the studio by department of Journalism to be made available to IQAC for uploading on website

No other issues to be discussed.

Following members were present in the meeting:

1. Dr. S.P. Pandey - HOD, Yoga
2. Dr. Amar Vatnani - on behalf of HOD- Commerce
3. Dr. Alka Rode - HOD, Economics
4. Dr. Ashwini Sharma - In-Charge, Department of Public Administration
5. Dr. Rajeev Sharma - In-Charge, Department of Journalism
6. Dr. Sudhir Saxena - HOD, Sociology/ In-Charge Department of Social Work
7. Dr. Kavita Rawat - IQAC member
8. Dr. Jyoti Taneja - IQAC Coordinator


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Minutes of IQAC Meeting

Date: 27.08.2018

Minutes of the IQAC meetings held on 27.08.2018 at 12 pm in IQAC Room with Internal IQAC members and HOD, Department of Management and In-Charge Career Counseling Cell and TPO.

Following points were discussed.

1. Review and discussion on preparation and progression of documentation for profiles of Department of Management and Career Counseling Cell.
2. Discussion on MoUs of the College and their activities of the last five years.
3. To submit list of on-campus and off-campus placements with employment details by end of October.
4. Training Placement Officer asked to collect detailed data of off-campus placements from all the departments include it in student database.
5. Concern over negligible placements was discussed, email of the TPO would be given on college website and students would be asked to submit their resume via mail.
6. Record of all the industrial visits/tours, lectures organized, workshops, to be submitted to Dr. Sudhir Saxena with all the details by October 2nd week.
7. Department of Management required display boards, notice boards etc. they were asked to give a list of their requirements to the store in-charge Girish Galodiya.

Following members were present in the meeting:

1. Dr. Kumbhan Khandelwal - In-charge, Department of Management and Career Guidance Cell
2. Dr. Priyanka Sharma - Faculty, Department of Management
3. Ms. Kalpana Saxena - TPO, Career Guidance Cell
4. Dr. Sudhir Saxena - IQAC Member
5. Dr. Prakash Garg - IQAC Member
6. Dr. Amar Vatnani - IQAC Member
7. Dr. S.P. Pandey - IQAC Member
8. Dr. Jyoti Taneja - IQAC Coordinator



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Minutes of IQAC Meeting

Date: 30.11.2018

A meeting of IQAC was held on 30.11.2018 at 11.30 AM in Principals Cabin.

The IQAC Chairperson welcomed the new members for the first IQAC Committee meeting for the academic year 2018-19. Thereafter, the IQAC Coordinator briefed the members about the agenda of the meeting and invited suggestions on the items included in the agenda of the meeting.

- Submission of AQAR for 2017-18- Department heads and Committee conveners have been provided with proformas to be submitted with proof and proper documentation for the completion of AQAR.
- Formation of new committees for the session 2018-19.
- Academic planning- Emphasis on use of ICT by faculty. Heads to organize department extension lectures. Set up at least two smart classrooms. Drafting of POs, COs by department heads for SSR.
- Review of the result of academic year 2017-18 and preparation of Annual Report of Controller of Exams - formation of a committee to prepare class wise data of results of the last five years.
- Renovation and repair of old computer labs, language lab, construction of new toilets for differently abled students, installation of water purifier with water coolers.
- Sports room to be shifted to old Yoga block.
- Strengthen Placement Cell activities.
- To promote research, publication of research papers in UGC listed journals. A new room to be set for Research Committee.
- Update College Website
- Strengthen Alumni Association - Departments were asked to invite alumni and have at least two interactions of alumni and current year students.
- Organize at least one National Seminar
- Online CCE to be conducted.


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- Feedback from students, alumni, parents and teaching staff on syllabus to be taken at the departmental level. Online Feedback to be made available on college website.
- Departmental Evaluation Report Drafting of last five years to be compiled for SSR.
- Display boards and notice boards to be mounted and old ones to be repaired.

Following members were present in the meeting:

1. Dr. Vandana Agnihotri, Chairperson IQAC (Principal)
2. Dr. Prakash Garg (Member)
3. Dr. Amar Vatnani (Member)
4. Dr. D.K. Gupta (Member)
5. Dr. D.N. Purohit (Member)
6. Dr. Kavita Rawat (Member)
7. Dr. SP Pandey (Member)
8. Dr. Sudhir Saxena (Member)
9. Mr. Lokpal Singh Kushwaha (External Member)
10. Dr. Kamna Laad (External Member)
11. Mr. Ashish Pillai (Alumni)
12. Ms. Anubha Bhokardankar (Student Member)
13. Dr. Jyoti Taneja (Coordinator)

P. Singh

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Shri. G. S. Vaidya Vaidya
Smt. A. S. Commerce College
(INDORE)



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- Feedback from students, alumni, parents and teaching staff on syllabus to be taken at the departmental level. Online Feedback to be made available on college website.
- Departmental Evaluation Report Drafting of last five years to be compiled for SSR.
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2. Dr. Prakash Garg (Member)
3. Dr. Amar Vatnani (Member)
4. Dr. DK Gupta (Member)
5. Dr. DN Purohit (Member)
6. Dr. Kavita Rawat (Member)
7. Dr. S.P. Pandey (Member)
8. Dr. Sudhir Saxena (Member)
9. Mr. Lokpal Singh Kushwha (External Member)
10. Dr. Kamna Laad (External Member)
11. Mr. Ashish Pillai (Alumni)
12. Ms. Anubha Bhokardankar (Student Member)
13. Dr. Jyoti Taneja (Coordinator)

P. Garg

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Minutes of IQAC Meeting

Date: 06.12.2018

Minutes of the meeting of IQAC held on 06.12.2018 at 12.00 PM in IQAC Room with HODs.

Following were the points discussed

1. Question papers for online CCE to be submitted for all subjects latest by 10.12.18, so that the test could be conducted in time.
2. To encourage students to fill online feedback available on the college website.
3. Encourage faculty to get their subject related lectures recorded in Department of Journalism, to be uploaded on college website.
4. Submission of Program/ Course outcomes within a week, as they also are to be uploaded on the website.
5. Requirement of proof for all the details included in the departmental profile.
6. The IQAC Chairperson (principal) Madam Agnihotri stressed on the timely submission and authentication of all documents to be provided as proof by the HODs.

With no more points to discuss, the meeting was closed with a vote of thanks by Dr. S.P. Pandey.

Following members were present in the meeting:

1. Dr. Vandana Agnihotri, Chairperson IQAC (Principal)
2. Dr. Prakash Garg (Member)
3. Dr. Amar Vatnani (Member)
4. Dr. D.N. Purohit (Member)
5. Dr. Kavita Rawat (Member)
6. Dr. S.P. Pandey (Member)
7. Dr. Sudhir Saxena (Member)
8. Dr. Mahesh Gupta (Member)
9. Dr. Jyoti Taneja (Coordinator)


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Minutes of IQAC Meeting

Date: 10.12.2018

Minutes of the meeting of IQAC held on 10.12.2018 at 12.00 PM in Kalam Kaksh with Class III and IV employees.

Following were the instructions given and discussed by the IQAC Chairperson Madam Agnihotri.

1. The administrative staff to complete and keep their work, records, documents properly filed and ready keeping in view the NAAC assessment due shortly.
2. Mr. Suresh was instructed to check all the electrical faults in all the buildings and repair, mend or change as required on a continuous basis.
3. All fused bulbs and tube lights to be replaced by LED tubes and bulbs.
4. Mr. Jitendra Pawar was instructed to check and repair broken furniture, hang new display boards and repair of the old ones.
5. Mr. Girish Gahlodiya was asked to inspect, keep a vigil on all the work and supply the required material.
6. Mr. Prakash Sarwan and his team to look after the gardens, water plants, maintain cleanliness in the campus.
7. The computer operators were instructed to help the departments/committees with their typing work and remain available at the places allotted to them.

The meeting ended with a formal vote of thanks by Dr. Amar Vatnani.

Following IQAC members were present in the meeting:

1. Dr. Vandana Agnihotri, Chairperson IQAC (Principal)
2. Dr. Prakash Garg (Member)
3. Dr. Amar Vatnani (Member)
4. Dr. Jyoti Taneja (Coordinator)
5. Class III and IV Employees



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3. Dr. D.N. Purohit (Member)
4. Dr. Kavita Rawat(Member)
5. Dr. S.P. Pandey (Member)
6. Dr. Sudhir Saxena(Member)
7. Dr. Mahesh Gupta(Member)
8. Dr. Jyoti Taneja (Coordinator)
9. Mr. Lokpal Kushwah (External member)

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