

Session 20 17-18

IBAC Coordinator's meeting with
the Principal 14-7-17

Date: _____ Pilot
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The IBAC coordinator submitted the ASAR of 2015-16 to the Principal for review and study by the management.

minutes of 16-7-17

IBAC coordinator had a meeting with the Principal regarding ASAR 2015-16. Suggestions about modifications to be incorporated related to the data of certain criteria were obtained.

The coordinator assured that the information will be authenticated by him personally.

IBAC Coordinator's meeting with Accountant

Minutes of 18-8-17.

The coordinator of IBAC had a detailed meeting with the college Accountant ~~with Mr. Sath~~ Mr. Saleel Sozal of the College Accounts office. The following information was verified for inclusion in the ASAR 2015-16

- Expenditures under several heads
- Funds from various agencies
- Funds from sponsors

- PTA contributions for Teacher's Salaries
- ICT related expenditure
- Infrastructure related expenditure
- Vacancies filled and vacant.

ISAC Coordinator's meeting with Computer Dept minutes of 21-8-17

The coordinator held a meeting with Ms. Neha walia, Head of Computer Department, regarding proper formatting of the AQAR 2015-16. The necessity and procedure for creation of weblink for onward/online submission to NAAC was emphasized.

The proper instructions were followed and AQAR 2015-16 was submitted.

ISAC Coordinator's meeting with the Principal minutes of 24-10-17

ISAC coordinator interacted with the Principal regarding changes in the nomenclature of Criterion III from Research, Consultancy and Extension to Research, Innovation & Extension. Name of VII criterion had been

modified from Innovative and Best Practices to Institutional Values & Best Practices

The Principal advised the coordinator to contact NAAC office to obtain the latest format for AQAR. Upon receiving information from NAAC, the coordinator informed the Principal that the latest format for AQAR was the one available on the website.

The Schedule for NAAC, Criteria Committee meetings to be held on 25-10-17 was finalised. A notice was put up for information of all.

IBAC meetings with
NAAC Criteria Committee

Pilot

Date :
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Attendance 25-10-17

Dr (sr) Beena John	
Dr. Ravi Bhushan	Dr -
Dr. Shramya Murali	Murali
Neha	Neha
Radhika Patil	Patil
Dr. Gitanjali Mahendri	Mahendri
Dr. Anupama Tardus Thomas	Thomas
Ms. Anitha Chauhan	Anitha
Punam Chauhan	Punam
Anjali Dewan	Dewan
Ananya Sharma	Sharma

minutes 25-10-17.

Various NIAAC Criteria committee meetings with the ISAC were held in the Principal's office according to the following schedule.

<u>Time</u>	<u>Criteria</u>
10.30-10.45	<u>I</u> & <u>II</u>
11.15-11.30	<u>III</u> & <u>IV</u>
11.30-11.45	<u>V</u> , <u>VI</u> , <u>VII</u>

The following was emphasized during the meetings:

- NAAAC methodology was undergoing changes
- There could be third party verification of data
- The Peer Team visit may or may not be necessitated.
- The nomenclature of criteria III and VI had been revised
- The college website would assume importance due to the foregoing reasons.
- Criterion wise AQAR of 2016-17 would need to be completed on priority

2-11-17

The Principal guided 10 AC coordinator to make AQAR format available on the desktop of the Staff Room Computer to enable Criteria committee teachers to fill in the details.

The Principal also emphasized on the importance of decentralized planning for quality enhancement. Keeping the above in mind, the following notices were conveyed by the coordinator to on the Faculty page of Whatsapp.

- NAAC Criteria Committee teachers are requested to fill criteria reports in the AQAR 2016-17 word file available on the desktop of Staff Room Computer.

Font: Times Roman

Size: 12

- Department heads are requested to submit a report of Action Taken (point wise) on their Perspective Plans of the session 2016-17.
- Department heads are requested to formulate and submit Perspective Plan for the session 2017-18.

ISAC Meeting

Attendance

14-11-17

Pilot

Date: 14-11-17

Page no.

1. Dr. Sharmya Murali

Neha walia

Sharmya

Neha

3. Priyanka Sara

Rathana

Sara

Rathana

5. Anjali Dewan

Dewan

6. Jitanjali Mahendra

Jitanjali

7. Anamatti Chauhan

Anamatti

8. Dr. Sapna Sharma (AC)

Dr. Sharma

9. Dr. Anupama Indira Tomar

Dr. Tomar

10. Deepthi Pappu (AC)

Deepthi

11. Manu Mahajan

Manu

12. Dr. Ravi Bhushan

Dr. Bhushan

13. Ananya Sharma

Ananya

In the meeting chaired by the Coordinator, an account was taken point wise of the Action Taken on the 2016-17

Perspective Plan.

Each criterion was taken up and each item was discussed and ideas were put forth and available data was carefully scrutinized.

IBAC Coordinator's meeting with The Pilot
Principal 15-11-17.

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The IBAC coordinator met the Principal to appraise her about the previous day's meeting. The reply to each item of the 2016-17 Perspective Plan was discussed. Whenever there were doubts, suggestions from the Principal were obtained.

To update and verify data, teachers in charge of various committees were requested to join the meeting.

The Principal stressed the need for timely updation of information to save time and effort that was going into the preparation of AQAR 2016-17.

IBAC Meeting

Attendance 16-11-17

Date:

Pilot

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The Principal
The Coordinator

By
Date

Anuja Sharma
Alpana
Gurles

Wardini Patil

Neha Walis

Dr Anupama Tade-Tom

Shruti
Aruna

Deepthi Pami (AC)

Arijali Dewan

Shubeta Thakur (AC)

Priyanka Sena

Shivani Chauhan

Mamun Makejan

Ujjwala Mahendru

Shruti Mural

Urmatti Chauhan

Lopra Sharma (AC)

Sushil Kumar

The Principal and the IBAC
Coordinators interacted with Teachers
of various NAAC Criteria Committees.
The reports were submitted by
them for ASAR 2016-17. Suggestions
for improvement were provided
by the Principal.

Perspective Plan for

2017-18 was also discussed.
Academic monitors were asked to
collect perspective Plans of respective
departments to be passed on to the coordinators.

18AC Coordinator's meeting
with the Principal.

Pilot

Date: 6-12-17

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The 18AR 2016-17 was worked upon by the coordinator 18AC and faculty of the Computer Department. Ms. Neha Walia completed the formatting after which the report was put forth before the Principal for suggestions.

22-12-17.
The 18AC coordinator met the Principal, along with the Core Coordinator Ms. Nandini Pathania. The coordinator assured to consider the various points raised by the Principal.

28-12-17.
The 18AC coordinator met the Principal and inquired about her opinions about the 18AR 2016-17. The Principal expressed satisfaction with the contents and instructed that the 18AR be submitted online.

ISAC Coordinator's meeting
with the Principal

Pilot
Date 22-2-18
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The Principal asked the coordinator to make available the latest AQAR format as a shortcut on a computer in the staff-room. This was to enable Teachers to fill criteria data for AQAR-2017-18.

21-3-18
The Principal asked the coordinator to convey to all faculty that AQAR 2017-18 be updated. The criterion print outs were to be brought for discussion in a meeting on the 26-3-18.

ISAC meeting

Pilot

Date 26-3-18

Page no.

In the ISAC meeting held on 26-3-18, the Criteria Committees presented their reports. Suggestions were provided for further improvements.

It was decided that the Coordinator would put up a notice for teachers in charge of various activities to fill the number of meetings held during 2017-18.

Teachers would be asked to make sure that there were no subject clashes in the datesheet, as soon as it was made available by the HPU.

The Principal also asked the Coordinator to reconstitute the ISAC, keeping in mind the latest guidelines of NAAC. However, the coordinator was advised to keep in mind the size of the college and utilize his experience about the complexity of the overall functioning of the college.

Attendance 26-3-18

Date :

Pilot

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The Principal :

ISAC Coordinator :

Gitanjali Mahesh

Ran
Gitanjali

Anupama Tadi Tomar

At

Sushil Kumar

Sushil Kumar

Priyanka Tara

Tara

Neha Walia

Neha Walia

Miyani Chaudhary

Miyani

Shweta Thakur

Shweta

Ummatti Chaudhary

Ummatti

Altravis

Altravis

Hijoli Dewan

Hijoli Dewan

Anuja Sharma

Anuja

Pilot

IBAC meeting

Pilot

Date: 6-4-18
Page no.

Attendance

The Principal :	
IBAC Coordinator :	Ran ✓
Ujjwala M	gor
Arupema Tadar Tomar	Atad
Surshel Kumar	Sushil Kumar
Priyanka Singh	The
Neha Walia	Nwalia
Mumatti Chauhan	Chauhan th
Anjali Dewan	Adeyan
Shweta Thakur	Shweta
Shivani Chauhan	Shiv
Alakshya	Alakshya
Anuja Sharma	Anuja

Minutes

6-4-18.

Date:

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It was decided in the meeting that all department heads be asked to hold meetings in their departments for the preparation of

1. Perspective Plan for 2018-19
2. Ten year Perspective Plan.

It was also decided that teachers should keep all records of last 5 years pertaining to attendance, minor tests and practical exams etc.

IOAC meeting
Attendance

Pilot
Date 26-4-18
Page no.

The Principal

IOAC Coordinator :

Gitanjali Mahendra

Ampans Tadar Tomer

Neha Walia

Suraj Kumar

Shivani Chavhan

Prityanka Loner

Shweta Thakur

Patnam

Anjali Dewan

Munatti Chauhan

Anya Sharma

kar

Gitanjali

Walia

Suraj

Shivani

Prityanka

Shweta

Patnam

Anjali Dewan

Munatti Chauhan

2/3

minutes

Date 26-4-18 Pilot
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It was decided that students would be encouraged to provide online feedback. The link would be made available and would be compulsory for all students to fill up the form.

The Criteria Committees were provided feedback to incorporate appropriate changes in the ACAR for 2017-18.

The ACAR 2017-18 working copy would be made available on a staff room computer.

The font should be Times Roman and size should be 12.

IBAC coordinator's meeting with
the Principal. 4-5-18

Pilot

Date:

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The Principal suggested
that the coordinator go take a
printout of A&AR 2017-18.
He was also instructed to
go through it for any omissions.
Criterion III would need
to be discussed with the
Criterion Committee.

Criterion II were also need
to bring about changes in their report.

The Principal

The coordinator

Attendance 11-5-18

Date:

Pilot

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The Principal

The Coordinator

Rathana

Anuja

Anjali Dewan

Shivani Chauhan

Shweta Thakur

Ummatti Chauhan

Neha Walia

Priyanka Lora

Surshel Kumar

Anupama Tandin Tomer

Ujjwala Mahendru

By

Per

Rathana

ff

Dewan

Dewan

Shweta

Ummatti

Walia

Lora

Kumar

Tomer

Mahendru

Minutes 11-5-18

Date:

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The meeting was chaired by the Principal. Each criterion in the Perspective Plan of 2017-18 was considered for the extent of its completion.

The Coordinator sought some clarifications from the members present.

The Principal suggested that new initiatives should be stressed upon for formulation of the 2018-19 Perspective Plan.

The next LBAC meeting, with the Heads of various departments, was scheduled for the 14-5-18 at 11 AM.

Attendance, 14-5-18

Pilot

Date:

Page no.

The Coordinator.

Neha Walia

Page 1

Neha Walia

Shivani Chauhan

Shivani

Shweta Thakur

Shweta

Sushel Kumar

Sushel Kumar

Jayesh Kumar

Jayesh Kumar

Nishat Prakash

Nishat

Hitesh Sharma

Hitesh Sharma

Reena Thakur

Reena

Shweta Gupta

Shweta Gupta

Ujjwala Mahendra

Ujjwala Mahendra

Priyanka Parag

Priyanka

Mimatti Chauhan

Mimatti

Aksh Verma

A. Verma

Anjali Kumar

Anjali

Kalpna Sharma

Kalpna

Madhan Joshi

Madhan

Rashmi Parmar

Rashmi

Minutes

14-5-18.

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In the meeting chaired by the IQAC Coordinator in the Staff Room, views were elicited from faculty of various departments about the activities they proposed to do in ~~2018~~ 2018-19.

The teachers informed about the new initiatives to be included in the Perspective Plan for 2018-19.

The coordinator asked about the inclusion of possible names, from the faculty and staff, to be included in the IQAC for quality sustenance activities. Based on the inputs, the IQAC was reconstituted in keeping with the latest guidelines of NAAC. The list of members was displayed on the notice board.