



# D.B.M.S College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

Date : 11-02 2019

## Notice

This is to inform that all the members of In house Advisory committee are requested to attend the first meeting of the session 2018-2020.

Date: -13-02-2019

Time: 11 am

Venue: Management Room of DBMS College of Education

The **first** ever meeting of the Programme Advisory Committee 2018-2020 was held at 11:00 a.m. on 13 February 2019 in the Management Room of DBMS College of Education.

### In House Programs Planning Advisory Committee:-


Sl.No	Name	Designation
1.	Mr. B. Chandrashekhar(Finance)	Jt-Chairman
2.	Dr. Joohi Samarpita	Principal
3.	Mrs. Geeta Natarajan	Member
4.	Mrs. Pamela Ghosh Dutta	Member Expert
5.	Dr. Manoj Kumar	Member(Principal College)
6.	Dr. Mudita Chandra	Member(Principal College)
7.	Suneha Kumari(student)	Pupil-Teacher Member
8.	Laya Chakroborty(student)	Pupil Teacher Member
9.	Yaman Chabra(student)	Pupil Teacher Member

College President Mr B. Chandrashekhar present over the preliminary meeting.

The Principal welcomed the members who were participating in the first ever meeting of the recently constituted PAC. The Governing Body at its meeting dated 20 December 2018 decided to form the PAC for the College of Education. . As per authorisation, the Principal in effective consultation with the Management have decided on the composition, jurisdiction, meetings to be held and all other details.

As per the decision of the Governing Body existing relevant committees, clubs and Cells have been merged together and re-designated as PAC.

- Curriculum, review and revision
- Staff development
- Career development and work-based learning activities
- Marketing and advocacy of the product
- Student recruitment, mentoring, and placement
- Program resources: student activities or program-specific resource needs.
- Evaluation (of the program and the advisory committee itself)

  
PRINCIPAL  
SIGNATURE



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Ref.No. : .....

Date : .....

## Session- 2018-2020

### **Minutes of the Meeting of the In House Programme Advisory Committee**

The first ever meeting of the Programme Advisory Committee 2018-2020 was held at 11:00 a.m. on 13 February 2019 in the Management Room of DBMS College of Education.

The following were present

#### **In House Programme Advisory Committee:-**

Sr.No	Name	Designation
1.	Mr B Chandrashekhar	Chairman
2.	Dr Joohi Samarpita	Convenor/Principal
3.	Mrs. Sripriya Dharmarajan	Member
4.	Pamela Ghosh Dutta	Member Expert
5.	Dr Mudita Chandra	Member (Principal A.B.M.College)
6.	Dr Manoj Kumar	Member(Assistant Professor, Kolhan University, Chaibasa)
7.	Anima Sharma	Pupil-Teacher Member

Chairman, Mr. B Chandrashekhar presided over the preliminary meeting.

The Convenor welcomed the members who were participating in the first ever meeting of the recently constituted PAC. The Governing Body at its meeting dated 20 December 2018 decided to form the PAC for the DBMS College of Education. . As per authorisation, the Principal in effective consultation with the Management have decided on the composition, jurisdiction, meetings to be held and all other details.

As per the decision of the Governing Body existing relevant committees, clubs and Cells have been merged together and re-designated as PAC.

The chairperson pointed out that the PAC would be responsible to advise, assist, and support activities designed to strengthen and modernize educational programs. The PAC would promote the education program in the community. Promotion may be taken up in the form of communicating with local elders, arranging publicity, presenting programs to civic groups, and authoring newspaper articles/pamphlets.

PAC's role is not to "rubber stamp" what already exists, but to offer suggestions for improvements that will help the program grow and expand. Details are as under

### **Composition**

The college is to have a PAC consisting of

a) President/Secretary of the Society	Chairperson-
b) Head of the College	-Convenor-Secretary
b) Two senior teachers	-Member
c) Two alumni	-Member
d) One student	- Member

### **Functions-jurisdictions**

Priorities for the advisory committee's program of work fall into following categories:

- Curriculum, review and revision
- Staff development
- Career development and work-based learning activities
- Marketing and advocacy of the product
- Student recruitment, mentoring, and placement
- Program resources: student activities or program-specific resource needs.
- Evaluation (of the program and the advisory committee itself)

### **Sub-committees**

The Program Advisory Committee may be assisted by other committees. It may appoint sub-committees and determine their responsibilities, goals, and tasks. PAC's members may serve on more than one subcommittee.

### **Meetings**

The actual number of PAC's meetings per year is to be determined by the scope of the committee's Program of Work. Program Advisory Committees is to meet a minimum of once per year. A-half of the members would form the quorum.

### **Decisions**

Having taken into considerations the priorities based on the current and projected needs and what has been accomplished in the past, the PAC decided as under



#### **A: Curriculum, review and revision**

1. *Curriculum frameworks and course descriptions*—Advisory Committee requested to ascertain if the framework or course sequence satisfies the emerging requirements of the market. It particularly asked to compare content of the program with competencies required for entry into the occupations.
2. *Modification of existing programs*—Advisory committees advised to compare program accomplishments with program objectives. Also it requested the chairperson to see if there was a need for developing educational objectives, and include it in the above-mentioned programme.
3. *In addition the Advisory Committees* sought help to identify new or emerging technical/occupational education fields: identify areas in which new programs, or changes to existing programs, are necessary.
4. It felt the need of identifying new technologies to include in the program.
5. *Review, evaluate, and advise on course materials*—Advisory Committee also wanted to determine whether texts should be updated or supplemented. Besides, it wanted to identify content that are out-of-date or do not meet required standards.

The issues mentioned from 1 to 5 may be decided on the basis of feedback from all stakeholders and with the help of theme-based workshops/mini-seminar that may be conducted by the college all alone, or else in collaboration with sister institutions. The chairperson should assure involvement of the University faculty also.

1. The Committee asked for placing before it the results of tests, progress report and duly analysed annual examination results for facilitating evaluation of quality and quantity of graduates and job placement.
2. Alumni plays an active role in curriculum development. They frequently provide advice regarding curriculum development, in order to meet current and emerging trends.

#### **B. Staff Development**

1. The PAC reviewed the proposal for faculty development It did not approve professional development plans as placed before it. Instead it asked that while placing any new or amended proposal or programme before the PAC, the concerned functionaries and committees must consider time, costs, human resources, and other support needed for each step. Details should be worked out accordingly and beforehand.
2. It decided to place before the management the detailed proposal on the provision of in-service activities on current methods and processes for the faculty for seeking a policy decision. The proposal should also include the provision for



- i. Teachers' memberships or participation in subject associations
  - ii. Career Development and Work-Based Learning
3. The PAC took a view of career awareness and career development activities. It requested the Chairperson to facilitate arrangement for occupation-related field trips and other career awareness activities such as interaction with the office bearers of local self government, local artisans, community leaders, and women groups (if any) and the people living below poverty line.
4. Work-based learning activities—The PAC asked for submitting detailed report on internships programs before it, each year.

### **C. Students: Recruitment, Mentoring, and Placement**

1. The IN HOUSE PAC reviewed completion rates and placement rates. It then reminded itself of the role it can play in identifying available jobs, in recruiting and mentoring students in technical/occupational programs, and in placing program completers. In view of this, the PAC decided as under
  - i) It advised Placement Cell to notify the posts for which students are qualified.
  - ii) It asked the Placement Cell to organise student/employer conferences.
  - iii) It also asked the concerned committee to assist student-teachers in developing interviewing skills.
2. It requested the chairperson to arrange for guest speakers or guest faculties in the classroom, as and when required.
3. Mock interviews are to be conducted with the help of our alumni members. It was also decided that alumni should keep us informed about vacancies and openings in order to facilitate placements of our current students.

### **D. Resources (Equipment, Funding, and Personnel)**

1. The PAC took stock of the program resource needs, including equipment, laboratories, staff qualifications, and specialised educational and training facilities. It asked to develop strong links with the community, utilise community resources and broker community partnerships.
  - i) Developing and establishing procedures for recognizing outstanding students, teachers, and community leaders, and
  - ii) Promoting special college events.
2. The PAC acknowledged the fact that preparing students for a global workforce necessitates use of up-to-date equipment by the institution. The committee expressed its intent to review existing equipment.



3. It decided further to determine with experts' help what equipment is obsolete, what should be obtained, and whether the program provides sufficient student materials.

**E. Evaluation:**

1. To promote a culture of continuous improvement and focus on outcomes, the committee recognized that continuous improvement depends on regular evaluation. It therefore asked the Examination Committee to present before it the analysed data, status of goal attainment, with related ideas for evaluation and advice.

The present resolutions are to be treated as standing provisions.

The meeting concluded at 1 pm with a vote of thanks to the chair.



Chairperson



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Ref.No. : .....

Date : .....

## Session- 2019-2021

### **Minutes of the Meeting of the In House Programme Advisory Committee**

The first ever meeting of the Programme Advisory Committee 2019-2021 was held at 11:00 a.m. on 21 January 2020 in the Management Room of DBMS College of Education.

The following were present

#### **In House Programme Advisory Committee:-**

Sr.No	Name	Designation
1.	Mr B Chandrashekhar	Chairman
2.	Dr. Joohi Samarpita	Convenor/ Principal
3.	Mrs Sripriya Dharmarajan	Member
4.	Pamela Ghosh Dutta	Member Expert
5.	Dr Mudita Chandra	Member(Principal A.B.M College)
6.	Dr Manoj Kumar	Member(Assistant Professor, Kolhan University Chaibasa)
7.	Suneha Kumari	Pupil-Teacher Member
8.	Laya Sahai Chakraborty	Alumni Member
9.	Yaman Chhabra	Alumni Member

President Mr. B Chandrashekhar presided over the preliminary meeting.

The Convenor welcomed the members who were participating in the first meeting for the session 2019 - 21 of the recently constituted PAC. The Governing Body at its meeting dated 20 December 2018 decided to form the PAC for DBMS College of Education. . As per authorisation, the Principal in effective consultation with the Management have decided on the composition, jurisdiction, meetings to be held and all other details.

As per the decision of the Governing Body existing relevant committees, clubs and Cells have been merged together and re-designated as PAC.

The chairperson pointed out that the PAC would be responsible to advise, assist, and support activities designed to strengthen and modernize educational programs. The PAC would promote the education program in the community. Promotion may be taken up in the form of communicating with local elders, arranging publicity, presenting programs to civic groups, and authoring newspaper articles/pamphlets.

PAC's role is not to "rubber stamp" what already exists, but to offer suggestions for improvements that will help the program grow and expand. Details are as under



### **Composition**

The college is to have a PAC consisting of

a) President/Secretary of the Society	Chairperson-
b) Head of the College	-Convenor-Secretary
b) Two senior teachers	-Member
c) Two principals of Practice Teaching Schools	-Member
d) Two alumni	-Member
e) One student	- Member

### **Functions-jurisdictions**

Priorities for the advisory committee's program of work fall into following categories:

- Curriculum, review and revision
- Staff development
- Career development and work-based learning activities
- Marketing and advocacy of the product
- Student recruitment, mentoring, and placement
- Program resources: student activities or program-specific resource needs.
- Evaluation (of the program and the advisory committee itself)

### **Subcommittees**

The Program Advisory Committee may be assisted by other committees. It may appoint subcommittees and determine their responsibilities, goals, and tasks. PAC's members may serve on more than one subcommittee.

### **Meetings**

The actual number of PAC's meetings per year is to be determined by the scope of the committee's Program of Work. Program Advisory Committees is to meet a minimum of once per year. A-half of the members would form the corium

### **Decisions**

Having taken into considerations the priorities based on the current and projected needs and what has been accomplished in the past, the PAC decided as under

#### **A: Curriculum, review and revision**

1. *Curriculum frameworks and course descriptions*—Advisory Committee requested to ascertain if the framework or course sequence satisfy the emerging requirements of the market. It particularly asked to compare content of program with competencies required for entry into the occupations.

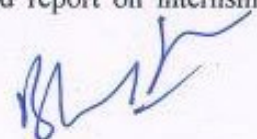
2. *Modification of existing programs*—Advisory committees advised to compare program accomplishments with program objectives. Also it requested the chairperson to see if there was a need for developing educational objectives, and include it in the above-mentioned programme.
3. *In addition the Advisory Committees* sought help to identify new or emerging technical/ occupational education fields: identify areas in which new programs, or changes to existing programs, are necessary.
4. It felt the need of identifying new technologies to include in program.
5. *Review, evaluate, and advise on course materials*—Advisory Committee also wanted to determine whether texts should be updated or supplemented. Besides, it wanted to identify content that are out-of-date or do not meet required standards.

The issues mentioned from 1 to 5 may be decided on the basis of feedbacks from all stakeholders and with the help of theme-based workshop/mini-seminar that may be conducted by the college all alone, or else in collaboration with sister institutions. The chairperson should assure involvement of the University faculty also.

6. The Committee asked for placing before it the results of tests, progress report and duly analysed annual examination results for facilitating evaluation of quality and quantity of graduates and job placement.
7. Alumni plays an active role in curriculum development. They frequently provide advice regarding curriculum development, in order to meet current and emerging trends.

#### **B. Staff Development**

8. The PAC reviewed the proposal for faculty development. It did not approve professional development plans as placed before it. Instead it asked that while placing any new or amended proposal or programme before the PAC, the concerned functionaries and committees must consider time, costs, human resources, and other support needed for each step. Details should be worked out accordingly and beforehand.
9. It decided to place before the management the detailed proposal on the provision of in-service activities on current methods and processes for the faculty for seeking a policy decision. The proposal should also include the provision for
  - i) Teachers' memberships or participation in subject associations
  - ii) Career Development and Work-Based Learning
10. The PAC took a view of career awareness and career development activities. It requested the Chairperson to facilitate arrangement for occupation-related field trips and other career awareness activities such as interaction with the office bearers of local self government, local artisans, community leaders, and women groups (if any) and the people living below poverty line.
11. Work-based learning activities—The PAC asked for submitting detailed report on internships programs before it, each year.



### **C. Students: Recruitment, Mentoring, and Placement**

12. The PAC reviewed completion rates and placement rates. It then reminded itself of the role it can play in identifying available jobs, in recruiting and mentoring students in technical/occupational programs, and in placing program completers. In view of this, the PAC decided as under
- i) It advised Placement Cell to notify the posts for which students are qualified.
  - ii) It asked the Placement Cell to organize student/employer conferences.
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13. It requested the chairperson to arrange for guest speakers or substitute teachers in the classroom, as and when required.
14. Mock interviews are to be conducted with the help of our alumni members. It was also decided that alumni should keep us informed about vacancies and openings in order to facilitate placements of our current students.

### **D. Resources (Equipment, Funding, and Personnel)**

15. The PAC took stock of the program resource needs, including equipment, laboratories, staff qualifications, and specialized educational and training facilities. It asked to develop strong links with the community, utilise community resources and broker community partnerships.
- i) Developing and establishing procedures for recognizing outstanding students, teachers, and community leaders, and
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16. The PAC acknowledged the fact that preparing students for a global workforce, necessitates use of up-to-date equipment by the institution. The committee expressed its intent to review existing equipment and consider how closely it matches equipment used in quality schools.
17. It decided further to determine with experts' help what equipment is obsolete, what should be obtained, and whether the program provides sufficient student materials.

### **E. Evaluation:**

18. To promote a culture of continuous improvement and focus on outcomes, the committee recognized that continuous improvement depends on regular evaluation. It therefore asked the Examination Committee to present before it the analyzed data, status of goal attainment, with related ideas for evaluation and advice.

The meeting concluded at 1 pm with a vote of thanks to the chair.

  
Chairperson



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Ref.No. : .....

**Session- 2020-2022**

Date : .....

## Minutes of the Meeting of the In House Programme Advisory Committee

The first ever meeting of the Programme Advisory Committee 2020-2022 was held at 11:00 a.m. on 25 January 2021 in the Management Room of DBMS College of Education.

The following were present

### In House Programme Advisory Committee:-

Sr.No	Name	Designation
1.	Mr B. Chandrashekhar	Chairman
2.	Dr Joohi Samarpita	Convenor/Principal
3.	Mrs. Sripriya Dharmarajan	Member
4.	Pamela Ghosh Dutta	Member Expert
5.	Dr. Mudita Chandra	Member(Principal College)
6.	Dr. Manoj Kumar	Member(Principal College)
7.	Anu Soni	Pupil-Teacher Member
8.	Suneha Kumari	Alumni Member
9.	Laya Sahai Chakraborty	Alumni Member
10	Yaman Chhabra	Alumni Member

President presided over the preliminary meeting.

The Convenor welcomed the members who were participating in the first ever meeting of the recently constituted PAC. The Governing Body at its meeting dated 20 December 2018 decided to form the PAC for the DBMS College of Education. . As per authorisation, the Principal in effective consultation with the Management have decided on the composition, jurisdiction, meetings to be held and all other details.

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6. The Committee asked for placing before it the results of tests, progress report and duly analysed annual examination results for facilitating evaluation of quality and quantity of graduates and job placement.
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### **D. Resources (Equipment, Funding, and Personnel)**

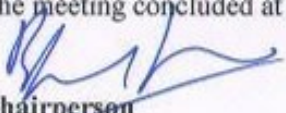
15. The PAC took stock of the program resource needs, including equipment, laboratories, staff qualifications, and specialized educational and training facilities. It asked to develop strong links with the community, utilise community resources and broker community partnerships.
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16. The PAC acknowledged the fact that preparing students for a global workforce, necessitates use of up-to-date equipment by the institution. The committee expressed its intent to review existing equipment and consider how closely it matches equipment used in quality schools.
17. It decided further to determine with experts' help what equipment is obsolete, what should be obtained, and whether the program provides sufficient student materials.

### **E. Evaluation:**

18. To promote a culture of continuous improvement and focus on outcomes, the committee recognized that continuous improvement depends on regular evaluation. It therefore asked the Examination Committee to present before it the analyzed data, status of goal attainment, with related ideas for evaluation and advice.

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Chairperson



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Ref.No. : .....

Date : .....

## Session- 2019-2021

### Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

The first (*preliminary*) meeting of the Internal Quality Assurance Cell 2019-2021 was held at 3:00 p.m. on 2nd of March 2020 in the Conference Room of the College of Education.

The following were present

#### **Internal Quality Assurance Cell(IQAC):-**

Sr.No	Name	Designation
1.	Dr. Joohi Samarpita	Convenor/Principal
2.	Dr.Suman Sharma	Member
3.	Surina Bhullar	Member
4.	Pamela Ghosh Dutta	Member
5.	Amrita Choudhury	Member
6.	Dhiraj Kumar Lal	Member
7.	Khuswant Kaur	Member

**Mr. B Chandreshakhar** presided over the preliminary meeting.

The chairperson welcomed the members who were participating in the first ever meeting of the recently constituted IQAC. The Governing Body at its meeting dated 20 December 2018 decided to form the IQAC for the College of Education. As per authorisation, the Principal in effective consultation with the General Secretary have on the basis of the UGC's directive decided on the composition, jurisdiction, meetings to be held and all other details.

The chairperson pointed out that the main strategic objective of the IQAC was to help achieve the institution-specific objectives that are derived from its mission. They are written in a general manner concentrating on the knowledge and skills that the college intends to develop in its students.

Details are as under

Contd....2



### Composition

The UGC has issued notification which specifies on the composition of IQAC.

- |   |                    |
|---|--------------------|
| a) Head of the College  | -Chairperson       |
| b) Five senior teachers   | -Member            |
| c) One senior administrative official                                     | -Member            |
| d) Two external experts on Quality Management /Industry / Local Community | - Members          |
| e) Coordinator (a senior faculty member)                                  | - Member Secretary |

### Meetings

The IQAC is to meet at least once in an academic year. A-half of the members would form the chorus

### Functions-jurisdictions

1. The IQAC would precisely identify learning deficiencies and obstacles, obtain opinions of the stakeholders of the programme, including students, faculty members, the graduates, and the Governing Body, etc with the aim of improving and developing the programme to cope with the problems, obstacles, etc.
2. The Cell may invite some expert to act as peer reviewer for the ongoing programmes and make suggestions.
3. The Cell would examine the details concerning student assessment: the different types of assessment including examinations or other evaluative activities that the teachers set to ensure that the students have achieved the ILOs.
4. The Cell would review teaching and learning methods in vogue in the college: The methods, which are used by teachers to help students to achieve the ILOs for the course, such as a case study to teach students how to analyse information and reach a decision; writing a review paper for the students to gain the skills of self-learning and presentation; practical sessions for the students to gain practical skills and executing experiments to train the students to analyse the results and reach specific conclusions.
5. The Cell would see that the records of the following activities are duly maintained:
  - i. Project work details (title, guide, industry where project is being done) done or being done by the faculty members
  - ii. Syllabus coverage on quarterly basis

- iii. Attendance record of students on quarterly basis
- iv. Feedback on Internship undergone by students
- v. Question papers for Continuous Assessment Test (CAT),
- vi. Sample answer scripts of Central Admission Test
- vii. Assignment (questions as well as answer submitted by student).
- viii. Utilization factor of laboratory and computer facilities
- ix. Laboratory records
- x. Use of Educational Technology Tools
- xi. Innovative teaching (both laboratory & classroom) practices.
- xii. Special efforts taken for slow learners
- xiii. Mini project done by students.
- xiv. Sample class notes taken by the students.

#### Resolutions

1. The IQAC noted the decision as reported above on the composition, responsibilities and meetings of the Cell. It requested the Chairperson to notify entire proceedings of the present meetings among the faculty members and effective stakeholders.
2. The Cell requested the Secretary (Society) and Chairperson to expedite the matter concerning the selection of two outside expert-members. The Cell wanted such persons to be empanelled as may spare time and take interest in the working of the college besides fulfilling the conditions as specified above.
3. The Cell requested the chairperson to ensure proper maintenance of the records of the above mentioned activities (1-5 plus I to xiv) for the appraisal of the IQAC in the month of May when it would like to meet to take up formal business.

The meeting concluded at 5:00 p.m. with a vote of thanks to the chair.

  
Chairperson

- iii. Attendance record of students on quarterly basis
- iv. Feedback on Internship undergone by students
- v. Question papers for Continuous Assessment Test (CAT),
- vi. Sample answer scripts of Central Admission Test
- vii. Assignment (questions as well as answer submitted by student).
- viii. Utilization factor of laboratory and computer facilities
- ix. Laboratory records
- x. Use of Educational Technology Tools
- xi. Innovative teaching (both laboratory & classroom) practices.
- xii. Special efforts taken for slow learners
- xiii. Mini project done by students.
- xiv. Sample class notes taken by the students.

#### **Resolutions**

1. The IQAC noted the decision as reported above on the composition, responsibilities and meetings of the Cell. It requested the Chairperson to notify entire proceedings of the present meetings among the faculty members and effective stakeholders.
2. The Cell requested the Secretary (Society) and Chairperson to expedite the matter concerning the selection of two outside expert-members. The Cell wanted such persons to be empanelled as may spare time and take interest in the working of the college besides fulfilling the conditions as specified above.
3. The Cell requested the chairperson to ensure proper maintenance of the records of the above mentioned activities (1-5 plus I to xiv) for the appraisal of the IQAC in the month of May when it would like to meet to take up formal business.

The meeting concluded at 5:00 p.m. with a vote of thanks to the chair.



**Chairperson**



# D.B.M.S College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
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E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

Ref.No. : .....

Date : .....

## Session- 2018-2020

### Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

The first (*preliminary*) meeting of the Internal Quality Assurance Cell 2018-2020 was held at 3:00 p.m. on 05 March 2019 in the Conference Room of the College of Education.

The following were present

#### **Internal Quality Assurance Cell(IQAC):-**

Sr.No	Name	Designation
1.	Dr Joohi Samarpita	Convenor/Principal
2.	Nishi Srivastava	Coordinator
3.	Surina Bhullar	Member
4.	Pamela Ghosh Dutta	Member
5.	Rukmini Yadav	Member
6.	Kumari Madhunika	Member
7.	Sapna Kumari Roy	Member
8	Puspalata	Member

Mr. B Chandrashekhar presided over the preliminary meeting.

The chairperson welcomed the members who were participating in the first ever meeting of the recently constituted IQAC. The Governing Body at its meeting dated 20 December 2018 decided to form the IQAC for the College of Education. As per authorisation, the Principal in effective consultation with the General Secretary have on the basis of the UGC's directive decided on the composition, jurisdiction, meetings to be held and all other details.

The chairperson pointed out that the main strategic objective of the IQAC was to help achieve the institution-specific objectives that are derived from its mission. They are written in a general manner concentrating on the knowledge and skills that the college intends to develop in its students.

Details are as under

Contd....2

### Composition

The UGC has issued notification which specifies on the composition of IQAC.

- |    |  |                    |
|----|--|--------------------|
| a) | Head of the College  | -Chairperson       |
| b) | Five senior teachers   | -Member            |
| c) | One senior administrative official                                     | -Member            |
| d) | Two external experts on Quality Management /Industry / Local Community | - Members          |
| e) | Coordinator (a senior faculty member)                                  | - Member Secretary |

### Meetings

The IQAC is to meet at least once in an academic year. A-half of the members would form the chorum

### Functions-jurisdictions

1. The IQAC would precisely identify learning deficiencies and obstacles, obtain opinions of the stakeholders of the programme, including students, faculty members, the graduates, and the Governing Body, etc with the aim of improving and developing the programme to cope with the problems, obstacles, etc.
2. The Cell may invite some expert to act as peer reviewer for the ongoing programmes and make suggestions.
3. The Cell would examine the details concerning student assessment: the different types of assessment including examinations or other evaluative activities that the teachers set to ensure that the students have achieved the ILOs.
4. The Cell would review teaching and learning methods in vogue in the college: The methods, which are used by teachers to help students to achieve the ILOs for the course, such as a case study to teach students how to analyse information and reach a decision; writing a review paper for the students to gain the skills of self-learning and presentation; practical sessions for the students to gain practical skills and executing experiments to train the students to analyse the results and reach specific conclusions.
5. The Cell would see that the records of the following activities are duly maintained:
  - i. Project work details (title, guide, industry where project is being done) done or being done by the faculty members
  - ii. Syllabus coverage on quarterly basis

 Contd....3

- iii. Attendance record of students on quarterly basis
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**Chairperson**