



D.B.M.S College of Education

(Recognised by National Council for Teacher Education)
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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

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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

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- 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