

GOVERNMENT FIRST GRADE COLLEGE,

GURUMATKAL-585214

Minutes of IQAC meetings during 2017-18

Meeting I: Dated:16-06-2017 Timings-11.30 PM

1. Committee evaluated the progress of collection of data related to the faculty and departments in connection with the preparation of SSR and it was decided to update the college website after acquiring data from all the departments and office.
2. It was decided to train the final year students with different software's such as ORIGIN 6.1, EXPERT PLUS, MATLAB for their smooth conducting of Projects.
3. Decided to take the initiative for renewal energy harvesting in campus.

Meeting II: Dated: 05-09-2017 Timings-2.00 PM

1. It was decided to encourage the faculty to opt with higher education (PG) as there is a demand in the region for the same.
2. Decided to give notice to all the active researchers to register in Google Scholar, for which assistance will be provided by IQAC.
3. It was also decided to register College Id in Google Scholar Citation in order to monitor the College Research activity.
4. Plan of action has been made to apply for 12 B from University Grant Commission.
5. Previous Semester Results were analyzed and it is decided to give an extra class to the below average students.

6. UGC Guidelines for composition of the IQAC

Meeting III: Dated: 10-10-2017 Timings-2.00 PM

1. College teachers could find consensus on an ever-evolving definition of what constitutes best practices in this amorphous and complex endeavor.
2. Senior faculty could assume a responsibility to develop additions and modifications to the best practices list and actively transmit those practices to new students.
3. It was to ensure that our colleagues and institutions apply the set of best practices for the ultimate welfare of the learners. If faculty could ever come to agree upon a performance list of any one, our institutions could marshal the resources to accelerate its attainment and to clarify the objectives for acquiring tenure so that we can reflective review of teaching practice.
4. It was decided to conduct a programme on Management of Hazardous Waste Material.

Meeting IV: Dated: 05-01-2018 Timings-11.00 PM

IQAC Coordinator discussed the following matters in the meeting

1. Goal and functions of IQAC set by UGC
2. Government fund received for the year of 2017-18
3. Setting up Quality Policy
4. Deficiencies came across while preparing SSR for NAAC.

Decisions taken

1. To develop a culture of excellence and ethics which transudes generations and to fill decay and be on top always.
2. The functions of IQAC members were pronounced in the meeting and redistributed the responsibilities among the faculties for better improvement and smooth running of SSR work.
3. Make documentation a habit setting benchmarks and arrange in-service training for teaching faculty.
4. In order to manage time properly, identify inefficiency and see if that can be made up with technology and free up time.
5. The three faculty members belonging to IQAC to sit together and brainstorm to develop a protocol to Improve academic standard, student progression and teaching learning and develop skill matrix for staff and students and bring that up for discussion in the next IQAC meeting.
6. To convene next meeting in another 4 or 5 weeks.
7. Minutes were approved. The class coordinators have to conduct the student skill matrix once in a semester. To discuss the outcome of the pilot study in the next meeting to finalize the staff skill matrix.
8. The head of the institute gave the information regarding the government fund received, which can be utilize for various development scheme of college.

Meeting V: Dated: 14-02-2018 Timings-11.00 PM

IQAC coordinator and the team members decided the following issues

1. The coordinator presented the minutes of the previous IQAC meeting for approval to the members along with the Head of the Institute.
2. The minutes were approved as presented.
3. Action plan for Teaching, Learning and Analysis of Students Feedback,

Research Consultancy Best Practices was developing for the year 2018-19.

4. Implement Students skill matrix and arrange different student training to develop soft skill for cracking the interviews for the job orientation through Placement Cell.
5. To conduct Staff Evaluation by the end of each semester
6. Faculties were suggested to publish in Science Citation Index (SCI) and UGC listed journals only in order to keep intact dignity of the institution.
7. To develop a criterion to determine teacher quality.
8. Stress on Feedback Analysis

