



MINUTES OF THE MEETING OF IQAC HELD AT LOHIA COLLEGE, ROOM NO. 139 ON 18th March, 2020 (Q4)

First of all, IQAC Coordinator Dr. AL Kulhari welcomed all the members and put the agenda of today's meeting in front of the members.

Agenda of meeting:

1. Action plan for Online teaching
2. Curriculum and extra curriculum plan for the session 2020-21
3. Plan for inter or intra institutional workshop/webinars
4. To decide Theme and Best Practices for the session 2020-21
5. Green audit report progress
6. Feedback regarding IQA submission by NAAC Coordinator of the college
7. Feedback regarding SSR report by SSR Coordinator
8. Discussion on NAAC preparation
9. Present status of agenda taken for the previous IQAC meetings.

- 1. Action plan for Online teaching:** - The Principal, chairperson, started the proceedings of today's meeting and told that the current situation is very crucial due to COVID-19 pandemic, so in the present scenario the online teaching plays very important role in the education system. He said that we can't ignore the e-contents, e-lectures and online classes. In this context, Dr P K Sharma said that we should purchase some software that are helpful in online teaching. Dr Kulhari told that our college has well-equipped e-lecture room so it should be directed to faculty members to use the room for preparing e-lectures. Dr Ravindar asked that the online teaching plan should be planned according to curriculum of university. Finally, it is decided to form a committee of six members with three deans of faculties which will make the action plan and monitor the overall online teaching, e-lectures/contents.
- 2. Curriculum and extra curriculum plan for the session 2020-21:** - While discussing the next point of the meeting, Dr. A L Kulhari said that each department of the college must have their own webpage on college website where information of the department can be displayed. The syllabus and time-table must be pasted on webpage of the college website. Shri D S Punia, the Principal, said to prepare calendar and time-table for the new session. It is decided to chock-out the programs of NSS, NCC, Women cell, Scout, Houses with the help of conveners of each for the session 2020-21.
- 3. Plan for inter or intra institutional workshop/webinars:-**Principal admires the work of faculty members which was done from home during the lockdown. Dr Ravindar and Dr P Lal said that in the present situation, we must organise inter or intra institutional webinars on different



subjects. So, it is decided to constitute a webinar committee whose members must be computer friendly and have technological knowledge.

- 4. To decide Theme and Best Practices for the session 2020-21:** -For the session 2020-21, all the members agreed that in the present circumstances it is not possible that all the students attend the college regularly with full efficiency. In these circumstances, it has become extremely necessary for college teachers to record their e-lectures and make them accessible to students. Therefore, a proposal was made by Dr Prashant Kumar Sharma to set up a technical team in the college, which ensure that how to prepare e-lectures by the teachers of the college, how to record them, how to upload them on social media., etc. to be done by hands on practice through a workshop.

Apart from this, a committee should be set up in the college to ensure social distancing and promote corona awareness in the campus.

Some more practices are put in the meeting by different members

Dr R K Budania suggest for self-assessment questionnaires are made by all faculty members at the end of the session to assess learner's attitudes and values.

Dr M K Khardiya emphasises on visual Studies-Photographic essays, video programs, and personally made video recordings, etc. are some ways to use by the teachers to explain direct depictions of the concepts and complexities being discussed.

Dr Parmeshwar Lal told that In monthly test papers the Question formulations is thoughtful so it focusses the learner's attention & understanding.

Shri Naresh Kumar suggest that we should Rewarding learner's participation in class by Smile, thumbs up, gestures of excitement or by words like "You did it" or "Good" to encourage interaction.

Shri U S Gothwal gives idea that in classroom, before starting lecture all the teachers shall aim at optimizing the arrangement of physical setting as well as the psychological setting to learners.

Dr Sumer Singh suggested that the college should start the following rewards for its staff and students from this session. The mode of reward is in terms of appreciation certificates and mementos.

- I. Best Teacher on basis of self-assessment questionnaires, 100% University Result
- II. Best Class by discipline, regularity, attendance and participation in co-curricular activities
- III. Best department on overall performance



For proper use of alumni, Dr Prashant Kumar told the committee that the college already has alumni page on website so we try to connect with them with all links and utilize their services, like guest lectures, Internship opportunities, placements, etc.,

Dr A L Kulhari suggest for effective monitoring & action for suggestion received by the students. The college has suggestion boxes placed to outside the office of principal and on upper wing for continuous feedback.

5. **Green audit report progress:** - Dr Prashant Kumar Sharma, in reference to the progress of the Green Audit Report, told the committee that the report has been prepared and submitted to the convener of the committee, Dr Sher Mohammed, and its copy and recommendations will be submitted to the Principal soon. The committee is requested to Principal to study this report and implement its recommendations on the college campus soon so that the environment protection or the purpose for which this report has been prepared can be implemented in the true sense. Almost all the members of the committee agreed that this report should be kept in the upcoming IQAC meeting if possible, and what action has been taken to discuss.
6. **Feedback regarding IIOA submission by NAAC Coordinator of the college:-**Dr A L Kulhari told that according to his discussion with Sh Suresh Kumar, NAAC Coordinator, the IIOA preparation is started and it may be submitted in July, 2020.
7. **Feedback regarding SSR report by SSR Coordinator:-**According to discussion with Dr A K Saxena, Coordinator SSR, the last four or five years reports of SSR are almost prepared and the current session reports are still pending. The current years data/reports will be collected very soon.
8. **Discussion on NAAC preparation:** -NAAC Coordinator, Shri Suresh Kumar, in reference to the progress of preparation of NAAC visit, he said that preparations could not be continued due to lockdown for the last 3 months, preparation of SSR & its final checking of it is still pending. Although AQAR of previous years have been uploaded to the website
9. **Present status of agenda taken for the previous IQAC meetings:-**Dr Kulharidiscussed point-by-point agenda of the previous meetings.He said that the student feedback mechanism is developed during the session. Now the student can fill feedback online available on college webpage. Also, the college canteen constructed near Vivekanand vatika. One Alumni Association meeting and four Parent- Teacher meetings were organised during the session. The regular activities under NSS, NCC, Scout Rover- Ranger, Women cell, Games were held time to time. The target of curriculum was achieved. The faculty development and research work also done satisfactorily. The best practice 'No Vehicle Day' on the first day of each month was approved at state level. 'Pratiyogita Dakshata classes' for competitive exams and 'Skill Development Programs' also organised during the session. The issues like water harvesting in college, expansion of toilets for students, installation of solar rooftop, library automation were still



pending. The committee members unanimously asked for speedy progress in the above work. For this, proposals were sent to the higher authority for permission.

Committee members Dr Sumer Singh, Dr Prashant Kumar, Dr Mahendra Khardiya, Dr Ummed Singh Gothwal urged to initiate discussion in the context of Kovid-19, a fast pandemic in the world. On which the Principal assured that the college will ensure compliance of the instructions issued from time to time by the State Government and Health Department in this regard. The sanitization facility provided in the college. Temperatures measuring device, sanitizer spray system, soaps, awareness posters, masks are available in the college for staff and students.

There being no other points to discuss, the meeting ended with vote of thanks given by Dr P Lal.

The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Sh Suresh Kumar, NAAC Coordinator
3. Dr A L Kulhari, Associate Professor, IQAC Coordinator
4. Dr P K Sharma, Associate Professor, Dept. of Botany
5. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
6. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
7. Dr M K Khardia, Assistant Professor, Dept. of ABST
8. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
9. Dr Sumer Singh, Assistant Professor, Dept. of English
10. Sh Parmeshwar Lal, Associate Professor, Dept. of Physics
11. Sh Naresh Kumar, AAO
12. Shri Madan Lal, Stackholder nominee
13. Mr Dev Vrat Moga, student representative

(Sh Dilip Singh Punia)
Principal

(Dr A L Kulhari)
Coordinator, IQAC