

Institutional Quality Assurance Cell (IQAC)

Minutes of meeting held on 19.04.2019

The Institutional Quality Assurance cell of the University met on 19.04.2019, 3.00 pm at Board room, RKDF University, Bhopal under the Chairmanship of Dr. V. K. Sethi, following members were present in the meeting:

Dr. B. N. Singh, Dr. Sunil Patil, Dr. M. L. Kori, Dr. Ravi Kumar Singh Pippal, Dr. C. B. S. Dangi, Dr. Shashi Singh, Dr. Sharad Gangele, Dr. Vandana Raghuvanshi, Dr. Anooj J. Katyayan, Dr. Virendra Singh Choudhary, Ms. Farha Khan, Shri Suresh Rathore and Dr. Narendra Lariya.

Agenda of the meeting

1. Review of performance of ongoing academic year
2. Collection of Feedback forms from all stakeholders
3. Conduction of Seminars/conferences and workshops
4. Proposal for administrative and academic audit
5. Monitoring of routine teaching
6. Discussion about Academic, Extra - curricular and other programs for the semester
7. Any other point with the permission of chair

Proceedings of the meeting

The meeting started with a welcome note by IOAC coordinator, being the first meeting of the cell, the members was briefed about the requirement and relevance of the cell. A brief summary of academic activities of academic session 2018-19 were presented. The cell discussed the agenda points:

V. K. Sethi

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1. The performance of ongoing academic year was reviewed.
2. Deans/Institute Heads were advised to share feedback forms to all stakeholders and initiate a mechanism for collection of feedback forms.
3. It was decided to hold number of Seminars/conferences and workshops under various departments/institutes of the University.
4. A proposal for administrative and academic audit was discussed and it was planned to proceed for the action at the earliest.
5. It was decided that the Institute heads shall keep a regular vigil of the routine classes and shall take appropriate actions to enhance the quality of teaching.
6. Academic, extra - curricular and other programs for the semester were also discussed and concerned were informed for its organization as per schedule.
7. Health Awareness Program, Career Guidance Program, Skill Development Program and Personality Development Workshop were also planned.

Recommendations of the cell:

1. The structured feedback forms from various stakeholders including students, Faculty members, Parents, Alumni and Employers needs to be collected and submitted to the IQAC cell from analyzing the feedback.
2. The committee recommended that the teaching departments/constituent institutes should conduct seminars/conferences/workshops in the current academic year.
3. Conduction of administrative and academic audit of the University is proposed.
4. The routine classes to be monitored with intent to ascertain regularity and improve quality as and wherever required.
5. Conduction of other Academic, extra - curricular activities were also promoted.


Coordinator
Internal Quality Assurance Cell (IQAC)
RKDF University, Bhopal (M.P.)


Vice Chancellor
RKDF University
Airport Bypass Road, Gandhi Nagar
BHOPAL (M.P.) 462033