

PATNA SCIENCE COLLEGE, PATNA
PATNA UNIVERSITY, PATNA (BIHAR)

Minutes of IQAC Meetings

Meeting 1:- Aug. 05, 2014

1. Importance, Roles and functions of IQAC were presented by chair-person to the members of IQAC
2. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
3. The previous NAAC Peer Team Report reviewed and further plan of action were discussed to go for IInd Cycle A&A process by NAAC.
4. Several Committees and cells were constituted for the democratic administration of college.

Meeting 2: Dec. 10. 2014

1. Minutes of previous meeting were confirmed.
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments in 3rd week of Jan, 2015.
3. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
4. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - i) Meeting Records
 - ii) Mentorship Week Data
 - iii) Weekly modular program
 - iv) Academic Calendar
 - v) FDP/Seminars/Lectures organized, convened and attended
 - vi) Teaching innovative method
 - vii) Resources added during the academic year
 - viii) Publications
 - ix) Teacher's contribution in Committees/Cells/Societies
 - x) Individual Profile of Faculty
 - xi) Workload Allocation
 - xii) Student teacher ratio in theory and practicals/tutorials
 - xiii) Examination Work
 - a) Head Examiner
 - b) Superintendent/Deputy Superintendent/Additional superintendent
 - c) Evaluation work
 - d) Paper setting
 - e) External and internal examiner for practicals

Meeting 3:- May. 20. 2015

1. Minutes of previous meeting were confirmed.
2. Reports of Academic Audit forms were discussed.
3. Shortcomings of each department if any, was identified. Meeting with the TICs of the departments was decided to call on May. 27. 2015.
4. It was decided in the meeting that new rooms should be allocated for NSS, so, the new areas were looked after.
5. Augmentation of Research Labs for Botany and Zoology.

Meeting 4: Aug. 08, 2015

1. Minutes of previous meeting were confirmed.
2. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results.
3. Previous teaching-learning processes were discussed and the chair agreed for introduction of ICT in classrooms.
4. Modular plans were designed that were to be submitted by each teacher teaching each of the subject.

Meeting 5: Jan. 10. 2016

1. Minutes of previous meeting were confirmed.
2. Academic Calendar for the next semester was designed, which is to be followed by each department.
3. Guidelines for internal administrative audit were set.
4. The team decided in the meeting to conduct the administrative audit on 16 Feb 2016.
5. Guidelines for administrative audit are as follows:-
 - i) Stock verification of various Departments
 - ii) Application of leave rules – CCL, Medical Leave, Leave Encashment
 - iii) Attendance records
 - iv) PF norms
 - v) Service Book completion
 - vi) Procedures of Record Keeping
 - vii) Automation/Use of IT/ Computerization of M.I.S.
 - viii) Purchase procedures of various science departments
 - ix) Accounting Audit.

Meeting 6: May. 23. 2016

1. Minutes of previous meeting were confirmed.
2. Reviewed the administrative audit reports held in 16. Feb. 2016.
3. Discussed in the meeting the need of resource papers.
4. All the members of IQAC were given a resource paper to write.
5. Following is the list of some resource papers to be prepared-
 - i) Mentorship
 - ii) Student Progression
 - iii) Infrastructure & Resources
 - iv) Teaching Learning & Evaluation
 - v) Extension Activities & their Community Impact
 - vi) Leadership & Motivation
 - vii) Placement & Internship Programs
 - viii) Consultancy Services
 - ix) E-Library Resources
 - x) Physical Development & Environment
 - xi) Green Audit
 - xii) Societies and Cell structure
 - xiii) Inclusiveness & Enabling Unit

Meeting 7: Aug 25, 2016

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, decided to conduct few seminars/FDP for the faculty and students of our college.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.
4. Following parameters were to be included in the feedback form –
 - i) Regularity of lectures, tutorials, practicals
 - ii) Use of teaching aids such as projectors, computers
 - iii) Completion of courses
 - iv) Encouragement of questioning and queries in classrooms
 - v) Completion of courses in stipulated time

Meeting 8: Dec. 12. 2016

1. Minutes of previous meeting were confirmed.
2. Importance of mentorship was discussed. It was decided with the permission of chair to conduct mentorship week, wherein each teacher would be given a set of students to mentor.
3. It was further decided to conduct the program during 2nd week of January.
4. Inputs from Library staff was taken to find the gap between their existing knowledge and new technology updated.
5. As library is to automated, so decided to provide basic computer knowledge to the library staff. It was decided that a workshop/training shall be conducted for the non-teaching staff.
6. The team suggested the Department of Botany and Computer Science to conduct FDPs/workshops.

Meeting 9: May. 25. 2017

1. Minutes of previous meeting were confirmed.
2. Reviewed and accepted the IQAC proposal to conduct 30 hours workshop on Computer Awareness for Non-Teaching staff of our college, to be held during 12th Aug. 2017 – 16th Sep. 2017.
3. Reviewed the report on previous year's student's placements and internships.
4. It was decided by the team to conduct an Internship fair for the students with training and placement cell members.
5. The team suggested organizing a seminar on "Management Skills in Office Administration Practices & Advances".

Meeting 10: July. 05. 2017

1. Minutes of previous meeting were confirmed.
2. It was decided that a meeting would be called with convener of all the committees on 3rd Aug. 2017.
3. Each committee / Club would be required to submit a write-up about their Committee / Club achievements and a brief presentation describing themselves by 17th Sep. 2017.
4. Reminded TICs to submit the academic calendar and modular program for the upcoming session July 2017 - June 2018.
5. Taking cognisance to one of the suggestions of NAAC Peer team, the chairperson advised the department heads regarding removal of obsolete laboratory equipment and apparatus and replacing them with modern gadgets.

Meeting 11 : Nov. 05. 2017

1. Minutes of previous meeting were confirmed.
2. Audit forms of various departments were reviewed. The shortcomings of departments, if any, were identified.
3. Emphasis was given by the committee for faculty members be encouraged to go for minor and manor research projects funded by UGC and other funding agencies.
4. With due permission from the chair, it was decided to start the remedial classes from the next session July 2018.
5. Administrative Audit was decided to be held on 20 Feb, 2018.
6. Previously decided guidelines for the administrative audit were reviewed and finalized.
7. Discussion held on introducing some need based courses, such a Disaster Management, Remote Sensing, Bio-Technology, Micro-Biology etc.

Meeting 12 : May. 18. 2018

1. Minutes of previous meeting were confirmed.
2. Administrative audit reports were reviewed. Shortcomings in the system were identified.
3. Recommended the conduct of FDP/Seminars to department of Botany and Chemistry.
4. Reviewed the write-ups and the presentations submitted by the different societies / committee / Clubs of the college.
5. The team suggested with the permission of chair to collect the alumni feedback and the parents feedback regarding the college.
6. Following parameters were discussed for alumni feedback form:-
 - i) College Infrastructure
 - ii) Achievements
 - iii) Contribution of college towards their vision
 - iv) Willingness to deliver guest lectures/motivational talks
7. Following parameters were discussed for parent feedback form:-
 - i) Teaching-Learning Environment
 - ii) Value based education
 - iii) Discipline practices
 - iv) Response and communication with the college
 - v) Provision of career oriented programs