

## **IQAC Meeting 2019-2020**

### **Meeting 1: 25<sup>th</sup> July 2019**

#### **Agenda:**

- a. Academic Performance
- b. Committee audit and appraisal
- c. Deliberation on NIRF

#### **Members present:**

Enclosed with the register

#### **Minutes of the meeting:**

##### **a. Academic Performance:**

The pass percentage for the academic year 2019, was evaluated, the following steps were considered to improve the pass percentage for the students:

- i. To ensure students are given weekly assignments based on the previous year question papers
  - ii. Tutorial classes be conducted
- b. Committee Audit and appraisal
- i. It was decided at the meeting that, IQAC will meet all the committees helping them draw out activities that are necessary for the betterment of the institution.
  - j. They will be assisted to frame the SOP, action plan and to have compliance to the set plans
- c. NIRF – College will be registering and participating in NIRF.
- d. IQAC action Plan was discussed and the members have agreed to taken up adequate measures for the implementation.

## **IQAC Meeting Minutes - 02**

**Date: 2<sup>nd</sup> Nov 2019**

#### **Members present:**

**Enclosed with the register**

#### **Agenda**

- a. NIRF registration
- b. Online Feedback
- c. Guest lectures and Quality initiative

#### **Discussions:**

1. The registration for NIRF was completed and the data collection is in progress. The members have been allotted with work and encouraged to take adequate support from other faculty members
2. It was agreed to collect feedbacks online from all the stakeholders. The analysis to be shared with IQAC.
3. It was agreed that Academic audit will be conducted in 2020
4. The number of expert lectures to be increased for the students and to initiate faculty academic discourse. As instructed by Director(Academics), Wednesday seminars for students will be initiated. Eventually it will be opened to the public.

## **IQAC meeting Minutes - 03**

Meeting: 28<sup>th</sup> February, 2020

### **Members Present:**

Enclosed in the register

### **Agenda:**

- a. NIRF Status
- b. Strategic planning for quality improvement in college
- c. Student council finalizing
- d. Proposed National seminar/s
- e. Ability enhancement programme
- f. Other activities relevant to IQAC

### **Discussion:**

1. Status of NIRF application:

IQAC members were briefed of the current status of NIRF application, which is now open for peer perception.

2. Student Council and Student policy:

It was decided by the members of the IQAC to setup a student council with maximum strength of 10 members. Ms. Gnanavi, presented the proposal with regard to the student council, including their roles and responsibilities, nominations and elections. It was decided by the members to have the current council constituted from the group of members elected by the CRs and committee student representations and have stringent screening policy for the next academic year.

It was also decided to accept one standard student policy for co-curricular, extra-curricular activities and representation of students at different levels.

3. The cell reviewed the ability enhancement programme. (AEP) that was offered during the academic year 2018-2019 and it was decided to offer additional courses this semester. It was agreed to send out circulars calling for proposals from those faculty members who are interested to offer the Ability enhancement programme (AEP).

4. It was decided in the meeting to have a relook into the “Vision, Mission and Objective” of the college. To gather the stakeholder perception in forming the new “Vision, Mission and objective”, it will be notified inviting suggestions. As proposed by Dr. Chetan Singai, it is decided to have Ontological framework to come out with the new vision, mission and objective.

5. AS proposed by the Dr. Rose Varghese, Director (Academics), the committee has agreed to look into the following activities:

- a. International Seminar to be organized by Ramaiah College of Law
- b. Foreign Languages to be offered in Ramaiah College of Law, start with French course for those interested from Staff and students.
- c. To include co-operative teaching in subjects where it is possible depending upon the feasibility.

6. It was proposed to conduct the second Edition of the Curriculum Drafting Competition along a seminar on integrated teaching practices. It is proposed for May 2020 and the proposal is to be finalized by 6<sup>th</sup> March, 2020 by the IQAC coordinator.
7. The academic performance of the students were taken into consideration and methods to improve the pass percentage. It was proposed by Dr. Shyam Kishore, Principal, RCL to conduct monthly test for the first and second years as method of improving their academic performance In the exam as they are under the 80-20 scheme and it is possible to have an impact. This was accepted by IQAC and it was duly notified to the students and faculty members
8. Mr. Omprakash briefed about how Alumni can be involved and strengthened.
9. IQAC will be having scheduled meeting with all the committees on the following generic agenda:
  - a. Status of committee working
  - b. Accreditation and ranking requirements
  - c. Activities from Feb to June 2020
  - d. Other issues to ensure smooth functioning of committee along with IQAC
10. IQAC decided to meet again May 26<sup>th</sup> , 2020 for review.

#### **IQAC meeting minutes 4:**

Meeting 4: 26<sup>th</sup> May, 2020:

- a. Academic Performance under COVID -19 situation
- a. Transition to online platform Tackling COVID Pandemic
- b. Task force for faculty engagement
- c. Action Plan for IQAC
- b. Other issues with permission of the chair

Member Present:

Enclosed in the register

The following was the outcome of the meeting on

- a. The preparation of AQAR must be keeping in mind the next cycle that we are due, as the evidence must be available.
- b. To have team from other staff members relevant to the criteria. Along with IQAC members, who are designated with the criterias (As we have a cap on members for IQAC, or else ideally everyone is a part of IQAC )
- c. The details must be evidence based, and we must also prepare for the new format ( so as to avoid duplication of work )
- d. To have details from Vanitha ma'am , especially with regard to those already submitted to AISHE etc.
- e. To ensure senior faculty members as either part of IQAC or to constitute a **task force** to ensure their contribution is reflected in fullness.
- f. To have a glossary and FAQ developed for the AQAR. Based on the previous experience.
- g. To collect the data using Excel and have it circulated to the faculty members to have it filled. (it can be google form or excel)

- h. To obtain student details on their participation In various activities with the. Help of CRs. To have the templates developed for that. And their copies submitted.
- i. The deadlines looked feasible, and efforts are taken to prepare for AQAR 2019-2020

#### IQAC Meeting minutes 05

Date: 15<sup>th</sup> June 2020

#### Agenda:

- a. Status of online classes
- b. Step forward to ensure safety of stakeholders
- c. IQAC action Plan

#### Discussion:

- a. The members of IQAC met online and as the first agenda, the status of Online classes were collected. It was observed that, faculty members have opted for multiple innovate means to reach out to the students
- b. Classes were progressing successfully.
- c. The mentors where reaching out to students to understand their wellbeing.
- d. Some of the IQAC initiatives were proposed such as
  - a. Online Webinars for engaging students with International Experts as the opportunity extends the same way
  - b. To engage simulation online
  - c. To provide online training for faculty and administrative staff
  - d. Encourage students to engage in online internships and certificate courses
  - e. As the pandemic is new and methodologies are to be chalked out, IQAC will be working out a means to handling it.