

Subject:	Minutes of 1st IQAC Meeting for the session 19-20
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	01/06/2019
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms. Adisha Vijaywargiya	Student Alumni member
Ms. Madhavi Gautam	Employer (Nav niketan high School)
Ms Monika Giri	Student member

Agenda:

- 1) Establishment of IQAC 2019-2020
- 2) Review of Session 2018-2019
- 3) Scheduling of meetings for Session 2019-2020
- 4) Preparation of Academic Calendar.
- 5) Submission of AQAR for session 18-19
- 6) SAP for students.

Minutes of the meeting of the IQAC MIE held on 01/06/2019

1. Principal Addressed to the members of newly constituted IQAC for the session 19-20 and briefed about the workings & principals of the committee.
2. It was decided that IQAC will continue the practice of holding total 4 meetings in the session 19-20 also. 2nd meeting will be held after completion of the admissions including enrolment, 3rd meeting will be held soon after CCE based internal examination and 4th well after completion of the sessions.
3. Processes was initiated to prepare and submit AQAR For the session 18-19 and submitted by September 2019
4. It was unanimously decided that all the formats developed and followed for academics during the session 17-18 will be continued in the current session also.
5. Installation of Biometric Attendance units for the faculties was welcomed.
6. Next meeting is scheduled on 7th Sept., after completion of enrolment process.
7. Academic Calendar to be prepared.
8. New books to be purchased according to the admissions in various classes
9. In orientation program organized for newly admitted students, a session on Code of conduct, gender sensitization and anti ragging rules of MGI to be included in the program.
10. Classes of already admitted students to be commenced from 15th of July.
11. Students must be sensitized on environmental issues.
12. Since first Batch of UG courses was about to get graduated in the session 19-20, to give them an opportunity to enhance their employability and assist them financially need for their assistantship training in the college was felt. And it was decided to instigate student assistantship program (SAP) from this session 19-20.

Meeting Attended by

Prof. Vinay K Dhan

Col. F.B. Allavali

Ms. Renu Saxena

Ms. Pushlata Sahu

Ms Adisha Vijaywargiya

Ms. Madhavi Gautam

Ms Monika Giri

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Subject:	Minutes of 2nd IQAC Meeting for the session 19-20
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	7 September
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms Adisha Vijaywargiya	Student Alumni member
Ms. Madhavi Gautam	Employer(Nav niketan high School)
Ms Monika Giri	Student member

Agenda:

- 1) Review of decisions taken in the previous session
- 2) Planning for External annual Academic Audit & financial Audit.
- 3) Updating of Library
- 4) Commemoration of Gas Tragedy
- 5) Review of online admission process
- 6) Progress for Submission of AQAR

Minutes of the meeting the IQAC MIE held on 7/09/2019

1. Constrains regarding formation of AQAR and proceedings meeting with the governing body was placed to the panel for discussion.
2. A three day Faculty development program was planned for 22nd to 24th October just before Diwali holidays. (The areas to be covered roughly are- Gender equality, Meditation, Financial literacy , Non verbal communication , ICT & internal bonding of staff & faculties)
3. One day Advanced Training focusing importance of Personality development to be conducted on 5th Nov 2019.
4. Report of Orientation program was placed before the panel, it was praised for inclusion of issues like ragging & gender equality in the program.
5. Organizing an Industrial training workshop by CEAE at the campus was appreciated by all members of IQAC.
6. Constitution of guidelines for super 20 program for an exclusive group of students was discussed.
7. Date is decided for External Annual Academic Audit, it will be held on last week of September.
8. Annual Financial Audit will be conducted on last week of October.
9. Academic calendar was placed before the panel and panel advised for strict adherence to it.
10. Plan for Observance of 3rd Dec "*as lest we forget* " was praised. They also suggested taking pictures & artifacts from an "*NGO Remembering Bhopal.*"
11. Next meeting to be held on 16th of Feb 2020.

Meeting Attended by

Prof. Vinay K Divan

Col. F.B. Allavali

Ms. Renu Saxena

Ms. Pushlata Sahu

Ms Adisha Vijaywargiya

Ms. Madhavi Gautam

Ms Monika Giri

Vinay K Divan

F.B. Allavali

Renu Saxena

Pushlata Sahu

Adisha V.

Madhavi

Monika Giri

Subject:	Minutes of 3rd IQAC Meeting for the session 19- 20
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	16 th Feb
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms Adisha Vijaywargiya	Student Alumni member
Ms. Madhavi Gautam	Employer(Nav niketan high School)
Ms Monika Giri	Student member

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) Advanced training for Biotech Students.
- 3) Green Initiatives
- 4) Alumni meet
- 5) Parent teacher meet
- 6) Review of results of internal exams

Minutes of the meeting the IQAC MIE held on 16/02/2020

1. FDP report placed
2. Development of Website in accordance to IQAC was felt.
3. Progress of Super 20 group was reviewed
4. Reports of PD training & FDP held were placed before the panel
5. Reports of Academic & financial Audit placed before the panel
6. Result analysis of midterm internal examination held was placed before the panel.
7. Remedial classes were suggested for students performing poorly in internal examination.
8. Summary of CCE given to the students various forms like PPT, Assignment, Class room teaching, and class test was placed before the panel
9. Need was felt to organize an alumni meet along with Aarohan.
10. Report of PTM was placed before panel & concern was raised for low turnout of the parents.
11. Report of Advanced Training on bioinformatics was placed.
12. Concern was raised regarding increasing Covid cases and faculties were advised to follow the protocol & complete the academic work and session ending practical examinations almost immediately.

Meeting Attended by

Prof. Vinay K Divan

Col. F.B. Allavali

Ms. Renu Saxena

Ms. Pushlata Sahu

Ms Adisha Vijaywargiya

Ms. Madhavi Gautam

Ms Monika Giri

V. Divan

F.B. Allavali

Renu Saxena

Pushlata Sahu

Adisha V

Madhuri

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Subject:	Minutes of 4th IQAC Meeting for the session 19-20
Venue:	Online meeting through Zoom App.
Focus:	Assurance of internal quality
Date	18 th April
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IOAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms Adisha Vijaywargiya	Student Alumni member
Ms. Madhavi Gautam	Employer(Nav niketan high School)
Ms Monika Giri	Student member

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) Review of Friday activity
- 3) Progress of NCC & NSS
- 4) Report form grievance cell
- 5) Planning for next session
- 6) Review of the academic session 18-19

Minutes of the meeting the IQAC MIE held on 18/04/2020

- 1). Concern was raised regarding rising cases of Covid in the country. And problem faced by students & faculties in their family.
- 2). On the basis of Grievances received it was felt that our website should be updated.
- 3). Keeping the Premises single use polythene free zone was appreciated .
- 4) Strict adherence to the academic calendar by the faculties was praised
- 5) Alumni meet was held on 0/03/2020, along with MIT annual fest Aarohan , Lukewarm response by the Alumni for the meet raised concern. Need was felt to revive the alumni association & Alumni Association to be registered in next session.
- 9) Role of TGs to reduce dropout rate was appreciated and it was suggested that they should keep in touch & lend helping hand to the students in their hour of need..
- 10).SAP For students to be introduced (In experimental basis) to provide financial support to the students, benefited 1 students in the session .It could be continued in next sessions with minor changes.
- 11).Online lectures on relevant topics were suggested for students & faculties to engage the students and keep their moral high amidst pandemic.
- 12).List of Friday activities of all the departments were placed.
- 13). Reports of NSS & NCC was placed. Progress of process regarding introduction of Naval wing in NCC was assessed.
- 14) It was suggested that faculties should be prepared with online lectures & study material for the coming session.

Meeting Attended (through Zoom) by

Prof. Vinay K Divan

Col. F.B. Allavali

Ms. Renu Saxena

Ms. Pushlata Sahu

Ms Adisha Vijaywargiya

Ms. Madhavi Gautam

Ms Monika Giri

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