

Subject:	Minutes of 1st IQAC Meeting for the session 20-21
Venue:	Online Zoom Session 11.00 A.M
Focus:	Assurance of internal quality
Date	06/06/2020
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal <i>Vinay</i> 06/06/20
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms. Adisha Vijaywargiya	Student Alumni member <i>Adisha</i> 06/06/20
Ms. Madhavi Gautam	Employer (Nav niketan high School)
Ms Gouri Powar	Student member

Agenda:

- 1) Establishment of IQAC 2020-21
- 2) Review of Session 2019 -20
- 3) Scheduling of meetings for Session 2020-21
- 4) Preparation of Academic Calendar.
- 5) Submission of AQAR for session 19-20
- 6) NSS NAVAL WING

<https://us02web.zoom.us/j/812434727937?pwd=bW03cDVhNDR0Uj9UZWpDb1pTTs9Xd309>

Minutes of the 1st meeting of the IQAC Mittal Institute Of Education held on 6/6/2020

1. Principal Addressed to the members of newly constituted IQAC for the session 20-21 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 20-21 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 19-20 and submitted by September 2020.
4. NCC Naval wing to be commissioned, Ms Kalpana Verma to be appointed care taker.
5. 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.
6. For Alumni registration link to be created in college website.
7. Feedback from to be filled digitally wherever possible online.
8. Next meeting is scheduled on 29/09/2020 after completion of Admission process.
9. Online classes on Zoom sessions to be started from 1st July for 2nd & 3rd Yr Students.
10. Mode of CCE to be decided as per current situation.
11. Academic calendar to be prepared.

Subject:	Minutes of 2nd IQAC Meeting for the session 20-21
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	29/9/2020
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal <i>Vinay</i>
Col. F.B. Allavali	Registrar <i>Amulya</i>
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator <i>Renu</i> 29/09/20
Ms. Pushlata Sahu	Faculty <i>Pushlata</i> 29/9/2020
Ms Adisha Vijaywargiya	Student Alumni member <i>Adisha</i> 29/09/20
Ms. Madhavi Gautam	Employer(Nav niketan high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>Gouri</i> 29/9/20

Agenda:

- 1) Review of decisions taken in the previous session
- 2) Planning for External annual Academic Audit & financial Audit.
- 3) Updating of Library
- 4) Review of online admission process

Minutes of the 2nd meeting the IQAC Mittal Institute Of Education held on 29/09/2020

1. The report of three day Faculty development program held on 26th to 28th Oct was placed before panel. The areas covered were -Gender equality, IPR, Environmental Awareness and team work.
2. One day Advanced Training for use of ICT in education (on MOOC) to be conducted by Dr Sanjeev Gour. Date to be confirmed by the resource person.
3. Library Software to be purchased for library automation.
4. Date is decided for External Annual Academic Audit, it will be held on 23rd & 24th of December.
5. Annual Financial Audit will be conducted on 16th -17th Oct.
6. Strict adherence to Covid protocols was reiterated.
7. Arrangements of Covid SOPs reviewed.
8. AQAR Submitted on (16/9/2021), report reviewed.
9. Webinars to be conducted on topics of higher order thinking for students every week after course completion, before Examination.
10. Naval wing commissioned on September 2020 and Ms Kalpana Verma has been appointed as care taker.
11. Next meeting to be held on 20/3/21.
12. Graduation ceremony & Induction ceremony to be organized for Graduating and newly admitted students respectively.
13. All outdoor activities to be postponed till the situation normalizes.

Subject:	Minutes of 3rd IQAC Meeting for the session 20-21
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	20/3/21
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal <i>Vsing</i>
Col. F.B. Allavali	Registrar <i>F.B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator <i>Renu Saxena</i> 20/3/21
Ms. Pushlata Sahu	Faculty <i>Pushlata Sahu</i> 20/03/21
Ms Adisha Vijaywargiya	Student Alumni member <i>Adisha</i> 20/03/21
Ms. Madhavi Gautam	Employer(Nav niketan high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>Gouri Powar</i> 20/3/21

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) e content development review
- 3) Review of Covid SOPs
- 4) Review of results of internal exams
- 5) Planning for online examination & counselling students accordingly.

Minutes of the 3rd meeting the IQAC Mittal Institute Of Education held on 20/03/2021

1. Copy of AFRC report placed before the panel.
2. AISHE 19-20 report submitted to the panel for review.
3. It was decided that faculties must scale up use of ICT tools in class room teachings and develop more presentations for all subjects.
4. Review of **Covid SOPs** followed in the institution.
5. The need was felt to keep students engaged with online activities so Webinars to be conducted on topics of higher order thinking for students every week after course completion, before Examination.
6. Reports of Academic & financial Audit placed before the panel.
7. Result analysis of midterm internal examination held was placed before the panel.
8. Remedial classes were suggested for students performing poorly in internal examination.
9. Summary of CCE (Assignment) given to the students was placed before the panel.
10. Reports of Graduation ceremony & Induction ceremony organized for Graduating and newly admitted students respectively were placed before the panel.
11. Webinar on Cancer (Combating cancer through nutrition) and Data Analytics was appreciated.
12. Next meeting to be held in 01/05/21

Subject:	Minutes of 4th IQAC Meeting for the session 20-21
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of internal quality
Date	01/05/21
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K Divan	Principal <i>Vijay</i>
Col. F.B. Allavali	Registrar <i>Ab</i>
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator <i>01/05/21</i>
Ms. Pushlata Sahu	Faculty <i>Bilal 01/05/21</i>
Ms Adisha Vijaywargiya	Student Alumni member <i>Adisha 01/05/21</i>
Ms. Madhavi Gautam	Employer(Nav niketan high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>Gouri 01/05/21</i>

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) Review of online classes and practical examination
- 3) Progress of NCC & NSS
- 4) Review of the academic session 2020-21
- 5) Planning for next session (21-22)

**Minutes of the meeting the IQAC Mittal Institute Of Education held on
1/05/2020**

1. Biometric attendance for Students was suggested from session 21-22 so as to have a centralized attendance record.
2. It was agreed in principle to plant more trees & plants in the premises from upcoming rainy season and sites were located.
3. Strict adherence to Covid Protocol was reiterated.
4. Review of **Covid SOPs** followed in the institution.
5. On the basis of Grievances received it was felt that our website should be updated.
6. Alumni Association to be registered in next session.
7. Role of TGs to reduce dropout rate was appreciated and it was suggested that they should strengthen the communication with the parents also and extend help amidst the pandemic.
8. Plying of Busses on more routes from next session was suggested by the governing body so that faculties, students & staff can avoid public Transport.
9. Entry of any two wheelers was prohibited without Helmet.
10. SAP For students to be introduced to provide financial support to the students.
11. List of weekly webinars to be organized for students was placed before the panel.