

GDC MEMORIAL COLLEGE, BAHAL

NAAC Accredited Grade "B"

No. GDCMC/PO/2023/ 14071

11.09.2023

Minutes of the Meeting (MOM): 19th IQAC Meeting

The 19th meeting of the Internal Quality Assurance Cell (IQAC) was held on September 9, 2023, at 2:00PM in the Conference Room near the Principal's office at GDC Memorial College, Bahal. The meeting was conducted under the chairmanship of Dr. S. K. Sinha, Principal-Incharge (GDCMC) and Director (BRCMES). The meeting was coordinated by Dr. Sanjay, IQAC-Coordinator. The agenda of the meeting is given below:

Agenda-1: Online Submission of the 5th Annual Quality Assurance Report (AQAR) of Cycle 1 of the NAAC Accreditation on or before December 31, 2023.

Agenda-2: Requirement and preparation of the College Data for Cycle 2 of the NAAC Accreditation

After the confirmation of the minutes of the last meeting which was held on November 29, 2022 at 12:30 PM by the Chairperson, the following issues were discussed:

1. It was suggested that the feedback forms should be filled out by various stakeholders, i.e., student feedback, parent feedback, alumni feedback, student satisfaction surveys, teaching and non-teaching staff feedback, employer feedback forms, etc.
2. It was suggested that the college website be updated regularly by uploading documents such as the college council committees, academic calendars, etc., as these should be available on the website.
3. IQAC members are advised to collect the data of various academic and non-academic activities of each department for the session 2022-23, compile this data as per the

criterion (s) of AQAR-5, and submit the same in the IQAC cell so that 5th AQAR shall be submitted and uploaded well in time.

4. The Incharge of each department was advised to keep a record of every activity of the department so that no difficulty would be faced during the preparation and submission of the AQAR of 1st cycle as well as during the preparation of the Self-Study Report (SSR) of Cycle 2, which is to be uploaded.
5. It is directed to all faculty and staff members that data for Cycle 2, NAAC Accreditation must be prepared and compiled in the form of files as department-wise as well as faculty and staff-wise for the period of five years viz., January 1, 2018 to December 31, 2023.
6. The data preparation for the SSR of Cycle 2 in the form of various types of files was discussed in detail, and the files that are to be prepared are given below:

For Teaching Section (Department-wise): Master File, Result File, Syllabus File, Time- table File, Course Outcomes (CO), Programme Outcomes (PO), and Programme Specific Outcomes (PSO) File, Lesson Plan File, Notices/Circular File, Activity File (Academic and Non-Academic), Research Profile-File, University Previous Year Question Paper File, External Award List File, Internal Awards List File, Seminar Presentation File, Course Scheme, List of students, List of faculty, Record of Attendance Registers, Placements/Achievements of the students File, Department Lab. Record File, Miscellaneous File, etc.

For Faculty:

Subject File, Self-Assessment File

For Non-Teaching section:

Student-data File, College Result File, Updated personal file of every staff member, Account Statements of the college, List of Faculty department-wise, left faculty, new faculty for year-wise as well as for non-teaching staff also.

For Centralized/College-level Report:

1. Report on Alumni Activities File
2. Website Updating
3. Library Updating
4. Record of Cells, Committees and Clubs-wise File
5. Admission Process File

6. Examination Process File
 7. Feedback from various stakeholders, i.e. Alumnus, Parents, Students, Employer, Faculty, Non-Teaching Staff,
 8. Cultural Activity File
 9. Sports Activity File
 10. Student Facilities Provided File
7. It was advised to all faculty and staff members that data preparation and compilation should be as per Undergraduate Programmes, Postgraduate Programmes and Departments (total programmes = 13 and total departments = 16).
8. It was directed to all that the same should be prepared and submitted up to **November 15, 2023**.
9. It was also advised to all faculty members to enhance their research papers, submit the proposal to conduct a national or international conference by the various postgraduate departments, etc., regularly.

There being no other points to discuss, the meeting ended with vote of thanks.

Note: MOM to be circulated among all the members present .


Dr. Sanjay
Coordinator-IQAC


Dr. S. K. Sinha
Principal-Incharge

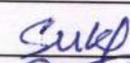
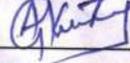
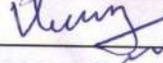
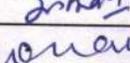
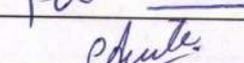
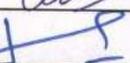
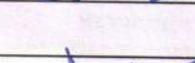
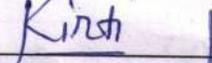
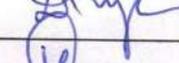
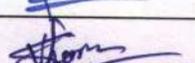
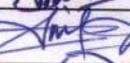
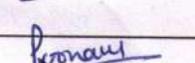
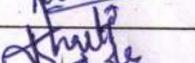
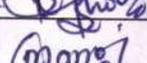
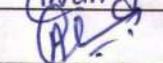
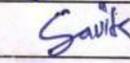
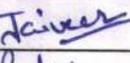
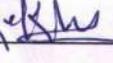
Copy to:-

1. Director Sir for kind information
2. All Staff Members - for circulation and information
3. Registrar
4. IQAC File

G.D.C MEMORIAL COLLEGE,BAHAL

Staff List

11.09.23

S.No.	Name	Designation	Signature
1	Dr. Sukhender	Asstt. Prof. of Physics	
2	Dr. Ashok Kumar	Asstt. Prof. of History	
3	Sh. Manish Kumar	Asstt. Prof. of Geography	
4	Dr. Vinod Kumar	Asstt. Prof. of Geography	
5	Sh. Pankaj Kumar	Asstt. Prof. of Geography	
6	Dr. Sanjay	Associate Prof. of Physics	
7	Dr. Suman Devi	Asstt. Prof. of Chemistry	
8	Dr. Poonam Kumari	Asstt. Prof. of Botany	
9	Dr. Anita	Asstt. Prof. of Chemistry	
10	Sh. Man Singh	Asstt. Prof. of Economics	
11	Sh. Ravi Parmar	Asstt. Prof. of Commerce	
12	Sh. Ankur Mittal	Asstt. Prof. of Computer Sc.	
13	Ms. Kirti	Asstt. Prof. of English	
14	Sh. Upender Prasad	Asstt. Prof. of Psychology	
15	Ms. Divya	Asstt. Prof. of Chemistry	
16	Dr. Hemlata Sharma	Asstt. Prof. of Commerce	
17	Ms. Manpreet Beniwal	Asstt. Prof. of Commerce	
18	Sh. Prem Singh	Asstt. Prof. of Mathematics	
19	Sh. Vinod Kumar	Asstt. Prof. of History	
20	Sh. Anil Kumar	Asstt. Prof. of Political Science	
21	Ms. Monika	Asstt. Prof. of Physics	
22	Sh. Krishan Kumar	Asstt. Prof. of Chemistry	
23	Sh. Madan Mohan Yadav	Asstt. Prof. of Physical Education	
24	Ms. Poonam	Asstt. Prof. of Physics	
25	Ms. Bharti Bhola	Asstt. Prof. of Mathematics	
26	Sh. Manoj Kumar	Asstt. Prof. of Hindi	
27	Dr. Anju	Asstt. Prof. of Commerce	
28	Ms. Savita	Asstt. Prof. of Agriculture (Hons.)	
29	Sh. Jaiveer Singh	Asstt. Prof. of Mathematics	
30	Ms. Rekha Kumari	Asstt. Prof. of Zoology	