

GDC MEMORIAL COLLEGE, BAHAL

NAAC Accredited Grade "B"

No. GDCMC/RO/2024/14427

18.01.2024

Minutes of the Meeting (MOM): 20th IQAC Meeting

The 20th meeting of the Internal Quality Assurance Cell (IQAC) was held on January 15, 2024, at 12:30 p.m. in the conference room near the principal's office of UG Block at GDC Memorial College, Bahal. The meeting was conducted under the chairmanship of Dr. S.K. Sinha, Principal-Incharge (GDCMC). The meeting was being coordinated by Dr. Sanjay, IQAC Coordinator.

After the confirmation of the minutes of the last meeting, which was held on September 9, 2023, at 2:00 p.m. by the chairperson, the following issues were discussed:

1. It was discussed and suggested to follow the New Guidelines for Self-Study Report (SSR) Submission of Cycle 2 for NAAC Accreditation.
2. IQAC members are advised to collect the data of various academic and non-academic activities of each department for the session 2022-23 as well as the last four years, compile these data as per the criterion (s) of SSR, and submit the same in the IQAC cell at the earliest possible time, i.e., January 25, 2024, so that SSR will be submitted and uploaded well in time.
3. It was directed to every faculty member to improve their research activity.
4. 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., up to February 15, 2024, so that further necessary tasks can be completed well in time.
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, department-wise as well as faculty and staff-wise, and all pending tasks must be completed within a week.

6. It was directed to the Incharges of various departments and staff members that laboratories, libraries, e-content laboratories, offices, etc. should be neat, clean, and functional and should be updated regularly.
7. It was advised to all that the placement list of passout students from various departments should be prepared and updated.
8. It was advised that the floor-wise fire safety facilities in laboratories should be updated and functional.
9. It was directed to all departmental Incharges and staff members that the regular notices and circulars should be updated.
10. It was advised that the B.Sc. timetable should be prepared until January 25, 2024, and an overall college timetable should be prepared until January 31, 2024 for even semesters of the current semester.
11. It was suggested that the Internal award list of the students for the current semester should be prepared well in time, and the external practical examinations for the ODD semester of the current session should be conducted as per affiliated university notification.
12. It was advised to all faculty and staff members that data preparation and compilation should be done as per undergraduate programmes, postgraduate programmes, and departments.

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

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


Dr. Sanjay
Coordinator-IQAC

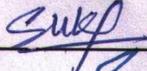
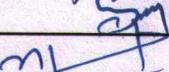
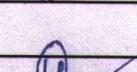
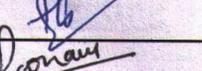
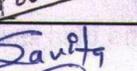
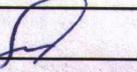

Dr. S. K. Sinha
Principal-Incharge

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2. Registrar
3. IQAC File

G.D.C MEMORIAL COLLEGE,BAHAL

Staff List

S.No.	Name	Designation	Signature
1	Dr. Sukhender	Asstt. Prof. of Physics	
2	Dr. Sanjay	Associate Prof. of Physics	
3	Sh. Man Singh	Asstt. Prof. of Economics	
4	Sh. Ankur Mittal	Asstt. Prof. of Computer Sc.	
5	Sh. Upender Prasad	Asstt. Prof. of Psychology	
6	Dr. Hemlata Sharma	Asstt. Prof. of Commerce	
7	Ms. Poonam	Asstt. Prof. of Physics	
8	Ms. Savita	Asstt. Prof. of Agriculture (Hons.)	
9	Sh. Suresh Kumar	Office Supdt.	