

## Aryabhatta College

Minutes of IQAC meeting held on 8<sup>th</sup> April,2020 at 1:00 P.M. through Zoom App.  
(Meeting ID: 670 662 201)

Following members attended the meeting

1. Dr. Manoj Sinha – Principal
2. Dr. Suvojit Lahiri – Bursar
3. Dr. J.K.Singh – PIO ( Convener)
4. Dr. Geeta Budhiraja – Teachers' Representative in G.B.
5. Dr. Vibhuti Gaur – Teacher's Representative in G.B.

The members were apprised of NAAC assessment procedure in the beginning of the meeting and requested to forward their views/ suggestion on various issues being covered under Qualitative metric of Self Study report. The issues discussed during the meeting alongwith observations of the member and actions proposed to be undertaken are summarized below:

***1)The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners***

Members observed that college is already conducting ADD On courses, tutorials, workshops, seminars, etc. to ensure the compliance of this requirement. Besides the above, Principal apprised that remedial classes are also being taken for the benefit of students.

**Action Proposed: Proper record to be maintained for all such activities and be submitted with the Administration Department.**

***2)Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences***

Various societies of the college and Departments as well have been conducting different programmes, events, seminars, quiz, etc. Industrial trips, summer internships, etc. have also been conducted to ensure experiential learning.

**Action Proposed: Proper record to be maintained for all such activities and be submitted with the Administration Department. All the departments would be suggested to conduct activities of similar nature.**

***3) Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years***

Members appreciated the role of NSS, Enactus, Entrepreneurship, Start up club, event conducted by various departments/societies in this direction.

**Action Proposed: Proper record to be maintained for all such activities and be submitted with the Administration Department and recommended for further enhancement of these activities with a view to include students of all discipline.**



**4) There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

Members were apprised by the Principal that the college website includes provision of registering Alumni and various programmes have been conducted by some of the Departments to involve participation of Alumni in the development of college

**Action Proposed: Convener , Alumni Association , be requested activate and accelerate this process and efforts at department level are also required to be taken.**

**5) Institutions Performance Appraisal System for teaching and non-teaching staff**

Members observed that Feedback committee, through its questionnaire, helps in performance appraisal of teachers (Department wise). However, Principal apprised the members that proper system of performance appraisal is in place which is measured by timely submission of attendance, punctuality in taking class, involvement in various events and programmes of college, academic contribution, etc. The performance appraisal system for non-teaching staff is being taken care off by the Administration Department.

**Action Proposed: Necessary suggestions would be made to the faculty members keeping in view the above methodology of performance appraisal being followed at our college.**

**6) The Institution has disabled-friendly, barrier free environment.**

Members took note of various requirements necessary for disabled friendly, barrier free environment which includes


- Built environment with ramps/lifts for easy access to classrooms.
- Disabled-friendly washrooms
- Signage including tactile path, lights, display boards and signposts
- Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment
- Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

and suggested that infrastructure committee and building committee be requested to ensure these facilities in the new infrastructure being set up by the college. Principal, however, informed that most of these facilities are being included in the new building of the college.

**Action Proposed: New infrastructure being developed in the college shall take into consideration the specifications meant for disabled –friendly, barrier free environment.**

Principal offered opportunity to the members to make suggestions on the above issues or any issue related to the above issues ,if any, as and when deemed fit by them .Meeting ended with vote thanks to the Chair.

  
Dr. J.K. Singh  
( Convener , IQAC)

  
Prof. Manoj Sinha  
(Principal)