



**PROCEEDING OF THE MEETING REGARDING IQAC**

A meeting had been held by IQAC under the convenorship of Hon'ble Vice-Chancellor IGU, Meerpur, Rewari on 4<sup>th</sup> Feb, 2020 at 3:00pm in Conference Hall, Sardar Patel Bhawan to discuss various issues related to criteria –I viz "Curricular Aspects" as per the NAAC guidelines. The following were present :

Hon'ble Vice Chancellor

Dean Academic Affairs

All Chairpersons & Deans (Faculties).

Library Advisor

Advisor (Exam Branch)

Dean, Student's Welfare

The following issues were unanimously resolved:

1. Proper documentation of the curriculum be done by the respective chairpersons of the various Departments.

a) Curriculum be designed in a well planned manner. There will be no change in the content but alteration & polishing be done.

b) The following areas be well documented & specified in the time-table .

- Lesson plan
- Notes/PPT (with days & time)
- Extra Handouts to be given to students
- Feedback performa to be supplied to students
- House Test schedule
- Objectives of all the five papers separately
- Objectives of the whole course
- Programme Outcomes

## ACTION IN THIS REGARD TO BE TAKEN BY THE CHAIRPERSONS OF RESPECTIVE DEPARTMENTS

2. **Remedial classes** for slow learners be started. The directives for the same be issued by the chairpersons to the faculty members. The entire process of recognizing weak students teaching, organizing them, making separate slots for them in time –table and holding classes and documenting the whole process will be carried on by the concerned teachers under the guidance of the respective chairpersons.

iii) **Good practices** be started in all the teaching Departments of the university for eg. Smart class , surprise test , discussion on currents Events “Just a Minute activity” where students are required to speak on the given topic for one minute, writing skills test, quiz : by giving topics to the students and asking them to prepare question Bank , creation of whatsapp group Proper credits be given for the same.

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iv) Some other initiatives be taken and made a part of the curriculum with proper grading system. These are:

- Massive Open Online Course (MOOC) be made mandatory for students, Degree will not be awarded until MOOC course is passed. Chairperson will decide the subject, Sem. and credits ascribed for the same.
- Mrs. Pankaj Mittal be invited to deliver a talk on MOOC : Action to be taken by Dr. Savita Sheron Department of CSE.
- Every Department should have one/two overhead Projectors. The process be initiated by the chairperson of the respective Departments.


v) Smart Classrooms & Vedio conferencing be developed. The responsibility for Smart class creation is given under:

- Viveknand Block : Dr. Satender Bal, Chairperson Department of CSE & Dr. Mamta Kamra, Chairperson Department of Math
- Library : Dr. S.C. Gera, Advisor (Library)
- Sardar Patel Block : Dr. S.S. Dabas, Chairperson Department of Yoga Science & Prof. Kulwant Singh, Chairperson Department of Chemistry

- UIET Building 1<sup>st</sup> Floor ( Department of Law ; Prof S.S. Chachar (DAA)
- UIET Building Ground Floor : Dr. S.S. Yadav, Chairperson Department of Geography

- Vi) The charge of conduction Induction Programme of NET/JRF students is given to Prof. Tej Singh.
- Vii) Value added courses for eg, Courses related to legal aspects in Daily Life , Artificial Intelligence, Spoken English course etc. be designed, Action to be taken by Chairperson of respective Departments, in Co-ordination with teaching Faculty.
- viii) The regular Teachers of IGU are required to undertake Research Projects sponsored by UGC, ICSAR etc. & work towards its completion.
- ix) At the time of admission Department wise induction Programme be conducted & duly documented. Action to be take by the chairperson in co-ordination with teaching Faculty.
- x) Motivational Speakers as well as subject specific speakers/ Experts be invited from time to time for students of M.A./M.Sc./ M.Phil & Ph.D. Action to be take by the Chairperson of respective Departments.
- xi) Expert Lectures, Seminars, Quiz, Debates, Workshops be organized by every Departments in the areas- Gender sensitization, Professional Ethics, Environmental sustainability, Value Education. Action to be take by the Chairperson in Co-ordination with Faculty Members.
- xii) The charge of establishing Language Lab in the University is Given to Prof. Subhash C. Sharma, Department of English.

The Meeting ended with a vote of thanks to Hon'ble Vice-chancellor.

  
12/02/2020  
Director, IQAC

Endst No. IGU/IQAC/2020/...3-20...

Date : 12.02.2020

CC to:

1. OSD to VC (for kind information to VC)
2. PA to Registrar ( for Kind Information Registrar)
3. All the Chairperson/Deans/HOD/DAA/Lib. Advisor/Adv. (Exam)/ Dy. Director (Youth) IGU Meerpur Rewari .