

## **Session 2024-25**

First IQAC meeting (Beginning of odd semester).

Dated: 28/06/2024

And IQAC meeting was held on 28 June 2024 the meeting was headed by Principal Rev. Dr.(Fr.) Roger Augustine. He started the meeting by expressing gratitude and sense of appreciation for the teachers. He also acknowledged them for the successful completion of the last session. He also added that as we begin a new session, we should be determined to work as a team, contributing in our own ways, connecting everyone, when working towards the same goal i.e., “getting our college NAAC Accredited “.

Further he emphasized on the following important points:

- NAAC committee to be seriously concentrated towards achieving our goal.
- Academic programs / common programs will run as usual along with NAAC Accreditation. This purpose will need cooperation from all staff members.
- College handbooks were distributed.
- All departments should prepare a profile of qualification of teachers / achievements. 3 year future planning of departmental activities in a detailed format should also be included.
- This has to be submitted by 8th of July 2024. This will also be added to the SJCW website.
- A strict rule has to be followed regarding not taking leave on the last and first day of the session.
- It was informed that 30th may will be the last working day and 28th June will be the will reopening day for the upcoming sessions. Changes might be made in case of any exceptions.
- Time table was also discuss for classes starting from 2<sup>nd</sup> of July 2024.
- A common message has to be sent to the students of 3<sup>rd</sup> and 5<sup>th</sup> semester B.A./B.Sc. and M.A. 3<sup>rd</sup> semester about the reopening of college on 2nd July 2024 and class timings.
- Practical classes for all batches will begin from 15th of July 2024.
- First semester students will start their classes from 18th of July 2024.
- Teachers have to reach the college by 8:45 a.m. in the morning. They were requested to avoid being late.
- Syllabus of each department should be strictly according to DDUGU.
- Notes will be provided to the students by the teachers.

- The new seminar hall will now be used mainly for official purposes. B.Ed. and D.El.Ed. can also use the seminar hall for common classes.
- A Smart class has been installed in Hall number 5 which can be used by teachers according to their need.
- If the attendance of any student for a whole month is zero, her name will not be continued in the class register for the next month. This information has to be provided in the principal's office at the end of every month.
- Teachers should have their own policy for effective management of the classes.
- Certificate courses/add-on courses will start from the upcoming week itself.
- Classes regarding add-on courses should also be mention in lesson plan.
- E-certificates will be provided for all departmental activities.
- The teachers are requested to come to the college in decent attire.

Towards the end of the meeting the principal asked the teachers for some suggestions after which he thanked the staff.

## **2<sup>nd</sup> IQAC Meeting**

**Date: 02/08/2024**

An IQAC meeting was held on 02/08/2024 headed by the principal. He discussed about the following important points during the meeting.

- Every teacher should carry their handbook when they come for the staff meeting.
- Class timing for the upcoming week is from 8:45 a.m. till 2:30 p.m. for all the students.
- The time table soft copy should be shared with all the students.
- Practical for B.Sc. first year students will start from upcoming week.
- New syllabus for the first semester as confirmed from the university should be followed strictly.
- Updating the strength of students who have 0 attendance throughout the month should be done on a regular basis and the details of the same should be shared in the principal office.
- The use of mobile phones by the students inside the premises of the college is strictly forbidden. Students need to be informed about this rule in the morning assembly. Strict action will be taken against who do not follow.

The following important points regarding the upcoming celebrations were also discussed in the meeting.

- For the celebration of 15th August practice is to be overseen by the teacher incharge.
- Anti-ragging week is to be celebrated 12th August onwards under social awareness campaign. Incharge for the same will be Ms. Nishtha.
- National sports day will be celebrated on 29th August. Mr. Amar will be the coordinator for sports day celebration.
- The tentative date for fresher's day will be 30th of August. Mrs. Moon will be the incharge for fresher's day celebration.
- Inter College Hindi debate competition will be held on September 14 on the occasion of 'Hindi diwas'. Dr Mahima and Dr Preeti will be the in charge of the debate competition.
- The selection for the cadets of NCC will be done on 31st August.
- Foundation day of the College will be celebrated on 6th of September with a blood donation camp as 'a service to the society'.

Regarding the Education department the following information was provided:

- Study leave for D. El. Ed. students will be starting soon and they will start their regular classes the very next day after exam.
- Strict action should be taken against the absentees of B.Ed. department. Teachers are requested to inform the students about the same.

Finally, the principal ended the meeting by asking the teachers for more suggestions and thanking them.