



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(UNDER THE MANAGEMENT OF DEEPSHIKHA KALA SANSTHAN)

AFFILIATED TO RAJASTHAN UNIVERSITY & APPROVED BY NCTE, STATE GOV. OF RAJASTHAN

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. IQAC/MOM/2023/ 10

Date: 10 february, 2024

Minutes of Meeting

The 3rd IQAC meeting commenced at 2:30 pm. in the Boardroom, The meeting began with a short Prayer. Dr. Rita Bisht the convener welcomed all the staff members for the IQAC meeting. Following were present in the meeting.

Agenda:-

- To review the minutes of the last meeting.
- Discussion on slow learners.
- Up-gradation of ICT.
- Up-gradation of smart classrooms.
- Up-gradation of lab's.
- Practice of Teaching.
- Announcement of the schedule of sessional work.
- Celebration of birth anniversaries.
- Organization of Educational tour.
- Celebration of National & International days.
- Organization of Yoga Camp.
- Health Check-up Camp
- Organized SUPW Camp

Members Attended

S.no	Members	Status
1	Dr. Aparna Soni	IQAC Coordinator
2	Dr. Mohit Shukla	Faculty Members

3	Dr. Renu Saxena	Faculty Members
4	Dr. Jyoti Sharma	Faculty Members
5	Dr. Kapil Sharma	Faculty Members
6	Dr. Mathureswar Pareek	Connoisseur from the field of education
7	Mr. Nitin Jain	Management Representative
8	Mr.Nirmal Bardiya	Illustrious person from industry
9	Mr. Vinod Sharma	Community Representative
10	Mr. Bhupendra Singh	Alumni Representative
11	Mr. Aditya Sharma	Student Representative
12	Mr. Ajay Choudhary	Student Representative
13	Dr. Mahendra Singh	Admission Committee
14	Dr. Ajit Shukla	Curriculum Reform Committee
15	Dr. Devendra Kumar Singh	Teaching Practice Committee
16	Dr. Shushobit Shukla	Library Advisory Committee
17	Dr. Rakesh Kumar	Co-curricular Activities Committee
18	Dr. Jai Kumar	Academic Planning Committee
19	Dr. Kamlesh Kumar Yadav	Time Table Committee
20	Dr. Ram Achal Patel	Student Attendance Committee

MEETING MINUTES -

Minutes of the last IQAC meeting held on 10 November 2023 were read and confirmed.

Agenda:-1. Discussion on slow learners.

Dr. Rita opened the meeting and welcomed all attendees. She highlighted the importance of addressing the needs of slow learners to ensure they receive adequate support.

1. Identification of Slow Learners:-Dr. Rita provided an overview of how slow learners are identified, emphasizing the use of both qualitative and quantitative measures such as teacher observations, standardized test scores, and behavioral assessments.

2. Current Support Strategies:-Dr. Renu reviewed existing strategies, including individualized education plans (IEPs), extra tutoring sessions, and the use of teaching assistants in the classroom. Dr. Aparna shared her experience with differentiated instruction techniques in her math classes.

3. Challenges Faced:-Dr. Kapil discussed challenges such as large class sizes, limited resources, and varying levels of parental involvement. Ms. Anila mentioned the emotional and social challenges that slow learners often face, including low self-esteem and social isolation.

4. Proposed Strategies and Interventions:-

- Dr. Rita proposed increasing professional development for teachers to better equip them with strategies for supporting slow learners
- Dr. Aparna suggested implementing peer mentoring programs where high-achieving students assist slow learners
- Attendees discussed the potential benefits of incorporating technology, such as educational apps and software, to engage slow learners. The possibility of establishing a dedicated resource room was considered, where slow learners can receive specialized instruction and support.

Resolution 1- It was decided on the following points that

- Develop a professional development workshop focused on strategies for teaching slow learners.
- Explore the feasibility of a peer mentoring program and present a proposal at the next meeting.
- Initiate a pilot project for the use of educational technology tools in one grade level and evaluate its effectiveness .
- Schedule a follow-up meeting with parents to discuss their roles and gather feedback .

Agenda:-2.-Up-gradation of ICT.

1. Review of current ICT infrastructure:

Mr. Nilesh Sharma (Head of the Computer Department) provided an overview of the current ICT infrastructure highlighting strengths and weaknesses. Key points include aging hardware, software compatibility issues, and the need for better network security.

2. Identified needs and areas for improvement:

Dr. Rita Bisht discussed specific areas that need improvement, such as the need for faster internet connectivity, updated computers and software for classrooms and laboratories, and advanced cyber security measures. Dr. Anil Sharma stressed the importance of integrating modern educational tools and platforms to aid teaching and learning.

3. Proposed Upgradation Plan:

Mr Nilesh Sharma presented the proposed upgrade plan, which included:

- Replacing old computers with new models.
- Upgrading the school's network infrastructure to support higher speeds and improved reliability
- Implementing new cyber security protocols
- Training staff and students on new technologies and software.

4. Consideration and Approval of Budget:

Dr. Rita Bisht discussed the budget implications of the proposed scheme. He provided a detailed description of costs and potential funding sources. Attendees discussed ways to optimize the budget, such as seeking grants and partnerships with technology companies. A motion was made by Mr Michael Green to approve the budget for the ICT Upgrade Scheme.

The proposal was supported by all the members present. The budget of the ICT Upgradation Scheme was approved unanimously.

5. Implementation Timeline:

Dr. Rita Bisht proposed an implementation timeline with key milestones and deadlines. The project is expected to be completed in phases over the next six months. Attendees discussed the timeline and suggested minor adjustments to ensure minimal disruption to school activities.

Resolution 2- It was decided on the following points that

- Mr. Nilesh Sharma will start the procurement process for new hardware and software.
- Mr. Gopal Sharma will launch a plan to upgrade network infrastructure.
- Dr. Anila Sharma will coordinate training sessions for staff and students.
- Dr. Kapil Sharma will oversee the overall project and ensure alignment with the school's objectives.

Agenda:-3-Upgradation of smart classrooms.

1. Review of current smart classroom infrastructure: The meeting provided an overview of existing smart classroom infrastructure, highlighting existing technology such as interactive whiteboards, projectors and audio-visual systems. They also identified old equipment that needed to be replaced.

2. Identified needs and areas for improvement: Dr. Devendra Kumar Singh discussed specific areas that need improvement, such as the need for updated interactive displays, better sound systems and increased connectivity for wireless devices. Dr. Rakesh Kumar Lee stressed the importance of integrating modern educational software and applications to support interactive learning.

3. Proposed Upgradation Plan: Dr. Jai Kumar presented the proposed upgrade plan, which included: Replacing old interactive whiteboards with new smart displays ,Upgrading projectors and sound systems for better audio-visual quality ,Implementing advanced software solutions for interactive and distance learning ,Enhancing network infrastructure to support seamless connectivity, Effective use of new technologies Providing professional development to teachers to effectively use.

4. Consideration and Approval of Budget: Dr. Rita Bisht discussed the budget implications of the proposed scheme. He provided a detailed description of costs and potential funding sources.

Attendees discussed ways to optimize the budget, such as seeking grants, partnering with technology vendors and exploring bulk purchasing discounts. A motion to approve the budget for the Smart Classroom Upgrade Scheme was made by Mr. Michael Green. The proposal was supported by those present.

5. Implementation Timeline: Mr. Nitin Jain proposed an implementation timeline with key milestones and deadlines. The project is expected to be completed in phases over the next six months. Attendees discussed the timeline and suggested minor adjustments to ensure minimal disruption to school activities.

Resolution 3- It was decided on the following points that

- Ms.Nilesh Sharma will initiate the procurement process for new equipment and software .

- Dr. Jai Kumar will begin planning the installation and configuration of new technologies.
- Dr. Renu Saxena will coordinate training sessions for teachers on the use of new smart classroom technologies .
- Dr. Mohit Shukla will oversee the overall project and ensure alignment with school objectives .

Agenda:-4.-Upgradation of lab's.

1. Review of Current Lab Facilities:

- The Lab Manager provided an overview of the current laboratory facilities, including equipment, infrastructure, and functionality.

2. Identified Needs and Areas for Improvement:

- Attendees discussed the strengths and weaknesses of the current lab setup, highlighting any deficiencies or areas for improvement.

3. Proposed Upgradation Plan:

- The Lab Manager presented a proposed upgradation plan, which
- Updating outdated equipment and instruments with modern, state-of-the-art alternatives
- Enhancing safety features and implementing better ventilation
- Improving accessibility and ergonomics to create a more conducive working environ
- Introducing new technologies and software to facilitate research and experimentation.
- Conducting regular maintenance and calibration to ensure optimal performance of equipment.

4. Budget Considerations and Approval:- The Procurement Officer discussed the budget implications of the proposed plan, including costs for equipment procurement, installation, and maintenance. Attendees reviewed the proposed budget and discussed potential sources of funding. A motion was made to approve the budget for the upgradation of laboratory facilities. The motion was seconded and unanimously approved.

5. Implementation Timeline:-The Lab Manager presented a proposed timeline for the implementation of the upgradation plan, outlining key milestones and deadlines. Attendees discussed the timeline and made adjustments as necessary to accommodate the availability of resources and minimize disruptions to lab activities.

Resolution 4- It was decided on the following points that-

- The Lab Manager will coordinate with vendors to procure the necessary equipment and schedule installations.
- The Head of Department will oversee the implementation process and ensure alignment with departmental objectives.
- The Procurement Officer will handle procurement processes and finalize contracts.
- The Senior Researcher will assist in evaluating the effectiveness of the new equipment and providing feedback.

Agenda:-5.-Practice of Teaching.

1. Overview of Current Practice of Teaching and Internship Program: The Internship Coordinator presented an overview of the current practice of teaching and internship programs, highlighting its objectives, structure, and key components.

2. Identified Areas for Improvement: Attendees discussed the strengths and weaknesses of the current program, identifying areas for improvement such as:

- Lack of structured guidance and support for interns.
- Limited opportunities for hands-on experience and practical application of knowledge
- Inadequate communication between faculty, students, and external partners

3. Proposed Changes and Enhancements: The Internship Coordinator proposed several changes and enhancements to address the identified areas for improvement, including: Implementing a mentorship program to provide personalized guidance and support for interns. Expanding internship opportunities and partnerships with industry organizations. Enhancing communication channels through regular meetings, newsletters, and online platforms

4. Feedback from Stakeholders:

Attendees solicited feedback from stakeholders, including faculty members, students, and external partners, regarding the proposed changes. Stakeholders shared their thoughts, suggestions, and concerns, which were duly noted for consideration.

5. Implementation Plan: The Internship Coordinator presented an implementation plan, outlining the steps and timeline for rolling out the proposed changes and enhancements. Attendees discussed the logistics and logistics of implementing the plan, ensuring alignment with departmental goals and objectives.

Resolution 5- The Internship Coordinator will finalize the details of the mentorship program and begin recruiting mentors. The Head of Department will explore potential internship opportunities and partnerships with industry organizations. The Faculty Advisor will coordinate with faculty members to ensure their involvement and support in the program. The Student Representative will gather feedback from students and communicate updates regarding the program. The External Partner Representative will assist in establishing and maintaining partnerships with industry organizations.

Agenda:-6. Announcement of the schedule of sessional work -

1. Determination of Date and Time Limit for Sessional Work:

- The meeting commenced with a discussion on setting a date and time limit for assigning sessional work to students.
- Factors such as syllabus coverage and academic calendar were considered.

2. Allocation of Sessional Work by Subject:

- It was suggested that sessional work should be allocated to students according to their respective subjects.
- Each subject faculty member will determine the nature and scope of the sessional work for their subject.

3. Instruction Session for Students:

- It was decided that a session will be conducted with students by the respective subject faculty members.
- During this session, instructions regarding the sessional work, its requirements, and evaluation criteria will be provided to the students.

4. Setting Deadline for Submission:

- Students were informed that a fixed submission date will be set for the sessional work.
- This submission date will be mandatory for all students, and no late submissions will be accepted without valid reasons.

5. Compliance with UGC Norms:

- It was emphasized that sessional work must be prepared in accordance with the norms prescribed by the University Grants Commission (UGC).
- Students were instructed to adhere to UGC guidelines regarding formatting, referencing, and content quality.

Resolution 6- It was decided on the following points that-

- Subject faculty members will finalize the details of the sessional work for their respective subjects and communicate them to students.
- Administrative staff will assist in coordinating the instruction sessions and ensuring compliance with UGC norms.
- Student representatives will disseminate information about the sessional work and submission deadlines among their peers.

Agenda:-7. Celebration of birth anniversaries -

A discussion will be held on the ideas and vision on education and dream of Dr. APJ to pay tribute on his birth anniversary on 15th October 2024 . A programme will be organized with the participation of the students on the birth anniversary of sir Sayed Ahmed Khan, a social activist, philosopher and educationist on 17th October, 2024.

Resolution 7- It was decided that the College would annually celebrate the birth anniversaries of the following notable persons:

- [Rabindranath Tagore's birthday] - [07 May]
- [Maharana Pratap Jayanti] - [09 May]

It was further decided that a committee would be formed to organize and monitor the programs related to these celebrations. This committee will be responsible for:

1. Planning and executing celebration activities.
2. To coordinate with various departments and stakeholders.
3. To ensure proper recognition and dissemination of the importance of these individuals.

It was further decided that the Committee would submit an annual report on the activities and outcomes of these celebrations to the IQAC Coordinator.

Agenda:-8.-Organization of Educational tours.

1. Announcement of Educational Tour:

- The meeting commenced with the announcement that the college will be organizing an educational tour for the students.

2. Tour Details and Itinerary:

- It was announced that the tour will be to Chandigarh, Shimla, and Manali, scheduled from 12-18 March, 2024.
- The tour coordinator presented the itinerary and discussed the planned activities and sightseeing destinations.

3. Appointment of Discipline Incharges:

- Discipline incharge names were suggested for each class participating in the tour.

- These incharges will be responsible for ensuring discipline and adherence to guidelines during the tour.
4. Discussion on Roles and Responsibilities:
 - Roles and responsibilities for faculty members, administrative staff, and discipline incharges were discussed.
 - It was emphasized that clear communication and coordination are essential for the smooth conduct of the tour.
 5. Collection of Instructions for Students:
 - Points for instructions to be given to the students during the tour were collected from attendees.
 - Instructions will include safety guidelines, behavior expectations, and contact information for emergencies.
 6. Penalties for Misconduct:
 - It was instructed that students found violating discipline rules will face a penalty of Rs. 5000 and a suspension of 15 days.
 - This penalty will be imposed for any misconduct or violation of tour rules.
 7. Consolidation Form for Students: Students were instructed to fill a consolidation form regarding the trip, including emergency contact details and any specific requirements. The administrative staff will oversee the collection and organization of these forms.

Resolution 8- It was decided on the following points that-

- The tour coordinator will finalize the tour itinerary and logistics, including transportation and accommodation arrangements.
- Discipline incharges will be briefed on their roles and responsibilities and provided with necessary guidelines for maintaining discipline during the tour.
- Administrative staff will coordinate the collection of consolidation forms from students and ensure all necessary preparations are made.

Agenda:-9- Celebration of National & International days.

1. Discussion on Celebrating Birth Anniversaries: It was discussed to celebrate the birth anniversaries of some special great leaders. The significance of celebrating the contributions of great leaders to society was emphasized.
2. Preparation of List of Leaders: It was decided to prepare a list of great leaders whose birth anniversaries will be celebrated. Attendees were asked to suggest names of leaders they believe should be included on the list.
3. Planning Competitions for Students: Various types of competitions such as slogan writing, poster making, debate, drama, skits, etc., were proposed to be organized among students to commemorate the birth anniversaries. The purpose of these competitions is to engage students in reflecting on the ideals and principles of the great leaders.
4. Appointment of Event Leaders and Coordinators: Event leaders and coordinators were appointed during the meeting to organize each of the birth anniversary celebrations. Their responsibilities include planning and executing the events, coordinating with participants, and ensuring smooth conduct of the competitions.
5. Gathering Student Suggestions: It was suggested to involve students in the planning process by gathering their suggestions for activities and competitions. Student

representatives will be responsible for collecting suggestions from their peers and presenting them to the organizing committee.

Resolution 9- It was decided on the following points that-

- The event coordinator will compile the list of great leaders to be celebrated and distribute responsibilities among the event leaders and coordinators.
- Faculty representatives will assist in coordinating logistics and ensuring the availability of resources for the celebrations.
- Student representatives will gather suggestions from students and communicate them to the organizing committee.

Agenda:-10.-Organization of Yoga Camp

1. **Announcement of Yoga Camp:-**It was announced that the college will be organizing a yoga camp at the DCTE campus.
2. **Selection of Date and Time:-**After discussion, March 1, 2024, was chosen as the date for the yoga camp. The camp will run from 7:30 a.m. to 9:30 a.m. to accommodate participants' schedules.
3. **Appointment of Yoga Instructor and Coordinator:-**It was decided during the meeting to appoint a qualified yoga instructor and a coordinator to oversee the camp. The yoga instructor and coordinator were selected and their responsibilities were outlined.
4. **Organization of Camp Schedule:-**Instructions were given to create a schedule for the yoga camp, which should include the names of participants and their classes. The Administrative Staff Representative will be responsible for preparing the camp schedule and ensuring its accuracy.
5. **Provision of Refreshments:** It was decided to provide refreshments to all yoga participants after the yoga session. The Event Coordinator will arrange for refreshments and ensure they are available for distribution.
6. **Formation of Discipline Incharge Committee:** It was agreed to establish a discipline incharge committee to maintain order and discipline during the camp. The Discipline Officer will lead the committee and ensure that camp guidelines are followed.

Resolution 10- It was decided on the following points that-

- The Event Coordinator will finalize arrangements with the yoga instructor and coordinate logistics for the camp.
- The Administrative Staff Representative will prepare the camp schedule and distribute it to participants.
- The Discipline Officer will organize the discipline incharge committee and brief its members on their responsibilities.

Agenda:-11.-Health Check-up Camp

1. **Announcement of Health Check-up Camp:** The Health Services Coordinator announced that the college will be conducting a free health check-up camp for all students and staff members.
2. **Selection of Proposed Date and Time:** After discussing various dates, it was decided that the health check-up camp will be tentatively scheduled for May 13, 2024. The camp will run from 10:00 a.m. to 3:00 p.m. to accommodate both students and staff.

3. **Formation of Committee:** A committee was formed to oversee the organization and execution of the camp. Camp leaders and duty incharge members were suggested and finalized for smooth functioning of the camp.
4. **Organization of Camp Schedule:** It was proposed to create a schedule for the camp, listing the names of students along with their classes. Batches will be organized based on the number of students to ensure efficient management of the check-up process.
5. **Provision of Refreshments:** It was suggested to provide refreshments to the students during their wait at the camp. The Student Affairs Officer will be responsible for arranging refreshments and ensuring their availability throughout the duration of the camp.

Resolution 11- It was decided on the following points that

- The Health Services Coordinator will coordinate with the committee members to finalize the details of the camp schedule and logistics.
- The Faculty Representative and Administrative Staff Representative will assist in spreading awareness about the camp among students and staff.
- The Student Affairs Officer will procure refreshments and oversee their distribution during the camp.

Agenda:-12.- Organized SUPW Camp.

1. **Introduction and Purpose of the SUPW Camp:**
 - The chairperson opened the meeting, welcoming all attendees, and explained the purpose of the Socially Useful Productive Work (SUPW) camp.
 - The objective of the camp is to engage students in community service and practical work that benefits society.
2. **Selection of Dates and Venue:**
 - Dates for the SUPW camp were discussed, and it was decided to conduct the camp from [Insert Start Date] to [Insert End Date].
 - The venue for the camp will be the [Insert Venue], which provides adequate facilities and space for the planned activities.
3. **Activity Planning and Allocation of Responsibilities:**
 - Various activities were proposed for the SUPW camp, including environmental cleanup, community service projects, skill-building workshops, and awareness campaigns.
 - Each activity was assigned to a specific faculty member or student leader responsible for planning and execution.
4. **Formation of Committees:**
 - Several committees were formed to manage different aspects of the camp:
 - Logistics Committee: Responsible for transportation, accommodation, and meal arrangements.
 - Activity Committee: Oversees the planning and execution of all activities.
 - Discipline Committee: Ensures discipline and adherence to camp rules.
 - Evaluation Committee: Develops criteria for evaluating student participation and performance.
5. **Student Participation and Group Formation:**

- It was decided that students will be divided into groups for different activities to ensure effective participation and management.
 - Group leaders will be appointed to coordinate with the faculty and ensure smooth functioning of activities.
6. Provision of Materials and Resources:
- A list of required materials and resources for each activity was compiled.
 - The SUPW Coordinator will be responsible for procuring these materials and ensuring their availability during the camp.
7. Evaluation and Certification:
- The Evaluation Committee will develop a framework for assessing student participation and the impact of their work. Certificates of participation and achievement will be awarded to students based on their performance and involvement in the camp activities.

Resolution 12- It was decided on the following points that-

- The SUPW Coordinator will finalize the activity plans and communicate with the respective committees.
- Faculty representatives will brief the students about the camp and their roles.
- Administrative staff will handle the logistical arrangements and coordinate with external vendors if necessary.

Adjournment:-Dr.Aparna Soni thanked everyone for their contributions and adjourned the meeting at 3:30 pm.

Dr. Aparna Soni (Professor)
IQAC Coordinator

Dr. Rita Bisht(Principal)
Chairperson