

## **Institutional Quality Assurance Cell (IQAC)**

### **Minutes of meeting held on 07.08.2020**

The Institutional Quality Assurance Cell of the University met on 07.08.2020, 2.00 pm at University Board room, RKDF University, Bhopal under the Chairmanship of Prof. (Dr.) Sudesh Kumar Sohani, following members were present in the meeting:

Dr. V. K. Sethi, Dr. B. N. Singh, Dr. Sunil Patil, Dr. M. L. Kori, Dr. Ravi Kumar Singh Pippal, Dr. C. B. S. Dangi, Dr. Sharad Gangele, Dr. Sanjay Jain, Dr. Ritesh sadiwala, Dr. Virendra Singh Choudhary, Ms. Farha Khan and Dr. Narendra Lariya.

### **Agenda of the meeting**

1. Recording and record keeping of all online lectures
2. Analysis of feedback forms
3. Details and schedule of online teaching and records thereof
4. Review of work accomplished by NAAC accreditation team
5. Review of Institutional information on quality assurance preparations
6. Any other point with the permission of chair

### **Proceedings of the meeting**

The meeting started with a welcome note by IQAC coordinator, the agenda of the meeting was briefed to the cell members. A brief summary of academic activities of ongoing academic session were also presented. The cell discussed the agenda points

1. In this COVID scenario, when all the lectures and other related academic works

are to be accomplished in online mode, it was proposed to record all the lectures delivered through online mode and keep a record of all such lectures. The students may be shared the recorded content on demand, the faculties may also upload the content on some online platform for making it available to all interested.

2. The analysis of collected feedback forms was discussed and the recommendations based on the analysis report were exhaustively worked on.
3. It was suggested that the schedule of all online lectures should be shared to all concerned including the officials so that the students can plan their data management accordingly at the same time review on regularity, quality and content of online lectures may be ascertained by officials
4. The compilation work accomplished so far was reviewed, various data sheets were individually reviewed and further course of action was instructed.
5. The preparation for IIQA submission was reviewed and instructed to complete so at the earliest so that the University may apply for NAAC accreditation at the earliest.

#### **Recommendations of the cell:**

1. Recording, record keeping, sharing of online lectures held by various faculties on various online platforms was instructed.
2. Suggestions for improvement in some activities as per recommendation were proposed.
3. The schedule of all online lectures to be informed well in advance to all concerned including officials.
4. The team should speed by their work and complete the requirements at their earliest.
5. IIQA preparation was reviewed and draft under review.

  
**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
RKDF University, Bhopal

  
Vice Chancellor  
RKDF University  
Airport Bypass Road, Gandhi Nagar  
BHOPAL (M.P.) 462033