



**ST. ALOYSIUS' COLLEGE**

**(AUTONOMOUS), JABALPUR(M.P.)**

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

**INTERNAL QUALITY ASSURANCE CELL**

# **IQAC MEETING MINUTES**

## **2021-2022**



1, AHILYA BAI MARG, PENTINAKA CHOWK, SADAR, CANTT, JABALPUR, MADHAYA  
PRADESH, INDIA 482001



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***IQAC INTERNAL MEETING MINUTES OF CRITERIA IN-CHARGES WITH THEIR MEMBERS***

***THE IQAC CELL INFORMED THE CRITERIA IN-CHARGES TO CONDUCT MEETING WITH THE MEMBERS. THE FOLLOWING MEETINGS WERE CONDUCTED-***

### Criteria-I

#### 1. Internal Meeting

Date: 14<sup>th</sup> September, 2021

Venue: Commerce Department

#### Members present:

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*[Handwritten signatures: Rupali Ahluwalia, Tarvinder Kaur Ghai, Pooja Gupta, Komal Rawat]*

#### Agenda:

- Opening prayer.
- New Format of AQAR
- Any other matter with the permission of the Chair
- Vote of Thanks

#### Minutes:

- The meeting started with a prayer given by Dr. Tarvinder Kaur Ghai. There was a discussion on the new AQAR format. Dr. Rupali Ahluwalia restructured the whole structure of supporting data and simplified the various metrics of Criteria-I as per the revised AQAR format.
- It was suggested to ensure that the curriculum designed and introduced by the various departments address the global needs of the society by offering need-based, skill-based and innovative programmes to foster the quest for higher studies with a commitment to society. Programme Outcomes (POs) Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are required to be formulated and clearly spelt out for all programmes. They should be also disseminated by making them available via a separate tab on the college website and including them in the syllabi documents of Programmes.
- She also stressed the need of noting curricular changes in the Board of Studies minutes based on several parameters in the curriculum (Skill Enhancement, Entrepreneurship, Employability, and Cross-Cutting Issues). The objective of the incorporation is to make minutes more reliable and enable quick analysis.
- Meeting concluded by words of gratitude given by Dr. Mrs. Rupali Ahluwalia and a concluding prayer by Dr. Pooja Gupta.

*[Handwritten signature]*  
 IQAC Coordinator  
 St. Aloysius College (Autonomous)  
 P.O. 492001 (M.P.) INDIA

**Criteria II, IQAC**  
**ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR**  
**MINUTES OF MEETING**

Date: 03.09.2021

Day: Friday

Members: Dr. Sonali Nigam, Dr. ReetaChouhan, Mrs. RoshniChoubey and Mrs. ShraddhaSoni

**Agenda:**

Data compilation 2020-21

Planning for 2021-22

**Opening Prayer:**

Dr. ReetaChouhan conducted the opening prayer to seek from the lord, wisdom and understanding amongst the team members for a positive outcome so as to produce quality results in the session 2021-22.

**Discussion****Data compilation 2020-21**

- The In-charge of Criteria II, Dr. Sonali Nigam and the team members discussed the working pattern and problem faced in the previous session. As a learning from the previous experiences, the strategies were prepared to compile the data for AQAR as well as SSR for the session 2020-21.
- The overall criteria was divided into three sections and each member was given one part for collection of data as follows: 2.1 to 2.3 to RoshniChoubey, 2.4 to 2.6 to Mrs. ShraddhaSoni and 2.7 to Dr. ReetaChouhan.
- The team members had thorough discussion on the best way to collect maximum information. In order to do this, certain formats were finalized along with Google forms for collecting data.

**Planning for 2021-22**

- All the teachers shall be pursued to timely fill up the **digital teaching plan** and teacher's diary.
- It was planned to take **feedback on online teaching** and learning from all the students of the college. For this Dr. ReetaChouhan was given the duty to prepare a Google form asking the feedback from students. The class teachers shall be requested to assure the filling up of the forms.
- It was planned to analyze the performances of students after conduct of Bridge classes (Post Entrance Diagnostic Test, **PEDT**) so that a progressive report could be obtained. For this purpose, all the subject teachers shall conduct the test and the class teacher shall generate the final result. The test could be organized in the form of quiz inclusive of all the subjects.
- **CO, PO and PSO** shall be prepared by all the departments as per the New Education Policy (**NEP**).

Date \_\_\_ / \_\_\_ / \_\_\_

Saathi

## Minutes of Meeting

### Criteria 3

Date – 19<sup>th</sup> September 2021

Time-11:30am

#### Agenda of the Meeting

1. Discussion on SOP
2. Division of Work
3. SSR Portal
4. Updation of data of 2019-20
5. Collection of Data of 2020-21

#### Members Present

1. Dr. Tuhina Johri (In- Charge) *Tuhina*
2. Mrs. Shraddha Shrivastava *Shraddha*
3. Mr. Enosh Phillips *Enosh*

Meeting started with short prayer by Enosh Phillips. Dr. Tuhina Johari explained the SOP of the criteria to the other members and make them understand, so as to make ease in compiling the data.

Ma'am has divided the work of compilation of data likewise, the data of Arts is compiled by Dr. Tuhina Johri. Science will be compiled by Mr. Enosh Phillips and Commerce and Management will be compiled by Mrs. Shraddha Shrivastava.

Ma'am informed about the information to be uploaded on SSR Portals, many additional information related to the data will also be collected.

Ma'am has given instruction for the collection of data for the next year 2021-22. Mrs. Shraddha Shrivastava was told to prepare the excel sheet and send to all the departments.

The meeting was ended with vote of thanks by Dr. Tuhina Johri

*Tuhina*  
JQAC Coordinator  
JQAC College (Autonomous)  
(M.P.) INDIA

**Criteria IV, IQAC  
MINUTES OF MEETING -1**

**Date-** 20/08/2021  
**Day-** Friday  
**Time:** 11:30 am

**Members:**

- Dr.Mita Darbari (IC) *MD*
- Dr.Sutapa Roy *SR*
- Dr.Hephzibah B. John *HJohn*

**Agenda:**

1. ICT up- gradation requirements
2. Development of E- content
3. Physical Facilities
4. Library facilities and walk ins

**Discussion of agendas:**

DrMita Darbari, In-charge of Criterion IV brought into notice that there is a need to record the usage of ICT facilities as the classes in the session will be conducted in hybrid mode. She pointed out the equipments should be upgraded for conducting the hybrid classes effectively and also for E- content development.

Emphasis was also laid by the IC for the development of E- content so that the students can go through the content in case of any difficulty faced in the topics. Those students who due of some reasons are not able to access online teaching facility can also be benefited from the E- contents.

Next on the agenda was the discussion on Physical Facilities available and need maintenance/ repairs should be noted as per the budget sanctioned. The repairs and maintenance of building also to be noted along with facilities of teaching and learning activities.

Library facilities was next on the agenda, the students and teachers should be encouraged to visit the library and more walk ins to be increased as per the number of students and faculty in the institution. The rare books record is to be maintained and should be in display in the library.

The meeting concluded at 12:30 pm

*[Signature]*  
IQAC Coordinator  
St. Aloysius College (Autonomous)  
JABALPUR-482001 (M.P.) INDIA

Minutes of the IQAC - Criterion V meeting  
2021-22

**Criteria V, IQAC**  
**MINUTES OF MEETING**

**Date-** 10/07/2021  
**Day-** Tuesday  
**Time:** 11:00 am

*Mandira*  
*DK*

**Members:**

- Dr. Daya Shankar Gautam

**Agenda:** Suggestions for improvement in data

**Discussion of the agendas:**

Dr. Mandira Kar, In- charge Criterion V requested the members to review the data relating to criterion V requirements for the session 2020-21. She further added that the collection of the data to be completed soon specially regarding the details of augmentation in Student Support and Students benefited by guidance for competitive examinations and career counseling.

The Criterion in- charge asked the members to work on the procurement of documents that are needed for uploading in the AQAR.

Dr. Mandira Kar discussed about the pending challenges for final compilation of AQAR. She explained each point in detail, along with the information of the documents to be uploaded about number of students benefitted and passed.

**Suggestion:**

Dr. Madira Kar suggested that for better participation and better outcome, crash course for competitive examinations through external agency, which would be monitored by Mathematics Department. Also members were asked to collect and update the data for Student Progression and number of outgoing students who got placement during the year.

Dr. Madira Kar asked member to collect pending Data for number of students placed through Placement Cell. It was conferred to conduct more sessions on Personality Development, Mock Interview, Quantitative & Reasoning Techniques, Career and Investor Awareness for passing out batch and Orientation for 2<sup>nd</sup> year students to be taken up by the Placement.cell to ensure better placements through the cell.

*Mandira Kar*  
IQAC Coordinator

CRITERIA - VI (IQAC)

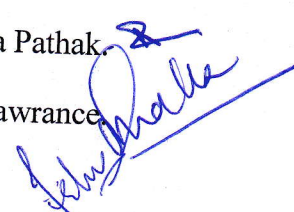

MINUTES OF MEETING

Date- 09/07/2021

Day- Thursday

Time: 11:30 am

MEMBERS PRESENT:-

- Dr. Neelanjana Pathak. 
- Dr. Smarika Lawrance
- Dr. Ashu Jain.
- Dr. Rashmi Singh. 

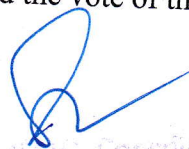
AGENDA -:

- Disquisition on the new format of AQAR.
- Changes Suggested

MINUTES -:

- Dr. Naelanjana Pathak (I.C.) asked the members to start document collection as soon as the activity is conducted by a particular department.
- The working committee members discussed the 1<sup>nd</sup> draft of AQAR 20-21
- Members were instructed to go through the new format, how to begin, and ways to collect data for documentation. And then share their thoughts about it (in the further meeting).
- Conducting Academic Audit - ATR conducted-all the departments conducted and presented their ppt.
- To conduct DIY programme for the students and faculty members.

Dr. Smarika Lawrance proposed the vote of thanks.





**IQAC -Criteria 7 Institutional Values and Best Practices  
Minutes of the Meeting (Session 2021-22)**

**Date:- 17<sup>th</sup> August 2021**

**Time:- 12 pm to 1:30 pm**

**Members Present**

- Mrs. Siby Samuel
- Mrs. Sukvinder K Walia
- Mrs. Rashmi A Patras

**Agenda of the Meeting :** Review and Plan of Action for the year 2021-2022

**Minutes of the Meeting**

1. Opening prayer by Mrs. Sukvinder K Walia
2. A brief understanding and data requirement of criteria 7 was given by Mrs. SibySamule. She brief about the updations and the data which is now required.
3. In-dept study of each of the Question in line to the data to be furnished in the data templetwas done by all the members.
4. Question were charted out for which the data is required by the various departments.

**IQAC Coordinator  
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**CRITERIA I. Internal Meeting**

Date: 16<sup>th</sup> November, 2021

Venue: Commerce Department

**Members present:**

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*Handwritten signature: Tarvinder Kaur Ghai*

*Handwritten signature: Pooja Gupta*

**Agenda:**

- Opening prayer.
- Discussion on the matter (s) arising out of the previous meeting.
- Criteria-I: Functionality of Feedback on Curriculum
- Vote of Thanks.
- Concluding Prayer.

**Minutes:**

- The meeting started with a prayer given by Dr. Komal Rawat.
- A discussion was held on the usage of e-feedback software which was designed for availing valuable feedback on curriculum from various stakeholders such as Students, Alumnus, Parents, Professional Experts, Industrialists, Peer Group Academicians, and Others. An analysis report based on the five factors listed above may be created separately or in combination for the stakeholders.
- A discussion was held on the usage of e-feedback software, which was aimed to provide valuable feedback on the curriculum from stakeholders including students, alumni, parents, professional experts, industrialists, peer group academicians, and others. A stakeholder-wise analysis report indicated above may be generated independently or in combination.
- Dr. Rupali Ahluwalia emphasized the usefulness of the Action Taken Report section. Based on academic years, the submission, deletion, and viewing options should be provided to the respective departments, and soft copy Feedback can be read by the departments.
- Dr. Ahluwalia underlined the need of uploading physical copies. Feedback can also be posted, erased, and seen on the department's dashboard.
- Meeting concluded with words of gratitude given by Dr. Mrs. Rupali Ahluwalia and a concluding prayer by Dr. Komal Rawat.

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Coordinator  
(Autonomous)  
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**Criteria II, IQAC  
ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR  
MINUTES OF MEETING**

**Date:** 11.10.2021

**Day:** Monday

**Members:** Dr. Sonali Nigam, Dr. Reetachouhan, Mrs. RoshniChoubey and Mrs. ShraddhaSoni

**Agenda:**

Attainment of CO,PO and PSO

**Discussion:**

**Opening Prayer:**

Mrs. ShraddhaSoni conducted the opening prayer asking the almighty to bless the team members with strength and wisdom to achieve the goals and lead the institution to greater heights.

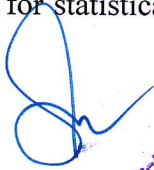
**Review of previous meeting:**

The minutes of previous meeting were read by Dr.ReetaChouhan.Feedback was given by the members on the work done during the tenure, Data compilation for session 2020-21 was successfully completed and new formats for session 2021-22 were approved and implemented.

**Attainment of result:**

Discussion was held in order to collect the Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO) of all the subjects. For this Science stream was allotted to Mrs. RoshniChoubey and Commerce, Arts and Management was assigned to Mrs. ShraddhaSoni. The compiled CO, PO and PSO shall be uploaded on the college website. Also, strategic planning was carried out to map the Cos with respective POs.

It was decided to train the staff for statistically calculating the attainment level of students with respect to CO, PO and PSOs.

  
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St. Aloysius College (Autonomous)  
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## Minutes of Meeting

### Criteria 3




Date – 16<sup>th</sup> October 2021

Time-11:30am

#### Agenda of the Meeting

1. Awarding and Funding agency
2. Ethics Committee
3. Consultancy
4. Division of Criteria
5. Corporate Training

#### Members Present

1. Dr. Tuhina Johri (In- Charge) 
2. Mrs. Shraddha Shrivastava 
3. Mr. Enosh Phillips 

Meeting started with short prayer by Enosh Phillips.

Dr. Tuhina Johari updated all the members about the work done. Dr. Tuhina Johri told to enquire about the various awarding and funding agencies in the faculty of arts and commerce, so that various teachers can be applied for the same.

Ma'am told Mr. Enosh Phillips to design research ethics committee for the college for the research and publication.

All the members informed that the consultancy is one of the field in which our criteria is lacking, we have to think for some positive and concrete steps to overcome it. Ma'am told that we have organize a workshop or seminar. The Incharge has divided the criteria likewise: 3.1 and 3.2 Dr Tuhina Johri. 3.3, 3.4 and 3.5 to Mrs. Shraddha Shrivastava and 3.5 and 3.6 to Mr. Enosh Phillips.

Discussion on corporate training was done, ma'am told that Placement cell will have to do some activity on corporate training, Dr. Chitranshi Verma will be informed to prepare a plan

Meeting ended with the Vote of Thanks by Mrs. Shraddha Shrivastava

Saat

**Criteria VI, IQAC  
MINUTES OF MEETING**

**Date-** 29/11/2021  
**Day-** Monday  
**Time:** 11:00 am

**Members:**

- Dr. Mita Darbari (IC) *MD*
- Dr. Sutapa Roy *SR*
- Dr. Hephzibah B. John *HBJ*

**Agenda:**

1. Collection of data
2. Uploading of Documents
3. Website Preparation for criterion IV
4. AQAR new format

**Discussion of the agendas:**

Dr. Mita Darbari, In- charge Criterion IV requested the members to review the data relating to criterion IV requirements for the session 2020-21. She further added that the collection of the data to be completed soon specially regarding the details of augmentation in infrastructure facilities and maintenance of campus infrastructure.

The Criterion in- charge asked the members to get started for the procurement of documents that are needed for uploading in the AQAR.

Dr. Mita Darbari informed the members about the preparation of the website for Criterion IV as per the AQAR. She explained each point in detail, along with the information of the documents to be uploaded once finalized

It was discussed that the data requirement is to be completed as per the new format of AQAR received in November 2021. The AQAR was discussed and the data template and uploads were categorized in each section.

The meeting concluded at 12:30 am.

*[Signature]*  
IQAC Co-ordinator  
St. Abysius College (Autonomous)  
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The meeting concluded at 12:30 pm.

Criteria V  
MINUTES OF MEETING

Date - 18-09-2021  
Day -  
Time- 11:00am

IC- Dr. Mandira Kar *Mandira*  
Members- Dr. Daya Shankar Gautam and Mrs. Nisha Pandey *Nisha*  
Venue- Room No.007  
Agenda- Suggestions for improvement in data

**Discussion of the agendas:**

Dr.Mandira Kar, Criterion V in- charge briefed the members about the preparation of AQAR details as per the new proforma received by NAAC. The revised proforma could meet the standards of the previous academic year partially and now extensive inputs are needed for the preparation of NAAC SSR.

Along with that IC also discussed various ways for Alumni Engagement as per Criteria V requirement. Members were instructed to collect the data for activities to be organized by Alumni Association with proper report.

**Suggestion:**

Dr. Mandira Kar insisted all to members to chalk out plan of action for better implementation.



IQAC Coordinator  
St. Aloysius College (Autonomous)  
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**CRITERIA – VI (IQAC)**

**MINUTES OF MEETING**

**Date-** 20/08/2021

**Day-** Friday


**Time:** 11:30 am

**MEMBERS PRESENT-:**

- Dr. Neelanjana Pathak. 

- Dr. Smarika Lawrance. 

- Dr. Ashu Jain. 

- Dr. Rashmi Singh. 

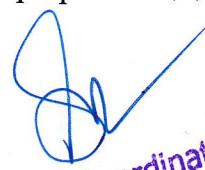
**AGENDA -:**

- New mode of data collection.

**MINUTES -:**

- Dr. Neelanjana Pathak (IC) had asked for the follow up action of the previous meeting from all the members.
- The working committee members submitted the 2<sup>nd</sup> draft of AQAR 20-21.
- Dr. Ashu Jain shared the salient feature of the Departmental Academic Audit.
- Criteria members were asked to collect self-appraisal for non - teaching staff.
- The self-appraisal should be collected till November and the final documents / suggestions will be submitted in December

Dr. Rashmi Singh proposed the vote of thanks.

  
IQAC Coordinator  
St. Aloysius College (Autonomous)  
JABALPUR-482001 (M.P.) INDIA

**CRITERIA I Internal Meeting**

Date: 4<sup>th</sup> January, 2022

Venue: Commerce Department

**Members present:**

- Dr. Mrs. Rupali Ahluwalia
- Dr. Tarvinder Kaur Ghai
- Dr. Pooja Gupta
- Dr. Komal Rawat

*Rupali Ahluwalia*  
*Tarvinder Kaur Ghai*  
*Pooja Gupta*  
*Komal Rawat*

**Agenda:**

- Opening prayer.
- Discussion on the matter (s) arising out of the previous meeting.
- Supporting Documents of Field Projects and Internships
- Vote of Thanks.
- Concluding Prayer.

**Minutes:**

- The meeting started with a prayer given by Dr. Pooja Gupta.
- There was a discussion about keeping supporting documentation for field projects and internships. It was recommended to keep the records as per the new format of AQAR. The accompanying documentation must contain a title page, a certificate from the relevant institution, a report, Geotagged images, and an attendance sheet from the student's field project and internship.
- Dr. Tarvinder Kaur Ghai proposed creating a drive connection for supporting documents and uploading them to the same portal.
- It was also recommended to concentrate on national and worldwide collaboration so that initiatives might be endorsed through connections. This will contribute to more functional MoUs with national and/or international institutions, other universities, and companies.
- Meeting concluded with words of gratitude given by Dr. Mrs. Rupali Ahluwalia and a concluding prayer by Dr. Komal Rawat.

*[Signature]*  
**IQAC Coordinator**  
**St. Aloysius College (Autonomous)**  
**JABALPUR-482001 (M.P.) INDIA**



Date / /

Criteria II, IQAC  
ST. ALOYSIUS COLLEGE (AUTO.) JABALPUR  
MINUTES OF MEETING

Date: 15.12.2021

Day: Friday

Members: Dr. Sonali Nigam, Dr. Reetachouhan, Mrs. Roshni Choubey and Mrs. Shraddha Soni

Agenda: FDP

Discussion:

Opening Prayer:

Mrs. Roshni Choubey conducted the opening prayer asking the almighty to provide power and knowledge upon the team members in order for them to fulfill their objectives and lead the institution to new heights.

Review of previous meeting:

The minutes of previous meeting were read by Dr. Reeta Chouhan. Feedback was given by the members on the work done during the tenure. All the team members informed about the data collected and also problems faced, if any. As discussed earlier, the bridge classes were successfully conducted and also the data was collected to do the further analysis.

Faculty Development Program:

The team Criteria II decided to organize a Faculty Development Program on Attainment of results. Team members suggested the name of Prof. James from Scott Christian College, Nagarcoil, Tamil Nadu as the resource person. All the faculty members shall participate in the workshop so that each one can understand the method to map CO and PO.

IQAC Coordinator  
St. Aloysius College (Autonomous)  
JABALPUR-482001 (M.P.) INDIA

## Minutes of Meeting

### Criteria 3

Date – 10<sup>th</sup> January 2022

Time-11:30am

#### Agenda of the Meeting

1. Discussion on format of AQAR
2. Workshop on Consultancy
3. Report of Extension activity

#### Members Present

1. Dr. Tuhina Johri (In- Charge) *Tuhina*
2. Mrs. Shraddha Shrivastava *Shraddha*
3. Mr. Enosh Phillips *E. Phillips*

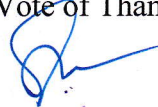
Meeting started with short prayer by Enosh Phillips.

Ma'am discussed the format of AQAR and briefed the members about the various aspects of the format. She told that additional information will also be collected as to fill the required data.

Ma'am informed that in the month February the criteria 3 and IQAC will organize a workshop on consultancy. Mrs. Shraddha Shrivastava was told to prepare the brochure and Mr. Enosh was told to search the resource person for the same.

Mr. Enosh was told to inform the NCC and NSS members to prepare the report on extension activity supported with the photographs.

Meeting ended with the Vote of Thanks by Mrs. Shraddha Shrivastava



**IQAC Coordinator**  
**St. Aloysius College (Autonomous)**  
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**Criteria IV, IQAC  
MINUTES OF MEETING- 3**

**Date-** 22/02/2022  
**Day-** Tuesday  
**Time:** 11:30 am

**Members:**

- Dr.Mita Darbari (IC) *MD*
- Dr.Sutapa Roy *SR*
- Dr.Hephzibah B. John *HJohn*

**Agenda:**

1. AQAR Format completion
2. Infrastructure facilities
3. Library facilities

**Discussion of agendas:**

Dr.Mita Darbari, Criterion IV in- charge briefed the members about the preparation of AQAR details as per the new proforma received by NAAC. The revised proforma could meet the standards of the previous academic year partially and now extensive inputs are needed for the preparation of NAAC SSR.

With the Hybrid mode of teaching, the institute has excelled in keeping up the standards of teaching by providing the required increase in the ICT infrastructure. Dr Darbari stated that during the beginning of the pandemic when there was a transition from classroom to virtual teaching and learning, the college had upgraded the ICT infrastructure for the smooth running of online classes. The upgradation of the ICT facilities are as follows:

- 31class rooms were transformed into tech-enabled rooms with video conferencing support and LAN connectivity.
- The subscription of G-Suite was renewed.

It was discussed that the library is also upgraded with facilities of demand form for the students to present their demand of books before they issue from the library. Further, there has been an increase in the number of e-contents in the digital library, to which the students have complete access, so that the teaching and learning process can continue without any barriers during the next normal after pandemic and beyond.

The meeting concluded at 12:30 am

*[Signature]*  
**IQAC Coordinator**  
**St. Aloysius College (Autonomous)**  
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**CRITERIA - VI**

**MINUTES OF MEETING**

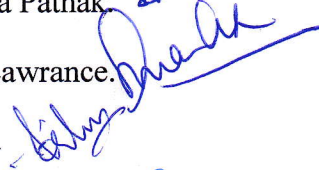
**Date-** 11/12/2021

**Day-** Saturday


**Time:** 11:30 am

**MEMBERS PRESENT-:**

- Dr. Neelanjana Pathak. 

- Dr. Smarika Lawrance. 

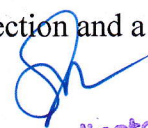
- Dr. Ashu Jain. 

- Dr. Rashmi Singh. 

**AGENDA -:**

- Conduction of all allocated programmes.
- How to collect data without duplication.

**MINUTES -:**

- Dr. Nelarjona Pathak (I.C.) had asked for the follow up action of the previous meeting from all the member
- Dr. Smarika Lawrence suggested to conduct six days session on 'Art of Living' for trachers .
- The working committee members submitted the 3<sup>rd</sup> draft of AQAR 20-21. It was decided that the final AQAR would be submitted next on 20<sup>th</sup> of December.
- Dr. Rashmi Singh recommended to collect data from the department. (once all the activities are done/completed)
- Dr. Smarika Lawrence talk about the implementation of (DIY) Do it yourself beginning from 20<sup>th</sup> of December 2021..
- Some procedure to be evolved for data collection and a specific plan to implement and plans are made for taking action
- Dr. Ashu Jain proposed the vote of thanks. 

**IQAC Coordinator**  
**St. Aloysius College (Autonomous)**  
**JABALPUR-482001 (M.P.) INDIA**

**IQAC -Criteria 7 Institutional Values and Best Practices  
Minutes of the Meeting (Session 2021-22)**

**Date:-19<sup>th</sup> January 2022**

**Time:- 10.10 am to 11:15 am**

**Agenda of the Meeting:** Plan of Action for the year

**Minutes of the Meeting**

1. The meeting was undertaken by the Dr.Siby Samuel with the members of the criteria 7.
2. A general review was given by Dr. Siby Samuel about the criteria and the plan of the action that would be undertaken for this year.
3. Discussion on Women empowerment and on activities done for the empowering of women was done to which it was suggested by the principal that awareness programmes related to women empowerment, self-defenses programs, health and hygiene awareness programs and literacy programs which are done only to benefit the women to be included in this section.
4. Mrs. Siby gave a general briefing of the activities that can be added in the solid and liquid waste management .The principal also suggested specific activities to be incorporated in the solid and liquid waste management, he suggested that green chemistry can be incorporated in liquid waste management and also suggested that in detail the activities should be written. He also suggested to state that the used paper is send directly to the company for reuse.
5. Discussion on the fund allotted and expenditure on waste management was done to which it was told by the principal that details of the fund to written in specification. The facilities which are made available for the physically disabled student in the college was also the point of discussion in the meeting.

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