

**Government College, Daman**  
**Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 05/07/2019,  
11.00am at Conference Hall, Government College, Daman.

Following members were present in the said meeting.

Sl.No	Name	Designation	
1.	Dr. D.C. Agrawal	Vice Principal & Vice Chairman , IQAC	Present
2.	Dr. S. Balasubramanian	Associate Professor & Coordinator, IQAC	Present
3.	Dr. B. J. Singh	Associate Professor & Head (Member IQAC)	Present
4.	Dr. Smriti Srivastava	Assistant Professor (Member IQAC)	Present
5.	Dr. Vrinda R. Chanth	Assistant Professor (Member IQAC)	Present
6.	Smt. Neha Mishra	Assistant Professor & Head (Member IQAC)	Present
7.	Smt. Karthika V. P	Assistant Professor & Head (Member IQAC)	Present
8.	Dr. Prashant Pant	Assistant Professor & Head, NAAC Coordinator	Present
9.	Dr. Sathya A	Assistant Professor & Convener, FDP Cell	Present
10.	Dr. Vineet P. Singh	Assistant Professor & Convener, Career Counselling and Placement Cell	Present

At the outset, all the members were welcomed and Dr. S. Balasubramanian, Coordinator, IQAC expressed gratitude and appreciation to Principal, teaching, and non-teaching staff of the college for having put in relentless efforts for the successful accomplishment of NAAC Peer Team Visit that resulted in Government College, Daman getting NAAC accreditation. The house in unison thanked the positive guidance and efforts of the administrative authorities of the U.T. Administration during NAAC- PTV.

Following are the discussions and decisions taken thereon:

**1. Review of PTV Report**

- a) Dr. Prashant Pant, NAAC Coordinator was asked to circulate PTV report to all faculties for assessment of the report and addressing the issues raised in the report for better quality enhancement.
- b) A SWOT analysis of the report is suggested in the forthcoming meeting.

**2. Preparation of AQAR**

- a) IQAC decided that AQAR cycle is 1<sup>st</sup> May to 30<sup>th</sup> April every year based on the accreditation date for the college by NAAC.
- b) College website needs to be upgraded. All notices, picture gallery and other information need to be updated and uploaded in the website. A separate provision in the college website for IQAC and uploading AQAR to be enabled. Dr. Prashant Pant, in-charge of the same, was asked to update the website.

**3. Enhancing Faculty Improvement Programme**

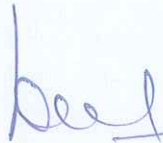
- a) It was suggested by Dr. Balasubramanian to prepare a proposal for financial support to the faculty for presenting research papers/article in the National or International conferences within India. It was also proposed that the financial support (TA/DA) may be provided to each faculty in a given academic year for paper/poster presentation in a National/International Seminar or Conference (one event per academic year). A formal proposal may be put up in this regard for approval by the competent authority.
- b) Faculties may be encouraged to attend Orientation / Refresher courses, and to acquire higher academic qualifications.



#### 4. Quality Enhancement in College

- a) It was suggested that experts may be invited for delivering lectures on quality enhancement issues. All the members agreed to the proposal.
- b) It was decided that various faculty/department may be encouraged to conduct at least one Seminar/ Workshop/ Conference in an academic year.
- c) Ms. Neha Mishra proposed for conduct of Special lectures in different subjects for which the members agreed.
- d) For conducting seminars/conferences/workshops, it was decided that specific budget allocation in the financial plan of the college may be done.
- e) Dr. Prashant Pant proposed that possibilities shall be explored in RUSA fund for the college to be used for supporting faculties financially to attend conferences.
- f) It was decided to conduct Orientation programme for first year students for the current academic year 2019-20.

The meeting ended with vote of thanks.

  
Dr. D. C. Agrawal  
Vice Principal  
Govt College, Daman

9/7/19

Copy to:

1. The Secretary (Education), UT Administration of Daman and Diu & DNH.
2. The Director (Higher Education), UT Admin. Of Daman and Diu, Daman
3. The Principal, Govt College Daman
4. Dr. S. Balasubramanian, Associate Professor and IQAC Coordinator
5. Dr. B. J. Singh, Associate Professor (Member)
6. Dr. Smriti Srivastava, Assistant Professor (Member)
7. Dr. Vrinda R. Chanth, Assistant Professor (Member)
8. Smt. Neha Mishra, Assistant Professor (Member)
9. Smt. Karthika V.P., Assistant Professor (Member)
10. President, Daman Industries Association (Member)
11. Dr. S. S. Jha, Ex-Principal, Govt. College, Daman (Member)
12. General Secretary, SRC, Govt. College Daman (Member)
13. Ex-General Secretary. SRC, Govt. College Daman (Member)
14. Dr. Prashant Pant, NAAC Coordinator
15. Dr. Sathya A, Convener, Convener, Faculty Development Program Cell
16. Dr. Vineet P. Singh, Convener, Career Counselling and Placement Cell