



*MINUTES OF MEETINGS AND  
ACTION TAKEN REPORTS OF  
MDDM COLLEGE FOR THE  
YEAR 2014-2015.*

# *MINUTES OF MEETING:*

## 1<sup>st</sup> Meeting:

- 1 Agenda: Emphasize on improvement in the overall quality of teaching.

Resolution: Innovative teaching methods should be introduced Smart classroom teaching a must for each department.

- 2 Agenda: To improve the quality of Research and Publication.

Resolution: Research committee to monitor the quality of research and publication.

- 3 Agenda: Organizing workshops/Seminars/Conferences at department level and proposal to be sent to UGC for National Seminar & Minor Research Projects.

Resolution: The committee unanimously resolved to organize departmental seminar and proposal of National Seminar to be sent to the UGC.

- 4 Agenda: Subscription of International and National Journal.

Resolution: The committee unanimously resolved that there should be an increase in the number of subscription of National and International Journals.

## 2<sup>nd</sup> Meeting:

- 1 Agenda: Implementation of Feedback Mechanism.  
Resolution: The members of the committee unanimously resolved that a separate feedback be taken for curriculum from different stakeholders.
  
- 2 Agenda: Emphasize on skill development.  
Resolution: Skill development courses should be introduced. Soft toys training, Madhubani Painting course to be introduced.
  
- 3 Agenda: Deployment of responsibilities to all the stakeholders.  
Resolution: Regular Parents Teachers Meeting to be held in each Department.

### 3<sup>rd</sup> Meeting:

1 Agenda: Academic Committee Reports.

Resolution: The report of Academic Committee analyzed and extra classes to be held for those departments which lagged behind in the completion of syllabus.

2 Agenda: To promote the quality of Research and Publication.

Resolution: The Research Committee to monitor the quality of Research and Publication.

3 Agenda: To emphasize on the quality of teaching and learning.

Resolution: To introduce new methods of teaching. i.e, by over Head Projectors and Smart Class-rooms.

## 4<sup>th</sup> Meeting:

- 1 Agenda: To formalize the alumni Association.  
Resolution: The committee unanimously resolved to get the Alumni Association formalized. Meetings of Alumni Association to be held.
  
- 2 Agenda: Eco Club to work for a clean and green Campus.  
Resolution: It was decided that the Eco Club members would take care of the maintenance of clean and green environment.
  
- 3 Agenda: The Wushu Champions from our college will give training in Self Defense to the girls.  
Resolution: The committee unanimously agreed to the opinion.

## ***ACTION TAKEN REPORT:***

1. Innovative Teaching Methods used.
2. Proposal for PG in Women Studies.
3. Skill development programmes on Idol making, Soft Toys, Madhubani Painting.
4. Parents teachers meeting held in all departments
5. Formalization of Alumni Association in process.



*MINUTES OF MEETINGS AND  
ACTION TAKEN REPORTS OF  
MDDM COLLEGE FOR THE  
YEAR 2015-2016.*

# *MINUTES OF MEETING:*

## 1<sup>st</sup> Meeting:

- 1 Agenda: Introducing more innovative methods of teaching.  
Resolution: It was unanimously decided that teaching quality be improved by using new techniques. Laptops to be provided to all departments.
- 2 Agenda: Emphasis on strengthening ICT facilities.  
Resolution: Number of Smart Boards and Smart classrooms to be increased.
- 3 Agenda: strengthen the Career Counseling and Placement Cell.  
Resolution: It was decided that Career Counseling and Placement Cell be made more informative and increase opportunities of placement.



## 2<sup>nd</sup> Meeting:

- 1 Agenda: Emphasis on extension activities.  
Resolution: To make extension activities more extensive, it was decided that number and quality of these activities be improved.
  
- 2 Agenda: Emphasize on Eco-Friendly & Green campus.  
Resolution: For making green campus & Plastic free zone it was decided that use of plastic bags must be prohibited inside the college campus and intensive plantation programming must be carried out by the NSS unit of the College..
  
- 3 Agenda: Discussion on CPE status.  
Resolution: It was decided by the Heads of all departments that proposal be sent to the UGC for college with potential for Excellence.

### 3<sup>rd</sup> Meeting:

1 Agenda: Emphasis on improvement in quality of teaching.

Resolution: It was decided that overhead projectors and smart boards be provided to some departments.

2 Agenda: To make Clean and Green Campus.

Resolution: Emphasis on plantation. Nommal of green Ambassadors take care of the cleanliness of the campus. It was decided to conduct awareness programmes for the hazards of use of plastics.

3 Agenda: Organizing Personality development Programmes.

Resolution: It was unanimously decided that Personality Development Programmes be organized frequently specially for the Final Year students of graduation.

## 4<sup>th</sup> Meeting:

- 1 Agenda: Monitoring the activities of different cells.  
Resolution: The Reports of different committees was discussed and analysed.
  
- 2 Agenda: Organizing Seminars and Guest Lectures.  
Resolution: It was decided that seminars be organized by each department at regular intervals Lectures by eminent Scholars be organized to add on to the knowledge of the students.
  
- 3 Agenda: To broaden the scope of Community Service.  
Resolution: It was decided that more avenues be opened for community service. The students be encouraged in that field.

## ***ACTION TAKEN REPORT:***

- Resolutions taken were fully achieved.
- Smart class room
- PowerPoint presentation a must for every teachers.
- Proposal to provide Laptop for all departments approved.
- More career opportunities for students.
- Extension activities quality based and result oriented.
- CPE status awarded.



*MINUTES OF MEETINGS AND  
ACTION TAKEN REPORTS OF  
MDDM COLLEGE FOR THE  
YEAR 2016-2017.*

# *MINUTES OF MEETING:*

## 1<sup>st</sup> Meeting:

- 1 Agenda: To emphasize on communication and soft skill development.  
Resolution: It was unanimously decided that these skills should be developed in students/ it was decided to collaborate with IIT Mumbai for Spoken Tutorials.
- 2 Agenda: Emphasis on quality publication.  
Resolution: It was decided that we should promote publication in quality based Research Journals and those with high citation index and impact factor.
- 3 Agenda: Sensitizing the students to environmental issues.  
Resolution: To give training to the green Ambassadors to maintain a Clean and Green Environment.

## 2<sup>nd</sup> Meeting:

- 1 Agenda: Library upgradation.  
Resolution: It was decided that the library should be fully automated and upgraded.
  
- 2 Agenda: a.  
Resolution: ds
  
- 3 Agenda: To have structured feedback mechanism and other activities.  
Resolution: It was unanimously decided that the feedback system be more formalized.

### 3<sup>rd</sup> Meeting:

- 1 Agenda: To increase opportunities of research.  
Resolution: It was decided that the Research Committee should hold Lectures to motivate the students towards field of Research and to make them aware of the opportunities.
  
- 2 Agenda: Emphasis on Publication Paradigm.  
Resolution: It was decided that all the facilities and students be made aware of the list of UGC listed journals Impact factor and Citation Index.
  
- 3 Agenda: Emphasis on Communicative English.  
Resolution: It was decided that Communicative English Course be organized for the students as it would help them face interviews.



## 4<sup>th</sup> Meeting:

- 1 Agenda: To discuss the feedback of Academic Committee.  
Resolution: The Reports of Academic committee analyzed and it was unanimously decided to conduct special classes for slow and advanced learners.
  
- 2 Agenda: Monitoring the feedback system.  
Resolution: It was decided that the feedback system be more formalized.
  
- 3 Agenda: To improve the overall quality of teaching, emphasis on technology based teaching learning process.  
Resolution: Smart classroom training Programme for teaching staffs should be held.

## ***ACTION TAKEN REPORT:***

- Spoken Tutorials by IIT Bombay(MHRD Govt of India).
- Communicative English course organized.
- Programs on soft skill development.
- Training on developing interpersonal skills.
- Feedback mechanism.
- Formal meetings to make the teachers aware of the list of UGC sponsored Journals, Impact factor, citation index etc.



*MINUTES OF MEETINGS AND  
ACTION TAKEN REPORTS OF  
MDDM COLLEGE FOR THE  
YEAR 2017-2018.*

# *MINUTES OF MEETING:*

## 1<sup>st</sup> Meeting:

- 1 Agenda: To increase opportunities of Consultancy and Collaboration.  
Resolution: It was decided that there is a need for more collaboration at Academic Level opportunities of consultancy be increased.
  
- 2 Agenda: Discussion about new Course in Bachelor of Education.  
Resolution: It was unanimously decided that B.Ed course be introduced from next session and the various issues regarding it were discussed.
  
- 3 Agenda: To have a Centralized Instrumentation Centre.  
Resolution: It was unanimously decided that the college should have a centralized Instrumentation Centre so that all Science departments can use it and it would be helpful for research work too.

## 2<sup>nd</sup> Meeting:

- 1 Agenda: To introduce Course in Beautician & Madhubani Painting.  
Resolution: It was decided that the proposal for these courses be sent to the University.
  
- 2 Agenda: Emphasis on Interdisciplinary research opportunities.  
Resolution: It was unanimously decided that there should be focus on interdisciplinary research proposals. Projects assigned at departmental level should also focus around interdisciplinary approach.
  
- 3 Agenda: Emphasis on quality teaching.  
Resolution: All teachers should be smart board friendly and they should teach by this method.

### 3<sup>rd</sup> Meeting:

- 1 Agenda: Proposal for PG in Geography.  
Resolution: Being a premier College many students are desirous to take admission in PG Geography. So it was decided that the Proposal for same be sent to the University at the earliest.
  
- 2 Agenda: To have a Tissue Culture Lab.  
Resolution: It was agreed by all that a tissue culture Lab would enhance the Research facility for the students. So we should establish it.
  
- 3 Agenda: Emphasis on Games and Sports.  
Resolution: It was decided that the students should be encouraged to participate in Games and Sports. And they should be duly awarded for their excellence.

## 4<sup>th</sup> Meeting:

- 1 Agenda: Monitoring the activities of different committees.  
Resolution: The Report of various committees were collected and analyzed.
- 2 Agenda: Conduction of Seminars and Guest Lectures.  
Resolution: All departments to conduct seminars and guest lectures on regular basis so as to enrich the curriculum.
- 3 Agenda: Emphasis on extension activities.  
Resolution: To encourage participate of students in extension activities and community services.

## ***ACTION TAKEN REPORT:***

- Formalization of Alumni in process.
- Number of Collaborations Consultancy increased.
- Proposal for P.G Geography, Certificate course in Madhubani Painting & Beautician (forwarded to University)
- Admission to first Batch of B Ed.
- Centralized Instrumentation Centre under process.
- Tissue Culture Lab under process.