

Multani Mal Modi College, Patiala



**Staff Meeting**

**December 24, 2021 at 2:00 pm**

# Staff Meeting (24-December-2021)

## **Agenda of the Meeting**

To discuss the Action Plan to Improve the College Performance on Quality Parameters of NAAC

# Circular for Mentors

**MENTORS**

# Mentor's Duties

- Mentors to keep record of Students Academic record, Category, Religion and family income. They will motivate students to apply in Government Scholarship schemes. They can get required details from General Office.
- Mentors generally discuss and solve the problems of mentees. Mentors need to record the problems faced by students, these are required to be reported to DSW (Boys & Girls).
- Mentors will keep the Whatsapp Group active for at least 3 years and will take data in Google form once in a year.

# Mentor's Duties

- Mentors to keep track of the students placed, went to higher study, or self employed, or clearing competitive examination etc. and submit the detail to HoD annually.
- Mentors to register the students through Google form for remedial and booster classes and maintain record of these classes. Mentors to design the google forms and share with slow learners and high achievers.
- Mr. Ajit Singh/ Mr Jasvinder Singh to keep record of all results declared by Punjabi University in soft copy. The mentors to assist them and analyse the results.

# Circular for Teachers

**TEACHERS**

# Teachers' Duties (Teaching Learning)

- Every teacher must put efforts to popularize LMS by uploading assignments, old question papers and question bank.
- All teacher must try to involve students in experiential learning through project works/field work and maintain the record of the same.
- All teachers must visit Library in free lecture and suggest books to the students for self-study, and quote latest relevant articles to the students and motivate them to visit library and refer referred material.

# Teachers' Duties (Research & Publication)

- Teacher need to involve themselves in research activities and publish research papers in UGC-care list/SCOPUS/SCI Journals. (at least one in a year)
- All Teachers involved in research to submit research project to the funding agencies to get research funding from Govt. & Non-government bodies.
- All teachers to write book/book chapter/Paper in Conference Proceedings (at least one in a year)
- All eligible teachers to enrol Ph.D. scholars.



# Teachers' Duties (Curriculum Planning & Evaluation)

- Every teacher must maintain proof of
  - Membership of various bodies
  - Setting up question papers of university/ autonomous colleges
  - Evaluation of the university examination/assessment/practical duties
  - Development of curriculum
- All teachers who are member of various university academic bodies must give representation for introducing CBCS in each programme by submitting the letter with reference numbers from the college to the academic body.
- Teachers to align the question papers with COs and prepare the mapping grid.

# Teachers' Duties (Extension Activities)

- All activity in-charges are required to conduct extension activities in the neighbourhood community, sensitizing students to social issues for their holistic development and involve more students in such activities
- All activity in-charges will submit report of events organized in campus/off campus, or event participation outside the campus. They need to submit Student List with Class & Roll Number, Activity Brochure, Geo Tagged Photos and Scanned Copies of Certificates (if any) to the Press Committee.  
(Mr Vinod Sharma)

# Circular for HoDs/Deans

**Heads of Departments  
And  
Deans**

# Head/Deans' Responsibilities (Admission)

- Dean of each faculty to device strategy by 15/1/2022 to increase the admission intake at entry level and retention.
- Start collecting data from schools by January and ask teachers to explore their links for data collection. Every teacher is to establish rapport with at least two school for expert talk, admission guidance, career counselling, arrange students visit to college laboratories, etc. HoDs to co-ordinate, monitor and maintain record of such liaisoning.

# Head/Deans' Responsibilities (Admission)

- Science faculty required to workout the reasons for extra ordinary fall in admission & to plan their strategy to improve admissions. The target is to reach the sanctioned strength.
- Head of the Departments should approve the admission on the University Admission Portal and each HOD should have ID and Password the process will be monitor by Dr. Harmohan Sharma and Dr. Ganesh Kumar.

# Head/Deans' Responsibilities (Research)

- Encourage faculty members to enrol Ph.D. students, where ever teachers are eligible to guide the scholars particularly the departments of Punjabi, Hindi and Physics.
- Explore the scope to enrol more Ph.D. students in the department of Chemistry, Commerce, Computer Science, and Mathematics. Plan guidelines for encouraging part time teachers to enrol for Ph.D.

# Head/Deans' Responsibilities (Research)

- Every department involved in research should explore the research collaboration with institutes of repute.
- HoDs will ensure their department's teachers to login at NLIST, regularly visit library and refer/quote books or article in their classroom interaction and motivate the students to visit library and read books.

# Head/Deans' Responsibilities (Teaching-Learning)

- Every department should start an exchange program with any institute from January 2022.
- Every PG department should start a summer/winter internship program for the students in the first phase, and then, all departments for their UG students. The internship may be in-house or/and at various other institutions, industries etc.
- Unit plan to be supported by advance weekly schedule to be uploaded on LMS, Dr. Sukhdev Singh to make changes to LMS to facilitate the process. HoDs to ensure the process on weekly basis.



# Head/Deans' Responsibilities (Teaching-Learning)

Prepare an exit survey for each programme to get feedback from the students for attainment of POs.

# Head/Deans' Responsibilities (Extension Activities)

- Awards should sought to the institution and not to the individual for extension activities.
- The number of student participants in the activities should be increased.(Atleast 20-25% students should be involved)
- Representatives of students to be included in Departmental Societies, Committees.

# Head/Deans' Responsibilities (Yoga Center & Workshop)

- Include specific space for Yoga as Yoga center. (Stage at Boy's Parking can be allotted for Yoga Centre). Organize at least 7 days Yoga Camp on International Day of Yoga (June, 2021).
- Yoga Workshop to be conducted by Physical Education Department in Collaboration With NCC/NSS/BSG.
- Certificate Course in Yoga may be started (already running in Punjabi University, Patiala). Department of Physical Education to explore possibility and prepare a plan for year 2022.

# Circular for Admission Committee

## **ADMISSION COMMITTEE**

# Admission Committee

- Appoint admission counsellor for counselling of students. Our own students can be appointed as trainee with stipend and training certificate may be issued for the training period.
- At admission cell, no more than five teachers should be present and they should maintain decorum of the place cell. No eating or paper marking in the admission cell be allowed.
- Paste Admission Posters at the tuition centres and book shops.
- Offline admission mode should be followed parallel with online mode and sale of Printed Prospectus should resume in place of registration fee.

# Admission Committee

- Circulate the soft-copy of the prospectus to the prospective students through Whatsapp groups.
- Mr. Vinay Garg and Dr. Ganesh to revise the admission portal/form to make the reserve category along with proof of category document mandatory.
- Registration fee may be reduced to 300/- for SC, BC and OPH with certificate proof and Mr. Vinay Garg to implement it.
- Tap local news media for advertisement such as Patiala Help Line, Patiala Help Post for social media ads.
- Purchase Whatsapp messaging service for contacting prospective students.

# Circular for General Office

**GENERAL OFFICE**

# General Office

- Resolve the problems faced by students in University examination form, University results, Registration number etc. at the office level. Do not send the students to University. Office need to be polite and considerate with the students.
- General Office will not process any Scholarship case and will forward to Mr Manish Kumar in the Accounts office.
- Mr. Ajay Gupta to maintain teachers data for teaching experience and other details preferably in a soft copy.
- Mr Ajay Gupta to get student representative from the HoDs and include in the College level committees.



# Circular for Construction Committee

**CONSTRUCTION COMMITTEE**

# Construction Committee

- Classrooms need cleanliness, completion of furniture repair work, and lights repair.
- Prepare drafts of documents to be signed for outsourcing services for campus maintenance for five years. (Dr. Harmohan Sharma to get the drafts approved).

# Circular for Library Committee

## **LIBRARY COMMITTEE**

# Library Committee

- Process separate bills for Books, Newspapers, Magazines and Journals. (Library Committee will ensure before producing the bills of new purchases).
- Software/CDs should be added in library for visually impaired students or special students.
- E-copy of the letter of subscription/membership should be in the full name of the College.
- Maintain the record of footfall and use of e-resources.

# Circular for Time-Table Committee

## **TIME-TABLE COMMITTEE**

# Time-Table Committee

- Keep One lecture reserved for mentoring activities
- Fix library lecture for each class (at least one lecture in a week for each class)
- Explore the possibility to fix classrooms for PG classes.
- Prepare the Time-Table for next semester by 15<sup>th</sup> January, 2022.

# Circular for Feedback Committee

## **FEEDBACK COMMITTEE**

# Feedback Committee

- Ensure that the feedback is obtained from Students, Teachers, Employers, and Alumni on regular basis.
- Design and update feedback performas to get feedback regarding Curriculum delivery.
- Design a sample exit survey for the attainment of Programme Outcomes and help HoDs to create such Survey forms for each programme.



# Circular for IT Cell

**IT CELL**

# IT Cell

- Tap local news media for advertisement such as Patiala Help Line, Patiala Help Post for social media adds.
- Purchase Whatsapp messaging service for contacting prospective students.
- Update the College Website and improve its look by 15<sup>th</sup> January, 2022.
- Implement the QR Code Scanning System at the entry gate.
- Design the system to collecting data in the NAAC formats. The excel sheets used for data collection can be obtained from IQAC.

Circular for DSW

**DEAN STUDENTS WELFARE**

# Dean Student Welfare

- Suggestion boxes to be installed in Canteen, Girls Common Room, Outside General Office. These boxes need to be opened on weekly basis to analyse the feedback. (Prof Ved Parkash, Prof Shailendra Kaur and Dr Ganesh Kumar will ensure the implementation of this feedback mechanism).
- Maintain the record of suggestions received and action taken.
- Keep record of the students grievances reported by the mentors.

# Circular for Registrar Office

**REGISTRAR OFFICE**

# Registrar Office

Registrar Office to prepare the guidelines for maintaining record of internal assessment.

1. All teachers will submit the bifurcated marks of internal assessment as per University criteria i.e marks of Attendance, MST, Assignments/Seminar, Projects works etc. In separate columns aggregated to total to the Head of the department.
2. The HoDs are to compile the internal assessment, programme wise, with the help of mentors and submit to the general office duly signed and take receiving.
3. Maintain files of all the documents related to internal assessment semester wise.

# Registrar Office

- Guidelines to maintain record of student's grievances regarding internal and external examination to be planned by Registrar office.
- Keep record of activity reports with Activity Brochure, Geo Tagged Photographs, List of participants with Class & Roll Number, and Scanned Copies of Certificates (if any) submitted by activity in-charges for press coverage.

# Revised Placement Cell

**PLACEMENT CELL**



# Placement Cell

- Revise the Placement having representation of each PG department faculty to boost the placement is proposed as under:
- Revised Placement Cell
  - Dr. Neeraj Goyal
  - Dr. Rohit Sachdeva
  - Ms. Perminder Kaur
  - Dr. Kuldeep Kumar
  - Dr. Varun Jain
  - Dr. Sanjeev Kumar
  - Ms. Harleen Kaur
  - Dr. Veenu Jain
  - Dr. Kuldeep Kaur

# Placement Cell

- Placement Cell will enrol all final year students via google form for counselling and provide coaching with the help of General Studies Circle, and other institutes/agencies of repute.
- Take up placement of students more aggressively to further increase the number of placed students.
- Ensure to get the information of pass-out students for at least three years.

Thank You

**Merry Christmas  
&  
Happy New Year  
2022**