

प्रेषक :  
प्राचार्या/सचिव

स्थापित वर्ष - 1988

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# महात्मा गांधी बालिका विद्यालय (पी.जी.) कॉलेज



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पत्रांक : 109A/2016-17

दिनांक : 27.01.2017

## Office Order

As per U.G.C norms (Revised in October 2013) IQAC is reframed as follows: -

- |   |   |                               |                            |
|---|---|-------------------------------|----------------------------|
| 1- Chairperson                                | - | Dr. Nirmala Yadav             | (Principal)                |
| 2- Senior Administrative Officers             | - | 1- Dr. Tulsi Devi             | (Sanskrit Dept.)           |
|   | - | 2- Dr. Ratna Saxena           | (English Dept.)            |
| 3- Teachers                                   | - | 1- Dr. Anju Sharma            | (Music Dept.)              |
|   | - | 2- Km. Rita Dixit             | (Chemistry Dept.)          |
|   | - | 3- Dr. Priyadarshini Upadhyay | (Music Dept.)              |
|   | - | 4- Dr. Farah Tabassum         | (Urdu Dept.)               |
|   | - | 5- Dr. Poonam                 | (Drawing & Painting Dept.) |
|   | - | 6- Dr. Rajya Shree Mishra     | (Sanskrit Dept.)           |
| 4- Member of Management                       | - | Shri Anil Upadhyay            | (Secretary)                |
| 5- Two member from Alumini                    | - | 1- Smt. Mamta Gupta           | (Tabla Sangatkar)          |
|   | - | 2- Smt. Shailza Pathak        | (Lab Assistant)            |
| 6- Two Nominees from employers / stakeholders | - | 1- Shri Atul Chaturvedi       |                            |
|   | - | 2- Shri Ved Prakash Agrawal   |                            |
| 7- Co-ordinator                               | - | Dr. Meena Gupta               | (H.Sc. Dept.)              |

The committee will function for a period of two years.

Copy to :-

- 1- Secretary
- 2- Co-ordinator IQAC
- 3- Members IQAC

Dr. Nirmala Yadav

Principal  
Principal  
M.G.B.V.P.G. College

of 15/17

## MINIUTES OF THE MEETING DATED 01.03.2017

The following issues were discussed in the meeting conducted on dated 01.03.2017 with Dr. Nirmala Yadav (Principal) as the chairperson.

- |  |  |
|--|--|
| <p>1- Discussion of the report of NAAC Peer Team for cycle I of accreditation completed on 28 and 29 Nov. 2016</p> <p>2- Discussion on proposal of National Seminar to be organized in the session 2017-2018</p> <p>3- Regarding submission of AQAR (Annual Quality Assurance Report) for the session 2016-2017</p> <p>4- Regarding verification of records of session 2016-2017</p> | <p>1- Report presented by the NAAC Peer Team was opened in the management committee and discussed in the IQAC meeting dated 01.03.2017 weakness highlighted by the NAAC Peer Team noted in the report were discussed.</p> <p>2- Dr. Tulsi Devi was assigned the responsibility of planning proposal for National Seminar during the session 2017-18</p> <p>3- IQAC members were assigned the duty for submission of AQAR for the session 2016-2017 as follows :-</p> <p>Part A – Dr. Poonam<br/>Part B<br/>Criteria I – Dr. Rajyashree Mishra ✓<br/>Criteria II – Dr. Priyadarshni Upadhyay<br/>Criteria III – Dr. Farah Tabassum<br/>Criteria IV &amp; VI – Dr. Ratna Saxena<br/>Criteria V &amp; VII – Km. Rita Dixit<br/>Members required to complete the work before the next IQAC meeting in June 2017 *</p> <p>4- Completion and checking of records of session 2016-2017 namely.</p> <ol style="list-style-type: none"><li>a. Academic progression record of students</li><li>b. Departmental report</li><li>c. Self appraisal report</li><li>d. Departmental competition file</li><li>e. Departmental seminar file</li><li>f. Attendance registers</li></ol> <p>Of different subjects are assigned as follows to the IQAC members.</p> |
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5- With the permission of the chairperson some other issues were also discussed

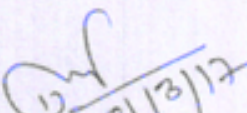
- i. Political Science and Economics, B.Sc. (Chemistry) – Dr. Rajyashree Mishra
- ii. Education and Social (U.G. + P.G) – Dr. Farah Tabassum
- iii. Science (Zoology, Botany U.G.) and (Chemistry, Zoology P.G.) – Km. Rita Dixit
- iv. B.HSc. and Psychology – Dr. Ratna Saxena
- v. Music & Sanskrit (U.G. + P.G.), English – Dr. Poonam
- vi. Hindi and Urdu – Dr. Tulsi Devi
- vii. B.Com, H.Sc. and Drawing – Dr. Priyadarshini Upadhyay

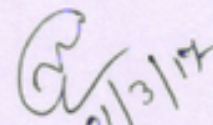
- 1- External member Shri. Atul Chaturvedi emphasized the need for a mentor mentee system in the college in which senior students be allotted the duty of mentors and a group of 15 to 20 mentors could be placed under them. This was also an important. Suggestion given by the NAAC Peer Team.
- 2- Chairperson Dr. Nirmala Yadav highlighted the importance to publish the magazine of the college in the next session.
- 3- Suggestion for introduction of new certificate and professional courses in computer was made by the chairperson as a part of suggestion also made by the NAAC Peer Team.
- 4- All the members of the staff will submit the self appraisal of the year 2015-16 and 2016-17. They will also give a written record of personal duties they performed during the session in each committee of which they are member and the help they contributed in the submission of S.S.R for cycle I of accreditation in neat and legible writing.
- 5- Members were also motivated to take initiative to publish paper in standard research journals.

- 6- The college secretary Shri Anil Upadhyay (member of IQAC) suggested that each member of IQAC would submit a written review of the discussion of the NAAC report.
- 7- The secretary also pointed and the need to invite professional counselors from outside and establish a placement cell in the college. For this the co-ordinator of the career and counseling cell has to take necessary steps in the next session.
- 8- Some awareness program for guidance of students for competitive exams should also be organized by the cell.
- 9- With the permission of the chairperson Dr. Anju Sharma is given the charge to maintain neat and clean environment in the campus as a part of environmental awareness – an innovative practice in the campus. Botanical Mali and other workers responsible to maintain cleanliness, hygiene and sanitation in the campus will work under her.

She is responsible to maintain a written report after each session of the activities and efforts taken by her.

The meeting ended with a vote of thanks by the co-ordinator.

  
Chairperson  
IQAC

  
Co-ordinator  
IQAC

All the member of the IQAC –

- 1- Dr. Tulsi Devi (Sanskrit Dept.) *JZ 19.4.17*
- 2- Dr. Ratna Saxena (English Dept.) *Sax 19.4.17*
- 3- Dr. Anju Sharma (Music Dept.) *A 18.4.17*
- 4- Km. Rita Dixit (Chemistry Dept.) *Received 19.04*
- 5- Dr. Priyadarshini Upadhayay (Music Dept.) *19.4.17*
- 6- Dr. Farha Tabassum (Urdu Dept.) *Ftbl 19.04.17*
- 7- Dr. Poonam (Drawing & Painting Dept.) *Poonam 19.4.17*
- 8- Dr. Rajya Shree Mishra (Sanskrit Dept.) *Rajyashree 19.4.17*
- 9- Smt. Mamta Gupta (Tabla Sagatkar) *M.S.*
- 10- Smt. Shailza Pathak (Lab Assistant) *Shailza*

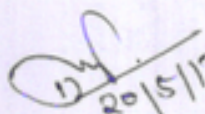
## MINUTES OF THE MEETING DATED 20.05.2017

The following issues were discussed in the meeting conducted on dated 20.05.2017 with Dr. Nirmala Yadav (Principal) as the chairperson.

- 1- Regarding approval of minutes of the previous meeting.
  - 2- Regarding submission of AQAR for the session 2016-2017.
  - 3- Regarding verification of records by mentors.
  - 4- Regarding proposal to organize National seminar in the next session.
- 1- The minutes of the previous meeting were unanimously approved and confirmed by all the IQAC members.
  - 2- For submission of AQAR. The AQAR format was divided criterion wise among all the IQAC members for better acquaintance of each member with the details of AQAR in the previous meeting. All the members completed the parts given to them. Some doubts were clarified by the chairperson and some heads were to be completed in the month of June. Finally the format was assured to be completed ready for submission in the next IQAC meeting.
  - 3- All the IQAC members assured in written that they have thoroughly checked all the records of the subjects teachers of which they were members except – Dr. Tulsi Devi who was not present in the meeting.
  - 4- No proposal has yet been planned for organizing National Seminar as the co-ordination Dr. Tulsi Devi was not present in the meeting.
  - 5- Discussion on submission of self appraisal was done by the chairperson. It was highlighted that all the members have to submit their SAR before the end of the session along with personal records of curricular, co-curricular and educational activities undertaken by them as co-ordinators of various committee.

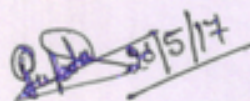
- 6- A copy of NAAC report was demanded by IQAC members to decide plan of action to be written in AQAR. This demand was immediately fulfilled by the chairperson. The copy of NAAC report, certificate & grade print was handed over to the co-ordinator of Advisory committee for Reference
- 7- As directed by the chairperson. All members should check, E-mail regularly for any information related to IQAC notice.

The meeting ended with a vote of thanks by the co-ordinator.

  
20/5/17  
Chairperson  
IQAC

  
20/5/17  
Co-ordinator  
IQAC

Copy Mail to all members

  
20/5/17