

## MINUTES OF THE MEETING

Today on date 22-08-17 at 2:00 pm meeting of IQAC was conducted in the meeting hall. Following members were present in the meeting.

- 1- Dr. Tulsi Devi
- 2- Dr. Ratna Sexena
- 3- Dr. Anju Sharma
- 4- Km. Rita Dixit
- 5- Dr. Priyadarshani Upadhyay
- 6- Dr. Farah Tabassum
- 7- Dr. Poonam
- 8- Dr. Rajyashree Mishra
- 9- Smt. Mamta Gupta
- 10- Smt. Shailja Pathak

First of all the member were welcomed by the co-ordinator. After that with the permission of the chairperson the meeting was conducted. With the unanimous decision of all the members the following minutes were passed.

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| 1- Confirmation of the minutes of the previous meeting.                               | 1- Minutes of the previous meeting were approved by all the members.   |
| 2- To discuss events to be proposed for the annual calendar, for the session 2017-18. | 2- Events for annual calendar for the session 2017-18 were discussed and proposed by the members and a final calendar of events was framed (copy attached)   |
| 3- To Frame an individual calendar in each department.                                | 2- Individual annual calendar of each department was also discussed and senior member of each department were directed to prepare the departmental calendar which should be displayed on the Notice Board out side each department for awaring the students.                           |
| 4- Regarding finalization of topic national seminar.                                  | 4- Topic of National seminar to be organised in the session 2017-18 was finalized by the co-ordinator, Dr. Tulsi Devi with consultation of all the members the topic approved was समाज के निर्माण में साहित्य, संगीत और कला की भूमिका this topic was also approved by the chairperson. |

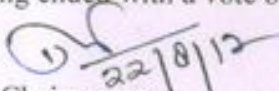


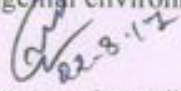
5- regarding submission of AQAR for the session 2016-17 and preparation for the session 2017-18.

5- AQAR (2016-17) format for completion was given to the members of IQAC in the pervious meeting.

Progress regarding fill up was monitored carefully by the chairperson and Co-ordinator in weekly meets, now it is complete in all respect for submission. The members were also instructed to prepare the AQAR for session 2017-18 by the chairperson.

The meeting ended with a vote of thanks by the Co-ordinator in a congenial environment.

  
Signature Chairperson  
IQAC

  
Signature Co-ordinator  
IQAC

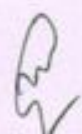
## MINUTES OF THE MEETING

11 meeting of IQAC for the session 2017-18 was conducted on date 22-11-17 in the meeting hall. Following members were present in the meeting to discuss the set agenda.

- 1- Dr Ratna Saxena
- 2- Dr. Anju Sharma
- 3- Km. Rita Dixit
- 4- Dr. Priyadarshini Upadhyay
- 5- Dr. Farah Tabassum
- 6- Dr. Poonam
- 7- Shri Atul Chaturvedi (Exl Member)
- 8- Smt. Mamta (Alumini)
- 9- Smt. Shalja Pathak (Alumini)
- 10- Dr. Nistha Sharma (Special invitee)
- 11- Dr. Mala Pathak (Special invitee)

After welcoming the IQAC members and seeking due permission from the chairperson the meeting started. Following proposals were passed after discussion of the agenda.

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| <p>1- Confirmation of minutes' of the previous meeting.</p> <p>2- Regarding preparation for submission of AQAR for the Session 2017-18</p> <p>3- Regarding monitoring the calendar of events being carried out in each department during the session (2017-18)</p> | <p>1- Minutes of the previous meeting were approved by all the members of IQAC.</p> <p>2- It was decided to divide the format of AQAR among members of IQAC as before and attach Dr. Nistha and Dr. Mala Pathak also in the team with other members. Format divided is as follows.<br/>Part A: Dr. Poonam<br/>Part B:<br/>Criterion</p> <ol style="list-style-type: none"><li>I- Dr. Priyadarshini Upadhyay</li><li>II- Dr. Rajyashree Mishra</li><li>III- Dr. Farah Tabassum</li><li>IV&amp;VI Dr. Ratna Saxena</li><li>V&amp;VII Km. Rita Dixit.</li></ol> <p>3- With regard to this issue report was presented by senior member of each department and co-ordinator of different committee. Report presented were as follows.</p> <p>1- Dr. Meena Gupta senior member of H.Sc. Department and Co-ordinator of games, medical, Lib, IQAC, equal opportunity cell and sexual harassment cell presented an outline of events and activities carried out, running at present,</p> |
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and to be organised during the session 2017-18. Academic progression report (H.Sc.) of year 2016-17 was also presented.

2- Dr. Anju Sharma Co-ordinator of cultural committee and senior member of music department presented a report of planning of departmental activities to be carried out in Nov/Dec 2017 followed by cultural program in January 2018.

3- Dr. Ratna Saxena Co-ordinator of P.T.M. and senior member of English department presented a report of the academic progression record for the session 2016-17 of English students and plans to organise a P.T.M. in December 2017.

4- Dr. Farah Tabassum senior member of urdu department and Co-ordinator of Rangers and Anti ragging cell presented a progress report of urdu students and rangers activities being accomplished in the college. Recently an anti ragging awareness programme was organized under her co-ordinatorship.

5- Km. Rita Dixit Co-ordinator of Alumni cell and senior member of chemistry department, presented a report of departmental activities and plans to organize a alumni meet in the month of Dec 2017.

6- Dr. Poonam Co-ordinator of career and counseling cell and senior member of Drawing department reported to organize an art exhibition in the month of Dec 2017 and an awareness programme ~~receive~~ on career and counseling in the month of Dec 2017. She also presented a report of departmental activities.



4- Regarding progress of preparation of National Seminar.

5- Regarding new guidelines of NAAC inspection.

6- Other issues discussed with the permission of chairperson.

7-Dr. Priyadarshini Upadhyay co-ordinator of NSS unit I presented a report on activities conducted in the session 2017-18 and which will be conducted in Jan 2018.

Dr. Mala Pathak and Dr. Nistha Sharma also briefly presented the departmental activities being carried out.

Dr. Tulsi Devi Co-ordinator of National seminar and senior member, sanskrit department was not present in the meeting so progress with regards to National seminar and events under her Co-ordinatorship are still awaited.

Regarding new guidelines for NAAC inspection recently Dr. Priyadarsini Upadhyay was deputed to attend a workshop on NAAC inspection. Issues discussed there regarding NAAC inspection were that according to new guidelines weightage of grade point on seven parameters of inspection has been changed in which teaching learning process has been given more weightage.

External member Shri Atul Chaturvedi emphasized the need to develop an alumni website and a page on facebook to add more alumni members. He also suggested to call resource person for career counseling of students. He felt the need to impart something new apart from which is available in firozabad city. Areas of new avenues suggested by him were surfing career opportunities on net for students, civil services and preparation for bank services.


Apart from this he suggested to call renowned person in seminar to enrich its quality.

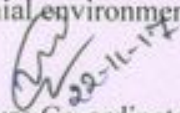
Lastly tips for quality education were given by the chairperson. She motivated the IQAC members to bring best out of



the limited resources of college. She also pointed out to maintain health teacher taught relationship which can be developed by helping students in their personal problems apart from college difficulties.

The meeting ended with a vote of thanks by the Co-ordinator in a congenial environment.

  
Signature Chairperson  
IQAC

  
Signature Co-ordinator  
IQAC

## MINUTES OF THE MEETING

III meeting of IQAC was conducted on date 15-02-18 for the session 2017-18 in the meeting hall. Following members were present in the meeting to discuss the agenda.

- 1- Dr. Tulsi Devi
- 2- Dr .Anju Sharma
- 3- Km. Rita Dixit
- 4- Dr. Priyadarshani Upadhyay
- 5- Dr. Farah Tabassum
- 6- Dr. Poonam
- 7- Shri Anil Upadhyay (Secretary)
- 8- Shri Atul Chaturvedi (Ext. Member)
- 9- Smt. Mamta Gupta (Alumini)
- 10- Smt. Shailja Pathak (Alumini)
- 11- Dr. Nistha Sharma (Special Invitee)
- 12- Dr. Mala Pathak (Special Invitee)

After welcoming the IQAC members and seeking prior permission form the chairperson the meeting started to discuss the set agenda. Following proposals were passed.

1- Confirmation of minutes of the previous meeting.

2- To monitor the progress of AQAR for the session 2017-18.

3- Regarding verification of records of events and departmental activities for the session 2017-18.

1- Minutes of the previous meeting were approved by all the members of IQAC.

2- progress of AQAR for the session 2017-18 was carefully reviewed by the chairperson. Each section of the format was monitored and sub-section which were incomplete were discussed in the meeting and assured to be completed by the next meeting of IQAC.

Dr Priyadarshini Upadhyay was instructed to read the new guidelines for future guidance.

3- Regarding verification of records of events and departmental activities during the session 2017-18 the senior members of departments and co-ordinators of different committees satisfactorily presented a report. Dr. Meena Gupta, Dr. Tulsi Devi, Dr. Anju Sharma, Km. Rita Dixit, Dr. Poonam, Dr. Farah Tabassum,

4- Suggestion for quality enhancement in the institution given by external member Shri Atul Chaturvedi.

5- Tips given by the chairperson to sum up the meeting and thanks giving by the co-ordinator.

Dr. Priyadarshini Upadhyay, Dr Mala Pathak and Dr. Nistha Sharma presented an account of activities, events and departmental records conducted and organized during the session 2017-18. All members of IQAC also gave a written assurance that they have verified the departmental records of subjects under their membership. Dr. Ratna Saxena and Dr. Rajyashree Mishra were not present in the meeting so report of activities under their co-ordinatorship was not revealed in the meeting.

A- For difficulty presented by IQAC members to maintain academic record of final year students be suggested to scan the marksheets of final year students and form that records of each student can be maintained.

B- He also suggested to think out of box and add something new for progress of students apart from on going educational system. For this his suggestion was interaction and exposure of students with students of other universities. This will add something new in the existing educational system.

C- Another suggestion made by him was to organize lectures on issues such as environmental awareness, save water and save the girl child. For this resource persons from pollution control board may be contacted and called upon to deliver lectures on these issues.

These suggestion were given due approval by the college secretary Shri Anil Upadhyay and the chairperson Dr. Nirmala Yadav.

1- The Chairperson motivated the IQAC members to prepare the girls students for successful future life. For this she suggested to counsell students by organizing seminars and workshops, explaining them their rights and duties



through examples, telling them the pros and cons of situation in practical life.

II- She also told that in the direction of providing quality education a new avenue of providing computer training to final year students in collaboration with IIT Bombay is in progress Dr. Tulsi Devi has been deputed as the co-ordinator of the programme.

III- Apart from this educational tours may be organized to give practical knowledge to students. Initially small groups of students may be started with and a list of touring places useful for students be prepared.

6- Nomination of Co-ordinators for different activities.

I- Educational tours - Km. Rita Dixit

II- Seminar/workshop- Dr Tulsi Devi  
(For Counseling)

III-Organizing lectures – Dr. Anju Sharma on environmental Consciousness

IV- Planning for interaction and explosive of students. -Dr. Priyadarshini Upadhyay

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



Signature Chairperson  
IQAC



Signature Co-ordinator  
IQAC