

MINIUTES OF THE MEETING

1st meeting of IQAC for the session 2019-20 was held on date 27-07-19 following members were present in the meeting.

1. Dr. Tulsi devi
2. Dr. Anju sharma
3. Dr. Ratna saxena
4. Dr. Rajyashri mishra
5. Dr. Poonam
6. Dr. Farah tabassum
7. Km. Rita Dixit
8. Dr. Nishtha Sharma
9. Smt. Mamta Gupta (Alumini)
10. Smt. Shailja Pathak (Alumini)

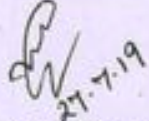
The main issue in the agenda was to discuss and frame the calendar of events for the new session 2019-20.

Members of IQAC discussed and listed all the events to be conducted in the session 2019-20. Final calendar was framed with the suggestion of the chairperson (copy attached)

The meeting ended with the votes of thanks by the Co-ordinator.


27/7/19
Chairperson

IQAC


27-7-19
Co-ordinator

IQAC

MINIUTES OF THE MEETING

Members of IQAC held a meeting on date 7-11-19 under the chairmanship of the college principal Dr. Nirmala Yadav


Following members were present in the meeting dated 7-11-19

1. Dr. Tulsi devi
2. Dr. Anju sharma
3. Dr. Ratna saxena
4. Dr. Rajyashri mishra
5. Dr. Poonam
6. Dr. Farah tabassum
7. Km. Rita Dixit
8. Dr. Nishtha Sharma

After welcoming the members and confirmation of minutes of the previous meeting a thorough discussion on each question of AQAR was done and finally the AQAR (Session 18-19) was filled up. AQAR duly completed has been filed up, only some issues as results is still awaited and will be completed as and when the data is available.


7/11/2019
Chairperson

IQAC


7-11-19
Co-ordinator

IQAC

MINIUTES OF THE MEETING

The III meeting of IQAC for the session 2019-20 was conducted on date 30-01-2020 with the principal Dr. Nirmla Yadav as the chairperson.

Following members were present in the meeting .

1. Dr. Tulsi devi
2. Dr. Ratna saxena
3. Km. Rita Dixit
4. Dr. Rajyashri mishra
5. Dr. Priyadarshini Upadhyaya
6. Dr. Poonam
7. Dr. Farah tabassum
8. Smt. Mamta Gupta (Alumini)
9. Smt. Shailja Pathak (Alumini)

The members of IQAC were welcomed by the coordinator there after the meeting was conducted after taking prior permission of the chairperson. Following decision was taken in the light of set agenda.

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|---|---|
| <ol style="list-style-type: none">1. Confirmation of minutes of the previous meeting.2. Regarding verification of departmental records form 2016-17 up to 2019-20. | <ol style="list-style-type: none">1. Minutes of the previous meeting were confirmed by all the members.2. As a preparatory step for NAAC cycle II inspection the mentors of all subjects as stated below are supposed to verify all departmental records from 2016-17 up to 2019-20. |
|---|---|

1. Pol. Sc & Eco, B.Sc (Chem) – Dr. Rajyashree mishra
2. Edu. & Socio (U.G.& P.G.) – Dr. Farah Tabassum
3. Science (Zoo, Bot – U.G.)(Chem, Zoo- P.G.) – Km Rita dixit
4. B.H.Sc & Psycho – Dr. Ratna Saxena
5. Music, Sanskrit (UG & PG), English – Dr. Poonam
6. Hindi & Urdu – Dr. Tulsi Devi
7. B.com, H.Sc. & Drawing – Dr. Priyadarshni Upadhyaya •

3. Regarding preparation to fill up AQAR for the session 2019-20 and rechecking of session 2016-17 to 2018-19

3. Responsibility to fill up and recheck the AQAR form 2016-17 up to 2019-20 will be as follows.

Part A – Dr. Poonam

Part B – Criterion:-

- I – Dr. Rajyashree Mishra
- II - Dr. Priyadarshini
- III - Dr. Farah Tabbassum
- IV & VI – Dr. Ratna Saxena
- V & VII – Km. Rita Dixit

4. Regarding further preparation to organize the national seminar.

4. The co-coordinator of National seminar Dr. Tulsi devi stated that no response has yet been received for

the proposal sent on topic "समाज के निर्माण में साहित्य, संगीत और कला की भूमिका" Another new proposal for conducting seminar in the next session 2020-21 has been send on topic "बनारसीदास चतुर्वेदी का साहित्यिक योगदान" and the letter for grant is in process.

5. Issues discussed with the permission of the chairperson.

5. Some suggestion for quality enhancement were given by the chairperson ~~and~~ as preparation for cycle II of NAAC inspection.

A. One more flex stand regarding rules in the library for reading room is to be prepared and put up at prime position.

B. A Standee related to job opportunities in each faculty as a part of career and counseling and academic future progress for students is to be prepared and put up at prime positions in the campus for awareness and benefit of the students.

- C. Slogan Boards related to ban and *strict prohibition of smoking and use of gutka and pan masala* are to be prepared and put up in the campus.
- D. For keeping all the records authentic it was suggested by the chairperson to geo-tag all photos related to events, co-curricular activities and other programmes and function of the institution. For this purpose a three members committee had already been nominated including Dr. Priyadarshini Upadhyaya, Dr. Poonam and Km. Rita Dixit to check and update all details related to uploading of photos, geo-tag photos of all events, alumni link, web link, Teachers list etc.
- E. The chairperson also mentioned that for NAAC cycle II inspection SSR has to be submitted in session 2020-21(in the months Jan to April 2021) and five years after cycle I will be counted according to financial year which will fall in the year 2021-22.

F. All records related to participation, paper presentation in seminars and conferences and publication of papers in standard journals and magazines of the teaching staff have to be updated.

G. The chairperson also suggested that registration of college on NAAC websites has to be done so that all information will be available and any queries can also be clarified regarding any confusion or matter of concern related to NAAC inspection cycle II.


H. Evaluative report of all departments from 2016-17 onward has to be updated and senior member of each faculty has to take the responsibility to update the record.

1. Maintenance of new file related to filling of invitation cards of all events and functions in the institution was also suggested by the chair person. The responsibility for which was of all the members of the cultural committee.

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


30/11/2020
Chairperson

IQAC


30-11-2020
Co-ordinator

IQAC