

5th September, 2023

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

- To discuss the requirements for the registration of the college in NIRF
- To work on common data so that it can be shared between members preparing different criteria.
- To have meeting with Eco Restoration Committee to add more environment friendly practices.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

[Handwritten signatures and initials in green and blue ink, including 'M. Gupta', 'Anjula', 'Singh', and 'Abidi']

Action taken Report:

Action plan for the session 2023-24 was discussed and prepared by IQAC.

Time table for PPT presentation and lecture was prepared along with members of IDP cell.

[Handwritten signature in blue ink, likely 'Sangeeta Kotwal']

11th September, 2023

Minutes of IQAC meeting

Venue: Principal's office

Time: 2:00 P.M.

A meeting of IQAC was called on 11th September, 2023 to review and assess promotion application file under Career Advancement Scheme of Dr. Neetu Singh and Dr. Ambika Bajpai.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

22nd September, 2023

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

- To discuss and prepare Institutional Action plan.
- IQAC members reviewed Co-curricular courses run by college in session 2022-23 and added more courses to be run by Department of Commerce.
- It was decided to wait for the change in University of Lucknow policy regarding Co-curricular courses.
- Registration for NIRF ranking was also discussed and it was decided it will be done within few days.

Following members were present in the meeting:

Prof. Manjula Upadhyay (Principal)	- Chairperson, IQAC
Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

[Handwritten signatures and initials in green and blue ink, including "Upadhyay", "S. Kotwal", "M. Gupta", "V. Singh", "S. Kannaujia", "A. Kumari", "S. Singh", "N. Agrawal", and "S. Abidi"]

Action taken Report: Meeting with Environment Conservation & Eco-restoration Committee was held and measures were suggested to hold environment friendly activities in the campus.

[Handwritten signature "S. Kotwal"]

2nd November, 2023

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

- To discuss the activities and competitions to be held in the celebration of Diwali Utsav.
- To discuss the arrangements required for the celebration of Diwali Utsav.
- To sent SMS to students regarding submission of internal assessments and giving presentations.

Minutes of the meeting

It was decided IQAC and Bhartiya Bhasha, Sanskriti and Kala Samiti in collaboration with Department of English, Education, Mathematics and Statistics will hold following activities/competitions on Diwali Utsav

- Handicraft and Diya stall by Pyssum to be organized by Department of English.
- Rangoli creation competition to be organized by Department of Education.
- Diya decoration competition to be organized by Department of Mathematics and Statistics.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

[Handwritten signatures and initials in blue ink, including "Upadhyay", "Manjula", "Vineeta", "Sarita", "Anjula", "Sunita", "Neha", "Samana", and "Agarwal"]

Action taken Reports:

- Notice for Co-curricular subject registration was taken out by IQAC for the students. Offline registration for students in co- curricular was started.
- Term paper rules were clarified from the various departments in the University and conveyed to the Heads.
- Suggestions of IQAC and members of other committees were conveyed to Environment Conservation & Eco-restoration Committee.

Agwal

12th October, 2023

Meeting of IQAC with HoD's & Convenors of various Committees

Venue: Room No. 6

Time: 2:10 P.M.

Agenda of the meeting

- Discussion on Programmes/Seminars/Events planned by various committees and departments.
- Starting of Co-curricular Courses in this session. Registration of students.
- Take suggestions for increasing the value added courses in the college.
- To give suggestions discussed by IQAC members in previous meetings to Convenors of different committees.

Minutes of the meeting

- The meeting started with IQAC Coordinator Prof. Sangeeta Kotwal's address to the faculty members present and conveying the agenda of the meeting to them.
- All the points were discussed in detail and suggestions were given by different members regarding programmes. It was discussed that Sanskrit Department in collaboration with Indian Language Culture and Art Cell will hold a programme on Geeta Jayanti.
- Before the festival of Deepawali Department of Mathematics will collaborate with Department of Education for Rangoli and Diya decoration competitions.
- On the concern of Dr. Saroj Rani regarding waste disposal it was decided that IDP cell would ask to purchase more dustbins for the college to separate wet and dry thrash.
- Dr. Manmeet Kaur Sodhi showed concern regarding plastic ban in the campus so certain suggestions were made by faculty members:
 1. The college should buy steel bottles for the guests
 2. Students must be made diligently aware of the same through various methods.
 3. Student council should play a more pro-active role in spreading awareness against plastic use.

- The concern of the Arts faculty regarding lack of instruction from University of Lucknow on Term papers were also addressed and it was decided that the process of enrolling students for co-curricular courses should be started immediately without delay.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal - Coordinator, IQAC
Dr. Manju Gupta - Member, IQAC
Dr. Vineeta Singh - Member, IQAC
Dr. Sarita Kannaujia - Member, IQAC
Dr. Anjula Kumari - Member, IQAC
Dr. Sumita Singh - Member, IQAC
Dr. Neha Agrawal - Member, IQAC
Dr. Samana Abidi - Member, IQAC

Upadhyay
Manju
M. Gupta
Vineeta
Sarita
Anjula
Sumita
Neha
Samana

Following Convenors of various committees were present in the IQAC meeting on 12th October, 2023

S.No.	Name of the Committee	Name of the Convenor	Signature
1.	Research Development Cell	Prof. Archana Sinha	
2.	Teacher's Reskilling Cell	Prof. Nini Kakkar	<i>N. Kakkar</i>
3.	Industry Academia Integration and Skill Development Cell	Prof. Sharmita Nandi	<i>Sharmita</i>
4.	Institutional Plan Cell	Prof. Richa Shukla	<i>Richa</i>
5.	Environment Conservation & Eco-restoration Cell	Prof. Manjula Yadav	<i>Manjula</i>
6.	Mentoring and Counselling Cell	Prof. Srishti Srivastava	<i>Srishti</i>
7.	Indian Language Culture and Art Cell	Prof. Amita Rani Singh	<i>Amita</i>
8.	Cultural Committee	Prof. Srishti Srivastava	<i>Srishti</i>

Following Head of the Departments were present in the IQAC meeting on 12th October, 2023

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20th November, 2023

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

To discuss the requirements and preparation for NAAC accreditation with newly formed NAAC Committee, as the college is planning for NAAC accreditation second cycle.

Minutes of the meeting


Preparation of SSR for NAAC accreditation was discussed in detail. It was decided that separate meeting will be held criteria wise between member of NAAC Committee for different criterion with member of IQAC for different criterion along with Coordinators of IQAC and NAAC.

Criteria	NAAC/IQAC members	Date
Criteria I	Dr. Vineeta Singh	25/11/2023
Criteria II	Dr. Sukhmani Gandhi/ Prof. Manju Gupta	29/11/2023
Criteria III	Dr. Seema Pandey/ Dr. Sunita Singh	02/12/2023
Criteria IV	Prof. Jyotsana Gautam/Dr. Anjula Kumari	28/11/2023
Criteria V	Prof. Manjula Yadav/Dr. Sarita Kannaujia	01/12/2023
Criteria VI	Dr. Neha Agrawal	24/11/2023
Criteria VII	Dr. Anurima Banerjee/ Dr. Samana Abidi	04/12/2023

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal - Coordinator, IQAC




Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

Action taken Report:

Diwali Utsav was celebrated by IQAC and Bhartiya Bhasha, Sanskriti and Kala Samiti in collaboration with Department of English, Education, Mathematics and Statistics on 08th November, 2023 in which following activities/competitions were held

- Handicraft and Diya stall by Pyssum organized by Department of English.
- Rangoli creation competition organized by Department of Education.
- Diya decoration competition organized by Department of Mathematics and Statistics.
- SMS were sent to students for submission of internal assessment and giving presentations.

8th December, 2023

Minutes of IQAC meeting

Venue: Principal's office

Time: 2:00 P.M.

A meeting of IQAC was called on 8th December, 2023 to review and assess promotion application file under Career Advancement Scheme of Mrs. Manisha Barauniya.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal - Coordinator, IQAC

Dr. Manju Gupta - Member, IQAC

Dr. Vineeta Singh - Member, IQAC

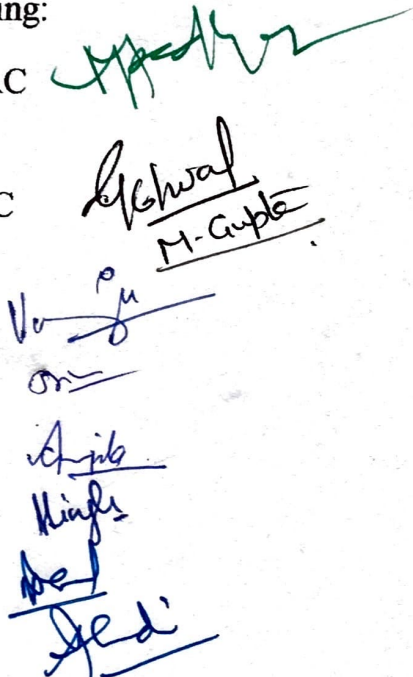
Dr. Sarita Kannaujia - Member, IQAC

Dr. Anjula Kumari - Member, IQAC

Dr. Sunita Singh - Member, IQAC

Dr. Neha Agrawal - Member, IQAC

Dr. Samana Abidi - Member, IQAC


The block contains handwritten signatures in green and blue ink corresponding to the members listed on the left. The signatures are: a green signature for Prof. Manjula Upadhyay, a blue signature for Dr. Sangeeta Kotwal, a blue signature for Dr. Manju Gupta, a blue signature for Dr. Vineeta Singh, a blue signature for Dr. Sarita Kannaujia, a blue signature for Dr. Anjula Kumari, a blue signature for Dr. Sunita Singh, a blue signature for Dr. Neha Agrawal, and a blue signature for Dr. Samana Abidi.

15th December, 2023

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

- To Plan and conduct workshop on Enhancing Institutional Excellence

Minutes of the meeting

- It was decided to organize a Workshop on Enhancing Institutional Excellence for navigating NAAC process successfully after semester of Odd semester examination.
- For conducting workshop it was decided to approach NAAC committee experts from Shia P.G.College as resource persons.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC (Principal)	
Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

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[Signature: M. Gupta]

[Signature: Anjula Kumari]

[Signature: Sunita Singh]

[Signature: Abidi]

17th February, 2024

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

- To discuss the introduction of more Value Added Courses in the current session and next session, with the head of the departments.
- To discuss the formation of various committees required for two days International Seminar on Indian Knowledge Tradition and National Education Policy scheduled for 20th-21st March 2024.

Minutes of the meeting

- It was decided that Faculty of Science and Arts will design and run at least 2 to 3 Value Added Courses of 30 hours duration and commerce department will run at least one Value Added Courses of 30 hours duration.
- Some of the department agrees to run Value Added Courses from next academic session while Department of Mathematics agree to start Value Added Course in the current academic session.
- Departments were asked to design the curriculum of Value Added Courses and submit it to IQAC.
- Various Committees for the successful organisation of International seminar was also discussed in the meeting.
- IQAC convenor informed department Heads that notice for registration of Vocational courses has been circulated amongst the students.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kannaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC

[Handwritten signatures and initials in blue ink, including "M. Gupta", "V. Purohit", and "Anjula"]

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Workshop on Enhancing Institutional Excellence was successfully organized by IQAC on 5th February, 2024. Dr. Pradeep Sharma, IQAC Co-ordinator, Shia P.G.College and Dr. Seema Rana, Member IQAC, Shia P.G. College conducted the workshop. Key points were understanding NAAC Accreditation, Criteria and Matrices, navigating NAAC process successfully and understanding SSR.

Agwal

4/2/72

8th April, 2024

Minutes of IQAC meeting

Venue: Room No. 6

Time: 2:00 P.M.

Agenda of the meeting

- To review the format of feedback form of the students, teachers and staff.
- To review the format of Activities report for session 2023-24 for various committees and Departments.

Minutes of the meeting

- Format of feedback form was reviewed and discussed. It was decided to post links of feedback forms on the college website with the permission of Principal.
- Format for Departmental Profile various departments and Activities Report for various departments and Committees were also finalized.
- Internal Audit Report format was also discussed in the meeting.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal - Coordinator, IQAC

Dr. Manju Gupta - Member, IQAC

Dr. Vineeta Singh - Member, IQAC

Dr. Sarita Kanaujia - Member, IQAC

Dr. Anjula Kumari - Member, IQAC

Dr. Sunita Singh - Member, IQAC

Dr. Neha Agrawal - Member, IQAC

Dr. Samana Abidi - Member, IQAC

Manjula Upadhyay

Sangeeta Kotwal
M. Gupta

Vineeta Singh

Sarita Kanaujia

Anjula Kumari

Sunita Singh

Neha Agrawal

Samana Abidi

Action taken Report:

International Seminar on Indian Knowledge Tradition and National Education Policy was successfully organized by department of Education in Co-ordination with IQAC on 20th-21st March 2024.

Value Added Courses curriculum, designed by various Departments was submitted to the IQAC Coordinator. It was decided that Value Added Courses will be introduce from next academic session.

A handwritten signature in black ink, appearing to read "G. H. Wal", is written over a horizontal line.

29th May, 2024

Minutes of IQAC meeting

Venue: Computer Lab

Time: 10:45 A.M.

Agenda of the meeting

- To discuss the college annual plan of action and Financial Budget for the next academic session.
- To discuss the queries of committee members relating to preparation and submission of AQAR for session 2023-24

Minutes of the meeting

- Annual plan for next academic session was discussed.
- Committee members discussed queries relating to their respective Criterion.
- It was decided that each member should complete their respective criteria by 15th July, 2024 and it will be reviewed as soon as college reopens for next academic session.

Following members were present in the meeting:

Prof. Manjula Upadhyay – Chairperson, IQAC
(Principal)

Dr. Sangeeta Kotwal	- Coordinator, IQAC
Dr. Manju Gupta	- Member, IQAC
Dr. Vineeta Singh	- Member, IQAC
Dr. Sarita Kanaujia	- Member, IQAC
Dr. Anjula Kumari	- Member, IQAC
Dr. Sunita Singh	- Member, IQAC
Dr. Neha Agrawal	- Member, IQAC
Dr. Samana Abidi	- Member, IQAC

Manjula Upadhyay
Sangeeta Kotwal
Manju Gupta
Vineeta Singh
Sarita Kanaujia
Anjula Kumari
Sunita Singh
Neha Agrawal
Samana Abidi

Action taken Report:

Link for Feedback forms were shared on college website.

Notice for submission of Departmental Profiles and Activity reports and SAR for session 2023-24 was circulated amongst Head of the Departments.

Notice for submission of Committee Reports for the session 2023-24 was circulated amongst the convenors of various committees.

