

## Minutes of the IQAC Meeting – 2017-18

Date of Meeting – 3<sup>rd</sup> July 2017


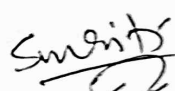



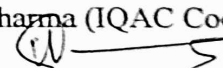
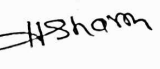
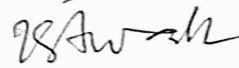

### Agenda:-

1. To develop IT infrastructure for online admission and enrollment.
2. Strengthening the career guidance to students
3. Upgradation of Laboratories and Library using digital Technologies
4. Mentor mentee practice.

### Action Taken:-

1. A help desk was established for the counselling of students for online admission process.
2. The mechanism of online admission was explained and assistance was provided.
3. A career guidance cell was established (formed) An MOU was signed with Tata Institute of Social Science (TISS). Students of various departments attended the classes organised by TISS.
5. Purchase of new laboratory equipments utilising funds from research projects and contingency
6. Proposal received from various departments where send to concerned agencies for assistance.

### Member Name:

- |                             |   |  |   |
|-----------------------------|---|--|---|
| 1. Dr. Mrs. Veenapani Dubey |  | 6. Dr. S. Pandey                             |  |
| 2. Dr. Mrs. Vibha Goyal     |  | 7. Mr. K. K. Gupta                           |  |
| 3. Dr. V. Nayar             |  | 8. Dr. Mrs. Binda Sharma (IQAC Coordinator). |  |
| 4. Dr. Smt. Harsha Sharma   |  | 9. Dr. Mrs. Kiran Awasthi                    |  |
| 5. Dr. Smt. S. Pawani       |  |  |   |

Principal

Date of Meeting – 7<sup>th</sup> October 2017






**Agenda:**



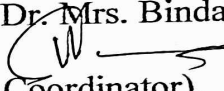

1. To install safety measures equipments in the campus viz fire safety and CCTV camera.
2. Proposal to construct ladies washroom (For Staff) at the ground floor of the main building
3. Expansion of college building and addition of new classrooms.
4. Preparation of AQAR.

**Action taken:**

1. The Faculty members were instructed to procure data for a AQAR.
2. The proposal for expansion was forwarded through principal to management for the approval.
3. Members of IQAC compiled the data and helped the other college faculties.

**Member Name:**

1. Dr. Mrs. Veenapani Dubey 
2. Dr. Mrs. Vibha Goyal 
3. Dr. V. Nayar 
4. Dr. Smt. Harsha Sharma ~~Harsham~~ 
5. Dr. Smt. S. Pawani 

6. Dr. S. Pandey 
7. Mr. K. K. Gupta 
8. Dr. Mrs. Binda Sharma (IQAC Coordinator). 
9. Dr. Mrs. Kiran Awasthi 

Principal

Date of Meeting – 5<sup>th</sup> March 2018

**Agenda:**

1. To ask the faculty members to submit details of their academic activities and participation in out research programs.
2. To subscribe online digital libraries/Journals/books.
3. Mentoring of the students counseling for university examinations and competitive examinations
4. Promotion of social service activities in the campus.

**Action Taken:**

1. The information submitted by faculties was compiled analysed and made compact.
2. The proposal to create digital library was approved
3. The consent of the “governing board” of management was taken to subscribe INFLIBNET.
4. The NSS unit of our college has done various activities concerning to environmental conservation, water harvesting etc.
5. The department of Botany has involved the postgraduate students in evolving strategies for Weeds management and making “best out of waste”

**Member Name:**

1. Dr. Mrs. Veenapani Dubey



2. Dr. Mrs. Vibha Goyal



3. Dr. V. Nayar



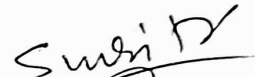
4. Dr. Smt. Harsha Sharma



5. Dr. Smt. S. Pawani



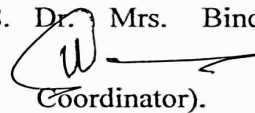
6. Dr. S. Pandey



7. Mr. K. K. Gupta



8. Dr. Mrs. Binda Sharma (IQAC



Coordinator).

9. Dr. Mrs. Kiran Awasthi



Principal

Date – 18<sup>th</sup> June 2018

**Agenda:-**

1. To procure data for academic audit.
2. Activities related to Green Audit.
3. Collection of feedback from stakeholders.
4. To analyse a student feedback.

**Action Taken:-**

1. IQAC has collected data for academic audit.
2. Various activities concerning environmental conservation by students were done such as poster preparation on Environment Day by PG students of Botany.
3. A program and entitled “PLANT OF THE DAY” was started by the department of botany on 5th June 2018 and the Head Dr. Mrs. Veenapani Dubey used to write about a common plant with its description in Hindi. This was started to make aware of the local plant diversity to a common man and the students other than botany.
4. Feedback from students was collected and the responses received were analyzed.

**Member Name:**

1. Dr. Mrs. Veenapani Dubey

2. Dr. Mrs. Vibha Goyal

3. Dr. V. Nayar

4. Dr. Smt. Harsha Sharma

5. Dr. Smt. S. Pawani

6. Dr. S. Pandey

7. Mr. K. K. Gupta

8. Dr. Mrs. Binda Sharma (IQAC  
Coordinator).

9. Dr. Mrs. Kiran Awasthi

Principal