



GOVT. DR. W.W. PATANKAR GIRLS' P.G. COLLEGE DURG

(Old Name : Govt. Girls PG College, Durg) Ph No. 2323773

Email- govtgirlspgcollege@gmail.com

Website: www.govtgirlspgcollegedurg.com



Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2014-15)

Date : 29.09.2014

Agenda :-

1. Planning & Preparation for the upcoming NAAC Peer Team visit in Dec. 2014.

Minutes :-

1. Distribution of work among the IQAC members for smooth functioning during the scheduled NAAC Peer Team visit in Dec. 2014.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. K.L. Rathi
5	Dr. Reshma Lakesh
6	Dr. Seema Agrawal
7	Dr. Ritu Dubey


Dr. Amita Sehgal
(IQAC Coordinator)




(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2014-15)

Date : 14.10.2014

Agenda :-

1. Planning & Preparation for the upcoming NAAC Peer Team visit in Dec. 2014.

Minutes :-

1. Updating & completion of Tutor-Ward Registers of all departments for NAAC audit.
2. Updating & completion of Remedial Classes Registers of all Depts. for NAAC audit.
3. Preparation of Power Point presentations of all departments for NAAC visit.
4. Distribution of charge to each IQAC member for timely completion of all requisite works related to NAAC audit in every department.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Reshma Lakesh
5	Dr. Seema Agrawal

A Sehgal
Dr. Amita Sehgal
(IQAC Coordinator)



S2
(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2014-15)

Date : 19.11.2014

Agenda :-

1. Presentation by IQAC Coordinator, Dr. Amita Sehgal on Colleges' IQAC activities for presenting during the upcoming NAAC Peer Team visit in Dec. 2014.

Minutes :-

1. Tutor-Ward System in College.
2. Minimata Uththan Samiti for distribution of financial aid, drawing materials, calculators to students and also for arranging workshops for the personal development of students.
3. Commencement and continuation of construction work of College Canteen.
4. Commencement and continuation of construction work of College Sports Play Ground.
5. Commencement and continuation of construction work of College Shed for Cycle Stand and Fees Counter.
6. Conducting Remedial Classes as per the College Time-Table schedule.
7. Organizing various Workshops / Lectures / Training programmes for students on Entrepreneurship, Self defense, Traffic rules, Health checkup, Psychological counseling, Hemoglobin & Sickling (sickle cell anemia) tests by IMA for overall development of students.
8. Organizing Extension activities for students like excursion tours, teaching in higher-secondary schools as planned by the Dept. of Home Science.
9. Leveling of College sports play ground and campus,
10. Renovation and extension work of Colleges' Cycle Shed.
11. Creation of Kitchen-Garden in the College campus.
12. Construction of Car Stand in the College campus.
13. Providing a new water-cooler for drinking water facility in the reading room of the College library.
14. Construction of Rain water harvesting system in the College campus.
15. Purchasing and providing adequate furniture to both the wings of College.
16. Repairing of windows and whitewashing of the whole College premises prior to the NAAC Peer Team visit.
17. Dr. DC Agrawal convened the meeting.
18. Shri. Kamal Rungta assured the committee of granting more funds to College from MP's Development Funds.
19. Provision of tricycles to handicapped students and new water-coolers for drinking water facility was also assured.
20. Dr. SC Tiwari, Principal, Govt. V.Y.T. PG Autonomous College, Durg along with other Professors provided insights about IQAC activities in their College awarded with Grade A by NAAC.
21. Preparations for NAAC evaluation has been completed in our College.
22. Suggestion for combining of PG Classes with other nearby Colleges was also extended.



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23. Dr. DC Agrawal delivered the vote of thanks to all the members present in the meeting.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Shri. Kamal Rungta
3	Dr. S.C. Tiwari
4	Dr. Rachna Pandey
5	Dr. Arvind Shukla
6	Dr. D.C. Agrawal
7	Dr. K.L. Rathi
8	Dr. Richa Thakur
9	Dr. Reshma Lakesh
10	Dr. Seema Agrawal
11	Dr. Ritu Dubey
12	Ku. Tarkeshwari Sinha

A Sehgal
Dr. Amita Sehgal
(IQAC Coordinator)



S.2
(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2014-15)

Date : 22.01.2015

Agenda :-

1. Discussion on the recently concluded NAAC Peer Team visit on 15-17th Dec. 2014 and their feedback on College activities.

Minutes :-

1. NAAC Team appreciated many IQAC activities of the College.
2. NAAC Team pointed out some shortcomings in the IQAC activities of the College.
3. IQAC agreed to continue and improve upon the activities appreciated by the NAAC Team.
4. IQAC decided to reform and rectify the shortcomings pointed out by the NAAC Team so that improvements be made for future NAAC evaluations.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Reshma Lakesh
5	Dr. Seema Agrawal
6	Dr. Richa Thakur
7	Dr. Ritu Dubey


Dr. Amita Sehgal
(IQAC Coordinator)




(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2014-15)

Date : 28.04.2015

Agenda :-

1. Principal's address to the IQAC committee on obtaining 'B' grade with CGPA of 2.90 from NAAC.

Minutes :-

1. Principal, Dr. Deepak Karkun congratulated the IQAC members for obtaining B' grade with CGPA of 2.90 from NAAC.
2. Principal suggested rectifying and reforming of those aspects in which the College scored less marks from NAAC.
3. Principal suggested on initiating new activities under IQAC for better scoring in future NAAC evaluations.
4. Principal emphasized that with better participation and coordination between Teachers and Students NAAC grading can improve tremendously.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Reshma Lakesh
5	Dr. Seema Agrawal
6	Dr. Richa Thakur
7	Dr. Ritu Dubey


Dr. Amita Sehgal
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2015-16)

Date : 15.07.2015

Agenda :-

1. Plan of Institute for the current academic year 2015-16.

Minutes :-

1. To overcome the drawbacks of previous NAAC evaluation.
2. To organize lectures for personality development health awareness, self defense.
3. Form tutor-ward committee.
4. Formation of various committees for the development of College as per NAAC.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. Reshma Lakesh
5	Dr. K.L. Rathi
6	Dr. M.L. Prasunna
7	Dr. Ritu Dubey


Dr. Amita Sehgal
(IQAC Coordinator)




(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2015-16)

Date : 05.10.2015

Agenda :-

1. Organize Guest Lecture

Minutes :-

IQAC has informed that -

1. Formation of tutor –ward committee.
2. Student union election & oath taking ceremony.
3. Organized district level Basket-ball competition by the college.
4. Organized sports training camps.
5. Organized a 15 days drama training camp.
6. Proposed to organize lecture sessions and training programs in the college.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. Reshma Lakesh
5	Dr. K.L. Rathi
6	Dr. M.L. Prasunna
7	Dr. Ritu Dubey


Dr. Amita Sehgal
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2015-16)

Date : 14.01.2016

Agenda :- Proposed plan for the future.

Minutes :-

- IQAC has organized athletics tournaments, dance & music competition, essay competition on safety awareness week workshop organized by RUSA through experts.
- Women cell organized entrepreneurship development workshop and personality development workshop.
- 15 days workshop has organized by the collaboration of dept. of home science and alumni.
- Preparation of proposed plan.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. K.L. Rathi
5	Dr. Reshma Lakesh
7	Dr. M.L. Prasunna
8	Dr. Ritu Dubey


Dr. Amita Sehgal
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2015-16)

Date : 09.03.2016

Agenda :- To analysis the activities done by IQAC and proposed plan for the future.

Minutes :-

- College has organized faculty development program.
- Organized cultural, sports and literary programmes.
- Organized annual day and prize distribution programmes.
- Health check-up camp by NSS
- Two days workshop organized by Dept. of Commerce.
- Two days seminar by dept. of dance.
- 7 days workshop 'Abhisariks' Dept. of Drawing and Painting.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. K.L. Rathi
5	Dr. Reshma Lakesh
7	Dr. M.L. Prasunna
8	Dr. Ritu Dubey


Dr. Amita Sehgal
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2015-16)

Date : 12.05.2016

Agenda :- Analysis of previous activities done by IQAC and proposed plan for future.

Minutes :-

- Successfully completed the annual practical and theory examinations.
- Inspection by the Dept. of Higher Education self assessment committee.
- Wi-Fi facility made available in College.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. K.L. Rathi
5	Dr. Reshma Lakesh
7	Dr. M.L. Prasunna
8	Dr. Ritu Dubey


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2016-17)

Date : 27.06.2016

Agenda :-

- Selection of two best practices.

Minutes :-

Best practices chosen are:-

- Programme for development of entrepreneurship and personality development activities.
- Financial assistance for the development of students and society.
- IQAC corner Dr. Amita Sehgal & Dr. Nisreen will represent the college at Govt. V.Y.T. PG Autonomous college Durg for best practices.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Babita Dubey
5	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)


Dr. Sushil Chandra Tiwari
(Principal)





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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2016-17)

Date : 29.08.2016

Agenda :-

- Induction programmes and planning for academics and other activities for the current session.

Minutes :-

- Induction program is necessary for new students to know about the faculties, discipline and facilities of the college.
- Orientation programme organized by the college to improve the teaching skill of Asst. Prof. and guest faculty.
- College has to organize workshops on personality development and self employment.
- To organize workshops on self defense and career guidance.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Babita Dubey
5	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2016-17)

Date : 30.11.2016

Agenda :- Preparation for NAAC through experts.

- Proposed plan for the session.
- Publication of campus news.
- Installation of digital notice board.

Minutes :-

- To organize workshop on career guidance on 8-9th Dec., 2016
- Campus news will be published.
- Digital notice board will be installed.
- College is going to organize 3 month training programme on handicraft.
- Dr. J.P. Sao has suggested training programme for students, to improve their pronunciation.
- Dr. Anjali Awadhiya has suggested to take initiative for centre of excellence.
- Shri Kamal Rungta has suggested to form a regular study circle.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. J.P. Sao
3	Dr. Anjali Awadhiya
4	Shri Kamal Rungta (Industrialist Member)
5	Dr. K.L. Rathi
6	Dr. Babita Dubey
7	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2016-17)

Date : 03.05.2017

Agenda :-

- IQAC Plan proposed for new session.

Minutes :-

- Discussion about the implementation of previous session's proposed plan.
- College's website to be updated.
- Release of Academic Calendar..
- Induction program for newly admitted students.
- Orientation programme for Guest faculty, J.B. Professor.
- Analysis of the results for improving the academic performance of the college.
- To organize national seminar on sociology and political science.
- To emphasis on best practices
- To organize computer basics training program for office staff.
- To establish counseling centre for student.
- Upgrading of Departmental libraries.
- Work plan prepare for the NAAC evaluation of college and different committees are formed for the betterment of NAAC preparation.
- Organize placement and career oriented plan for students.
- Organize the training programmes of entrepreneurship under skill development.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Babita Dubey
5	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2017-18)

Date : 04.08.2017

Agenda :-

- Formation of new college committees for IQAC activities as per new UGC Criteria for NAAC evaluation.

Minutes :-


- Activities performed by previous session's committees were put before the new committees.
- New Committees must reorganize and arrange their activities as per the latest criteria for NAAC evaluation.
- Various works were finalized for the upcoming activities in the current session.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Babita Dubey
5	Dr. Shashi Kashyap

Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2017-18)

Date : 04.10.2017

Agenda :-

- Coordinator of IQAC explained the new rules by NAAC.

Minutes :-

- All the information regarding students should be uploaded in the college website for SSS.
- Evaluation of teachers by the students.
- Different social development activities to be carried out in the village adopted by the college and also monitor the impact of these social development activities in the village.
- Activities should be in accordance with the mission and vision of the college.
- Instead of LOI, IQAC is to be sent calendar.
- Result analysis should be done through graph.
- Evaluation of work done by the alumni.
- Committee should be formed for different activities.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. K.L. Rathi
4	Dr. Moniya Rakesh
5	Dr. Richa Thakur
6	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



**Internal Quality Assurance Cell (IQAC)
Agenda and Minutes of the Meeting
Session (2017-18)**

Date : 24.10.2017

Agenda :-

- Meeting of conveners for preparation of all the seven criteria of SSR.

Minutes :-

- Discussion on implementation of seven criteria
 1. Curricular Aspects –
 - a. Academic calendar
 - b. All the required documents of criteria I should be uploaded.
 - c. Diploma/certificate course should be stated.
 - d. Value added courses like PSC coaching English etc. should be continued
 - e. Collect all the field/project work information.
 2. Teaching, Learning & Evaluation
 - a. Prepare list of students taken admission from other state.
 - b. Teaching should be ICT based.
 - c. List of award, received by the faculties.
 - d. Selection of new aspects of teaching
 - e. Internal assessment
 3. Research, Consultancy & Extension
 - a. Organized workshop on intellectual property rights.
 - b. Collect all the information regarding book published, paper published by the faculties.
 - c. Published college manual research magazine.
 - d. Organized visits of students of nearby schools to one college labs.
 4. Infrastructure
 - a. Upgrading of Central Library and promote the use of E-library
 - b. Purchase Soul Software 2.0.
 - c. Purchase Braille books.
 - d. Purchase and Registration of e-books.
 - e. Purchase of computers.
 5. Student support & progression –
 - a. Continue scholarships given by the college facility.
 - b. Organize work shop to promote vocational skills.
 - c. Update the placement information.
 6. Governance and leadership-
 - a. To organize faculty development program.
 - b. Prepare departmental register with agenda & minutes.
 - c. To start the process of welfare fund.
 - d. Update the list of financial help given to students and non-teaching staff.

7. Institutional best practice –
- Water harvesting, solar panels, lighting through LED, Braille software, ramp and footpath etc. should be started by the college.
 - Selection and then activation of any two best practices.
 - Extra coaching of students of Vigyan Vikas Kendra.
 - Proper disposal of e-waste, chemical waste and solid waste.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. D.C. Agrawal
3	Shri Kamal Rungta (Industrialist Member)
4	Shri Mohan Agrawal (Member from Society)
5	Dr. P. Agnihotri (Senior Administrative Officer)
6	Dr. A.N. Makhija (Senior Administrative Officer)
7	Dr. Arti Gupta
8	Dr. Meera Gupta
9	Dr. Alka Duggal
10	Dr. Richa thakur
11	Dr. Moniya Rakesh
12	Dr. Reshma Lakesh,
13	Dr. Babita Dubey
14	Dr. Shashi Kashyap

A Sehgal
Dr. Amita Sehgal
 (IQAC Coordinator)



S2
Dr. Sushil Chandra Tiwari
 (Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2017-18)

Date : 29.01.2018

Agenda :-

To join and invite the new members for the new ideas regarding IQAC.

Minutes :-

- Discuss about the competitive exams of students.
- Provide the list of hireable and trainable students under MYSY.
- Discussion about the career guidance.
- Discussion on one day and one week workshops.
- Information of schemes regarding the welfare of student is given to IQAC.
- The excursion tours already organized by the college are discussed.
- Discussion of proposed plan of the current session and its implementation.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Dr. Richa Thakur
4	Dr. Moniya Rakesh
5	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



**Internal Quality Assurance Cell (IQAC)
Agenda and Minutes of the Meeting
Session (2017-18)**

Date : 03.02.2018

Meeting held with external and internal members of the IQAC

Agenda :-

- Welcome of invitees.
- Presented the mints of previous meeting
- Principals address.
- Prepare work plan.
- Invited suggestion and discussion of members.
- Discussion about the other subjects with the permission of chairperson.
- Thanks giving.

Minutes :-


- Release of seminar proceedings of Dept. of Botany and Microbiology.
- Principal emphasized that 2019 is the target year for NAAC evaluation as per the new criteria and for this committees must strictly adhere to the latest parameters and schedule.
- IQAC coordinator Dr. Amita Sehgal told about the programs already done like 25 days women entrepreneurship program, education tour to Delhi, distribution of swine flu medicine.
- Dr. P. Agnihotri told that college should work according to the planned program. He emphasized on Green Audit.
- Dr. A.N. Makhija told that college should provide a market facility to sell the products prepared by the students under the women entrepreneurship program.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Nisreen Husain
3	Mr. Kamal Rungta (Industrialist Member)
4	Dr. Richa Thakur
5	Dr. Moniya Rakesh
6	Dr. Shashi Kashyap
7	Dr. A.N. Makhija (Senior Administrative Officer)
8	Dr. P. Agnihotri (Senior Administrative Officer)
9	Dr. Mohan Agrawal (Member from Society)
10	Dr. Rachna Pandey (Alumni Member)
11	Ms. Ruchi Sharma (Student Member)
12	Ms. Devika (Student Member)


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 17.07.2018

Agenda :-

1. To conduct induction program.
2. To upload all the necessary information's in the website.
3. To sign memorandum of understanding (MOU) with different organizations.
4. To conduct various competitive activities.
5. To open mental health centre and to establish skill development centre.

Minutes :-

1. At the beginning of the session, induction program for first year and first semester students is to be organized so that they can be acquainted with college facility, campus and different activities.
2. According to the NAAC, all necessary information are to be uploaded regarding latest information, upcoming events, students and stakeholders information etc.
3. For mutual benefit of different organizations of the society and college, it is decided to sign various memorandum of understanding to enter into collaborations.
4. To develop overall personality of the students, various curricular, co-curricular competitive activities to be planned department wise.
5. In the current session, mental health centre will be opened to counsel the needy students and skill development centre will be established as incubation centre where students will be trained and skilled for self employment.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Richa Thakur
3	Dr. Nisreen Husain
4	Dr. Moniya Rakesh
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



GOVT. DR. W.W. PATANKAR GIRLS' P.G. COLLEGE DURG

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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 27.11.2018

Agenda :-

1. Analysis of Result
2. Finalisation of SSR preparation team.
3. Shifting of science faculty in new constructed wing.
4. Conduction of training & placement workshop.
5. Updating of website.

Minutes :-

1. Result of all the classes is to be analyzed and adequate action to be taken for different subjects or the subject on which poor result came.
2. On the basis of seven criteria of SSR, committees are formed with regular and adhoc teachers so that systematic preparation could be carried out.
3. New science wing constructed and in the current session science faculty shifted to the building and accordingly all the activities are to be carried out.
4. To fill the gap between higher education and job placement it has been decided to train the students for interview, group discussion, resume building etc.
5. To update website with recent activities, upcoming events, latest new, new videos, press release, new photographs.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Meera Gupta
3	Dr. Richa Thakur
4	Dr. Nisreen Husain
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
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Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 19.01.2019

Agenda :-

1. Preparation of documents for SSR
2. Updating of departmental files and NAAC related files.
3. Preparation of AQAR of the session 2018-19.
4. Discussion on work done by SSR preparation committees.
5. Conduction of parent's teachers meeting.
6. Upload NAAC related documents in NAACTAB created in website.

Minutes :-

1. Various documents which are to be uploaded in website while preparation of SSR is listed out which are to be gathered and posted.
2. All the departmental heads are instructed to prepare required departmental files and NAAC committees are also guided for documentation.
3. AQAR for the session 2018-19 to be prepared in the new format given by NAAC, so important elements were discussed for that.
4. Work done by seven committees of SSR drafting are discussed and impending work is planned which are to be completed step by step.
5. Departmental heads are instructed to organize parent teachers meeting to discuss the problem if any, to take feedback and to acquaint them with college facilities.
6. As per NAAC guideline, NAAC Tab created in the website in which all important prior documents and further supported documents are to be uploaded.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Meera Gupta
3	Dr. Richa Thakur
4	Dr. Nisreen Husain
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



**Internal Quality Assurance Cell (IQAC)
Agenda and Minutes of the Meeting
Session (2018-19)**

Date : 07.05.2019

Agenda :-

1. Student Feedback Analysis.
2. Library Management System.
3. Online Registration for Anti-ragging.
4. Best Practices for next session.
5. Purchase of computers as required.
6. Student Progress report.

Minutes :-

1. It was decided to distribute feedback forms to post graduate students and after collection it is to be analyzed by the feedback committee.
2. Library management system was decided to be systematized to manage the resources in the library. It was decided to maintain data of books issued to learners.
3. Anti-ragging committee was instructed to take the steps for online registration of the students for the new session.
4. For the session 2019-20 discussion was done to make a list of best practices and to finalize two best practices which can be followed.
5. As PGDCA seats are increased, more number of computers are required and also existing computers are to be maintained.
6. Head of all the departments are given the format of Result Analysis and instructed to prepare it as soon as result will be declared and also to take proper action for the subjects in which result is poor.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. D.C. Agrawal (Invited members)
3	Dr. Meera Gupta
4	Dr. Richa Thakur
5	Dr. Alka Duggal (Invited members)
6	Dr. Nisreen Husain
7	Dr. Usha Chandel (Invited members)
8	Dr. K.L. Rathi
9	Dr. Prasunna (Invited members)
10	Dr. Anuja Chouhan (Invited members)
11	Dr. Shashi Kashyap


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)



**Internal Quality Assurance Cell (IQAC)
Agenda and Minutes of the Meeting
Session (2019-20)**

Date : 15.07.2019

Agenda :-

- Welcome of guests, proposed work for the session
- Suggestions on Preparation of SSR.
- Inviting suggestions of committee members and other discussions with the permission of Principal, expert Dr. A.N. Makhija to provide suggestions on Preparation of SSR.

Minutes :-

- 90% of proposed plan of session 2018-19 is implemented (establishing & running of honesty corner, aqua, club, green army, soil testing)
- Students should be made aware of each and every activity performed by the college.
- Motivate students to connect to the facebook page of the college.

Expert Dr. A.N. Makhija suggestions:-

- SSR preparation is a team work.
- Display the names of topper students (all faculties)
- MOU with other college/industry.
- College has maintained ragging free environment.

Expert Dr. P. Agnihotri suggestions:-

- Aware students regarding SSS
- Focus on best practices like Aqua club, Red Cross, or honesty corner.
- Upload all the required documents properly.
- Check NAAC website regularly.

Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. A.N. Makhija (Senior Administrative Officer)
3	Dr. P. Agnihotri (Senior Administrative Officer)
4	Dr. Meera Gupta
5	Dr. Richa Thakur
6	Dr. Alka Duggal
7	Dr. Nisreen Husain
8	Dr. Sunita Gupta
9	Dr. K.L. Rathi
10	Ku. Anandita Biswas (Student Member)


Dr. Amita Sehgal
(IQAC Coordinator)




Dr. Sushil Chandra Tiwari
(Principal)