



Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



Internal Quality Assurance Cell

"Ensuring excellence through continuous assessment and enhancement of academic and administrative practices."



Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



IQAC COMMITTEE ACADEMIC SESSION 2022-23

Sl.No.	Name of Members	Position in Committee
1.	Prof. Archana Varma (Principal)	(Principal) Chairperson
2.	Dr. Vandana Nigam	Co-ordinator
3.	Dr. Nivedita Tandon	Teacher Member
4.	Dr. Sugandha Tiwari	Teacher Member
5.	Dr. Alka Srivastava	Teacher Member
6.	Dr. Suman Singh	Teacher Member
7.	Dr. Archana Dixit	Teacher Member
8.	Dr. Eshita Pandey	Teacher Member
9.	Dr. Sanchita Laxmi	Teacher Member
10.	Dr. Sadhana Puri	Old Alumni
11.	Mr. Arpit Awasthi	Industrialist
12.	Mr. Dinesh Chandra Goel	Industrialist
13.	Mr. Krishnendra Srivastava	Office Superintendent
14.	Mr. Deep Narayan Dwivedi	Accountant
15.	Ms. Poonam	Student (By Nomination)

13/394, CIVIL LINES, KANPUR, U.P. 208001

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MINUTES OF THE MEETING HELD BY IQAC (2022-2023)

JULY 11th 2022

A meeting of the IQAC was held in room no.17 with NAAC committee, various head of the departments and ministerial staff at 11.30 a.m .

Following points were discussed:

- 1) As the classes were scheduled to start, the HOD's were told to display the time-table on the departmental notice board and ensure that the classes are conducted regularly and students are regularly attending the same.
- 2) Orientation/ Assembly to be conducted for the students.
- 3) The library Incharge had asked the HOD's to select names of books from the catalogues provided so that more books could be purchased according to the NEP syllabus in the college library.
- 4) Promotion under CAS of 28 faculty members from Associate Prof.(Stage IV) to Professor (Stage V) was due. The screening of their files was being done by the IQAC.
- 5) NAAC committee was told to report the progress in their respective criterias bimonthly.
- 6) The non-teaching staff was told to provide the relevant information as & when required to the NAAC committee.
- 7) Approval of 12 Value Added Courses by the Management was taken for this session.

Following members were present:

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3	Dr. Nivedita Tandon	Teacher Member
4	Dr. Alka Srivastava	Teacher Member
5	Dr. Archana Dixit	Teacher Member
6	Dr. Eshita Pandey	Teacher Member
7	Dr. Sanchita Laxmi	Teacher Member
8	Mr. Deep Narayan Dwivedi	Accountant

Naac Memembrs		
Sl.No.	Name of Members	Position in Committee
1	Dr. Mukulika Hitkari	Chairperson
2	Dr. Archana Srivastava	Teacher Member
3	Dr. Suman Singh	Teacher Member
4	Dr. Upasana Verma	Teacher Member
5	Dr. Vandana Dwivedi	Teacher Member
6	Dr. Prerna Kambo	Teacher Member
7	Ms. Sweta Gond	Teacher Member

HOD		
Sl.No.	Name of Members	Department

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1	Dr. Anjali Srivastava	Zoology
2	Dr. Rachna Prakash	Chemistry
3	Dr. Pappi Misra	Political Science
4	Dr. Asha Pandey	Sanskrit
5	Dr. Sucheta Shukla	Philosophy
6	Dr. Sushma Sharma	Psychology
7	Dr.Indu Yadav	Hindi
8	Dr. Sangeeta Srivastava	Music
9	Dr. Sabiha Anjum	B.Ed.
10	Dr. Mehvish Hashmi	Biotechnology

NOVEMBER 9th 2022

A meeting of IQAC was held in the Principal office at 11.45 a.m

Agenda discussed:

1. Principal instructed all the HOD's to organize seminars / lectures/workshops for the benefit of the students on relevant topics related to the curriculum and invite eminent academicians for the same.
2. The Cultural, Literary and Science Association incharges was also told to organize their annual fests .
3. All the newly promoted 28 Professors were congratulated by the Principal. The IQAC team members were felicitated by the teachers association for their support in the above task.
4. All the NAAC criteria incharges gave an update regarding their progress in data collection.

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Following members were present:

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1	Dr. Archana Varma	Principal Chairperson
2	Prof. Vandana Nigam	Co-ordinator
3	Dr. Nivedita Tandon	Teacher Member
4	Prof. Sugandha Tiwari	Teacher Member
5	Prof. Suman Singh	Teacher Member
6	Dr. Eshita Pandey	Teacher Member
7	Mr. Dinesh Chandra Goel	Industrialist
8	Mr. Deep Narayan Dwivedi	Accountant
9	Ms.Poonam	Student

Naac Memebrs		
Sl.No.	Name of Members	Position in Committee
1	Dr. Mukulika Hitkari	Chairperson
2	Dr. Archana Srivastava	Teacher Member
3	Dr. Suman Singh	Teacher Member
4	Dr. Upasana Verma	Teacher Member
5	Dr. Vandana Dwivedi	Teacher Member
6	Dr. Prerna Kambo	Teacher Member
7	Ms. Sweta Gond	Teacher Member

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HOD		
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1	Dr. Anjali Srivastava	Zoology
2	Dr. Rachna Prakash	Chemistry
3	Dr. Pappi Misra	Political Science
4	Dr. Asha Pandey	Sanskrit
5	Dr. Sucheta Shukla	Philosophy
6	Dr. Sushma Sharma	Psychology
7	Dr.Indu Yadav	Hindi
8	Dr. Sangeeta Srivastava	Music
9	Dr. Sabiha Anjum	B.Ed.
10	Dr. Mehvish Hashmi	Biotechnology

FEBRUARY 9th 2023

A meeting of IQAC with NAAC committee, various committee incharges and office staff was held in the Principal office at 11.30 a.m

Following agendas were discussed:

1. Decision was taken to instruct the HOD's & faculty members to update the departmental records if not already done.
2. Requirements pertaining to chemicals/ maintenance of instruments/ furniture / boards / bookshelves were given by some departments. The same would be forwarded to the purchase and maintenance committees incharges.
3. Students had given their grievances in the suggestion boxes regarding the college canteen and washroom cleanliness. The cafeteria committee was told to be very strict with the vendor & ensure regular checking of the canteen.
4. Feed forms had been collected from the students and teachers.

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5. More green campus initiatives to be undertaken with zero-tolerance towards use of plastic.
6. All the committee incharges were told to give an update of the work and activities done by their committee.
7. NAAC members were told to start their compilation work .
8. Office staff were instructed to ensure proper maintenance of office & leave records.
9. Former NAAC coordinator of the college Dr Neeta Shukla gave her consent to visit the college on Feb. 20th 2023 and give her valuable suggestions pertaining to NAAC.

Members present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	Principal Chairperson
2	Prof. Vandana Nigam	Co-ordinator
3	Prof. Mukulika Hitkari	Naac Co-ordinator
4	Dr. Nivedita Tandon	Teacher Member
5	Prof.Archana Srivastava	Member Naac
6	Prof. Sugandha Tiwari	Teacher Member
7	Prof. Alka Srivastava	Teacher Member
8	Prof. Suman Singh	Teacher Member
9	Prof. Upasana Verma	Teacher Member
10	Dr. Archana Dixit	Teacher Member
11	Dr.Amita Srivastava	Naac Member
12	Dr.Eshita Pandey	Teacher Member
13	Dr.Vandana Dwivedi	Teacher Member
14	Ms. Shweta Gond	Naac Member
15	Dr.Prerna Kambo	Naac Member
16	Ms. Sanchita Laxmi	Teacher Member
17	Dr Manishi Pandey	Naac Member
18	Mr Ravendra Singh	Office Superintendent
19	Mr Arvind Srivastava	Non- Teaching Staff

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20	Mr Nilesh Srivastava	Non- Teaching Staff
21	Mr Krishnendra Kumar	Non- Teaching Staff

APRIL 20th 2023

A meeting of the IQAC and NAAC committee was held in the Principal office at 10.30a.m

Agenda discussed :

1. Suggestions given by the former NAAC coordinator Dr Neeta Shukla would be incorporated in the SSR compilation by the different criteria incharges .
2. All the NAAC criteria incharges gave an update of the progress in their criteria.
3. As the students & faculty had participated in the Energy literacy training program designed by Swaraj Energy Foundation, the culminating of the above program was to be done in the mega Climate Clock Assembly event on April 22nd event in New Delhi This event will be organized online by the IQAC in collaboration with Swaraj Energy Foundation, NITI aayog, AIM, CSIR & AICTE. Our master trainers Dr Sanchita Lakshmi & Dr Naveen Gupta had assembled the climatic clock gifted to the college by the Swaraj Energy Foundation.
4. Decision was taken to organize more activities under the existing MoU's. Proposal had been put forward by FICCI FLO for a MoU with our college for a 6 month computer & beautician training diploma programme. These would be signed in the next academic session.
5. The UBA team under the aegis of IQAC had organized 2 health camps under the “**Anaemia Mukh Bharat**”program of **National Health Mission** in the adopted villages(Ramel nagar & Divinipurva) of the college on March 28th & April 15th 2023 respectively. A significant number of people from the above villages benefitted from these camps. Doctors from J.K Cancer Institute, R.K.Devi Memorial hospital and Paliwal Diagnostic Centre were involved in this camp. The Principal praised the UBA team for this social work.
6. Promotion under CAS of 23 Assistant Professors (Stage I) to Asst.Prof. Senior scale (Stage II) & 3 Associate Prof.(Stage IV) to Professor (Stage V) was due. Screening of their files was being done by the IQAC.

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7. Divyangjan friendly washroom needed some repair work.
8. The examination committee was informed about the upcoming semester exams.
9. The admission committee was reconstituted and told to be functional from the coming week.
10. The NAAC committee requested the College Governing Council for a solar panel in the college.

Members present:

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4	Prof. Sugandha Tiwari	Teacher Member
5	Prof. Alka Srivastava	Teacher Member
6	Dr. Archana Dixit	Teacher Member
7	Prof. Suman Singh	Teacher Member
8	Dr. Eshita Pandey	Teacher Member
9	Dr. Purna Kambo	Teacher Member
10	Dr. Sanchita Laxmi	Teacher Member
11	Ms. Poonam	Student

JUNE 4TH 2023

A meeting of the IQAC was held in the Principal office at 10.30 a.m

1. The screening committee of the CSJM university and subject experts had consented for June 5th 2023 for the screening process of the files of the faculty members due for promotion.
2. A briefing was done today of all the above faculty members for tomorrow's meeting.

The meeting was attended by:

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2	Dr. Vandana Nigam	Co-ordinator
3	Dr. Nivedita Tandon	Teacher Member
4	Dr. Alka Srivastava	Teacher Member
5	Dr. Suman Singh	Teacher Member
6	Dr. Archana Dixit	Teacher Member

Apart from the above IQAC members, all the 26 faculty members whose promotion was due were also present.

Dr. Vandana Nigam

IQAC Co-ordinator

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ACTION TAKEN REPORT ON THE ISSUES RAISED IN THE MEETINGS OF THE SESSION 2022-2023

1. The promotion process of all the eligible faculty members under the CAS was successfully completed.
2. The grievances of the students had been taken up and resolved.
3. Many departments had successfully organized lecture series which were enthusiastically attended by the students
4. The Annual Literary, Cultural & Science fests were also organized by the respective committees
5. Purchase of books was in process. Maintenance and repair work was being carried out.
6. NAAC criteria incharges were collecting and compiling the data received from various departments.
7. The Solar panel request was welcomed by the College Governing Council and the latter had assured its installation in the coming academic session.

Dr. Vandana Nigam

IQAC Co-ordinator

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