



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 2018 - 2019

Members	Position
Dr. Sadhana Singh	(Principal) Chairperson
Dr. Vandana Nigam	Co-Ordinator
Dr. Nivedita Tandon	Teacher Member
Dr. Sugandha Tiwari	Teacher Member
Dr. Alka Srivastava	Teacher Member
Dr. Shubham Shiva	Teacher Member
Dr. Suman Singh	Teacher Member
Dr. Sanchita Laxmi	Teacher Member
Dr. Sadhana Puri	Old Alumni
Mr. Ravendra Singh	Office Superintendent
Mr. Deep Narayan Dwivedi	Accountant

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MINUTES OF THE MEETING HELD BY IQAC (2018-2019)

APRIL 27th 2018

A meeting of IQAC was held in the Principal office at 12.15 p.m. The committee members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sadhana Singh	(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. Shubham Shiva	Teacher Member
7.	Dr. Suman Singh	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Dr. Sadhana Puri	Old Alumni
10.	Mr. Ravendra Singh	Office Superintendent
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- Keeping in mind the declaration of the results of Class 12th, admission committee was constituted & told to be functional from the second week of May till the completion of the admissions.



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JULY 10th 2018

A meeting of IQAC was held in the principal office at 11.45 a.m. Following committee members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sadhana Singh	(Principal) Chairperson
2.	Dr. Vandana Nigam	Co-coordinator
3.	Dr. Nivedita Tandon	Teacher Member
4.	Dr. Sugandha Tiwari	Teacher Member
5.	Dr. Alka Srivastava	Teacher Member
6.	Dr. Shubham Shiva	Teacher Member
7.	Dr. Suman Singh	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Dr. Sadhana Puri	Old Alumni
10.	Mr. Ravendra Singh	Office Superintendent
11.	Mr. Deep Narayan Dwivedi	Accountant

The following agenda was discussed:

- The Principal welcomed the committee members.
- Decision was taken to plan an orientation program for the newly inducted students before the start of the new academic session
- Principal told the members to ensure proper implementation of the academic calendar schedules & timely completion of the syllabus for the session
- All the members were asked to work in coordination with Departmental heads/ various committee incharges so that different academic, sports, NSS, NCC & cultural events are smoothly organized.
- Recommendations were given to plan guidelines for academic & administrative audit of different departments of the college.
- It was decided that the members will coordinate with the different block incharges to ensure proper maintenance of the blocks.
- IQAC presented a list of faculties who were to attend orientation/ Refresher/ FDP to the Principal for her permission.
- Follow up of the proposal put forward by Department of Sanskrit to work in collaboration

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with Central Sanskrit University, New Delhi for promotion of Sanskrit language.

- Approval of 08 Value Added Courses by the Management was taken for this session.
- Block incharges have given applications for some repair & maintenance of some instruments in the Central research laboratory. Office Superintendent was told to depute the incharge concerned to follow up the matter.
- Instructions were given to mentors to give proper counseling & guidance to their assigned mentees.

OCTOBER 10th 2018

A meeting of IQAC was held on October 10th in the IQAC room at 11.30 a.m. Following committee members were present.

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sadhana Singh	(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. Shubham Shiva	Teacher Member
7.	Dr. Suman Singh	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Dr. Sadhana Puri	Old Alumni
10.	Mr. Ravendra Singh	Office Superintendent
11.	Mr. Deep Narayan Dwivedi	Accountant

The following points were discussed:

- The Sanskrit Department was congratulated for the successful start of employment-based Certificate & Diploma courses in the college in collaboration with Central Sanskrit University, New Delhi.
- Proposal by the faculty of science for organizing a training workshop in basic techniques in Microbiology was approved. Another workshop by the Bioinformatics Infrastructure

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facility Centre (DBT) of the college in Latest Computational Approaches in Science & Technology was also approved.

- Coordinator appreciated the awareness & cleanliness campaign carried out by the NSS volunteers in the slum areas under the Swachhata Abhiyan mission
- Librarian Dr. Kshama Tripathi had given a request for purchase of some books for the college library. The principal permitted the same.
- The different departmental heads were asked to ensure that their students & teachers are visiting the college library from time to time
- Decision was taken to install “Suggestion boxes” for all the students in A, B & C blocks. Principal reiterated that matter of any student grievance should be given utmost priority
- It was decided that the students will be instructed to maintain regular attendance in their classes
- It was decided that the Cultural & Literary coordinators will be asked to select students to participate in the upcoming various events of the College & thereafter in Youth festival of the university.

DECEMBER 5th 2018

A meeting of IQAC was held on December 5th in the IQAC room at 11.30 a.m. Following committee members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sadhana Singh	(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. Shubham Shiva	Teacher Member
7.	Dr. Suman Singh	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Dr. Sadhana Puri	Old Alumni
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The following points were discussed:

- Suggestions were given to apprise students in the assembly of the importance of Yoga for better health so that more students enroll themselves in the regular yoga sessions held in college
- Proposal for enhancement of soft skills in students was put forward
- Follow up of the “Unnat Bharat Abhiyan” initiative by Government of India. In this context a proposal was put forward to constitute a team of dedicated teachers & students to start work in the 5 adopted villages near Kanpur.
- For the upcoming mid-term assessment in December, departmental heads were told to instruct the faculty to set the examination papers of their respective syllabus.
- Proper display of the mid-term assessment schedule, timely assessment of the answer sheets & showing the same to the students so that they are aware of their shortcomings was done.

FEBRUARY 11th 2019

A meeting of IQAC was held on February 11th in the IQAC room at 11.30 a.m. Following committee members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sadhana Singh	(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. Shubham Shiva	Teacher Member
7.	Dr. Suman Singh	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Dr. Sadhana Puri	Old Alumni
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The following points were discussed:

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- Appreciation was given by the Principal to the IQAC & Department of English for Successful organization of workshop on Leadership Development for the students
- The NSS team did commendable work in organizing Blood Donation Camp in the college & health camps in the villages nearby, for which they were thanked by the IQAC
- A special appreciation was given by the principal to the college Rangers team for their commendable social work for the community
- AQAR filling process to be initiated.
- In order to expand ICT-enabled teaching in class rooms a proposal was put forward for setting up of LCD projector & screen in the three blocks along with Wi-Fi.
- Decision was taken to impart training to faculty members on ICT-enabled teaching
- Computer literacy training to be given to non-teaching staff
- Instructions to students, teachers & non-teaching were given to contribute in making the campus “plastic-free” & “tobacco-free”.
- Distribution & thereafter collection of student & teacher feed-back form was done.

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ACTION TAKEN REPORT 2018-19 ON ISSUES RAISED IN MEETINGS

1. Repair & maintenance of the instruments in the Central Research Laboratory was done.
2. Sanskrit Department started their Certificate & Diploma courses.
3. The request by the librarian for purchase of books was accepted & thereafter books were purchased.
4. Suggestion Boxes were installed in 'A' & 'B & 'C' blocks.
5. Training session for teaching & non-teaching faculty for ICT-enabled teaching & Computer literacy respectively was done. Student Satisfaction Survey done & analyzed.

Dr. Vandana Nigam
(IQAC Co-coordinator)