



## 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 2023 – 2024

Members	Position
Prof. Archana Varma	(Principal) Chairperson
Mrs. Ananta Swarup	Committee of Management
Dr. Vandana Nigam	Co-ordinator
Dr. Nivedita Tandon	Teacher Member
Dr. Sugandha Tiwari	Teacher Member
Dr. Alka Srivastava	Teacher Member
Dr. Suman Singh	Teacher Member
Dr. Archana Dixit	Teacher Member
Dr. Eshita Pandey	Teacher Member
Dr. Sanchita Laxmi	Teacher Member
Dr. Sadhana Puri	Old Alumni
Mr. Arpit Awasthi	Industrialist
Mr. Chandra Goel	Industrialist
Mr. Krishnendra Srivastava	Office Superintendent
Mr. Deep Narayan Dwivedi	Accountant

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## MINUTES OF THE MEETING HELD BY THE IQAC (2023-24)

AUGUST 2<sup>nd</sup> 2023

A meeting of the IQAC members was held in the Principal office at 11.30 a.m.

Points discussed:

1. FICCI FLO and Loveleen Malhotra Cambridge High Education Society submitted a proposal for a MoU. The aim is to impart skill-based six months training to the college students in Computer application & Beautician courses. This course would be under the aegis of Uttar Pradesh Kaushal Vikas Mission. The proposal would be forwarded to the Secretary for his perusal.

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2. All the committee/cell incharges would be told to finalize the nature & date of events of the activities to be conducted in this academic session.
3. Mentors to guide their allotted mentees in matters pertaining to academics and also solve any other queries.
4. Concern over decreasing attendance of students in college was expressed by most of the faculty members.
5. NAAC criteria incharges to start finalizing their respective criteria and collect pending data from various departmental and committee incharges. They will give an update in the next meeting.

The following members were present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
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. Sanchita Laxmi	Teacher Member
7	Dr. Sadhana Puri	Old Alumni
8	Mr. Krishnendra Kumar	Acting Office Superintendent

**OCTOBER 5<sup>th</sup> 2023**

A meeting of the IQAC & NAAC was held in the IQAC room at 11a.m

Following points were discussed:

1. Some departments had put up a query regarding the existing UGC care list. The latest list would be circulated in the college WhatsApp group



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2. Data was incomplete in some criteria. The criteria incharges were told to complete it.
3. MoU's needed proper documentation
4. Some documents in criteria 3 & 5 needed validation from the concerned department
5. Departmental report needed to updated from 2018-2023

Members present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3.	Dr.Mukulika Hitkari	Co-ordinator Naac
4.	Dr. Nivedita Tandon	Teacher Member
5.	Dr. Archana Srivastava	Teacher Member
6.	Dr. Sugandha Tiwari	Teacher Member
7.	Dr. Alka Srivastava	Teacher Member
8.	Dr. Suman Singh	Teacher Member
9.	Dr.Upasana Varma	Teacher Member
10.	Dr. Archana Dixit	Teacher Member
11.	Dr. Amita Srivastava	Teacher Member
12.	Dr. Eshita Pandey	Teacher Member
13.	Dr. Vandana Dwivedi	Teacher Member
14.	Ms Shweta Gond	Teacher Member
15.	Dr. Sanchita Laxmi	Teacher Member
16.	Mr. Krishnendra Kumar	Acting Office Superintendent

**OCTOBER 11<sup>th</sup> 2023**

A meeting of IQAC & NAAC was held with the clerical staff in the Principal office at 11.30 a.m.

Agenda discussed:

Criteria and SOP's in which office data was required were handed over to the staff and a timeline of 15 days was given to them to complete them.

Apart from the Principal, IQAC & NAAC members following clerical staff were present:

Sl.No.	Name of Members	Position
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1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3	Mr. Krishnendra Kumar	Acting Office Superintendent
4	Mr. Deep Narain Dwivedi	Accountant
5	Mr. Nilesh Srivastava	
6	Mr. Nishikant Misra	
7	Mr. Sharad Maurya	

**NOVEMBER 28<sup>th</sup> 2023**

A meeting of the NAAC & IQAC members with the college faculty members was held in room number 17 at 11.30 a.m

Agenda discussed:

1. The college faculty was apprised of some pending details required from them
2. All the incharges and faculty members were informed that as the NAAC work was of utmost priority, they should be available both offline & online whenever required
3. A short powerpoint presentation of the different criterias (SSR) was done by our IT and computer application faculty in order to familiarize the teaching staff of the SSR filing process.

More or less all the faculty members were present apart from the following NAAC members:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3.	Dr.Mukulika Hitkari	Co-ordinator Naac
4.	Dr. Nivedita Tandon	Teacher Member
5.	Dr. Archana Srivastava	Teacher Member

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6.	Dr. Sugandha Tiwari	Teacher Member
7.	Dr. Alka Srivastava	Teacher Member
8.	Dr. Suman Singh	Teacher Member
9.	Dr. Upasana Varma	Teacher Member
10.	Dr. Amita Srivastava	Teacher Member
11.	Dr. Eshita Pandey	Teacher Member
12.	Dr. Sanchita Laxmi	Teacher Member

### DECEMBER 5<sup>th</sup> 2023

A meeting of NAAC & IQAC with Departmental incharges was held in the Principal office at 1.30 p.m.

The incharges were told to complete the pending departmental details in the given data templates as soon as possible and forward them to the criteria incharges.

The meeting was attended by all the NAAC members and departmental incharges

### JANUARY 11<sup>th</sup> 2024

Principal held a meeting with the IQAC & NAAC at 11.30 in the office.

Following agenda were discussed

1. Feedback to be collected from students & faculty and analyzed thereafter.
2. The criteria incharges apprised the Principal of the pending work in the criteria assigned to them.
3. Under the CAS promotion, a meeting of 2 faculty members (Dr. Kshama Tripathi for Professor stage & Dr. Sangeeta Sirohi for Associate Prof.) was successfully held on January 10th 2024 in the C.S.J.M University, Kanpur.

Following members were present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3.	Dr. Mukulika Hitkari	Co-ordinator Naac

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4.	Dr. Nivedita Tandon	Teacher Member
5.	Dr. Archana Srivastava	Teacher Member
6.	Dr. Sugandha Tiwari	Teacher Member
7.	Dr. Alka Srivastava	Teacher Member
8.	Dr. Suman Singh	Teacher Member
9.	Dr. Upasana Varma	Teacher Member
10.	Dr. Amita Srivastava	Teacher Member
11.	Dr. Purna Kambo	Teacher Member
12.	Dr. Manishi Pandey	Teacher Member
13.	Mr. Krishnendra Kumar	Acting Office Superintendent

### FEBRUARY 7<sup>th</sup> 2024

A meeting of IQAC, NAAC & Departmental incharges was held at 1.30 p.m to

- Discussion focused on some queries which incharges had put up pertaining to departmental details.
- Career Counseling Cell had forwarded a proposal from IQRA IAS coaching institute. Kanpur for a career counseling session for students.
- An advanced computer training workshop for teaching & non-teaching staff was to be organized in the coming month

Apart from IQAC & NAAC meeting was attended by all the incharges.

### APRIL 13<sup>th</sup> 2024

A meeting of IQAC & NAAC was held in IQAC room at 11.45 a.m

Points discussed:

1. Final compilation of criterias to be started by the criteria incharges
2. Scholarship details to be collected from office staff
3. External Audits ( AAA, Energy, Green & Environment ) to be finalized with SAFE audit agency.
4. SSS to be analyzed.

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Members present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3.	Dr.Mukulika Hitkari	Co-ordinator Naac
4.	Dr. Nivedita Tandon	Teacher Member
7.	Dr. Alka Srivastava	Teacher Member
8.	Dr. Suman Singh	Teacher Member
9.	Dr.Archana Dixit	Teacher Member
10.	Dr. Amita Srivastava	Teacher Member
11.	Dr. Prerna Kambo	Teacher Member
12.	Dr. Sanchita Laxmi	Teacher Member
13.	Mr. Krishnendra Kumar	Acting Office Superintendent

## APRIL 18<sup>th</sup> 2024

Meeting of IQAC, NAAC & Departmental Incharges held at 11.45 a.m in Principal Office

Points discussed:

1. All the incharges were told to complete their departmental report according to the format previously provided
2. Departmental Library to be maintained if not done. If any instruments required maintenance in the laboratories, the same should be communicated to the college maintenance committee.

The meeting was attended by the incharges apart from the IQAC & NAAC members.

## MAY 6<sup>th</sup> 2024

Meeting of IQAC with the administrative incharges of A,B, C blocks & Finance department was held in the Principal office.

The main focus

- Filing of IIA ( by the IQAC team)
- The completion of audit reports ( by block incharges)



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- Solar Panel installation was done

Following members were present:

Sl.No.	Name of Members	Position in Committee
1	Dr. Archana Varma	( Officiating Principal) Chairperson
2	Dr. Vandana Nigam	Co-ordinator
3.	Dr. Nivedita Tandon	Teacher Member
4.	Dr.Archana Srivastava	Teacher Member
5.	Dr.Archana Dixit	Teacher Member
6.	Dr.Eshita Pandey	Teacher Member
7.	Dr. Sanchita Laxmi	Teacher Member
8.	Mr. Krishnendra Kumar	Acting Office Superintendent

**MAY 15<sup>th</sup> 2024**

A meeting of IQAC with the Departmental Incharges was held in the Principal Office at 12.30 p.m

Agenda discussed:

1. The SAFE audit agency had given data templates for the 4 audits
2. The Incharges were told to complete the data templates pertaining to their departments for the Academic audit
3. The templates for the Administrative & Energy Audit were given to the office staff & the Green & Environment audit templates were assigned to members of IQAC & Science Association.
4. IQA had been filed. Few queries had come up for clarification, which were resolved by the IQAC

All the IQAC members & Departmental Incharges.

## **ACTION TAKEN REPORT**

1. Computer application & Beautician courses under the aegis of Uttar Pradesh Kaushal Vikas Mission were successfully started



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2. All the data collection from the different departments, committee incharges, office etc., as per SSR format was almost completed by the criteria incharges
3. IIQA was filed.
4. A & A, Green, Environment & Energy audits were initiated by the SAFE audit agency.
5. Promotion of 2 faculty members was facilitated.
6. SSR filling was in process.

**Dr. Vandana Nigam**

**IQAC Coordinator**

IQAC Co-ordinator  
Dayanand Girls P.G.College  
Kanpur