



## 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."**

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# Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



## IQAC COMMITTEE ACADEMIC SESSION 2019-2020

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



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



### MINUTES OF THE MEETING HELD BY IQAC (2019-2020)

APRIL 25<sup>th</sup> 2019

A meeting of IQAC was held in the Principal office at 11.30 a.m. The 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 agenda was discussed:

- 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.



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



**JULY 10<sup>th</sup> 2019**

A meeting of IQAC was held in the Principal office at 11.45 a.m. The 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.	Mr.Dinesh Chandra Goel	Industrialist
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 conduct a meeting of the faculty members with the parents/guardians of the students as the new session was beginning.
- Principal laid emphasis on signing of MoU's with research institutes/ colleges/industries in order facilitate students & faculty exchanges, joint academic programs & research collaborations.
- After a successful implementation of Value Added courses in the previous session , Management approved 09 Value – Added courses.
- Proper display of time-table on the departmental notice board to be done & alternate teacher arrangement to be done if any teacher is on leave
- Medium of instruction should be strictly bilingual (Hindi & English), keeping in mind that the majority of our students come from Hindi-medium schools.



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



- Faculty was asked to devote more time for research-related activities.

**OCTOBER 10<sup>th</sup> 2019**

A meeting of IQAC was held on October 10th in the IQAC room at 11.30 a.m. The 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.	Mr. Arpit Awasthi	Industrialist
10.	Mr. Ravendra Singh	Office Superintendent
11.	Mr. Deep Narayan Dwivedi	Accountant

The following points were discussed:

- Matter was put up that there is a need for deployment of a gatekeeper at the main entrance of the college, keeping in mind that our college is situated on the VIP road which has heavy traffic.
- Principal instructed the IQAC to assign some members to follow up whether remedial classes are being timely conducted in each department & the mentors are available to their assigned mentee.
- Cultural coordinator & team was told to start selecting students for the upcoming youth festival of the university.
- IQAC informed about the student solar ambassador workshop to be organized on October 2nd by the college in collaboration with IIT Mumbai to commemorate to celebrate 150 years of Gandhi Jayanti.



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



- NAAC team was told to start working on their respective criterias.
- LCD Projector & screens were installed in the seminar hall, room no. 18 & 16.
- Faculty was instructed to take at least one lecture in a week in ICT mode.
- The departmental heads were told to take details from their faculty about how much syllabus has been completed so far.

**DECEMBER 5<sup>th</sup> 2019**

A meeting of IQAC was held on December 5th in the IQAC room at 11.30 a.m. The 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.	Mr. Ravendra Singh	Office Superintendent
10.	Mr. Deep Narayan Dwivedi	Accountant
11.	Ms. Ananya	Student (By Nomination)



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



The following points were discussed:

- The departmental heads were told to display the mid-term assessment schedule on the departmental notice board.
- Sanitary napkin vending machine was not working properly.
- College became overall champion in the C.S.J.M University Youth festival. The team was congratulated on their success.
- Botanical garden incharge & team were told to start the labeling process of all the flora of the college.
- Some students had complained about the cleanliness of the washrooms. Principal asked the maintenance committee to look into the matter.
- Furniture needing repair in the 'C' block was identified.

### **FEBRUARY 11<sup>th</sup> 2020**

A meeting of IQAC was held on February 11th in the IQAC room at 11.30 a.m. The 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



## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



The following points were discussed:

- The IQAC & English Department were appreciated by the Principal for organizing a program on personality development & preparation for competitive exams.
- It was decided that an office employee should be deputed in each block to check that all the lights & fan are switched-off after the classes. For the same it was also decided that the students should be asked to switch off the lights before leaving their classrooms.
- Office staff was instructed to waste less paper.
- Complaints had come for the deteriorating food quality in the college canteen. The Cafeteria incharge was told to look into the matter.

**Dr. Vandna Nigam**  
IQAC Co-ordinator





## Internal Quality Assurance Cell DAYANAND GIRLS P.G. COLLEGE



### ACTION TAKEN REPORT 2019-20 ON ISSUES RAISED IN MEETINGS

- The labeling process of the college flora was initiated.
- Each Department started taking two classes weekly in ICT mode.
- A new sanitary vending machine was installed.
- Need based remedial classes were being taken.
- Gate keeper was deployed at the main entrance of the college.

Dr. Vandna Nigam  
IQAC Co-ordinator