



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 2020 -2021

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.Suman Singh	Teacher Member
7.	Dr.Eshita Pandey	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

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MINUTES OF THE MEETING HELD BY IQAC (2020-2021)

JUNE 10th 2020

Online meeting of the IQAC was held via zoom platform on June 10th, 2020 at 2 p.m. It was attended by the following members:

Sl.No.	Name of Members	Position in Committee
12.	Dr. Sadhana Singh	(Principal) Chairperson
13.	Dr. Vandana Nigam	Co-ordinator
14.	Dr. Nivedita Tandon	Teacher Member
15.	Dr. Sugandha Tiwari	Teacher Member
16.	Dr. Alka Srivastava	Teacher Member
17.	Dr.Suman Singh	Teacher Member
18.	Dr.Eshita Pandey	Teacher Member
19.	Dr. Sanchita Laxmi	Teacher Member
20.	Dr. Sadhana Puri	Old Alumni
21.	Mr. Ravendra Singh	Office Superintendent
22.	Mr. Deep Narayan Dwivedi	Accountant

The following agenda was discussed:

- Discussion was focused on the study of the guidelines for skill-based education courses under the NSQF in Nutrition & Physiotherapy & Dress designing & Tailoring.
- The team decided to assign the above courses to the respective faculty. The faculty Dr. Poonam Dwivedi (HOD, Physical Education) for Nutrition & Physiotherapy & Dr Vineeta Srivastava (HOD, Home Science) for Dress Designing & Tailoring were asked to prepare a proposal & submit the same to IQAC & thereafter to NSQF for approval.
- Botany, Chemistry, Music departments put forth a proposal for organizing webinars. Geography department organized an E-lecture series for students to guide them on MCQ based examination pattern.



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AUGUST 3rd 2020

- Online meeting of IQAC was held on August 3rd at 12.30 p.m via Zoom & was attended by the following members:

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. Suman Singh	Teacher Member
7.	Dr. Eshita Pandey	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 agenda was discussed:

- Discussion was held on the usage of online tools to conduct classes for the new session during the Covid pandemic. Decision was taken to create a WhatsApp student & faculty group to facilitate online sharing of class schedules & zoom/ google meet links for classes.
- Teachers were told to post E-content of their concerned topics on the college website. Keeping in view the preparations for the NEP implementation from the coming session, the Education department planned to organize a national webinar on NEP in September. College faculty was informed about the same.
- As graduate & post graduate final year university examinations were due, Principal instructed the faculty to keep in touch with the students through their groups & solve their study related queries, as many students had communicated to their respective teachers that they wanted important topics to be revised again. Teachers were told to take online tutorials as & when required.
- Eligible faculty members completed their Orientation/ Refresher courses online.

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- Decision was taken to install a sanitizer machine in the college as offline classes were about to start.
- Under the aegis of “Muskurayega India” IQAC decided to conduct an online workshop on “Mental health in Covid 19” for the faculty & students from August 26th- 28th. The main speaker was Ms Sonal Kumar(U.S.A).

NOVEMBER 4th 2020

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. Suman Singh	Teacher Member
7.	Dr. Eshita Pandey	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:

- Faculty members were asked to take offline classes for the new session following Covid protocol
- Departments were told to prepare a list of the webinars, lectures/ workshops organized / paper presented / FDP's / Orientation & Refresher programmes attended during the Covid period.



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FEBRUARY 8th 2021

Meeting of IQAC was held in the Principal office on Feb. 8th at 11.30 a.m & was attended by the following members:

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. Suman Singh	Teacher Member
7.	Dr. Eshita Pandey	Teacher Member
8.	Dr. Sanchita Laxmi	Teacher Member
9.	Mr. Ravendra Singh	Office Superintendent
10.	Mr. Deep Narayan Dwivedi	Accountant
11.	Ms. Poonam	Student (By Nomination)

The following points were discussed:

- The departments were asked to keep their records ready for the Internal academic audit
- The block incharges were asked to facilitate the administrative audit & submit the report the IQAC.
- The NSS, NCC, Unnat Bharat Abhiyan & Rovers & Rangers team were praised for the mammoth community & outreach work done during the pandemic. A “help desk” was started by the college on the website for blood, plasma & bed availability. An “Awareness Campaign” for Covid 19 was also started on the college website.



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ACTION TAKEN REPORT 2020-21 ON ISSUES RAISED IN MEETINGS

1. Skill-based education courses were successfully implemented.
2. Internal Academic and Administrative Audit was completed.
3. Documentation was done by the faculty members of the various online activities done
4. IQAC coordinator deputed team members to regularly check the quality of e-content posted by the faculty on the website.

Dr. Vandana Nigam

IQAC Co-ordinator