



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 2021-22

Sl.No.	Name of Members	Position in Committee
1.	Dr. Sunanda Dubey	(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. Arpit Awasthi	Industrialist
11.	Mr. Dinesh Chandra Goel	Industrialist
12.	Mr. Ravendra Singh	Office Superintendent
13.	Mr. Deep Narayan Dwivedi	Accountant
14.	Ms. Richa Verma	Student (By Nomination)

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MINUTES OF THE MEETING HELD BY IQAC (2021-2022)

JULY 12th 2021

A meeting of IQAC was held in the Principal office on July 12th at 11.30 A.M.
The following 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. Sanchita Laxmi	Teacher Member
8	Dr. Sadhana Puri	Old Alumni
9	Mr. Arpit Awasthi	Industrialist
9	Mr. Dinesh Chandra Goel	Industrialist
10	Mr. Ravendra Singh	Office Superintendent
11	Mr. Deep Narayan Dwivedi	Accountant

The following agenda were discussed-

- As the university examinations were due to start, faculty and the students were told to adhere to strict about covid guidelines in examination rooms.
- As the NEP implementation was scheduled from this academic session, all heads of the departments were told to plan the time table accordingly. The college time-table committee was informed about the same
- A proposal for NEP orientation program for students and teachers was put forth.
- A NEP orientation program for college faculty was scheduled for August 25th.

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- The Principal informed the members about the recent changes in the NAAC format from 2020-2021 assessment year. All the NAAC criteria incharges were asked to collect data accordingly.

OCTOBER 4th 2021

A meeting of IQAC was held in the IQAC room on October 4th at 1.30 P.M. The following 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. Sanchita Laxmi	Teacher Member
8.	Dr. Sadhana Puri	Old Alumni
9.	Mr. Dinesh Chandra Goel	Industrialist
10.	Mr. Deep Narayan Dwivedi	Accountant

The following agenda were discussed:

- As the academic session started late due to the second COVID wave, timely execution of the academic and co-curricular activities was to be done.
- Decision was taken that a NEP orientation program for Semester I students would be held on November 22nd. It would be a Lecture cum Interactive session with the NEP coordinator of the University.
- Under the Career Advancement Scheme of UGC promotion of two faculty members Dr. Poonam Dwivedi (Physical Education) and Dr. Kshama Tripathi (Library Science) is due from Assistant Professor.
- Stage III to Associate Professor Stage IV. The IQAC members were asked to study the latest UGC guidelines and check their career records. A few more ramps were required in block C for Divyanjan students.
- After a session break in Value Added courses due to Covid-19, IQAC decided to take approval from the management for 09 new value added courses for this session.

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- The NAAC committee was asked to submit a report on the progress done so far in each criterion.
- The Drawing and Painting department informed the committee about the workshops scheduled in this month under the aegis of Mission Shakti Program.

DECEMBER 2nd 2021

A meeting of IQAC was held in the Principal office on December 2nd at 11.30 A.M. The following members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Archana Varma	(Principal Officiating) 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. Sanchita Laxmi	Teacher Member
8.	Dr. Sadhana Puri	Old Alumni
9.	Mr. Arpit Awasthi	Industrialist
10.	Mr. Ravendra Singh	Office Superintendent

The following agenda were discussed:

- The mid-term assessment schedule was chalked out as per the university guidelines.
- The departments who had put forth their proposals for organizing webinars, workshops and competitions were told to plan the above either before or after the completion of the examinations.
- Some of the computers of the I.T lab.required software update.
- Some furniture required to repair. The maintenance committee was told to look into the matter.
- The Departmental libraries and the college library required books according to the NEP. The librarian was told to ask for quotations from different publishers.

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MARCH 7th 2022

A meeting of IQAC was held in IQAC room on March 7th at 11.45 A.M. and was attended by the following members:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Archana Varma	(Principal Officiating) 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. Sadhana Puri	Old Alumni
8.	Mr. Arpit Awasthi	Industrialist
9.	Mr. Dinesh Chandra Goel	Industrialist
10.	Mr. Ravendra Singh	Office Superintendent
11.	Mr. Deep Narain Dwivedi	Accountant

The following agenda were discussed:

1. The NSS incharge informed that a seven day special camp of NSS was scheduled from March 24th till March 30th in the slum area Hospital Ghat.
2. The college signed MoU's with EPR Recycler for plastic and E-Waste Recycling, Career Launcher, Kanpur, a leading education service provider guiding students for CUET, CAT, CLAT, IIM competitive examinations and HBTU.
3. The IQAC coordinator asked the committee members to check the relevant documents of six teachers whose promotion was due from Assistant Professor Stage I to Assistant Professor (Senior Scale) Stage II.
4. IQAC informed the faculty to hold more remedial classes for the Ist semester students if they are facing any problem, considering the new pattern introduced as per NEP. The mentors were also asked to guide their allotted mentees in the co-curricular and vocational courses.
5. Internal Academic Audit of departments was completed.

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6. Internal Administrative Audit committee was asked to complete the audit of the three blocks.

MAY 31st 2022

A meeting of IQAC was held in Principal office on May 31st at 1.30 P.M.

The following members were present:

Sl.No.	Name of Members	Position in Committee
1.	Dr. Archana Varma	(Principal Officiating) 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. Sanchita Laxmi	Teacher Member
8.	Dr. Sadhana Puri	Old Alumni
9.	Mr. Arpit Awasthi	Industrialist
10.	Mr. Ravendra Singh	Office Superintendent
11.	Mr. Deep Narain Dwivedi	Accountant

The following agenda were discussed:

- All the committees of the college apprised the IQAC of the work done during the session.
- Activities done under the MoU's were documented.
- Innovation committee helped students to make Herbal Medicated Soap.
- Principal asked the Science departments to submit a list of requirements for laboratory work for the IIIrd semester due to start from July to the purchase committee.
- Feedback was collected from various stakeholders.
- The NAAC members were told to keep in mind the guidelines issued by NAAC on preparation regarding implementation of NEP, while preparing the SSR.

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ACTION TAKEN REPORT

1. NEP orientation programs for students and faculty was successfully organized by the IQAC.
2. Many departments also conducted many webinars on NEP.
3. Books for NEP were sanctioned.
4. NSS successfully organized a special camp for slum dwellers.
5. Feedback collected and analyzed.
6. During the year IQAC was continuously involved in facilitating the promotions of faculty members in a transparent manner according to the UGC guidelines. Subsequently on recommendations of the selection committee several teachers were promoted.
7. Internal A&A completed.

Dr. Vandana Nigam
IQAC Coordinator