

Meeting - I

Date: 23 July 2018

The first meeting of the IQAC for the session 2018-19 was held under the chairmanship of Dr. Archana Mishra on 23rd Aug 2018.

The agenda was to discuss various issues related to ongoing session (odd sem)

Following members were present in the meeting-

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)

Minutes of the Meeting

In the beginning of the meeting Dr. Archana Mishra introduced & welcomed Ms. Anjali Prasad as a new member of IQAC.

The key points of the meeting are as follows –

- Discussed guidelines to be notified to students for new semester..
- It was decided to organize an orientation meeting for the students of V Sem. to inform them about newly introduced G.E. Course
- It was decided to start proper documentation of INSPIRE aspirates / beneficiaries at departmental level.
- Finally, Dr. Archana Mishra thanked all members for sparing their valuable time.

Meeting - II

Date: 24 July 2018

A meeting with B.A. V Sem. Students, IQAC members & all the Arts faculty members was called under the chairmanship of Dr. A. Mishra.

Following members attended the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)
7. Dr. Bharati Sharma (Faculty member)
8. Dr. Kiran Bala (Faculty member)
9. Dr. Archana Chauhan (Faculty member)

Minutes of the orientation meeting with V sem. Students

The key points of the meeting are as follows –

- Informed students entering the V semester about choosing a new subject as Generic Elective (GE), beside the two main subjects they are studying as DSE & DSEC.
- All the faculty members provided detailed information of the curriculum of GE subject, so that students can choose GE, according to their interest & career aspect.
- The availability of limited seats in the subject was also highlighted in detail. The students were informed that they will get(G.E.)Generic Elective of their choice on the basis of first come first served

Meeting - III

Date: 27 July 2018

A meeting of IQAC under the chairmanship of Principal was called for discussing various points & plan of action for the session 2017-18. Following members attended the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)

Minutes of the meeting

- Principal & co-ordinator discussed important information for filling & uploading AQAR for the session 2017-18 according to new format.
- Action plan was chalked out to upgrade teaching quality as well as for enrichment in work culture.
- For preparing academic calendar, tentative activity schedule was invited from all the department/committee heads comprising events to be organized in the session 2018-19.
- A plan for innovative activities was chalked out for developing interest for research work in students.
- It was discussed that regular monitoring of time table compliance will be done through regular rounds by Principal accompanied by IQAC members.
- It was discussed to identify and solve the problems of students through students welfare committee time to time.
- Provision of additional space for proper documentation of IQAC records was also discussed.
- Measures to improve students attendance & timely compliance of Key Performance Indicator (KPI) directions was also discussed.

Meeting - IV

Date: 21 August 2018

An orientation meeting was organized for the new batch of B.A.,B.Sc. Ist Semester students.

Following members attended the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupama Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)

Following faculty members were also present ---

7. Dr. Bharati Sharma
8. Dr. Kiran Bala
9. Dr. Archana Chauhan
10. Dr. Asma Siddique
11. Dr. Uma
12. Dr. Parul Chaddha
13. Mrs. Pallavi Singh
14. Dr. Sangeeta Singh
15. Mrs. Anshu Goyal
16. Dr. Jyotika
17. Mrs. Deepti Nagpal
18. Preeti Verma
19. Ms. Anubha Saini
20. Ms. Himani
21. Ms. Deepa
22. Sazia Tabassum

Minutes of the meeting

All the relevant information related to college, discipline, work culture, curriculum were given to the student.

The key points are as follows –

- Students were informed about the CBCS pattern, the choice of the subjects and other compulsory papers.
- Pattern of internal & external examination was also informed to the students.
- Students were informed about 75% attendance for the appearance of examination.
- Various sources of scholarship were informed.
- Also told about time table of the college & section division.
- Informed students about students Union Election, plan of action & events going to be organized by different committees such as Discipline, Green Brigade, Vistar, Library, Career Guidance, E-Learning, Grievance cell, Swawlamban etc.

Meeting - V

Date: 22 August 2018

An orientation meeting with B.A. III Sem. Students & IQAC members was organized under the chairmanship of Dr. Archana Mishra.

Following members were present in the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)

Minutes of the meeting

The key points of the meeting are given below –

- Students were briefed about the choice of SEC subjects, which will be opted by them in the coming session .
- Informed them about the curriculum of SEC subject taught in odd and even semester alternately.
- Imparted information about all the activities & programs to be held in the running session.
- Informed them about internal & external examination,(Timing & Pattern).
- Importance of class attendance & discipline was also discussed.

Meeting - VI

Date: 05 October 2018

A meeting was organized with all B.A./B.Sc. faculty and IQAC under the chairmanship of Dr. Archana Mishra.

Following members attended the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)

Following faculty members were also present ---

1. Dr. Bharati Sharma
2. Dr. Kiran Bala
3. Dr. Archana Chauhan
4. Dr. Asma Siddique
5. Dr. Uma
6. Dr. Parul Chaddha
7. Mrs. Pallavi Singh
8. Dr. Sangeeta Singh
9. Mrs. Anshu Goyal
10. Dr. Jyotika
11. Mrs. Deepti Nagpal
12. Mrs. Preeti Verma
13. Ms. Anubha Saini
14. Ms. Himani
15. Ms. Deepa
16. Mrs. Deepti Nagpal
17. Ms. Shazia Tabassum

Minutes of the meeting

The key points are as follows –

- According to the criterion works have been distributed to concerned deptt, committee in charge & office.
- Planning for curriculum enrichment through various programs like computer training, English/Sanskrit speaking course and GK classes etc.
- Planning for research work & extension activities.
- Discussion about collaboration activities.
- Discussion about the Best Practice for the session 2018-19.
- Planning for the activities for next session with the focus on universal values & ethics as well as for an eco friendly campus.

Meeting - VII

Date: 27 October 2018

IQAC organized a meeting with purchase committee under the chairmanship of Principal on 27 October 2018.

Following members attended the Meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator & Member Purchase Committee)
3. Dr. Alka Arya (Secretary & Member Purchase Committee)
4. Dr. Kamna Jain (Member IQAC & Member Purchase Committee)
5. Ms. Anjali Prasad (Member IQAC & Member Purchase Committee)
6. Mrs. Shelley Singhal (Member)

Minutes of the meeting

Members discussed about the purchase of equipment required for session 2018-19.

The key points of the meeting are as follows –

- The dealer of Dell Company was approached for demonstration & display of ICT Projector, Computers, Collar mike, Camera etc.
- After demonstration, it was decided that process of purchase will be started following due procedure .
- The demand of the purchase for the thick curtains in the audio-visual room, for better visibility was also made by IQAC.

Meeting - VIII

Date: 29 October 2018

An orientation meeting was organized by IQAC with M.A. drawing faculty and M.A. I & III semester students under the chairmanship of Dr. Archana Mishra.

Following members attended the meeting –

1. Dr. Archana Mishra (Chairman)
2. Dr. Anupma Garg (Co-ordinator)
3. Dr. Alka Arya (Secretary)
4. Dr. Kamna Jain (Member)
5. Ms. Anjali Prasad (Member)
6. Mrs. Shelley Singhal (Member)
7. Mrs. Meenakshi Kashyap (Faculty Member)
8. Ms. Seema Rani (Faculty Member)
9. Ms. Chanda (Faculty Member)

Minutes of the meeting

The meeting was organized for introducing activities & work culture of the deptt.

Key Points of the meeting are as follows –

- Information regarding M.A. Semester system, course, time table, practical classes were highlighted.
- Guidelines were given to the students about compulsory attendance & timely completion of practical work.
- Detailed information was given about internal & external exams & about result also.
- Important information was imparted regarding annual Drawing & Painting exhibition & publication of catalogue.
- The meeting concluded with the discussion on various queries, problems & suggestions.

Meeting IX

Date: 22 April 2019

A meeting of IQAC was held under the chairmanship of Dr. Archana Mishra.

Following members attended the meeting –

1. Mr. Sunil Kumar Tayal (Representative, Management IQAC)
2. Dr. Archana Mishra (Chairman)
3. Dr. S.K. Gupta (Community Member)
4. Prof. Smita Jha (Community Member)
5. Dr. Anupma Garg (Co-ordinator)
6. Dr. Alka Arya (Secretary)
7. Dr. Kamna Jain (Member)
8. Ms. Anjali Prasad (Member)
9. Mrs. Shelley Singhal (Member)
10. Dr. Jyotika (Alumni Member)
11. Mr. Anuj Singhal (Office Member)
12. Ms. Zeba (B.A. IV Sem.) (Student Representative)
13. Ms. Noor-E-Draksha (B.Sc. VI Sem.) (Student Representative)

Minutes of the meeting

Key Points of the meeting are as follows –

- Recapitulation of main points of the previous IQAC meeting was made and it was informed that previous demands of installation of smart board/ICT facility in Room No. 02, chairs for students and blind curtains in A/V room has been fulfilled by the college.
- First of all, the prolonged demands of auditorium, NSS room, another A/V rooms, wash room, language lab, wall fans, display boards and podium were discussed.
- Registration proposal of college Alumni was approved.

- A new students welfare fund, initiated by the faculty was discussed & approved.
- It was finalized that a sum of Rs. 200/= will be charged from the students for appearing in Internal Re-exam. This step was taken to lessen the No. of students who don't take Internal exams seriously.
- College website updation according to NAAC norms was accepted.
- The AQAR of 2017-18 was also placed before the statutory body and permission was granted to upload AQAR on the College website.
- In the end, Chairman thanked everyone for sparing their valuable time.