

02.08.2023

## Meeting

- Agenda - Plan of Action 2023-2024

\* <sup>→ Minutes:</sup> Criteria to be allotted

\* Academic calendar

IQAC initiative - Activity calendar

\* Identification of committees - criteria wise

\* IQAC departmental Incharges will be same

Criteria Division:

I Dr. Geeta Rani

II Dr. Garima Malik

III Dr. Deeksha

IV Dr. Poonam Rajni

V Dr. Archana &amp; Dr. Rajni

VI Dr. Chayya

VII Dr. Kumkum

Extended - Dr. Sonika

Overall Coordination: IQAC Coordinator - Dr. Poonam

Code of conduct - VII	(earlier in II) Mentoring & Counselling - VII
AISHE & NRF	Proctorial - V
Innovation Cell - III	Admission, T.T & Int. Exam 1 <sup>st</sup>
Maintenance - IV	Scholarship - V
Activity Club - V	Media Cell - All Criteria
Industry Acad. I, V, II	Student welfare - 5
LMS I, II	Lib - 4
Res. Dev. Cell - III	Collegescope - 5
Indian lang. - V	Anti ragging - 5
Cell for Diff abled II	Career Counselling - 5
Teacher Re-skilling - VI	Website - All
	Vasudha - 7

- Hostel, Mess etc. ] 5  
 Student Grievances ]  
 Debating, Sports ]  
 Medical Aid - 6  
 Old Student Committee - 5  
 Transport, Road - 5  
 Cultural enrichment - 5  
 Film Club - 5/3  
 Progressive women Forum - Extension, 3, 5, 7  
 Staff Club - 6  
 NSS NCC Rangers - 3 & 5  
 MOU - 3  
 Certificate Course - 1

12 Principal - Prof. Nivedita Kumari

1 IOAC coordinator - Dr. Poonam

1 Co-coordinator - Dr. Sonika

1 Dr. Archana

Dr. Rajni

Dr. Chayya

Dr. Kunkum

1 Dr. Deeksha

2 Dr. Geeta

3 Dr. Gargina

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*Sonika*

*Deeksha*

*Geeta*

*Gm  
02/8/23*

16.08.2023

\* Agenda: To discuss about workshop on 'Enterprise Architecture Adoption for HEI' to be held on 19.8.23. by IQAC & Teachers' Reskilling Cell

\* Minutes of Meeting:

Division of workload for workshop

- Cleanliness of Hall - Dr. Poonam & Dr. Anjali (History)
- Attendance of Participants
- Hall arrangement, playcards, Memento, Decoration, Diya, Sarasu  
Dr. Archana Rani, Dr. Poonamlata
- Hospitality - <sup>Dr.</sup>Shailza, <sup>Dr.</sup>Sunita, <sup>Mrs.</sup>Mamta (H.Sc.), <sup>Ms.</sup>Himani (Hsc)
- Correspondence with Resource Persons, Flyer, Registration Form  
<sup>Plantlets (PCS)</sup>
- Feedback form, Invitation & Notices, Whatsapp group - Dr. Garim  
<sup>MOU with UBI</sup>
- Banner, Anchoring - Dr. Deeksha Yajurvedi
- Photography, videography, Geotagging - Neha Tandon & Prashant
- Media Report, Report writing (Hindi & English) - <sup>Geeta Rani</sup> Poonam lata
- Mike, Light, Projector, Generator, Youtube live Recording - Dr Raja  
Mrs Upasana (Chem.), Mr. Margorb Alam
- Folders, Remuneration, overall coordination - Dr. Sonika
- Registration - Dr. Shailza & Ms. Anjali Yadav
- Treasurer - Dr. Archana Rani

1. Prof. Sonika Choudhary
2. Prof. Archana Rani
3. Prof. Rajani Srivastava
4. Dr. Poonam
5. Dr. Deeksha Yajurvedi
6. Dr. Garima Malik

*Shailza*  
*Garima*  
*Deeksha*  
*Am*  
16.8.23

28.08.2023

\* Agenda :- To discuss about plan of action for the year 2023-24 with Criterion Incharges (NAAC) & respective committees Incharges and members on 28.08.2023 by IQAC.

\* Meeting of committee Incharges & members with Crite 1 and Criterion 2 Incharge:

Criterion 1 :- Dr. Greta

Criterion 2 :- Dr. Garima Malik.

\* Minutes of Meeting

- Handing and taking of charge from respective criterion Incharges to new members.

- Criterion 1: (1) Curricular planning & delivery, development Add-on Value added & skill development courses to be developed by each dept. (30 hours min)

(2) MoU to be done for value added and add on course with Proper documentation :- Skill development Committee shall guide all departments.

( to keep proper record of course, attendance, feedback, certificates, MoU copy, syllabus, no. of participants who successfully completed the course)

(3) Online Ed. & LMS cell :- Shall take separate meeting to reach all faculty members for smooth functioning

(4) Library period, Remedial and Tutorial classes to be as in Time table - Time table committee

min. 2 periods/week to be kept in timetable

Every teacher to keep 2 periods/week in timetable

Tutorial/remedial periods to be shown in teacher promotion CAS.

Criterion 2 :-

⑤ Internal Assessment notifications to be kept in proper record,

→ Calender (Annual) of yearly activities

→ Question papers of all subjects to be well documented

:- Internal Assessment Committee

→ Internal Examination Redressal Mechanism to be followed and keep proper record of students' application, actions taken by committee and Principal.

→ While showing Internal copies to P.G. students take signature of student as SEEN, and maintain a separate record.

→ Keep record of Recommendation letter of students who go for Higher studies, show in Progression of Higher Ed.

→ Int. Exam Redressal committee to be formed at dept. level working efficiently to moderate all internal exam related queries [Notices, evaluation, display of marks, any objections].

→ Dept to keep record of students who face problem of being absent in Internal & after redressal, send a copy of it at year end to Examination Committee (Int).

→ to prepare Policy document regarding Internal Assessment mechanism.

→ In case of curricular designing, college can involve in sending suggestions to BOS convenor; documents to be kept in proper record. [typed formal stamped document of suggestions given to BOS, Academic council, EC etc.] students' feedback also to be documented.

→ Media cell :- Media report in regional English: newspapers, and report needed in both languages (Eng & Hindi).

→ Last 3 months media coverage to be posted on website/fb page.

→ Proper record of ...

including all details.

- All criterion Incharges to ensure the coverage of their points in 3 months media pdf.
- Take Aadhar card / PAN card no. of guest faculty appointed, along with joining letter.
- All data/documents to be send self attested & duly signed.
- In case of PG admission, keep proper record of category wise students (Gen, OBC, SC, ST)., OBC admitted on gen seat to be counted in general.
- To keep record of PH and EWS students and inform respective committee.
- Mentoring Committee: all guest faculties to be involved in mentoring along with permanent faculty members.
- All depts. to send media report copy to respective Criterion Incharges also.
- Efforts and activities undertaken for slow, average and advanced learners, field visits also can be included in criterion 2.
- Internship :- election of class representatives :- Experiential Learning in Criterion-2  
rest will go in Criterion 3 [Internship in collaboration Moll as per syllabus].
- Students' feedback :- duly signed by students, google form to be filled by students and parents.

Principal :- Prof. Nivedita Kumari -

IQAC Coordinator :- Dr. Poonam

" Co-Coordinator) - 1. Dr. Sonika Chaudhary

Criterion Incharge: 1 Dr. Geeta (Eco)

" 2: Dr. Geeta Malik

Poonam  
Saini  
G.M.

04.9.23

Agenda: To discuss about plan of action for the session 23-24 with Criterion Incharges (NAAC) #3 & #4, IQAC members & respective committee incharges & members

Criteria #3 Dr. Deeksha Yajurvedi Research Innovation & Ext.

Criteria #4 Prof. Rajni Srivastava

Minutes of Meeting:

Criteria #3

\* Research Criteria:

- Major & Minor project details to be provided to RDC
- Research paper (at least 02) in UGC care list
- Edited books, book chapters details (Cover page, ISBN NO. etc)
- Research scholar details, attendance

\* Innovation - seminar/workshop (offline/online) on topics - Research methodology, IPR, entrepreneurship

Prepare proposal & submit to Principal mam

\* Extension activities (NCC, NSS, Vasudha, Film Clu. <sup>Rangers, PWF</sup> Inhouse)

AIDS, Gender issues, Swatch Bharat/Cleanliness issues

Outreach activities - NGO, outside collaboration

Govt / Non govt recognition - Award/Honour (From outside agency)

\* MOU & collaborative activities - Detailed report to be sent  
At least 03 activities - functional MOU: (Date of sign - till completion)

\* Internship - Criteria #1, if from outside agency in collaboration then criteria #3

5MB limitation Summary, No. of participant, Notice invitation, thanksgiving letter, Geotag photo collage (6pic)

Feedback

\* Try to submit Major & Minor projects for grants to diff Govt. organizations.

\* Certificate & Value added courses to be upgraded  
 → Utilization certificate (to be signed by Head of the Institute, Supervisor/PI & CA)

#### Criteria #4 Infrastructure & Learning Resources

\* Infrastructure - comp., antivirus, printers - Use regularly

- Any new addition to be informed eg smart board

- Bills, stock register, audit report, etc to be provided

\* Learning Resource

- Library - Provide links of syllabus, e content etc

- Inc. footfall of students & faculty

- Maintain softcopy of personal data individually

- Research lab laptop requirement may be submitted

Principal : Prof. Nivedita Kumar

IQAC Coordinator : Dr. Poonam

IQAC Co-coordinator :- Dr. Sonika Chaudhary

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04/10/2023

Criterion 3 Incharge :- Dr. Deeksha Yajurvedi

Criterion 4 Incharge :- Dr. Rajni Shirastar

Criterion 2 Incharge :- Dr. Garima Malik

Criterion 1 Incharge :- Dr. Geeta Rani

Prof. Sunita

Prof. Meelam

Prof. Kunkun

Prof. Anshuena

Prof. Manu Upadhyay

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Maintenance Committee

Criterion 7

Criterion 5

Library



05.9.23

Agenda: To discuss criteria #5 with respective committee  
Incharge & members

Criteria #5 Incharge: Prof. Archana Rani

Minutes of Meeting -

Policy document by Scholarship committee [criteria for selection]

# Scholarship - Govt & Non Govt

Prepare till Oct. 23 - Sanction letter, Name & sign of  
Student, group photo

Dept. may start scholarship from association money

# Capacity building program

Soft skill, life skill (yoga etc.), ICT (Comp. dept)

All document - circular, banner, attendance, certificate  
News paper cutting, feedback form

# Student benefitted from career guidance/coaching class  
Attendance & certificate [Selected Students] or competition  
or competition classes [Free of cost]

# Grievance Cell → Geotag photo, scanned documents of meet  
etc. Policy document by Grievance cell [mechanism]

# Progression → UG - PG → M.Phil → Ph.D → Post doc.

Self attested documents of students should be maintained  
Placement documents (appointment letter, company etc. det.)

# % of student qualifying NET/GATE/SLET etc exams

# Medals in sports & cultural activity (state & National  
level) - Documentation should be proper

- Ensure college student participation in college program

- Alumni prog. at departmental level, Internship prog with  
alumni

- Follow sequence, all govt notification, Principal mam  
notification for activities, Press report (Hindi & Eng)  
College code, AISHE code, College name

06.09.2023

Agenda: To discuss about action plan for the session 2023-24 with Criterion Incharges (NAAC) and respective committee Incharges & members on 6.9.2023 by IQAC

- \* Criterion 6 Incharge :- Dr. Chhaya Teotia
- Criterion 7 " " :- Dr. Kumkum Pareek

\* Minutes of Meeting :-

(A) Criterion 6 :-

⇒ faculty attending FDP/conference/workshop to provide brochure also of that FDP.

⇒ Please provide clear pic of certificate scanned, proper self attested by faculty member.

⇒ In self appraisal, print out the last page, sign & send the scanned copy.

⇒ Any department organising any event related to student/teacher welfare should provide proper clear list of participants, to be maintained, scanned and should be next

Geotaggy pic, report in Hindi + English, Press report.

⇒ Medical Aid committee: Register to be maintained mentioning aid provided to students during examination.

Register to be kept in Exam shifts to maintain record of aid provided to students.

⇒ fee receipts of seminar/conference to be kept for reimbursements by faculty members.

⇒ Non-teaching staff:- Financial Assistance provided to be document

(B) Criterion 7:

- \* Code of conduct - Policy document to be prepared.
- \* Gender Audit :- Gender issues, mentoring :- Collaborative Talk
- \* Ban plastic, - Vaastha Eco club  
PCS & BOTANY DEPTT.
- \* Distinctiveness :- to identify & recognise  
(QR code of trees can be done)
- \* Policy document of Equal Opportunity cell, to be prepared
- \* " " " use of Alternative Energy resources  
(C.D.C)

Principal :- Prof. Nivedita Kumari

IQAC Coordinator :- Prof. Dr. Poonam

IQAC Co-coordinator :- Prof. Sonika Chaudhary

Signature  
06/09/2023

Criterion 6 Incharge :- Dr. Chhaya Testa

Criterion 7 " " :- Dr. Kunkam Pareek

Criterion 3 Incharge

- 4
- 5
- 1
- 2

Signature  
Rajan

1. Dr. Manisha Singhal Incharge, Dept of Chemistry  
Singhal

Member - Mentoring - Mentees  
Committee

2. Prof. Meekam Singh

3. Prof. Anshu

4. Prof. Parul Singh

5. Nilep Kan

Prof. Anurag Singh

Em. Prof. Manjiv Singh

Signature

Signature  
English

Teacher's Reskilling cell  
Differently Abled students cell

Botany

Equal Opportunity  
Vaastha Eco  
P.C.

17.11.2023

### Agenda:

To discuss about the Action Plan for the session 22-23 with IQAC External members

### Minutes of the Meeting:

- Criteria 1 summary given by Dr. Geeta Rani
  - curriculum development
  - Every department has maintained proper document of T.T, academic calendar etc.
  - LMS portal development
- Criteria 2 summary given by Dr. Garima Malik
  - Student enrolment profile ( $>1300$ /year)
  - Teaching-learning process (slow & fast learner)
  - Mentor-Mentee ratio ( $\sim 1:15$ )
  - Evaluation process (formative & summative)
  - SSS (student satisfaction survey) conducted for 22-23
- Criteria 3 summary given by Dr. Deeksha
  - \* Research area - 1 Lakh 89000 (KRP)  
Funds Received
  - \* 28 Publications (most in UGC care list)
  - Teacher Reskilling cell conducted various workshops (09 in total)
  - \* Start up project (IIC) got appreciation
  - \* Various extension activities were conducted by NCC, NSS, PCS etc.
  - \* Various MOU signed (6 major MOU, 10 collaboration & 25 student exchange prog)

\* Criteria 4. summary given by Prof. Rajni  
Infrastr & Learning resources

- 16 Smart classes, 2 Seminar room, Many comp, yoga centre, gym etc

- E-Resources, DELNET, Infolibnet

20704 - Expenditure on books in lib

Student - comp ratio 15:1 (to be updated)

Maintenance report - To be more than 30%

Maintenance committee in order

- Criteria 5 (Prof. Archana)

Capacity building prog., ICT, Student progression  
Student benefitted by the scholarship

Many prog to enhance placement eg. Rajgarh Mela, Lunar haat

- Criteria 6 (Prof. Chhaya)

Governance, Leadership

All policies are implemented successfully as per UGC & state Govt.

Faculty empowerment - 118 teachers participated in FDP & many of them financially supported

financial audit, green audits, ISO certification  
Time to time audit (academic) conducted by

IQAC

Quality maintained by regular meetings & following ATP

- Criteria 7 (Prof. Kumkum)

Institution values & Best practices

\* Activity calendar (Eco club, NSS, NCC etc) for systematic activities, celebration of diff imp days

\* Best practices - PWF establishment

Min. use of plastic, Disabled friendly envt.

use of green energy, water conservation via recharge pit

- Summary of library given by Mr. Sanmek  
 \* Computerised library, More than 1 lakh books  
 \* Moving towards digitalization  
 \* Footfall of 400 students everyday

- Summary of Office given by Mr. Suresh  
 35-36 A/c are maintained

2 Audit/year

Research grant by govt. is properly maintained

- Views given by Student Representative of IQAC

\* Surkha Mam (Ext. Expert)

\* Pankaj Kumar Sir (Ext. expert)

\* Joint secretary (Dr. Rahul Mittal ji)

online on zoom platform

- Classes for attitude, aptitude & etiquette,

basic day to day habits of sitting, speaking, walking, eating & drinking (i.e grooming in all respect) - By Surkha Ma'am & <sup>she is interested in conducting grooming classes</sup>

- Keep up the good work & best wishes by Joint secretary sir

- Should focus on innovation & enhance skill development in students, industry linkage - Pankaj Sir

- Votes of thanks by Honourable Principal mam

Principal - Prof Nivedita Kumari

IQAC coordinator - Dr. Poonam

IQAC co-coordinator - Prof. Sonika

Incharge - Criteria 1 Dr. Geeta Rani (Online)

Criteria 2 Dr. Garima Malik

IQAC meeting with Principal  
Date: 15-02-2024

## Agenda - Data Analysis of AQAR

Minutes - ① How to maintain data according to AQAR.

② How can we improve our data according to metrics of all criteria.

③ In criteria 1. all department cover - 25

④ Criteria ② incomplete

⑤ Criteria ③. Only Extension activities remain.

⑥ focus on Publication (Scopus, & U.G.C Listed only)

⑦ Yearly one needed.

⑧ Book in chapter.

⑨ Plant conservation ~~the~~ society & Vasudha club remain.

⑩ Honours & awards completed

⑪ Criteria ④ mostly completed - Infrastructure

⑫ " ⑤ Capacity Building programme completed

⑬ student centric activities remain.

⑭ Placement remain

⑮ Guest lecture in Career counselling

⑯ Alumni remain Chits

⑰ Criterion 6 :- self Appraisal :-

FDPs / conferences etc :- only FDPs of minimum 5 days to be attached in C-6, not one day / two day etc, to be uploaded along with self appraisal in C-6.

+ E-governance policy, Governance Council, Audit reports,

(Admission ERP, LMS, Tally software)

\* Internship with collaboration! - C-3, without collab! - C-1  
(those students if advanced borrow, then in C-2)

TOAC Meeting with Principal

Agenda of the Meeting:-

- Review of AQAR-2022-23 before the uploading of data on NANC Portal.

Minutes of the Meeting:-

1. Need to follow the time line for AQAR submission.
2. Criteria-wise allocation of Schedule to upload AQAR-2022-23.

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24.4.24

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24.4.24

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24.4.24

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24/4/24

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24.4.2024.