



## ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

(Affiliated from CCS University, Meerut)


A NAAC Accredited 'A' Grade College

### IQAC COMMITTEE 2019-2020

The Internal Quality Assurance Cell (IQAC) was constituted for the academic session 2019- 20. The committee consisted of the following members:

1.	Dr. Neelima Gupta	Chairperson
2.	Dr. Deepti Kaushik	IQAC Coordinator
3.	Dr. Huma Masood	Administrative officer
4.	Dr. Mamta Singh	Member
5.	Dr. Soniya Gupta	Member
6.	Dr. Sarika Sharma	Member
7.	Dr. Anju Gupta	Member
8.	Sh. Yogendra Agarwal	Administrative officer
9.	Sh. Vinod Tyagi	Administrative officer
10.	Sh. Ujjawal Garg	Computer Operator
11.	Sh. Sanjeeveshwar Prakash	Member Management
12.	Sh. Anil Kumar Gupta	Industrialist
13.	Sh. Girish Shukla	Local society (NGO)
14.	Km. Jyoti	Student
15.	Km. Misbah Mubeen	Alumni Student

During the Academic Session 2019-2020 the IQAC held meetings and activities. Members were informed about the same in advance and they attended the various meetings as per their prior schedules. The details of the meetings and related activities are presented below.

  
 (Dr. Neelima Gupta)  
 Principal  
 Ismail National Mahila (P.G.) College  
 Meerut

# IQAC Executive Committee meeting

## Minutes of the meeting

Date & Time: 16/07/2019, 02:00PM

Venue: Conference room

The first meeting of IQAC was held on 16/07/2019 at 2:00 PM in the conference room. The following points were presented during the meeting:

### Agenda:

1. Composition of IQAC
2. Action plan of IQAC for the academic year 2019-2020.
3. Preparation of Academic Calendar
4. Orientation program for new students, NSS, and Rangers.
5. Mentorship program for faculty
6. Other suggestions.

### Members present:

1. Dr. Neelima Gupta
2. Dr. Deepti Kaushik
3. Dr. Huma Masood
4. Dr. Mamta Singh
5. Dr. Soniya Gupta
6. Dr. Sarika Sharma
7. Dr. Anju Gupta
8. Sh. Yogendra Agarwal
9. Sh. Vinod Tyagi
10. Sh. Ujjawal Garg
11. Sh. Sanjeevshwar Prakash
12. Sh. Anil Kumar Gupta
13. Sh. Girish Shukla
14. Km. Jyoti
15. Km. Misbah Mubeen

## Minutes:

Dr. Neelima Gupta, IQAC chairperson and principal welcomed all the members of IQAC in the new session. The main objective of this meeting is to discuss the action plan of the new academic session and suggest activities and programs that enhance the teaching-learning outcomes.

- ❖ The composition of IQAC has been revised. Dr. Deepti Kaushik has been designated for the post of IQAC coordinator. Dr. Mamta Singh, Dr. Soniya Gupta, Dr. Sarika Sharma, and Dr. Anju Gupta have been welcomed as the new members of the IQAC cell. After that newly elected IQAC Coordinator presented the previous year's report to all the members of the committee and the agenda of the meeting in brief.
- ❖ The committee assigned Dr. Huma Masood to prepare the Academic Calendar for the upcoming session and the same will be placed before the IQAC coordinator and principal for approval within a week.
- ❖ The committee also come up with the idea to conduct an Orientation program for all new entrants to familiarize them with the college environment. It is also suggested that an orientation program for NSS and Rangers must be commenced.
- ❖ The committee requested Dr. Huma Masood, Chief Proctor to address the newly elected Chief prefect and prefects and explain the code of conduct.
- ❖ Dr. Deepti Kaushik informed that a systematic Mentor-Mentee program is going to be introduced in the college from the current session. It is being decided that a Mentorship program for faculty members will be commenced. Dr. Deepti Kaushik assigned Dr. Anju Gupta for the task.
- ❖ Further, Dr. Deepti Kaushik invited suggestions for celebrating the 150<sup>th</sup> birth anniversary of M.K. Gandhi. Some members suggested organizing a seminar on Gandhi's ideology. Further, it was decided to conduct a three-day celebration including various activities on 2<sup>nd</sup> October 2019.

After the discussion on the aforementioned points, the meeting concluded with the vote of thanks to the chair and members by the coordinator.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
Principal  
IQAC Chairperson/Principal  
Iskcon National Institute (P.G.) College  
Meerut

## Action Taken Report:

- ✚ A three-day orientation program was organized from 5/08/2019 to 07/08/2019. The program was considerate for newly admitted students to familiarize themselves with the college environment. 255 students have participated in the program and stated their valuable feedback. On 10/08/2019, an orientation program was also convened by all three units of NSS in which 143 students participated enthusiastically. The main purpose of this program was to make students aware of the History, structure, and importance of NSS and motivate them to register for the same. The Ranger unit of the college also decided to coordinate an orientation session for the students in the first week of October 2019.
- ✚ On 22<sup>nd</sup> July 2019, a copy of the academic calendar has been circulated to all the departments after getting approval from the IQAC coordinator and Principal.
- ✚ The Proctor committee has successfully organized the inauguration ceremony on 28/08/2019 and elected the chief prefect as well as other prefects for the present session. Afterward, the Chief Proctor addressed the newly appointed prefects and explained the code of conduct of the college in detail. The duties were allocated to them as per their free periods.
- ✚ The Mentorship program was initiated by the institution at the departmental level. Every faculty member continues to mentor and guide a group of 25 students through the session. Considering the fact that our students come from diverse cultural and economic backgrounds and have varied aspiration levels and abilities, each member counsels these students so that they can take informed career decisions as well as opt for secondary courses that can help in their skill enhancement. Furthermore, faculty members help these students tide over the psychological and personal dilemmas that are common at this stage of their life. Hence, the mentorship program was carried out formally on the last Saturday of every month.
- ✚ As decided in the meeting, the "Gandhian Study Center" has concerted a three-day celebration on the 150th birth anniversary of Mahatma Gandhi which includes an Inter-university Poster Competition, Slogan Competition, and a National-level seminar on 4G Gandhi, Ganga, Gau, Gaon. More than 100 students and faculty members have taken part spiritedly in the celebration.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
IQAC Chairperson/Principal  
Ismail National Mahila (P.G.) College  
Meerut

# IQAC Executive Committee meeting

## Minutes of the meeting

**Date & Time:** 26 /09/2019, 12:30PM

**Venue:** Sociology Department

A meeting of IQAC was held on 26/09/2019 at 12:30 PM in the Department of Sociology. The following points were considered during the meeting.

### Agenda:

1. Progression on the AQAR criterion was analyzed.
2. Documentation of academic affairs and activities.
3. To organize some activities to inculcate universal values and ethics among students.
4. Mobile-phone related issues
5. Any other matter.

### Members present:

1. Dr. Neelima Gupta
2. Dr. Deepti Kaushik
3. Dr. Huma Masood
4. Dr. Mamta Singh
5. Dr. Soniya Gupta
6. Dr. Sarika Sharma
7. Dr. Anju Gupta
8. Sh. Yogendra Agarwal
9. Sh. Vinod Tyagi
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12. Sh. Anil Kumar Gupta
13. Sh. Girish Shukla
14. Km. Jyoti
15. Km. Misbah Mubeen

## Minutes:

On 26/09/2019, a meeting has persevered in the Department of Sociology at 12:30 PM. The coordinator of IQAC welcomed the members of the committee. The main agenda of the meeting is to analyze the progression of the AQAR criterion. Some other concerns related to students' progression were also rationalized. These points have been considered during the meeting:

- ❖ Dr. Deepti Kaushik, coordinator of IQAC presented the action taken report of the previous meeting and other activities conducted from July 2019 to the members.
- ❖ Dr. Deepti Kaushik invited valuable suggestions for the collection and compilation of data for AQAR 2018-19. AQAR format has been discussed in detail and three layouts regarding personal, departmental, and committee achievements are presented in order to collect data accordingly.
- ❖ It was agreed that all departments and committees should be notified about the newly designed performa and should execute activities accordingly.
- ❖ Dr. Deepti Kaushik, informed the attendees of the significance of proper documenting of academic matters and initiatives with proof in a reasonable timeframe. It was also decided that the guidelines for the same would be disseminated across all departments.
- ❖ The committee also advocated that some sessions for student career counselling be undertaken to acquaint them with various opportunities and advancements. The responsibility was handed to the career counselling cell, which had to plan relevant sessions and lectures for student's career advancement.
- ❖ The committee also determined to observe days of National and International importance as much as possible to inculcate universal values and ethics among students.
- ❖ The committee discussed mobile phone-related issues and problems pertaining to the students and resolved that strict regulation be maintained against students using mobile phones on the college campus.
- ❖ IQAC was informed to conduct audits and follow up audits periodically and document the audit report in a reasonable time frame.
- ❖ Dr. Mamta Singh said that incubation and innovation activities should be encouraged among students.

After the discussion on the above-given points, the meeting concluded with the vote of thanks to the members by the coordinator.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
IQAC Chairperson/Principal  
Small National Mahila (P.G.) College  
Meerut

## Action Taken Report:

- ⊕ The guideline regarding newly designed performa was disseminated across all departments and committees. Another circular with respect to the significance of proper documenting of academic matters and initiatives with proof in a reasonable timeframe was also communicated for the cognizance of all departments and committees.
- ⊕ The institution has observed days of National and International importance such as Diwali Sadbhavna Mela, Constitution Day, World AIDS Day, Human Rights Day, etc. with joy and enthusiasm to inculcate universal values and ethics among students.
- ⊕ A blood donation camp and a Cancer Awareness Program were conducted by the NSS units and Department of Psychology respectively for inculcating community service among the students and other stakeholders of the institution.
- ⊕ Career Counselling cell has conducted a counselling and guidance session on competitive exams like bank, SSC, Railway, BDO etc. Along with that one-day workshop was also taken place in collaboration of Lakme Academy for vocational guidance in this field. The cell also cherished the personality development of the students and conducted a session in the alliance of IMT Business school.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
Principal  
IQAC Chairperson/Principal  
Ismael National Mahila (P.G.) College  
Meerut

# IQAC Executive Committee meeting

## Minutes of the meeting

**Date & Time:** 03/12/2019, 1:30PM

**Venue:** Conference room

### Agenda:

1. Best Practices of the institution.
2. The progress of data collection for AQAR 2018-19
3. Organization of some workshops, lectures for faculty development
4. Add on and value-added courses
5. MoUs.
6. Organizes parent-teachers meet.
7. Other related issues.

### Members present:

1. Dr. Neelima Gupta
2. Dr. Deepti Kaushik
3. Dr. Huma Masood
4. Dr. Mamta Singh
5. Dr. Soniya Gupta
6. Dr. Sarika Sharma
7. Dr. Anju Gupta
8. Sh. Yogendra Agarwal
9. Sh. Vinod Tyagi
10. Sh. Ujjawal Garg
11. Sh. Sanjeeveshwar Prakash
12. Sh. Anil Kumar Gupta
13. Sh. Girish Shukla
14. Km. Jyoti
15. Km. Misbah Mubeen



## Minutes:

On 03/12/2019, a regular meeting was conducted in the conference room at 1:30 PM. Dr. Deepti Kaushik, IQAC Coordinator welcomed all members and presented the agenda of the meeting:

- ❖ Dr. Deepti Kaushik, coordinator of IQAC presented the action taken report of the previous meeting and other initiatives taken.
- ❖ The IQAC coordinator analyzed the progress of data collection and encouraged the members for their efforts.
- ❖ The existing members raised the issue of increasing the number of members in the present IQAC composition.
- ❖ Dr. Deepti Kaushik was also indicated that certain initiatives must be taken for faculty development and to strengthen the quality of teaching and learning. All other members also agreed to the suggestion.
- ❖ The following are discussed and selected for best practices for 2019-2020  
a) Environmental consciousness and sustainability. b) Health Consciousness. It is decided that the institution must be committed to the optimization of its available material and human resources and inculcation of a lifestyle that promotes the conservation of energy and other natural resources. The committee also suggested some activities to promote knowledge of the interconnections between the body, the mind, and emotions in the context of maintaining resilience and well-being as the second-best practices of the institution.
- ❖ The committee offered to initiate more add-on-courses and value-added courses in the college. It would be a great initiative for more career opportunities by nurturing the potential of students. After long deliberation, the committee decided to introduce a value-added course in the Home science and commerce departments.
- ❖ IQAC cell has appreciated the socially responsible enterprise of the institution as various programmes were conducted by NSS units.
- ❖ Dr. Sarika said that the institution must focus on ink more MoUs which will serve the industry-institute partnership.
- ❖ The committee put forward the importance of organizing the parents-teachers meet. The concerned departments are assigned to make meeting notices and prepare the feedback form in advance and successful commencement of parent-teacher meet.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
IQAC Chairperson/Principal  
Small National Mahila (P.G.) College  
Meerut

## Action Taken Report:

- ✦ An add-on course was introduced by the department of physical education on "Yoga and Health Awareness". Home-science and commerce departments also started a value-added course on "Embroidery & Handicrafts" and "Goods and Service Tax" respectively.
- ✦ To escalate the development of faculty, a faculty development program was organized from 18<sup>th</sup> December 2019 to 24<sup>th</sup> December 2019. 209 participants have attended the program and got benefitted from it. Under the direction and supervision of IQAC, a workshop on "Intellectual Property Rights" was held on 28<sup>th</sup> January 2020. A multitude of faculty members took part and gained from the experience. For IQAC members and other faculty members, a session on ranking and accreditation will be conducted on 17<sup>th</sup> February 2020.
- ✦ After discussing the importance of organizing the parents-teachers meeting, the committees resolved to organize it on 4<sup>th</sup> February 2020 at 11:30 Am and also collected their worthwhile feedback at the same day.



Dr. Deepti Kaushik  
IQAC Coordinator



Dr. Neelima Gupta  
Principal  
IQAC Chairperson/Principal  
Small National Women (P.G.) College  
Meerut

# IQAC Executive Committee meeting

## Minutes of the meeting










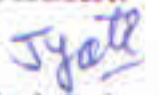
**Date & Time:** 15 /02/2020, 11:30AM

**Venue:** Conference room

### Agenda:

1. Feedback forms
2. Data submission by all the departments for AQAR 2018-2019.
3. Meeting with Alumni members.
4. Internal and external academic audit of the college.
5. Other related issues.

### Members present:

1. Dr. Neelima Gupta
2. Dr. Deepti Kaushik 
3. Dr. Huma Masood 
4. Dr. Mamta Singh 
5. Dr. Soniya Gupta
6. Dr. Sarika Sharma 
7. Dr. Anju Gupta 
8. Sh. Yogendra Agarwal 
9. Sh. Vinod Tyagi 
10. Sh. Ujjawal Garg 
11. Sh. Sanjeeveshwar Prakash 
12. Sh. Anil Kumar Gupta
13. Sh. Girish Shukla
14. Km. Jyoti 
15. Km. Misbah Mubeen

## Minutes:

Another meeting of the IQAC Cell was conducted on 15<sup>th</sup> February 2020 in which some key points were considered.

- ❖ The IQAC committee has distributed the feedback performa among all departments of the college on 03<sup>rd</sup> February 2020 and Dr. Soniya Gupta was assigned to collect the filled feedback form by 20<sup>th</sup> February.
- ❖ The committee also talks over the criterion allocation among members for timely compilation and scrutinization of data for AQAR submission. It was also agreed collectively that 20<sup>th</sup> March would be the date of submission of the internal departmental report to IQAC.
- ❖ The committee discussed matters relating to Alumni members, it was resolved that the principal may inform Alumni committee members as soon as possible to discuss matters relevant to Alumni Association.
- ❖ The committee proposed to conduct Internal as well as external audits as key elements of self-reflection and self-improvement. The objective is to identify faculty efforts that are required to improve the quality of teaching and learning. IQAC coordinator also informed all heads of the departments and committees in-charges about the upcoming internal and external academic audit of the college and asked for suggestions on the same. After a deliberative discussion, it is being decided to conduct the internal and external audit at the end of academic session.

IQAC coordinator concluded the meeting by proposing a vote of thanks to all the present members.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
Principal  
IQAC Chairperson/Principal  
Laxmi Narayan (F.G.) College  
Meerut

## Action Taken Report:

- ↓ The filled feedback form was collected by 28<sup>th</sup> February 2020.
- ↓ The criteria were distributed among IQAC members and asked to scrutinize the data for AQAR submission
- ↓ The alumni Committee of the college has organized an Alumni Meet 2020, a programme to facilitate, consolidate and coordinate alumni activities at Ramlal Hall. The alumni meet is to reconnect with the alumni and celebrate their success and various achievements. Alumni also interacted with the students and gave motivated them regarding the preparation for higher studies and placements. Students asked many questions in respect of placements and the alumni shared their views. In the end, their invaluable feedback was also collected.
- ↓ Due to unavoidable situation of covid-19, the academic audit has been postponed for the next academic session.

  
Dr. Deepti Kaushik  
IQAC Coordinator

  
Dr. Neelima Gupta  
Principal  
IQAC Chairperson (Principal)  
Meerut