



ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

(Affiliated from CCS University, Meerut)

A NAAC Accredited 'A' Grade College

IQAC Executive Committee meeting

Minutes of the meeting

Date & Time: 02/09/2020, 02:00 PM

Venue: Conference room

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

The first meeting of IQAC was held on 02/09/2020 at 2:00 PM in the conference room. Dr. Neelima Gupta, the principal/chairperson of the IQAC cell welcomed all the members to the new session. Dr. Deepti Kaushik also welcomed all IQAC members and presented the agenda of the meeting in brief. The following points were presented during the meeting:

Agenda:1

Appreciation of the work done during the lockdown

The principal appreciated the initiatives taken by the faculty regarding online teaching during the covid-19 lockdown. It was strongly felt that faculty should keep updating their skills for online teaching by participating in webinars and practicing.

Agenda:2

Composition of IQAC as per NAAC revised guidelines (April 2020)

The composition of IQAC has been revised as per the revised guidelines of NAAC w.e.f. 2020-2021. Dr. Deepti Kaushik, IQAC coordinator welcomed Ms. Swarna and Ms. Meenu Sharma as the new members of the IQAC cell. After that IQAC Coordinator presented the previous year's report to all the members of the committee and the agenda of the meeting in brief. Minutes of the previous IQAC meeting were also approved unanimously.

Agenda:3

Action plan of IQAC

The action plan of IQAC for the session, 2020-2021 was discussed in detail. The action plan was finalized by prioritizing AQAR 2019-20 data collection and submission and other important initiatives. Further, Dr. Deepti Kaushik invited suggestions for activities and programs under the banner of IQAC.

Agenda:4

Academic Calendar

The committee assigned Dr. Shivali Aggarwal to prepare the Academic Calendar for the upcoming session and the same will be placed before the IQAC coordinator and principal for approval within this month. The academic calendar of the college will be tentative and subject to change considering the notifications from the government considering the prevailing COVID-19 protocols. The academic calendar will be placed in the meeting for further discussion. It will then be reviewed by the IQAC members and final changes were suggested. It was also decided that the academic calendar shall be finalized by IQAC and shall be uploaded on the college website.

Agenda:5

Teaching Strategy with ICT-enabled Tools

The committee also discussed the importance of a teaching strategy with ICT-enabled tools for the current session. Dr. Kaushik welcomed suggestions for making an effective action plan for teaching through online mode. Some of the members have expressed doubts regarding whether all students would have

access to the online platform for financial or other reasons like not having access to the internet or connectivity issues. Google Classroom was suggested as one of the platforms which could be used for assisting the teaching-learning process in a bigger way than before as offline teaching may soon become the norm. It was also decided to create a WhatsApp group as a platform to disseminate all important notices and circulars among students.

The principal said that training would be given to the teachers for online teaching and ICT Tools as soon as the college will re-open. The committee also promotes the usage of infibnet, e-resources among teachers and students for effective teaching and learning.

Agenda:6

Development of E-Content

Dr. Deepti Kaushik suggested developing the e-content (digitalization of books, PPT bank, a Question bank, and Video tutorials) for better learning outcomes. It was also decided that all faculty members must encourage the students for group learning, and YouTube videos related to learning.

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


Dr. Deepti Kaushik
IQAC Coordinator
Ismail National Mahila PG College
Meerut


Dr. Neelima Gupta
IQAC Chairperson (PG) College
Ismail National Mahila PG College
Meerut

Action Taken Report:

S.N.	Agenda	Action taken
1.	Composition of IQAC as per NAAC revised guidelines (April 2020).	The composition of the cell has been revised after a discussion on the NAAC revised guidelines w.e.f. 2020-2021 session. The notice and revised list of IQAC members were uploaded on the website.
2.	Action Plan of IQAC	The action plan of IQAC for the session, 2020-2021 was finalized after a detailed discussion among all committee members.
3.	Academic Calendar	The academic calendar of the college is prepared tentatively and subjected to change considering the notifications from the government regarding the prevailing COVID-19 protocols. The Academic calendar was reviewed by the IQAC members and final changes were suggested. A scanned copy of the academic calendar has been circulated to all the departments online after getting approval from the IQAC coordinator and Principal.
4.	Teaching Strategy with ICT-enabled Tools	The departments have created the WhatsApp group and google classrooms for each class. The faculty members have taken classes through Google Meet, Zoom Meeting, and other ICT Tools. The web resources, YouTube videos were also shared for better understanding.
5.	Development of e-content	The e-content eg. Study material, PPT, and Question bank has been developed for better learning outcomes.


Dr. Deepthi Kaushik
 IQAC Coordinator
 Ismail National Mahila PG College
 Meerut


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



ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

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A NAAC Accredited 'A' Grade College

IQAC Executive Committee meeting

Minutes of the meeting

Date& Time: 24/11/2020, 02:00PM

Venue: Conference room

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

Huma Masood
 Deepti Kaushik
 Shivali Agarwal
 Swarna
 Meenu Sharma
 Mamta Singh
 Soniya Gupta
 Sarika Sharma
 Anju Gupta
 Amit Kumar
 Yogendra Agarwal
 Vinod Tyagi
 Ujjawal Garg
 Sanjeevshwar Prakash
 Anil Kumar Gupta
 Girish Shukla
 Km. Jyoti
 Km. Misbah Mubeen

An executive meeting of IQAC was held on 24/11/2020 at 2:00 PM in the conference room. Dr. Deepti Kaushik, coordinator welcomed all the members of IQAC. Further, the minutes of the previous meeting were read out and the agenda of the meeting was presented. The following points were presented during the meeting:

Agenda:1

Prepare college for offline classes.

IQAC chairperson proposed that Government/CCSU guidelines for the Covid-19 pandemic must be implemented and strictly followed by the staff as well as by the students. The college must be equipped with all safety measures needed for the commencement of offline classes. The college premises must be sanitized regularly. Following social distancing, temperature checks, the use of masks and the use of sanitizer be compulsorily in the college campus. It was also resolved unanimously that all possible support and aid be extended to the students for syllabus completion.

Agenda:2

Composition of Covid cell

The chairperson also proposed to establish a Covid Cell in the institution. This cell would be responsible for commencing awareness programs regarding covid-appropriate behaviour, regular testing, and most importantly successful implementation of SOPs and order issued by the government regarding covid-19. Mrs. Swarna was nominated as the nodal officer of the cell. The Chairperson also suggested that the proctor committee and covid cell must work jointly to create an atmosphere for offline classes and activities in the institution.

Agenda:3

Orientation for NSS and Rangers

The chairperson nominated Mrs. Meenu Sharma as the Program officer of NSS Unit -3 and decided to send her name further to university for the approval. The cell further proposed to conduct an orientation program for NSS and Rangers to make students aware of these platforms and encourage them to join extension activities organized by them.


The chairperson urged the respective in-charge to strictly follow covid-19 SOP while organizing the orientation program.

Agenda4:

To plan for the academic, co-curricular, and extra-curricular activities,

Due to the pandemic situation, the IQAC coordinator urged all committee members to think out of the box for organizing various activities which can be conducted using online/offline mode. As per the Govt. notifications and CCSU instructions, planning for the new year was discussed. The admission committee of the institute was instructed to make necessary arrangements for the first-year admissions while considering all COVID-19 protocols.

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


Dr. Deepthi Kaushik
IQAC Coordinator
Ismail National Mahila PG College
Meerut


Dr. Neelima Gupta


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

Action taken reports:

S.N.	Agenda	Action Taken
1.	Prepare college for offline classes.	The IQAC committee has suggested all the required preparation of the college for offline classes. The college followed all precautions eg. Including sanitization, mask-wearing, maintaining staff and student ratio, regular testing etc., and successfully ran offline classes.
2.	Composition of Covid cell	A covid cell was established in the college. Ms. Swarna has been appointed as the nodal officer. The cell has sent regular reports to the administration and organized Covid-19 (antigen and RT-PCR) testing in the institution on regular basis. The covid cell in collaboration with the Proctorial Board successfully implemented all orders and SOPs issued by the government regarding the pandemic.
3.	Orientation of NSS and Rangers	An orientation program was organized by all three units of NSS on 26 th November 2020. The program aimed to encourage the students to register themselves for social service. An orientation program by Rangers was also organized.
4.	Planning for extension activities with the covid protocol.	All the departments and cells have conducted various programs on the theme of Covid awareness, environmental consciousness, gender sensitization, health consciousness etc.


Dr. Deepu Kaushik
 IQAC Coordinator
 Ismail National Mahila PG College
 Meerut


Dr. Neelima Gupta
 IQAC Chairperson/Principal
 Principal
 Ismail National Mahila (P.G.) College
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ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

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IQAC Executive Committee meeting

Minutes of the meeting

Date&Time: 28/01/2021,02:00PM

Venue: Conference room

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

Huma
Deepti
Shivali
Swarna
Meenu Sharma

Soniya
Sarika
Anju
Amit

Yogendra
Vinod
Ujjawal
Sanjeevshwar
Anil
Girish
Jyoti
Misbah

A meeting of IQAC was held on 28/01/2021 at 2:00 PM in the conference room. The IQAC coordinator, Dr. Deepti Kaushik welcomed Dr. Huma Masood, the newly appointed principal of the college, and all others present in the meeting. After that the IQAC coordinator welcomed all the present members and unveiled the agenda of the meeting in brief. The following points were discussed during the meeting:

Agenda:1

Discussion on formation of college cells as per NEP- 2020.

A detailed discussion on the implementation of the 'New Education Policy 2020' took place. Dr. Huma Masood, placed the guidelines for the formation of the college committee/cells as per NEP -2020. After a deliberative discussion, some of the cells merged and some new ones were created as per the guidelines. It was also proposed that duties regarding these cells must be distributed among faculty members. The in-charge and members were appointed for the successful execution of these cells.

Agenda:2

Detailed discussion on NAAC revised guidelines

The IQAC committee discussed the revised guidelines of NAAC for AQAR submission w.e.f. session 2020-2021. The coordinator points out all the important changes and welcomed the suggestion of all the members regarding the preparation of performa for data collection.

Agenda:3

Measures for Faculty development

It was also decided that all the faculty members must participate in research and development activities. They must attend webinars and FDPs to equipped themselves with new methods and technology regarding online teaching and learning as well by attending


Agenda:4


Planning for extension activities with the covid protocol.

Dr. Deepti Kaushik suggested planning extension activities by keeping in mind the best practices of the institution and the academic calendar for 2020-21. It was decided that all extension activities can be organized in online/offline or hybrid mode.

It was also decided that each department will take prior permission from the principal and strictly follow the covid-19 protocol.


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



Dr. Deepti Kaushik
IQAC Coordinator
Ismail National Mahila PG College
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Dr. Huma Masood
IQAC Chairperson/Principal
Ismail National Mahila (P.G.) College
Meerut

Action taken Report:

S.N.	Agenda	Action taken
1.	Discussion on formation of college cells as per NEP-2020.	The new committees/cells were established as per the guidelines of NEP-2020 and the duties have been distributed among the faculty members regarding the same.
2.	Detailed discussion on NAAC revised guidelines	The IQAC committee has discussed the revised guidelines for AQAR submission in detail. The committee members prepared the performa for data collection of AQAR 2020-21.
3.	Measures for Faculty development	These are the measures taken for faculty development during the session: <ul style="list-style-type: none">• A workshop on Online teaching and ICT-enabled tools• Four faculty members have participated in Faculty induction program through online mode.• Faculty members participate in research through various webinars and FDPs via online platforms.• Mental health session for teachers• A lecture on Intellectual Property rights was conducted.• The college promoted the usage of inflienet, e-resources among teachers and students for effective results.
4.	To plan for the academic, co-curricular and extra-curricular activities	All the departments and committees have organized several academic, co-curricular, and extra-curricular activities by strictly following covid-19 appropriate behaviour. All the activities are planned keeping in mind the overall development of the students.


Dr. Deepthi KAUSHIK
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Dr. Huma Masood
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ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

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IQAC Executive Committee meeting

Minutes of the meeting

Date & Time: 18/03/2021, 12:30PM

Venue: Conference room

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

Huma
Deepti
Shivali
Swarna
Meenu Sharma

Soniya
Sarika
Anju
Amit
Yogendra

Vinod

Ujjawal

Sanjeevshwar

Anil

Girish

Jyoti

Misbah

A joint meeting of the IQAC committee, all heads of the Departments and committee in-charges of the college was held on 18/03/2021 at 12:30 PM in the conference room. Dr. Kaushik, coordinator restate the minutes of the previous meeting and came out with the agenda of the meeting in brief. The following important points were chewed over during the meeting:

Agenda:1

Faculty Awareness program for AQAR revised data Performa

Another important agenda of the meeting was to sensitize all the faculty members regarding revised guidelines of AQAR submission w.e.f. 2020-21. Dr. Deepti Kaushik explained all important points related to data collection and presentation in nutshell. The faculty members asked their queries regarding various criteria. The IQAC members resolved their doubts and proposed ideas for activities.

Agenda:2

Criteria distribution among members for data collection for 2019-2020.

The IQAC Chairman, Dr.Huma Masood, informed the IQAC Coordinator & members to look into information requirements for AQAR Submission for the year 2019-20. IQAC Coordinator Dr.Deepti Kaushik informed that the criteria have been distributed among all members for data collection. She also informed that performas regarding data requirements are already sent to the departments. Dr. Kaushik also requested the members to initiate the collection and deposition of scanned proofs for data submitted for AQAR (2019-2020) in separate folders criteria-wise.

Agenda:3

Feedback collection from all stakeholders of the college.

IQAC proposed to collect feedback from all the stakeholders of the college for year 2020-21. Dr. Deepti Kaushik assigned Dr. Soniya Gupta for collection and analysis of feedback. She also informed that feedback must be collected from teachers, students, parents, and alumni on curriculum and quality-related processes and analysed critically by IQAC so that any lacuna or problems can be instantly resolved by taking required actions.


Agenda:4

Creating Eco-system

Ms. Meenu Sharma, criteria in-charge of criteria -7 proposed some Green policy initiatives like sensor-based lights installation, ban on single-use plastic, and creation of minimum paper office and regular sapling plantation drive, etc. She also suggested intensifying the programs related to environmental safety, sustainability, and sensitization among people for the same. The principal welcomed the suggestion and urged all the departments and committees to contribute in creating an eco-system in the college.

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



Dr. Deepti Kaushik
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IQAC Chairperson/Principal
Principal
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Meerut

Action taken report:

S.No.	Agenda	Action taken
2.	Faculty awareness program for AQAR revised data Performa	All important points related to data collection and presentation were explained. The IQAC members resolved the doubts of the faculty members and proposed ideas for activities as well.
3.	Criteria distribution among members for data collection for 2019-2020.	The criteria have been distributed among all members for data collection. The members collected the data from all departments/cells and streamlined it for the report.
4.	Feedback collection from all stakeholders of the college.	Dr. Soniya Gupta collected all feedback forms at the end of February 2021. The IQAC team members critically analyzed the collected feedback and resolved the identified issues by taking the required actions.
5.	Creating Eco-system	Programs related to environmental safety and sensitization among people were intensified: <ul style="list-style-type: none">• Water conservation rally by NSS Volunteers• Cleanliness drive in local areas• Poster and slogan competition on Swatch Bharat• 'No Fuel Day' on every Friday of the week.• Poster competition on save birds• Placing sensor-based lights• Ban plastics in the campus• Creating a minimum paper office• Plantation drives by NSS and B.Ed. department.


Dr. Deepthi Kaushik
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