




















DAYANAND GIRLS P.G. COLLEGE, KANPUR

INTERNAL QUALITY ASSURANCE CELL



SESSION- 2024-2025

	Mrs. Ananta Swarup Management Nominee		Director CDC University Nominee		Prof. Vandana Nigam Chairperson		Prof. Sugandha Tiwari Co-ordinator
	Dr. Nivedita Tandon Member		Prof. Alka Srivastava Member		Prof. Suman Singh Member		Dr. Archana Dixit Member
	Dr. Eshita Pandey Member		Dr. Apoorva Bajpai Member		Dr. Sanchita Lakshmi Member		Dr. Sadhana Puri Alumni
	Dr. Arpit Awasthi Industrialist		Dr. Dinesh Chandra Goyal Industrialist		Mr. Krishnendra Kumar Office Superintendent		Mr. Deep Narayan Dwivedi Accountant
							Ms. Nazarat Student Nominee



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SESSION 2024-2025

IQAC - Minutes of the Meeting

Date: 08. 07.2024

Time: 11:00 AM

Venue: Principal's Office

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator NAAC)

Members IQAC & NAAC

Agenda: Meeting regarding NAAC DVV Clarifications and value added courses for the session 2024-25.

Minutes:

1. All the criteria incharges were apprised about the clarifications sought during DVV clarification process by NAAC.
2. Criteria incharges of the concerned metrics were asked to edit the data and provide supporting documents.
3. Office staff (Mr. Neelesh and Mr. Mourya) were assigned to obtain some documents needed from the RHEO office and the University authorities.
4. Dr. Eshita Pandey and Mrs. Sanchita Lakshmi were assigned the task of editing the data of SSR after the DVV process.
5. Ms. Apurva Bajpai was asked to collect proposals for value added courses for the session 2024-25 from the interested departments.

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 10.08.2024

Time: 11:00 AM

Venue: Principal's Office

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Members IQAC

Departmental Incharges

Agenda: Meeting regarding Induction programme for Sem I UG and PG students, filling of Performance Appraisal forms of Teaching and Non Teaching Staff for the session 2023-2024. Workload and stay time of teachers.

Minutes:

1. Induction programme to be organized for the newly admitted Sem I students of all UG and PG classes on 14.08.2024 at 11:00 AM in Room No.17
2. The students will be apprised about the college facilities, NEP, internal assessments criteria etc.
3. Students will be introduced to various student support services and scholarship schemes.
4. Teaching and non teaching staff were asked to fill the appraisal forms for the session 2023-2024.
5. Departmental incharges were asked to give the workload of the teaching faculty.

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 04.09.2024

Time: 10:00 AM

Venue: Principal's Office

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator, NAAC)

Members IQAC & NAAC

Agenda: Meeting regarding NAAC Peer Team visit scheduled from 03.10.2024 to 04.10.2024

Minutes:

1. IQAC and NAAC incharges will assess the preparations of all the departments by checking the Departmental records.
2. All the criteria incharges were asked to maintain the data in hardcopies for NAAC Peer team.
3. Cataloging and filing of all the supporting documents of SSR in IQAC/ NAAC presentation room (room no. 16).
4. University ordinances and NEP guidelines to be kept in hardcopy.
5. Assigning responsibilities to teaching and non teaching staff during NAAC inspection.
6. Invitation letters for Alumni and parents were composed to invite them for interaction with the NAAC Peer Team.

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 06.09.2024

Time: 10:30 AM

Venue: Sri Nagendra Swarup Auditorium (Room No. 17)

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator, NAAC)

All Committee Incharges

All Departmental Incharges

Agenda: Meeting regarding NAAC Peer Team visit scheduled from 03.10.2024 to 04.10.2024, collection of student feedback for the session 2023-2024.

Minutes:

1. Departmental incharges were asked to prepare a short powerpoint presentation giving the glimpse of their departmental achievements.
2. Departmental data like assessment records, student assignments, leave records, publications etc to be displayed during NAAC Peer Team visit.
3. Music department was given the responsibility of organizing the cultural programme during NAAC Peer Team Visit.
4. Departmental incharges were asked to circulate the Google form for student feedback of the session 2023-2024 in their student's whatsapp groups.

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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INTERNAL QUALITY ASSURANCE CELL



IQAC - Minutes of the Meeting

Date: 15.09.2024

Time: 11:45

Venue: Principal's Office

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Anjali Srivastava (In-Charge of Examination Committee)

Members of the IQAC & Examination Committee

Agenda: Internal assessments for the odd semester UG and PG students of the session 2024-2025.

Minutes:

1. Internal assessment to be conducted by all the departments based on the rubrics suggested in the syllabus.
2. Pattern of question papers should be subjective in the odd semesters as prescribed by the university.
3. Each department is to submit sample papers, mark sheets, and assessment reports to the Internal Examination Committee after each assessment.
4. The Internal Examination Committee will collect and compile sample papers and mark sheets from each department.

The meeting concluded with a consensus on improving the internal assessment process through better coordination, timely documentation, and standardized templates. In-Charge will oversee that departments use the standardized templates of question papers as prescribed by the university in the assessment.

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 21.10.2024

Time: 12:30

Location: Nagendra Swarup Auditorium(Room No. 17)

Attendees

Prof. Vandana Nigam (Chairperson)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator NAAC)

Members IQAC & NAAC

All the Teaching Staff

Agenda

Discussion on B+ grade obtained in the 2nd cycle of NAAC Accreditation and initiatives to be taken for overall improvement in teaching learning process for next cycle of NAAC.

Discussion Points

Faculty members were apprised about the criteria wise grades obtained in the second cycle of NAAC accreditation and scope for improvement were discussed.

Following suggestions were made-

1. Faculty members should be encouraged to publish in UGC CARE listed and SCOPUS indexed journals.
2. Set up a robust internship, placement and career guidance cell for competitive exams and enhance career prospects for students.
3. Support student-led startups/ projects and promote innovation.
4. Maintain laboratory facilities and log books.
5. Increase MOUs and Collaborations.
6. Utilize alumni network for mentorship, career guidance and collaborations.
7. Encourage faculty to pursue government funded research projects.
8. Enhance ICT tools and encourage faculty members to adopt modern pedagogical approaches for teaching learning.



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Decision

Incharges of Research & Innovation Cell, Student Placement and Progression Cell and Incharge of Alumni Cell were assigned the task to start initiatives on the suggestions made.

Meeting was adjourned at 1:30 PM

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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INTERNAL QUALITY ASSURANCE CELL



IQAC - Minutes of the Meeting

Date: 25.10.2024

Time: 11:45 AM

Location: Principal's Office

Attendees

Prof. Vandana Nigam (Chairperson)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator NAAC)

Incharges of all the departments

Agenda

Information needed from the departments to improve the research output and overall quality enhancement of teaching learning process and student progression and placement.

Discussion Points

1. Papers published in UGC CARE listed/ SCOPUS indexed Journals in the session 2023-24. Papers published/ communicated in the session 2024-25.
2. Information of Seminars/ Conferences and Workshops to be organized in collaboration with other Institutes/ Industries.
3. Initiatives taken and Collaborations/MOU signed with other Institutes to facilitate Student Internships.
4. Information regarding Career Guidance of students in each department.
5. Maintenance of Alumni record and their placement.
6. Details of value added course conducted in the session 2023-24 and information and proposal of value added courses to be conducted in the session 2024-25.

Decision

Deadline to submit the above information is 30th November, 2024.

Meeting was adjourned at 12:45 PM

Tentative date and time for the next meeting: 30.11.2024



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Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 06.11.2024

Time: 12:00 Noon

Location: Department of Botany

Attendees

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator NAAC)

Prof. Vijay Tewari (Incharge Research Committee)

Dr. Archana Dixit (Incharge Innovation Cell)

Committee Members (Research & Innovation Cell)

Agenda

A meeting was held in response to a letter from the Director of the College Development Council (C.S.J.M.U./ DCDC/A-550/2024) regarding policies for promoting quality research and innovation in colleges affiliated with C.S.J.M. University.

Minutes/ Discussion Points

Following points were discussed and will be suggested to Director CDC, C.S.J.M. University to be incorporated in the policy document to promote quality research and innovation in colleges.

1. Access to the central instrumentation facility of C.S.J.M. University by Research Scholars and teaching staff of the Science Faculty.
2. Opportunities for Dissertation/ Research Projects/ Internships for M.Sc. students in institutes like IIPR, IIT, HBTU, Kanpur and various CSIR/ DBT/ ICAR labs through MOUs and Collaborations signed by C.S.J.M. University. (Proposal of interested students forwarded by the Principal will be sent to the Director CDC. This should be recommended and forwarded by the University to the concerned Institute by signature of CDC or VC).
3. Hands-on training should be provided to teaching faculty/ Research Scholars/ PG students of Science departments on some specific topics introduced in NEP such as microbial culture, Molecular Biology Techniques, DNA/ RNA/ Protein isolation and Quantification.



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4. Provide access to research databases, journals and advanced software tools to teaching faculty of science departments of colleges.
5. Free access to plagiarism checker software to faculty members of colleges.
6. Fellowship for students who are pursuing Ph.D. from colleges.
7. Recognition/ award for best thesis/ best publication/ best innovation.
8. Provide funds for R & D lab development in colleges.
9. Increase the funding in C. V. Raman Scheme.
10. Constitution of Institutional Ethics Committee by the University.

Decision

The following suggestions will be forwarded to the Director CDC, C.S.J.M. University, Kanpur.

Meeting was adjourned at 12:45 PM

Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 12.11.2024

Time: 1:00 PM

Location: Room No. 16

Attendees

Prof. Sugandha Tiwari (Coordinator IQAC)

Prof. Alka Srivastava (Coordinator NAAC)

Members IQAC & NAAC

Agenda: Submission of AQAR 2023-2024

Discussion Points

1. Seven teams of IQAC/ NAAC members were constituted for data collection of seven criteria of AQAR.
2. Team incharges were given the responsibility of compiling the criteria by the end first week of December.
3. The IQAC and NAAC coordinator will ensure that data is collected properly and on time.

Decision

The deadline to submit AQAR of the session 2023-2024 was set to 15th December, 2024.

Meeting was adjourned at 1:45 PM

Tentative date and time for the next meeting: 09.12.2024



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Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 11.01.2025

Time: 12:00 Noon

Venue: In front of Principal's Office

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (Coordinator, NAAC)

Prof. Jyoti Singh Jadaun

Prof. Eshita Pandey

Dr. Sanchita Lakshmi

Mr. Akarsh

All the departmental Incharges

Agenda: Awareness about courses on Swayam portal and increasing the enrollment of students in these courses for the session 2024-25 (Even semester).

Minutes:

1. A meeting was convened to appraise the incharges about the instructions given in a workshop organised for the Nodal Officers of Swayam courses from various colleges.
2. Students are allowed by C.S.J.M University and NEP to accumulate credits for 40% courses in online mode (Swayam).
3. It was instructed that students should be made aware about the credit based courses available on Swayam portal and the credits earned will be added in their credit score.
4. Incharges were given the responsibility to map the available courses of their subjects available on the Swayam portal with the NEP syllabus that is being followed and also check the credits offered.
5. Incharges were told to ensure enrollment of students in the Swayam courses in the upcoming Even Semester of the Session 2024-25.



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6. Internal assessments will be conducted in online mode (Swayam) and the weightage will be 25%. External exams of 75% weightage will be conducted on College level. Credits earned will be added in the credit score of the students.
7. If students wish to obtain an online certificate from Swayam, they will have to give a proctored online exam by paying the fee (₹ 750/- for Swayam courses and ₹ 1000/- for NPTEL courses).



Meeting was adjourned at 12:45 PM
Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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IQAC - Minutes of the Meeting

Date: 17.04.2025

Time: 11:30 AM

Venue: Sri Nagendra Swarup Auditorium (Room No. 17)

Attendees:

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (Coordinator, NAAC)

All the faculty members

Agenda: Instructions regarding Even Semester Examination starting from 22nd April, 2025. Constitution of Admission Committee for the Session 2025-2026.

Minutes: Meeting was addressed by the Principal Prof. Vandna Nigam and In Charge of the Examination Committee, Prof. Anjali Srivastava.

1. Teachers were told that the exams will be conducted in three shifts.
2. Teachers were asked to give their preference of the shift (morning, noon or evening) for examination duty.
3. S.S., A.S. and flying squad members have to report 45 minutes before and invigilators have to report 30 minutes before the commencement of the exam.
4. An admission committee was constituted for the session 2025-26.



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Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)