



**DAYANAND GIRLS P.G. COLLEGE, KANPUR**

**INTERNAL QUALITY ASSURANCE CELL**



## **IQAC - Minutes of the Meeting**

**Session 2025-26**

**Date:01.08.2025**

Time: 12:30 PM

Venue: Principal's Office

### **Attendees:**

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (NAAC Coordinator)

Dr. Eshita Pandey (IQAC Member)

Mrs. Sanchita Lakshmi (IQAC Member)

**Agenda:** Meeting regarding Induction programme for Sem I UG and PG students, filling of Performance Appraisal forms of Teaching Staff for the session 2024-2025. 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 12.08.2025 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 staff were asked to fill the appraisal forms for the session 2024-2025.
5. Departmental incharges were asked to give the workload of the teaching faculty and assign mentors to the students.



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Minutes were reviewed and Approved by

*Sugandha Tiwari*

Prof. Sugandha Tiwari (Coordinator IQAC)



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## **IQAC - Minutes of the Meeting**

**2025-26**

**Date: 06.08.2025**

Time: 12:00 Noon

Venue: Principal's Office

### **Attendees:**

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (NAAC Coordinator)

Prof. Suman Singh (IQAC Member)

Prof. Ruchimita Pandey (IQAC Member)

Dr. Archana Dixit (IQAC Member)

Dr. Eshita Pandey (IQAC Member)

Ms. Apurva Bajpai (IQAC Member)

Mrs. Sanchita Lakshmi (IQAC Member)

**Agenda:** Meeting regarding CAS promotion of Mrs. Pooja Srivastava, Compilation of achievement of the college for the C.S.J.M. University Convocation booklet. Verification of data (2024-25) of teaching faculty on the Samarth portal.

### **Minutes:**

1. Members discussed the process of online submission of CAS form on Samarth Portal of Ms. Pooja Srivastava.
2. Compilation of achievement of the college for the C.S.J.M. University Convocation booklet.
3. To organise "Employability Skill Training Programme" from 21st to 28th August for students.
4. The deadline of filling the data of the session 2024-25 on Samarth Portal is 30th September, 2025. IQAC members were assigned duties to verify the data of the teaching faculty on the Samarth portal before final verification by the Principal.
5. Proposal of Value added courses for the session 2025-26 (Odd Semester) to be submitted by the departments.



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Minutes were reviewed and Approved by

*Sugandha Tiwari*

Prof. Sugandha Tiwari (Coordinator IQAC)





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## **IQAC - Minutes of the Meeting**

**Session 2025-26**

**Date: 09.10.2025**

Time: 12:00 Noon

Venue: IQAC/ NAAC Room

### **Attendees:**

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (NAAC Coordinator)

Prof. Suman Singh (IQAC Member)

Prof. Ruchimita Pandey (IQAC Member)

Dr. Archana Dixit (IQAC Member)

Dr. Eshita Pandey (IQAC Member)

Ms. Apurva Bajpai (IQAC Member)

Mrs. Sanchita Lakshmi (IQAC Member)

**Agenda:** Discussion on midterm exam, feedback collection from various stakeholders and data of progression and employment of students for the session 2024-25. Clarification on leave rules for teaching faculty.

### **Minutes:**

1. Midterm exams to be organised from 30th october. Pattern of paper will be subjective for odd semesters and MCQ type for Minor subjects.
2. Good practices for the session 2025-26 to be uploaded on the college website. Responsibility was given to Dr. Eshita Pandey.
3. Feedback of various stakeholders for the session 2024-25 to be taken through Google form. Responsibility was given to Ms. Apurva Bajpayee and Mrs. Sanchita Lakshmi.
4. Data of the progression of students to higher education and employment has to be collected for the session 2024-25 by Dr. Prerna Kambo.
5. Google forms for collecting the data were edited after discussion with IQAC members.
6. Performance appraisal of teaching faculty to be done by IQAC members.



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Minutes were reviewed and Approved by

Prof. Sugandha Tiwari (Coordinator IQAC)



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## **IQAC - Minutes of the Meeting**

**2025-26**

**Date: 19.11.2025 and 20.11.2025**

Time: 12:00 Noon

Venue: IQAC Room

### **Attendees:**

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (IQAC Member)

Prof. Suman Singh (IQAC Member)

Prof. Ruchimita Pandey (IQAC Member)

Prof. Shikha Pandey (IQAC Member)

Dr. Eshita Pandey (IQAC Member)

**Agenda:** Meeting regarding screening and grading of CAS form submitted by Mrs. Pooja Srivastava.

### **Minutes:**

1. IQAC Members screened the CAS form on Samarth Portal submitted by Mrs. Pooja Srivastava.
2. All the claims were verified against original documents.
3. API marks and Grades were assigned on the basis of decisions made by the majority.
4. A declaration letter signed by IQAC members, Convener and Principal was uploaded.
5. CAS application was forwarded to the Principal.

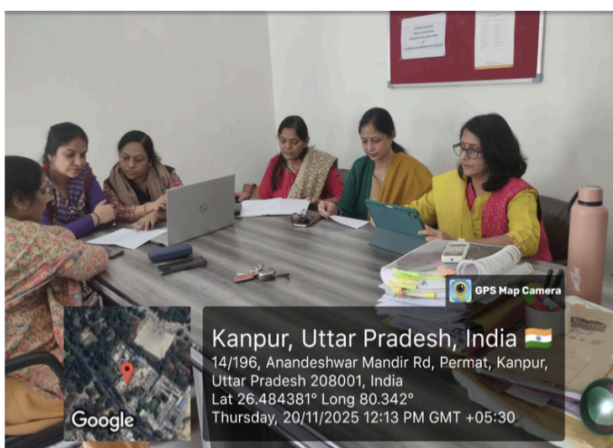


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**IQAC Meeting on 19.11.2025**



**IQAC Meeting on 20.11.2025**

Minutes were reviewed and Approved by

*Sugandha*

Prof. Sugandha Tiwari (Coordinator IQAC)



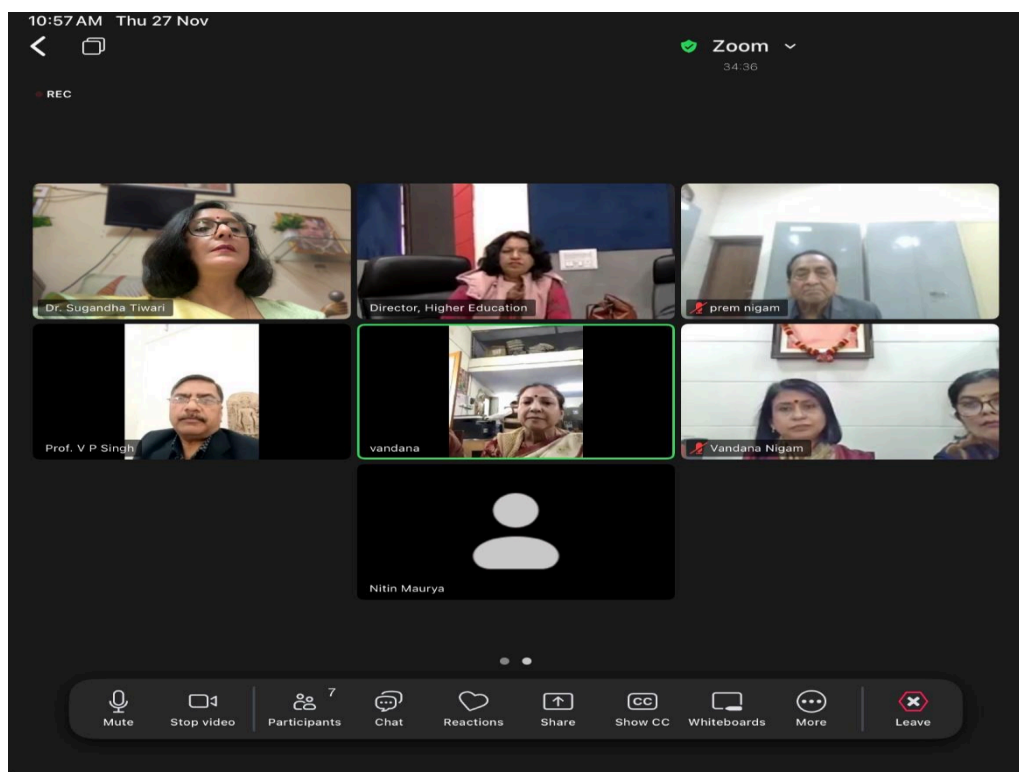
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### **CAS meeting for the promotion of Mrs. Pooja Srivastava from academic level 10 to 11**

A successful CAS meeting was organised on 27.11.2025 for the promotion of Mrs. Pooja Srivastava from academic level 10 to 11 at Dayanand Girls P.G. College, Kanpur. Mrs. Pooja is a faculty member of the Drawing and Painting Department. CAS committee consisted of Chairperson and Director Nominee Dr. Shashi Kapoor, Joint Director, Higher Education Department, Uttar Pradesh. Management Nominee Dr. P.N. Nigam, Subject Matter Experts Prof. Vandana Sharma from Mahila Mahavidyalaya, Kanpur, Prof. Ved Pal Singh from DAV College, Muzaffarnagar and Prof. Sugandha Tiwari, Coordinator IQAC were present. Prof. Vandana Nigam, Principal, Dayanand Girls P.G. College, Kanpur convened the meeting. Coordinator and members of IQAC committee are grateful to the Management of Dayanand Girls P.G. College for their encouragement and support. A special thanks to Prof. Dinesh Sharma and Dr. Parvez Shamim for their guidance.







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**IQAC - Minutes of the Meeting  
2025-26**

**Date: 05.12.2025**

Time: 12:00 Noon

Venue: Principal Office

**Attendees:**

Prof. Vandana Nigam (Principal)

Prof. Archana Varma (Director, Self Finance)

Prof. Sugandha Tiwari (IQAC Coordinator)

Prof. Alka Srivastava (NAAC Coordinator)

Departmental Incharges

**Agenda:** Meeting regarding obtaining feedback from various stakeholders and collection of data of student progression and employment.

**Minutes:**

1. A meeting with departmental incharges was convened to apprise them about the Google forms for obtaining feedback from students, alumni and employers.
2. They were asked to circulate the forms in respective groups.
3. Incharges were asked to circulate Google form in the pass out student groups to collect the data of student progression to higher education and employment for the session 2024-25.
4. To increase the enrolment of students in various courses on Swayam portal was also discussed.



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Minutes were reviewed and Approved by

*Sugandha*

Prof. Sugandha Tiwari (Coordinator IQAC)