

**Minutes** of the meeting of the IQAC cell conducted

by

Dr. Archana Saxena,

IQAC Incharge of the College.

Time: 12 Noon

Venue: Department of Home Science


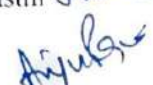




1. The AQAR reports submitted earlier are not valid any more
2. **Official WEBSITE of the college is mandatory**
3. We have to register again in the NAAC portal
4. It is compulsory to digitalize our college
5. The college Librarian Dr. Sharvari Shukla was also invited to join the meeting
6. **The librarian stated the following facts:**
7. College library has last purchased books in the year 2013
8. The college is a member of INFLIBNET, that provides access to e-resources and internet connectivity.
9. College must have a fully digitalized library to make the maximum use of INFLIBNET
10. We must also have a record of annual average expenditure for purchase of journals, e-books etc.
11. Renovation of library building is compulsory
12. It was proposed that a **Google Form** shall be developed for the Self -Appraisal of the teachers so that the teachers can update their bio data whenever felt necessary by the individual.
13. It was also informed by Dr. Archana Saxena that now it is compulsory to upload all information regarding the workings of the IQAC Cell in the NAAC Portal including the minutes of the meeting
14. All the members agreed to include an office staff in the IQAC cell and a technical staff for the smooth running of the workings of this cell

15. Dr. Sangeeta Awasthi pointed that the committee members must approach the Principal and discuss these essentials with her. **All the members agreed to discuss all the points with her on 18<sup>th</sup> February 2021 at her Office**
16. It is required to maintain the records digitally added Dr. Rajkishori
17. Dr. Anju Rani suggested that division of work is essential for the efficient completion of work
18. Dr. Rita Srivastava suggested that all the teachers of the institution must contribute and participate wholeheartedly in the Alumnus Association of the college so that it may contribute to develop the college in its academic as well as co-curricular activities
19. It is necessary to submit Annual AQAR by the end of September of every year
20. Dr. Archana Saxena suggested that the institution must initiate and run some online/offline short-term faculty development/ skill development/language learning/personality development etc. courses for the students
21. Members proposed to take help of private Agencies for NAAC Assessment and Accreditation. **we need the help of a professional private agency as they are trained and they are well acquainted with the pros and cons**
22. Dr. Lt. Anjita Singh proposed that as our college is the only college in the city to have a Women Studies department and in the absence of a regular teacher, we can form a committee and make an effort so that students may offer the subject at U G level as this is an engaging, contemporary and contextual one
23. The committee members decided to meet every month to discuss and resolve problems
24. A room must be allotted to IQAC cell for the carefree conduction of work
25. **Edutech Room needs renovation and the same room can be used by the IQAC cell**
26. All departments must have almirahs to store the departmental books
27. **Canteen and a Common Room for students is urgently required**

28. IQAC Cell too needs an almirah to maintain the important documents.

29. Dr. Jaba Kusum Singh suggested that it is essential to purchase computers for the IQAC cell and install them in the proposed IQAC room

The following members were present in the meeting:

- Dr. Sangeeta Awasthi 
- Dr. Anju Rani 
- Dr. Lt. Anjita Singh 
- Dr. Rita Srivastava 
- Dr. Rajkishori Singh 
- Dr. Jaba Kusum Singh 
- Sharmyanti Shukla

  
Incharge

Dr. Archana Saxena  
IQAC Cell