

MAHATMA GANDHI BALIKA VIDYALAYA (.P.G.) COLLEGE,
FIROZABAD

2023-24

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

The first meeting of IQAC for the session 2023-24 was conducted on 26.09.23 with the Principal Dr. Anju Sharma as the chairperson following members were present in the meeting.

1. Ms Rita Dixit
2. Dr Poonam
3. Dr. Farha Tabbassum
4. Dr. Rajyashree Mishra
5. Dr. Ankita Thakur (Special Invitee)

The members of IQAC were welcomed by the coordinator there after the meeting started after taking due permission of the chairperson following decision were taken in the light of set agenda.

Agenda - 1

Minutes of the previous meeting were confirmed by all the members of the committee.

Agenda - 2

Academic calendar for the session 2023-24 were discussed with the chairperson and all the members.

Agenda - 3

Dr. Anju Sharma, Chairperson suggested to reframe the cell/committees of the college to fill up the vacant position and for the addition of some other members.

Agenda - 4

The chairperson informed the members present that second cycle of NAAC is due and for ensuring higher grade we shall immediately form a committee which shall make preparation for second cycle of NAAC, keeping in mind the seven criterions and remarks observation and suggestions of the NAAC team during the first cycle.

The chairperson apprise the members present Dr. Ankita Thakur has already been appointed coordinator of such committee. So now in light of purpose and objective of such committee we must select members these of the members present offered their suggestions considering the ability and experience of various members following members were found

suitable for the purpose and the object of the committee and thus were selected/appointed as members there of :-

Committee for the Preparation of NAAC cycle II:-


S.no.	Name	Criteria
1.	Dr. Ankita thakur	Coordinator
2.	Smt Pragya Kesarwani	Part-A
3.	Dr. Priya singh	<u>Criterion-1 (Part-B)</u>
4.	Dr. Zeba Farouqui	Curriculum Aspects
5.	Dr. Rafat Khan	
6.	Dr. Nishtha Sharma	<u>Criterion- 2</u>
7.	Dr. Anita Chaurasia	Teaching & Learning and Evaluation
8.	Dr. Richa Singh	<u>Criterion- 3</u>
9.	Ms. Kirti Mishra	Research Innovation
10.	Smt Nisha	& Extension
11.	Smt Kirti Verma	<u>Criterion- 4</u>
12.	Smt Deepa kanaujia	Infrastructure & learning
13.	Dr. Jyoti Agarhari	Resources
14.	Ms Priyanka Jaiswal	<u>Criterion-5</u>
15.	Dr. Charcha	Student support &
16.	Smt Shabnam	Progression
17.	Smt Snali Bhattacharya	<u>Criterion-6</u>
18.	Ms Aakansha Yadav	Governance, Leadership & Management
19.	Dr. Amrita Singh	<u>Criterion-7</u>
20.	Ms Deepanshi Jaiswal	

Chairperson-IQAC

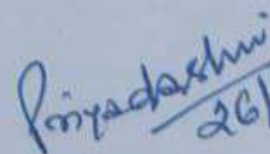
Principal

M.G.B.V. (P.G.) College

Firozabad


13-10-2023

Coordinator -IQAC


26/9/23

Minutes of the meeting

The second meeting of the IQAC for the session 2023-24 was conducted on 16-10-23 at 12:30 in conference hall with the Principal Dr. Anju Sharma as the chairperson following members were present in the meeting.

1. Ms. Rita Dixit
2. Prof. Poonam
3. Dr. Farha Tabbassum
4. Dr. Rajyashree Mishra
5. Dr. Ankita Thakur (Special Invitee)

The members of IQAC were welcomed by the coordinator there after the meeting started after taking due permission of chairperson. Following decision were taken in the light of set agenda.

Agenda- 1

Minutes of the previous meeting were confirmed by all the members of the committee.

Agenda- 2

The Principal/chairperson reminded Dr. Ankita Thakur, Coordinator NAAC cycle-II about her crucial role in successful preparation for NAAC cycle-II. She advised her to convene frequent meeting for appraising the progress in this regard. Chairperson also suggested Dr. Ankita Thakur to get coordinated with IQAC committee and ensure that all reports (AQAR) and SSR should be uploaded within stipulated time. Dr. Ankita Thakur assured that she will discharge responsibility given to her to their satisfaction. AQAR 2021-22 was divided among all faculty members regarding preparation and submission.

Agenda- 3

Prof. Priyadarshini Upadhyay Chairperson and the members present that initially in the meeting of IQAC held on 14-01-23 had unanimously extended its term for one year i.e. up to 27-10-2023 and thus before expiry of such period new IQAC committee shall be constituted.

Prof. Priyadarshini Upadhyay further informed the chairperson and the members present though as per the norms/guidelines of NAAC preferably the term of coordinator of IQAC shall not exceed 3 years but she in complete violation of such norms/guidelines has been made coordinator since 2015 and officially 2020, 27 October and thus some other members shall be made coordinator of IQAC in her place.

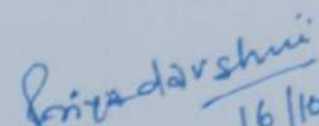
It was unanimously resolved that new IQAC shall be constituted soon with a new coordinator

Date: - 16th October 2023

Chairperson
IQAC


Principal

M.G.B.V. (P.G.) College
Firozabad


Coordinator
IQAC

16/10/23

Minutes of Meeting dated 30.05.2024

The third meeting of IQAC for the session **2023-2024** was conducted on **30.05.2024** with the principal Dr Anju Sharma as a chairperson.

Following members were present in the meeting:

1. Dr Anju Sharma Principal (Chairperson)
2. Ms Rita Dixit
3. Prof. (Dr.) Priyadarshini Upadhyay
4. Dr. Farha Tabbassum
5. Dr. Rajyashree Mishra

After welcoming all members of IQAC and taking permission from the chairperson the meeting was started.

Following decisions were taken in the light of set agenda.

Agenda 1-:

The minutes of the last IQAC meeting held on 16 Oct. 2023 were read out by the Coordinator, Prof. (Dr.) Poonam and were placed before the members who all confirmed the same unanimously.

Agenda 2-:

Progress regarding fill up AQAR 2021-22 was monitored carefully by the chairperson and all the members were instructed to prepare AQAR earliest for the session 2021-22 in a new format.

Agenda 3 -:

All the members of IQAC gave the assurance to verify the departmental records for the session 2023-24 under this mentor ship.

Agenda 4-:

It is decided in the meeting that the CODE OF CONDUCT (for administration, for teachers, for students) will be uploaded on the college website.

Agenda 5-:

All the Coordinators of the cells under NEP-20 will upload their Annual activity calender along with their activities progress reports on the college website.

Agenda 6-:

Plan of action to be made for session 2024-25 for IQAC.

- (i) To promote ICT (Information and communications Technology).
- (ii) To organise professional development programmes for teaching staff and ethics programmes for the students.
- (iii) Encourage teachers to apply for major and minor projects.

Agenda 7-:

The applications have been given to the IQAC by Dr. Farha Tabbassum Associate Professor (Department of Urdu) for the promotion under (CAS Academic Level 13A to 14) and Dr Sandhya dwivedi Assistant Professor (Department of Hindi) for the promotion under CAS (Assistant Professor stage 1 to 2 Academic Level (10 to 11)).

It is decided in the meeting that there should be a sub committee to verify and review it the minimum Eligibility criteria, Documents/Time Table and Research Papers of Dr. Farah Tabbassum and Dr. Sandhya dwivedi.


The name of the respected members of the above mentioned committee are listed below-:

1. Ms Rita Dixit
2. Prof. (Dr.) Priyadarshini Upadhyay
3. Dr. Rajyashree Mishra .

After verification the records the members of sub committee will submit their reports to the IQAC Co-ordinator after 10 days that is on 09.06.2024.

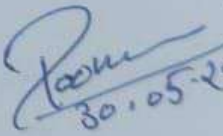
There being no agenda. The meeting ended with a vote of thanks by coordinator of IQAC.

Date: 30.05.2024


(Dr. Anju Sharma)

Chairperson

IQAC


(Prof. (Dr.) Poonam)

Co-ordinator

IQAC
Co-Ordinator
IQAC
M.G.B.V. (P.G.) College
Firozabad

MINUTES OF MEETING

Dated 22.06.2024

The fourth and last meeting of IQAC for the current session (2023-2024) was conducted on 22.06.2024. Following members were present in the meeting.

1. Miss Rita Dixit: Senior Member and Chairperson
2. Professor (Dr.) Priyadarshini Upadhyay: Senior Member
3. Professor (Dr.) Poonam: Coordinator of IQAC
4. Dr. Rajyashree Mishra: Member of IQAC

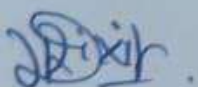
Firstly, the members are welcomed by the Co-Ordinator of IQAC.

Minutes of the previous meeting were approved by all the members.

This IQAC meeting was processed in the presence of The Senior Member of IQAC-Miss Rita Dixit, in absence of the Chairperson of IQAC.

The application about the promotion under CAS, submitted by Dr. Farha Tabbassum and Dr. Sandhya Dwivedi on 30th May 2024, were appraised and reviewed by the members of IQAC. After deliberation, consideration and verification of all the comprehensive records/documents, all members unanimously approved their applications.

Date: 22.06.2024



Ms. Rita Dixit

Chairperson Of IQAC



Prof. (Dr.) Poonam

Co-Ordinator Of IQAC

Co-Ordinator
IQAC
M.G.B.V. (P.G.) College
Farrukhabad