

**2025 – 2026**

## **Minutes of The Meeting**

**September 23<sup>rd</sup> 2025**

Proceedings of the **First Meeting of Internal Quality Assurance Cell (IQAC)** for the session **2025-2026** held on **September 23<sup>rd</sup> 2025** at the principal office.

Following Members were present:

1. Prof. Priyadarshini Upadhyay: Chairperson
2. Miss Rita Dixit: Senior Member
3. Prof. Farha Tabassum: Senior Member
4. Dr. Rajyashree Mishra: Member
5. Dr. Nishtha Sharma: Member
6. Dr. Sandhya Dwivedi: Member
7. Prof. (Dr.) Poonam: Co-ordinator

The Members of IQAC were welcomed by the Co-ordinator Prof. (Dr.) Poonam, there after taking due permission of the Chairperson, following decisions were taken in the light of set agenda.

**Agenda 1:**

Minutes of the previous meeting were confirmed by all the members of IQAC Committee.

**Agenda 2:**

Approval Memorandum of Understanding (MOU) taken under the Mahatma Gandhi Balika Vidhyalay (PG) College, Firozabad First party with the centre for the Development of Glass Industry (MSME-TDC, CDGI- FIROZABAD) Second party. This MOU is for two years only. There was a workshop conducted under the cell for differently abled SC students and SEDGs. It is w.e.f. from 08.10.2025 for 390 hours workshop.

**Agenda 3:**

30 days Orientation Programme UNXT Employability Skill Training Programme (Boost Your Skill, Build Your Future) under Activity Club with collaboration Unnati Foundation. 101 students participated in this Orientation Programme.

**Agenda 4:**

In this session there is proposed an Alumni Meet. The committee will prepare a tentative date to organize the Alumni Meet.

**Agenda 5:**

It was discussed to promote the increased use of information and communication technology in teaching and administrative processes. Faculty members will be encouraged to conduct more digital and blended learning sessions.

**Agenda 6:**

It was decided to organize workshops and counselling sessions for students and staff to promote mental health and well-being.

**Agenda 7:**

The Co-ordinator Prof. (Dr.) Poonam was assigned to prepare the draft Action Taken Report (ATR). After that Action Taken Report of session 2024-2025 was uploaded on college website.

**Agenda 8:**

It was agreed to plan and conduct a National Seminar in upcoming session. A sub committee will be formed to finalize the theme/topic, resource persons and schedule.

**Agenda 9:**

It was resolved to begin data collection and documentation for the Annual Quality Assurance Report (AQAR) 2021-2022. All committee members were instructed to prepare AQAR earliest for the session 2021-2022 in a new format.

**Agenda 10:**

The matter of pay fixation of Dr. Ankita Thakur at level 10-11 was discussed in new formed fixation committee. It was resolved to forward the recommendation to the concerned authority for necessary action as per norms.

**Agenda 11:**

Academic Calendar for the session 2025-2026 was discussed with the chairperson and all the members, which was approved unanimously by them.

The meeting ended with a vote of thanks by Co-ordinator Prof. (Dr.) Poonam of IQAC.


**Date: September 23<sup>rd</sup> 2025**



**Prof. (Dr.) Priyadarshini Upadhyay**

**Chairperson**

**IQAC**



**Prof. (Dr.) Poonam**

**Co-ordinator**

**IQAC**

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**2025 – 2026**

## **Minutes of The Meeting**

**10<sup>th</sup> February 2026**

Proceedings of the **Second** Meeting of Internal Quality Assurance Cell (**IQAC**) for the session **2025-2026** held on **10<sup>th</sup> February 2026** at the principal office.

Following Members were present:

1. Prof. Priyadarshini Upadhyay: Chairperson
2. Prof. Farha Tabassum: Senior Member
3. Dr. Rajyashree Mishra: Senior Member
4. Dr. Nishtha Sharma: Member
5. Dr. Sandhya Dwivedi: Member
6. Prof. (Dr.) Poonam: Co-ordinator

The Members of IQAC were welcomed by the Co-ordinator Prof. (Dr.) Poonam, there after taking due permission of the Chairperson, following decisions were taken in the light of set agenda.

### **Agenda 1:**

Minutes of the previous meeting were confirmed by all the members of IQAC Committee.

### **Agenda 2:**

The application has been given to the IQAC by Dr. Rajyashree Mishra Associate Professor (Department of Sanskrit) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 13A to 14 in offline mode.

### **Agenda 3:**

The application has been given to the IQAC by Dr. Zeba Faruqui Assistant Professor (Department of Urdu) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 10A to 11 in offline mode.

### **Agenda 4:**

The application has been given to the IQAC by Dr. Jyoti Agrahari Assistant Professor (Department of English) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 10A to 11 in offline mode.

**Agenda 5:**

The application has been given to the IQAC by Dr. Charcha Assistant Professor (Department of Sociology) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 10A to 11 in online mode.

**Agenda 6:**

The application has been given to the IQAC by Dr. Shavnam Assistant Professor (Department of Sociology) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 10A to 11 in online mode.

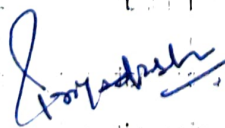
**Agenda 7:**

The application has been given to the IQAC by Dr. Nisha Assistant Professor (Department of Sociology) for the promotion under Carrier Advancement Scheme (CAS) Academic Level 10A to 11 in online mode.

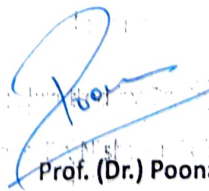
The applications about the promotion under CAS, submitted by Dr. Rajyashree Mishra, Dr. Zeba Faruqui, Jyoti Agrahari, Dr. Charcha, Dr. Shavnam and Dr. Nisha on February 11,12,13, 2026 were appraised and reviewed by the members of IQAC. After deliberation, consideration and verification of all the comprehensive records/ documents, all members unanimously approved and forwarded to the next level of their applications.

There being no agenda. The meeting ended with vote of thanks by Co-Ordinator Prof. (Dr.) Poonam of IQAC.

**Dated: 10<sup>th</sup> February 2026**



**Prof. (Dr.) Priyadarshini Upadhyay**  
**Chairperson**  
**IQAC**



**Prof. (Dr.) Poonam**  
**Co-ordinator**  
**IQAC**

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

**2025 – 2026**

**Minutes of The Meeting**

**09<sup>th</sup> March 2026**

Proceedings of the **Third Meeting** of Internal Quality Assurance Cell (**IQAC**) for the session **2025-2026** held on **09<sup>th</sup> March 2026** at the principal office.

Following Members were present:

1. **Prof. Priyadarshini Upadhyay: Chairperson**
2. **Prof. Farha Tabassum: Senior Member**
3. **Dr. Rajyashree Mishra: Senior Member**
4. **Dr. Nishtha Sharma: Member**
5. **Dr. Sandhya Dwivedi: Member**
6. **Prof. (Dr.) Poonam: Co-ordinator**

The Members of IQAC were welcomed by the Co-ordinator Prof. (Dr.) Poonam, there after taking due permission from the Chairperson, following decisions were taken in the light of set agenda.

**Agenda 1:**

Minutes of the previous meeting were confirmed by all the members of IQAC Committee.

**Agenda 2:**

The matter of pay fixation of Dr. Charcha, Dr. Shavnam and Dr. Nisha at level 10 to 11 was discussed in fixation committee. It was resolved to forward the recommendation to the concerned authority for necessary action as per norms.

**Agenda 3:**

The Annual Quality Assurance Report (AQAR) 2021-2022, All committee members were instructed to prepare AQAR earliest for the session 2021-2022 in a new format.

#### Agenda 4:

Planning & implementation of Mentor-Mentee program for session 2025-2026.

It was discussed that students support and academic guidance needs to be strengthened.

Committee resolved that:

- . All faculty members will be assigned 20-25 students each as mentees for session 2025-2026.
- . List of mentees with contact details will be prepared by faculty members.
- . Monthly one-to-one meeting between mentor and mentee will be conducted. Issues related to academics, attendance, stress, career guidance will be discussed.
- . Mentor must maintain a "Mentor-Mentee Register" and submit report in the end of the session to the Co-ordinator.

There being no agenda. The meeting ended with a vote of thanks by Co-ordinator Prof. (Dr.) Poonam of IQAC.

Date: 09<sup>th</sup> March 2026

  
Prof. (Dr.) Priyadarshini Upadhyay

Chairperson

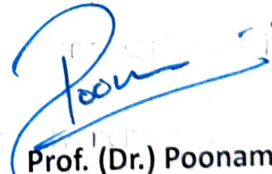
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Co-ordinator

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**2025 – 2026**

## **Minutes of The Meeting**

**14<sup>th</sup> May 2026**

Proceedings of the **Fourth Meeting of Internal Quality Assurance Cell (IQAC)** for the session **2025-2026** held on **14<sup>th</sup> May 2026** at the principal office.

Following Members were present:

- 1. Prof. Priyadarshini Upadhyay: Chairperson**
- 2. Prof. Farha Tabassum: Senior Member**
- 3. Dr. Rajyashree Mishra: Senior Member**
- 4. Dr. Nishtha Sharma: Member**
- 5. Dr. Sandhya Dwivedi: Member**
- 6. Prof. (Dr.) Poonam: Co-ordinator**

The Members of IQAC were welcomed by the Co-ordinator Prof. (Dr.) Poonam, there after taking due permission from the Chairperson-Prof. (Dr.) Priyadarshini Upadhyay following decisions were taken in the light of set agenda.

### **Agenda 1:**

The Minutes of the previous meeting held on March 9<sup>th</sup> 2026 were read out by the Co-ordinator. After discussion, the minutes were confirmed and approved by all members without any corrections. The Chairperson signed the minutes.

### **Agenda 2:**

It was discussed that verification of all departmental records of events and activities for financial year 2025-2026. Verification work will start from 20<sup>th</sup> July to 20<sup>th</sup> August 2026. Verification of records of events/departmental activities to be verify are bifurcated as below:

- 1. Prof. Farha Tabassum : B Sci (H.Sci), B Sci, M Sci,**
- 2. Prof. Rajyashree Mishra: Urdu, English, Hindi (UG & PG), Psychology**
- 3. Dr. Nishtha Sharma : Painting, Sanskrit (UG & PG), Sociology(UG & PG), Physical Education**
- 4. Dr. Sandhya Dwivedi : Economics, Education, Commerce (BCom, MCom)**
- 5. Prof. Poonam : Music (UG & PG), Home Science, Political Science**

**Agenda 3:**

The Co-ordinator Prof. Poonam is assigned to prepare the draft Action Taken Report (ATR) for the session – 2025-2026. Action Taken Report will be uploaded on college website in June 2026.

**Agenda 4:**

**Plan of Action chalked out by IQAC for session 2026-2027:-**

1. To update knowledge and skills of the students for better job opportunities.
2. Seminars/ Webinars/ Lectures should be conducted by faculty members for carrier guidance of the students.
3. Encourage teaching staff to apply for major and minor projects.
4. To encourage teaching staff for Research work.
5. To encourage faculty members to use ICT tools for improvement in teaching and learning process.
6. To organize workshops and counselling sessions for students and staff members to promote mental health and well-being.

**Agenda 5:**

It was informed that the registration process for admission through the Samarth Portal commenced on 11 May, 2026. Subsequently, the college has decided to initiate the admission counselling process for eligible students. The counselling process will commence from Monday, 25 May, 2026. Counselling session will be conducted in the college premises.

There being no agenda. The meeting ended with vote of thanks by Co-Ordinator Prof. (Dr.) Poonam of IQAC.

**Dated : 14<sup>th</sup> May 2026**



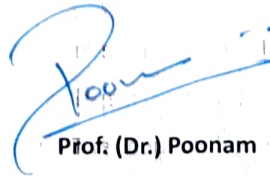
**Prof. (Dr.) Priyadarshini Upadhyay**

**Chairperson**

**IQAC**

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**Prof. (Dr.) Poonam**

**Co-ordinator**

**IQAC**

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