

Agenda for 40th IQAC Meeting

Scheduled to be held at 2:30 p.m. on 31 May 2022 at Kanohar Lal SnatakottarMahila Mahavidyalaya, Meerut.

Agenda Point 1: Review of the minutes of the last IQAC meeting

Agenda Point 2: Reports of activities and initiatives since the last IQAC meeting

Agenda Point 3: Discussion on:

- Planning of the remaining session (2021-22), B.A. & M.A.
- Time table of U.G. and P.G.
- Examination
- Result of P.G. (1st and 3rd Semester)
- INFLIBNET
- Purchase of books according to NEP
- Remedial Classes
- Feedback from students and parents
- College website
- Sudiksha
- Parent Teacher Meeting
- Career counselling for B.Ed. and P.G. courses
- B.Ed. Department- Constructive approach
- Commerce Department
- Skill Development courses
- Startup Cell

Agenda Point 4: Discussion on the grievances submitted by the student

Agenda Point 5: Discussion on the letters received from the University / Government.

Agenda point 6: Any other issue with the permission of the Chair.

Dr. Kiran Pradeep, IQAC Co-ordinator

Members Present:

1. Dr. Alka Chaudhary
2. Dr. Kiran Pradeep
3. Dr. Poonam Singh
4. Dr. Rakhi Tyagi
5. Dr. Venu Vanita
6. Ms. Fatima Hasan
7. Ms. Sonika Nagar
8. Ms. Smriti Yadav
9. Dr. Deepika Tyagi
10. Ms. Prerna (Alumni representative)
11. Ms. Rashi Jain (Student representative)

Special invitee: 1. Mr. Rohit

2. Ms. Ritu Sharma

Minutes of 40 IQAC meeting held on 31.5.22 at KLSMM, Meerut

Agenda	Discussion and decision taken	Person responsible	Compliance
Agenda point 1:	Review of the minutes of the last IQAC meeting.	Dr. Kiran Pradeep	Minutes were reviewed in the meeting.
Agenda point 2:	Reports of activities and initiatives since the last IQAC meeting.	Dr. Kiran Pradeep	Reports were presented at the meeting.
Agenda point 3:	Collection of reports for IQAC. Suggestions were given as to how to collect information/data for IQAC. It was suggested that: <ul style="list-style-type: none"> • Press reports and photographs of any event must be uploaded on the departmental id. • Soft copies of all certificates must be scanned and emailed to the IQAC email id. • All documents must be created and emailed in the MS Excel or PDF format only. 	Dr. Alka Chaudhary, Dr. Kiran Pradeep & Ms. Smriti Yadav	Work in progress.
Agenda point 4:	Planning for the next session. <ul style="list-style-type: none"> • Delegation of tasks, reordering of infrastructure and restructuring of all college committees to evenly distribute the workload of all staff members. 	Dr. Alka Chaudhary	Work in progress.
	<ul style="list-style-type: none"> • Classes shall continue till 15.6.22 in spite of the summer vacation until all the remaining syllabus is completed. Teachers can 		Teachers are taking their classes regularly both through the offline and online mode. Most of the syllabus has been completed.

	also take online classes from home.		
	<ul style="list-style-type: none"> Reshuffling of the admission Committee. 	Dr. Alka Chaudhary	New Admission committee is being formed.
	Amrit Mahotsav: Suggestions were asked as to how to conduct the remaining activities during the summer vacations.	Dr. Alka Chaudhary	Activities are still being organised involving minimal student participation through the cooperation of the entire college.
	<ul style="list-style-type: none"> Planning for the next session shall be done in the latter half of June. 	Dr. Alka Chaudhary	Work is in progress.
	<ul style="list-style-type: none"> Internal examination of B.A. 1, Sem 2, shall be conducted from 1-15 June. The date sheet has been prepared keeping in mind teachers who are going on leave. 	Dr. Poonam Singh	Internal exams were conducted smoothly and successfully.
	Result of M.A. Hindi and Drawing.	Dr. Venu Vanita	Excellent result of M.A. Hindi and drawing was obtained with students scoring more than 80% marks.
	INFLIBNET	Dr. Rakhi Tyagi	There are currently 66 registered users of INFLIBNET in the college. Students of B.Ed. and M.A. Psychology have also become members and are currently using the software. Other P.G. departments can also send their student lists to the library so that more students can join INFLIBNET.
	Purchase of books according to NEP	Dr. Rakhi Tyagi	Books available in the market are being updated as per demand of the subject. Subjects in which books are short such as B. Ed. Can send their

			book lists to Dr. Rakhi.
	<p>Remedial Classes.</p> <ul style="list-style-type: none"> • A change was suggested in the current system of taking remedial classes. Instead of taking student problems in the last 15 minutes of the period, a separate period should be allotted in the timetable in which student problems can be rectified. • Tutorial classes must be taken in each subject after which the students can write their problems on paper. Common academic problems can be taken up during the remedial classes. Personal problems can be rectified on an individual level through counselling. 	Dr. Alka Chaudhary & Dr. Ritu Sharma	The change shall be incorporated in the time table of the next session.
	<p>Other suggestions for improvement:</p> <ul style="list-style-type: none"> • A whiteboard should be placed in every classroom for presentation. • Out of the 5 projectors in the college, only one is still working. Rest 4 needed to be repaired. • A four member Maintenance Committee should be constituted who surveys the entire college 	Dr. Ritu Sharma	<p>Ground floor: Dr. Mamta Agarwal First floor: Dr. Deepika Tyagi Second floor: Dr. Poonam Singh Commerce wing: Mr. Rohit</p>

	for inconveniences in infrastructure who shall report to the Principal who in turn shall direct these maintenance related issues to Mr. Manoj Gupta.		
	<p>Feedback.</p> <ul style="list-style-type: none"> The report of Parents' offline feedback forms was presented. The report of students' feedback was also presented. 	Dr. Kiran Pradeep & Dr. Deepika Tyagi	Alumni feedback form is also ready on Google Form.
	Parent Teacher Meeting. PTMs of B.A. 2 and 3 year were successfully organized. PTM of B.A. 1 could not be organized due to their external exams.	Dr. Kiran Pradeep	PTM of B.A. 1 shall be organised in the next session.
	<p>Inputs from the Student Representative, Ms. Rashi Jain:</p> <ul style="list-style-type: none"> Teachers are not able to take proper classes due to exam duties. Impact of the college activities on the students. 	Ms. Rashi Jain	<ul style="list-style-type: none"> All teachers teaching NEP syllabus shall be relieved off their duties. The students are proud that their college is progressing after reading about the college in newspapers and social media.
	College Website.	Dr. Kiran Pradeep	All links have been uploaded on the website. Further improvements are being taken up by Mr. Deepak Rathi and Ms. Swati Rana.
	IQAC Meeting	Dr. Kiran Pradeep	An IQAC Meeting shall be conducted early next session to make all the

			faculty aware about the requirements of NAAC.
	Career Counselling	Ms. Fatima Hasan	Post B.Ed. counselling session, there have been 70 registrations in B.Ed. There will be a Counselling Session for B.A. Final students for P.G. courses on the last day of their exam.
	<p>B.Ed.</p> <ul style="list-style-type: none"> The constructive approach given by NCTE does away with the traditional mode of teaching learning process. It focuses on the brain storming method of teaching. The students are encouraged to read about the topic from home and discuss their problems in the class. This method can be used upon the U.G. students to make their learning more interesting and increase their attendance in the classroom. Demand for a separate building for B.Ed. and separate labs. 	Dr. Ritu Sharma	<ul style="list-style-type: none"> Shall be implemented in the next session. Ms. Ritu will give a guest lecture to all other faculty on Constructive Approach in the next session. <ul style="list-style-type: none"> Being a composite college, only minimum 4 rooms are

			required for B.Ed.
	<ul style="list-style-type: none"> • Demand for approved teachers for B.Ed. 		<ul style="list-style-type: none"> • Work is in progress.
	<ul style="list-style-type: none"> • Huge demand for a hostel 		
	<ul style="list-style-type: none"> • Suggestion to shift the library to a hall in Commerce building. 		
	Commerce: Ms. Preeti Verma of M.Com. 4 Sem has qualified in NET exam in Commerce subject in December 2021.	Mr. Rohit	A copy of the NET certificate shall be provided to the IQAC Coordinator.
	Skill Development Courses: <ul style="list-style-type: none"> • The External Exam of B.A. 1, Sem 2 shall be conducted on 14 June 2022. 	Ms. Fatima	4 more skill courses are also going to be introduced from the next session.
	Start-up Cell	Ms. Fatima	An entire committee is to be formed early the next session.
Agenda point 5:	Student Grievances are to be redressed periodically.	Dr Alka Chaudhary & Dr. Kiran Pradeep	Students write their grievances on paper and drop them in the grievance box. The Principal is also easily accessible to the students for the solution of their problems. For complex personal problems, the students can contact the Mentoring and Counselling Cell.
Agenda point 6:	Any other issue with the permission of the Chair. <ul style="list-style-type: none"> • Timetable for the next session must be compact. Combinations of subjects have to be made. 	Dr. Alka Chaudhary	<ul style="list-style-type: none"> • Work in progress.

	<ul style="list-style-type: none">• P.G. Final students must register themselves as alumni and join the Alumni Cell.• Discussion on the problems of the college which should be removed by and large in the next session.		<ul style="list-style-type: none">• “Sajha Manch” on 1 June 2022 at 10:00 a.m.: An open platform where all faculties presented their problems to the Principal.
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