

A meeting of IQAC was held on 02 July 2022 at 12:30 pm in IQAC hall with the Convenor and the members of IQAC.

- Status of the criterions of SSR were discussed with the concerning Criterion incharge.
- IIGA is to be sent in the coming week.
- Discussion on extra hand for the computer related work was carried out.
- Criterion-wise work related to uploading for SSR submission was distributed according to the following dates -

Criterion-1 → July 7, 8, 9, 11, 12 with Pooja <sup>Kul</sup>

Criterion 2 → 4-5 July 2022 with Sahil (11-1:00 pm) <sub>2/7/22</sub>

Criterion 3 - 15, 16 July 2022 with Pooja. <sub>02.7.22</sub>

Criterion 4 - 18, 19 July 2022 <sub>Ampan 21/7/22</sub>

Criterion 5 - 4, 5 July 2022 with Sahil (1 to 5 pm.) and 7, 8, 09, 11, 12, 13 July

Criterion 6 - 13, 14 July 2022 with Pooja. <sub>2/7/22</sub> <sub>Pen to B</sub>

Criterion 7 - 4-5 July 2022 with Pooja.

following members were present in the meeting -

1. Dr. Kusum Mathur Kusum  
2/7/22
2. Dr. Seema Dixit ~~Seema~~  
2/7/22
3. Dr. Sujata Bhatt SB  
2.7.22
4. Dr. Manisha Sharma
5. Dr. Anupama Rawat Anupama  
02.07.2022
6. Dr. Dr. Aschana Gour
7. Dr. Sonal Choudhary
8. Dr. Renu Patidar Renu Patidar  
2/7/22
9. Dr. Ranyana Upadhyay
10. Dr. Mukesh Dixit M. Dixit  
2/7/22
11. Dr. Deepthi Sankat.
12. Dr. Shailbala Singh Baghel Shailbala  
2/7/22

Dr. Shailbala Singh Baghel  
Co-ordinator  
IQAC

आज दिनांक 20/07/2022 को महाविद्यालय के virtual lab में  
 उच्चशिक्षा विभाग के पत्र क्रं. 1823/वि.व.पत्र/2022 दि. 13/07/22  
 के तारतम्य में MS Teams पर virtual meeting/प्रतिष्ठान  
 आयोजन 9:30 पर Learning Outcome & its attainment  
 विषय पर किया गया जिसमें महावि. के निम्न प्राध्यापक  
 उपस्थित रहे -

1. Dr. Kusum Mathur Kusum 20.7.22
2. Dr. Neerja Shrivastava neerja 20/7/2022
3. Dr. Deepthi Sankat
4. Dr. Manisha Sharma Manisha
5. Dr. Vandana Bhave Vandana 20/7/22
6. Dr. Seema Dixit Seema 20/7/22
7. Dr. Ranjana Upadhyay Ranjana
8. Dr. Pratishtha Khane (Physics) Pratishtha
9. Dr. Shobha Shrivastava (Botany) Shobha 20/7/22
10. Dr. Seema Pathak (Home Science) Seema 20.7.22
11. Dr. Mukesh Dixit (Sports Officer) Mukesh 20/7/22
12. Dr. (Mrs) Sujata Bhatt. Sujata 20.7.22
13. Dr. Swinder Kaur Bahra Swinder 20/7/22
14. " Vandana Singh Vandana 20.7.22
15. Dr. Sonal Choudhary Sonal 20/7/22
16. P.K. Khare P.K. 20.7.22
17. D.P. Rohit D.P. 20/7/22
18. Jyotsna Jashi Jyotsna 20/7/22
19. Dr. Chitra Amravanshi Chitra 20/7/22
20. Dr. रेखा रिद्धिया रेखा 20-7-22
21. Dr. Kavita Kakar Kavita 20/7/22
22. Mrs. Richa Pathak Richa 20/7/22
23. Sabita A. Sabita 20-7-22
24. Dr. Kavita Shrivastava Kavita 20.7.22

- 28 Dr. Santosh Yadav
29. Dr Arta Smeshana
- 30 Dr Archana Gaur

July:  
20/7/22  
20/7/22

आज इस परिषद/बैंक में महाविद्यालय के  
30 प्राध्यापक/विभागाध्यक्ष/आर.व्य.ए.सी.सदस्य/  
लेखापाल/मुख्य लिपिक आदि उपस्थित रहे।

20/7/2022  
TGAC Coordinator

16/08/2022

बैठक

आज दिनांक 16/08/2022 को IOAC कक्ष में प्राचार्य की अध्यक्षता में NAAC द्वारा IQA के संवर्धन में चर्चे गये स्पर्धकता के बिन्दुओं पर चर्चा हेतु एक आवश्यक बैठक IOAC सदस्यों एवं स्वशासी परीक्षा प्रकोष्ठ के सदस्यों के साथ रखी गयी।

जिसमें निम्न सदस्य उपस्थित हुए -

1. डॉ. डी. पी. रोहित
2. डॉ. अमर नायक
3. डॉ. कुसुम माथुर
4. डॉ. मुकेश दीक्षित
5. डॉ. दीप्ति संकत

बैठक में निम्न बिन्दुओं पर चर्चा की गयी।

(1) IQA में जमा की गयी program की सूची में department column के अन्तर्गत एक entry के तहत एक department/विषय की entry की जानी है।

(2) संवर्धता संबंधी निम्न जानकारी पर चर्चा की गयी जिसमें Ph.D. के 14 विषयों में शोध केन्द्र दर्ज किये हैं जबकि 11 विषयों के संवर्धता पत्र प्राप्त हैं। अन्य तीन विषय - हिन्दी, नृत्य व अर्थशास्त्र के संवर्धता संबंधी पत्र बकतउल्लाह से प्राप्त पत्रों के आधार पर मान्य किये जायेंगे।

(3) Subject Combination का year of Introduction

के संवर्धन में autonomous प्रकोष्ठ से विषय Combination के year of introduction की सूची उपलब्ध करायी गयी है उसे मान्य करते हुए व संघारित करते हुए आवश्यक कार्यवाही की जायेगी।

(4) Affidavit प्राप्त होने के उपरान्त IQA में

मे पुनः NAAC को भेजा जाये।

5) बरकतुल्लाह से प्राप्त Affiliation से M.Com. Accounts के स्थान पर plain M.Com. के नामकरण के लुधर कट संशोधित affiliation हेतु letter प्राप्त किया जाये।

1. डॉ. डी. पी. रोहित ✓
2. डॉ. अमर नाशक ✓
3. डॉ. कुसुम माथुर *Kusum* 16.8.22
4. डॉ. मुकेश दीक्षित *M. D.* 16/8/22
5. डॉ. दीप्ति संकत. ✓

*[Signature]* 16/8/2022

डॉ. शैल बाला बघेल  
सम-व्यक्त IQAC.

*[Signature]*

*[Signature]*

cum workshop / training

विशेष कर्तव्यस्थ अधिकारी, राज्य परियोजना संचालकालय,  
विश्व बैंक परियोजना, उच्च शिक्षा विभाग, म.प्र. शासन  
भोपाल के पत्र क्र. 2327/ वि. बैं. परि. /2022 दि. 12.09.2022  
के परिपालन में दिनांक 15.09.2022 को प्रातः 10:30 बजे  
से Sustainable Development Goals पर आधारित  
नैक से संबन्धित प्रशिक्षण Google Meet पर आयोजित  
किया जिसमें निम्न पाठ्यापक / स्टाफ उपस्थित रहे -  
( प्रशिक्षण virtual class, central library building  
में आयोजित किया गया )

1. डॉ. मुकेश दीक्षित
2. डॉ. अर्चना गौर
3. डॉ. मनीषा शर्मा
4. डॉ. लुजाता अह
5. डॉ. रंजना उपाध्याय
6. डॉ. सीमा दीक्षित
7. डॉ. अनुपमा रावत
8. डॉ. दीप्ति संकत
10. डॉ. शर्मिषा मेला होलानी  
( शिक्षा अधिकारी )
11. श्रीमती तनुजिता शर्मा  
( मुख्य लिपिक )

M.A.  
A.P.  
Janki  
15.9.22  
15.9.22  
A.P.  
15.9.22  
15.9.22  
15.9.22

1. के आकार पर 20.9.22 तक SDG के goals के किन्तुओं  
इस बैठक में दिनांक 20.9.22 तक SDG के goals को  
सम्मिलित कर 5 star level NAAC Cell को उपलब्ध कराया जा रहा है।  
डा. बोलबाला बघेल  
(समन्वयक)
2. दि. 22.09.22 को preparedness for NEP पर  
पुनः इस प्रकार की virtual meeting कराये जाने  
का आश्वासन दिया गया।

Dr. Shailbala Singh Baghel  
Co-ordinator  
19AC

# Meeting

22/9/2022

Online meeting on "Institutional Preparedness on NEP" with SLNC. Meeting was held at 4:00 P.M. in the virtual class room.

The following members attended -

- |                            |                      |                                   |
|----------------------------|----------------------|-----------------------------------|
| 1. Dr. Neeja Shrivastava   | Zoology              | <i>N Shrivastava</i><br>22/9/2022 |
| 2. Dr. Seema Pathak        | Home Science         | <i>S Pathak</i><br>22/9/22        |
| 3. Dr. Chitra Amrawanshi   | History              | <i>Chitra</i><br>22/9/22          |
| 4. Dr. P.K. KHARE          | Philosophy           | <i>P Khare</i><br>22-9-22         |
| 5. Sheela Dixit            | Library              | <i>S Dixit</i><br>22.9.22         |
| 6. Mrs. Richa Pathak       | Dance                | <i>R Pathak</i><br>22/9/22        |
| 7. Dr. Mukesh Dixit        | Zoology (IQAC)       | <i>M Dixit</i><br>22/9/22         |
| 8. Santosh Kalavaniya      | Psychology           | <i>Santosh</i><br>22/9/22         |
| 9. RAUNAK KAUR             | (STUDENT B.A. FINAL) | <i>Raunak</i><br>22/9/22          |
| 10. Dr. Rashmi Kels Holani | SPORTS               | <i>Rashmi</i><br>22/9/22          |
| 11. Kusum Mathur           | IQAC/ Geog.          | <i>Kusum</i><br>22.9.22           |
| 12. Anupama Rawat          | IQAC/Economics       | <i>Anupama</i><br>22/9/22         |
| 13. Dr. Rajana Upadhyay    | IQAC / Citation 7/HS | <i>Rajana</i><br>22.9.22          |
| 14. Sanjay Jha             | IQAC Lab Tech.       | <i>S Jha</i><br>22.9.22           |
| 15. Dr. Kavita Shrivastava | MATHEMATICS          | <i>K Shrivastava</i><br>22.9.22   |
| 16. Dr. Kavita Katar       | English              | <i>K Katar</i><br>22/9/22         |
| 17. Dr. Vandana Saini      | Pol. Sc.             | <i>V Saini</i><br>22.9.22         |

*Dr. Shailbala Singh Baghel*  
Coordinator  
IQAC




Meeting

29/09/22

Online Meeting on "Institutional Values and Best practice". Meeting was held at 4:00 PM in the virtual class room.

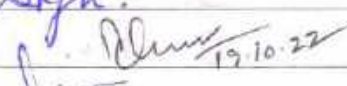
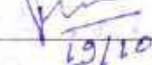
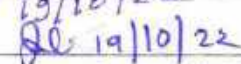
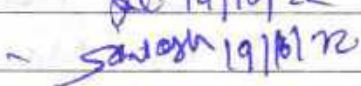
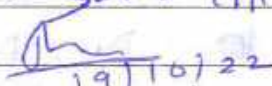
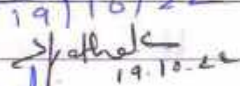
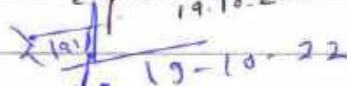
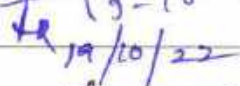
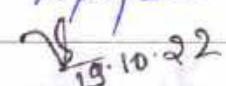
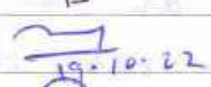
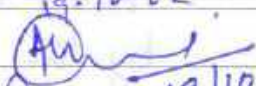

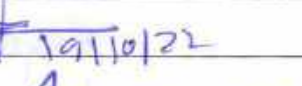
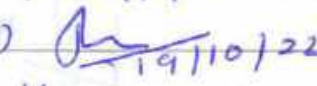
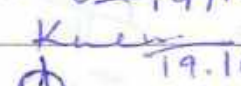
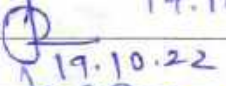
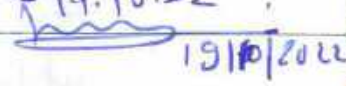
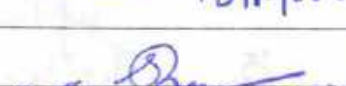
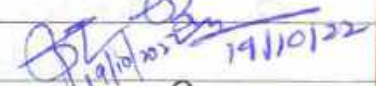

The following members attended :-

1. Dr. Kusum Mathur 
2. Dr. Mukesh Dixit 
3. Dr. Manisha Sharma 
4. Dr. Sujata Bhatt 
- 5) ~~5. Dr. Anupama Rawat~~ Sonali Moolchandani 
6. Dr. Aschana Gaur 
7. Dr. Deepthi Sanhat 
8. Dr. Anupama Rawat 
9. Monika Sani 
10. Kirti Veema 
11. Dr. Rajam Vardhyan 
12. Dr. Manu Jha 

  
Dr. Shailbala Singh Baghel  
Coordinator  
IQAC

Date 19/10/2022

Today in IQAC, Under the SSR, Evaluative Report of the departments have shown to all the concerning HOD's and the following Heads of the departments have gone through it and found all the related record as true to their knowledge and are agree to upload it on NAAK portal.

S.No.	Name of HOD	Subject	Sign.
1.	Dr. P. K. KHARE	Philo.	 19.10.22
2.	Dr. Pratiksha Khare	Phy.	 19/10/22
3.	Dr. Jyotsna Joshi	Psycho.	 19/10/22
4.	Mr. S. Ralwania		 19/10/22
5.	Dr. Suchha Dixit	Music	 19/10/22
6.	Dr. Seema Pathak	H.Sc.	 19.10.22
7.	Dr. Smita Mishra (Eco)	Eco.	 19-10-22
8.	Dr. Kavita Katar	Eng.	 19/10/22
9.	Dr. Vandana Sini (Pol. Sc. / Pub. Ad)		 19.10.22
10.	Dr. S. K. Baha	Commerce	 19.10.22
11.	Dr. A. Chauhan	Sociology	 19/10/22
12.	Smt. Premkate Shrivastava	Serial work.	 19/10/22
13.	Dr. Suchha Dixit	MUSIC (Vocal & Inst.)	 19/10/22
14.	Dr. Kusum Mather	Geography	 19.10.22
15.	Dr. Kavita Shrivastava	Mathematics	 19.10.22
16.	Dr. Santosh Yadav	Computer	 19/10/2022
17.	Dr. Neeraja Shrivastava	Zoology	 19/10/2022
18.	Dr. Sneha Shrivastava	Botany	 19/10/22
19.	Dr. Shailbala Baghel	Chemistry	 19/10/22
20.	Dr. Rashmi Joshi	D & P	for.  19/10/22

Dr. Shailbala Singh Baghel

## Meeting

10/11/22

Today in the IQAC a meeting will be held related to the preparations going on for the NAAC visit and the status of work related to DVV, etc

1. Dr. Mukesh Dixit
2. Dr. Khosim Mathur . Khosim
3. Dr. Seema Dixit . Seema
4. Dr. Anjana Rawat Anjana
5. Dr. Vanmala Bechke VB
6. Dr. Sujata Bhatt. SJB  
10.11.22
7. Dr. Archana Gaur Dr
8. Dr. Ranjana Upadhyay Ranjana
9. Dr. Manisha Sharma Manisha
10. Dr. Deepthi Sankat Deepthi
- # Dr. Dhruj Jha (Invited Gf) -

1. In the meeting the issues related to DVV were discussed at length and it was instructed by the convenor IQAC that each document which is to be uploaded shall be duly signed by the competent authority as per the directives of NAAC for DVV.
2. The criterion incharges will submit the documents upto 11.11.2022 for review so that the correct information will be uploaded.
3. Those files which are more than 2 MB should get linked with the website of the college.

1. Dr. Mukesh Dixit
2. Dr. Kusum Mathur Kusum
3. Dr. Seema Dixit SD
4. Dr. Anupama Rawat - Anupam
5. Dr. Vanmala Buchke VB
6. Dr. Sujata Bhatt SB 10.11.22
7. Dr. Archana Gaur - AG
8. Dr. Ranyana Upadhyay R
9. Dr. Manisha Sharma Manisha
10. Dr. Deepthi Sankal DS
11. Dr. Dhruj Jha (Invited GF) - Dhruj 10/11/2022

Shailbala 10/11/2022

Dr. Shailbala Singh Baghel  
Convener

Today in the IQAC a meeting was held with the Coordinator State Level NAAC Cell Dr. Usha Nair and with the facilitator Dr. Pragyesh Agarwal in the chairmanship of Dr. Rajani Shrivastav (Principal) and with all the members of IQAC for the NAAC related visit and its preparation. Following members were present in the meeting -


1. Dr. Usha Nair *U Nair*
2. Dr. Pragyesh Agarwal *Pragyesh*
3. Dr. Manisha Sharma *Manisha*
4. Dr. Keerun Mathur *Keerun* 14/11/22
5. Dr. Seema Dixit *Seema* 14/11/22
6. Dr. Anupama Rawat *Anupama* 14/11/2022
7. Dr. Archana Gaur *Archana* 14/11/22
8. Dr. Deepthi Sankeat *Deepthi*
9. Sanjay Jha *Sanjay* 14.11.22

Minutes of the meeting are as follows -

1. SWOC Analysis of all departments
2. PPT of Principal (highlights of college)
3. PPT of IQAC convenor (initiatives of IQAC)
4. Recommendations of NAAC, Autonomous and its implementation
5. Display of student charter, scholarships, <sup>stipend</sup>freeships, <sup>stipend</sup>vision/mission

6. Yoga/meditation, yoga practice/display in dept. at the time of visit.
7. Sarojini Naidu Gallery
8. Yoga posters
9. 65 SSR & 35 for visit score (665/335)
10. Computers in working condition — anti-virus, AMC
11. Old instruments & if not write-off, make a museum or gallery of it at one place.
12. Lab instruments with SOP
13. Waste management
14. Garden
15. Furniture in new classroom
16. Policies in brochure form.
17. Contribution of NOGA as cash/kind.
18. Preparation of college level programs repository
19. For the selection of funding, prioritization of remaining maintenance work.
20. Preparation of NCC/NSS/College band/College song/cultural evening
21. Maximum number of students should be involved in preparatory activities and should be present in the campus, engaged in different activities.
22. Room for peer team, computer for them, washroom and an operator.
23. Garden/landscape development work.
24. Boards on sports ground, preparation of notice-boards.
25. Furniture maintenance/repair area.
26. All A/c, Computers, coolers, water coolers, fan, tube lights in working order, switches etc.  
Drinking water coolers/filters maintenance.


27. Increase of alumni donation, contribution in the form of necessary items.
28. Contact to highly placed alumni & asking for contribution (kind or cash)
29. Cleanliness of all washroom.
30. Maintenance of computers in library.
31. Library software from SOUL-3 from SOUL-2 or should switch to e-granthalay.
32. Daily access of digital library.
33. Selection of diverse alumni for the Alumni interaction during NAAC team visit. Seating arrangement according to profession during interaction eg. Professors, advocates, bankers, entrepreneurs etc.
34. Hybrid mode of alumni during NAAC interaction.
35. Hostel preparation
36. Parents are to be contacted and their meetings prior to final meeting are to be arranged to make them aware.
37. In computer labs, display of "Welcome to NAAC peer team", on monitors.
38. Keep active presence on social media - facebook, einstagram etc.
39. Putting of NAAC visit related news in news papers before time.
40. Detailed Committees for NAAC preparations

  
 Dr. Shailbala Singh Baghel  
 (Convener)

- (1) Dr. Keerum Malhotra
- (2) Dr. Mukesh Dixit
- (3) Dr. Manisha Sharma

On leave  
  
 12/11/2022

- (5) Dr. Asehana Gaur <sup>14/11/22</sup>  
(6) Dr. Anupama Rawat <sup>14/11/2022</sup>  
(7) Dr. Deepthi Samkat <sup>14/11/22</sup>  
(8) Dr. Ranjana Upadhyay C.L.


  
Dr. Shailbala Singh Baghel  
Coordinator  
IQAC



Today in IQAC a meeting was held with the maintenance committee to discuss about different issues related to better maintenance within the building area and campus open area as well as about the management of scrap in the college.

Following members are present in the meeting —

1. Dr. Seema Patthak Spattak  
24.11.22
2. Dr. A. K. Nema A K Nema
3. Dr. D. P. Rohit ~~Dr. Rohit~~
4. Dr. Pratima Karakharu Kharu
5. Dr. Jyotsna Agrawal Jyotsna
6. Dr. Renu Vinod Sharma Renu
7. Dr. 

  
Dr. Shailbala Baghel  
Convener  
IQAC

A meeting was held in IQAC with Dr. Shobha Shrivastav, Principal of the college about the following points related to the preparations of NAAC Peer Team Visit.

1. Distribution of new available chairs and replacement in departments in supervision of Administrative officer, Dr. Ashok Nema.
2. Checking of internet availability in each department in supervision of Dr. Santosh Yadav and Mr. Sanjay Jha. They have to complete the work within 2 days and report is to be verified by the Head of the departments.
3. Plantation in front garden and putting of paver block.
4. AMC of the drinking water cooler is to be asked and should be maintained by the maintenance committee.
5. Sports ground to be maintained.
6. Departments have to submit requirements.
7. As per the notification of IQAC, the educationist, student representative and alumni - representative are to be replaced with the permission of the Principal. The names proposed are -
  - (a) Dr. Pratibha Singh, in place of Dr. Moni Mathur due to her health issues.
  - (b) Dr. Sugandha Singh, alumni is unable to put her time in college NOGA related to Ms. Vinees Tarkatwar is suggested.
  - (c) Ms. Rakshanda Khan, student of is proposed in place

8. following dates are proposed for different NAAC preparative related meetings and visits of experts;

9 Feb. 2023 - Meeting of IQAC with external members of IQAC.

18 Feb 2023 - Meeting of Academic Council

28 Feb 2023 - Visit of State Level NAAC Team

15 March 2023 - 2<sup>nd</sup> visit of State Level NAAC team

28-29 March 2023 → 1<sup>st</sup> slot for Peer Team Visit by NAAE

5-6 April 2023 - 2<sup>nd</sup> slot for Peer Team Visit by NAAE

11-12 April 2023 - 3<sup>rd</sup> slot for Peer Team Visit by NAAE.

9. Regarding the fixation of dates for Peer Team Visit (PTV) a telephonic conversation was held with convenor IQAC and Dr. Usha Nair, Coordinator, State Level NAAC cell about the proposed dates.

1. Dr. Vanmala Buchke

2. Dr. Ranjana Upadhyay

3. Dr. Seema Dixit

4. Dr. Archana Gaur

5. Dr. Mukesh Dixit

6. Dr. Deepthi Sankat

7. Dr. Manisha Sharma

21/1/23

21/1/23

21/1/23

21/1/23

21/01/23

21/01/23

21/1/2023

Dr. Sheelbala Singh Baghel

Seen

25/1/23

Today in IQAC a meeting was held with the NAAC expert from Gujarat, Dr. N. T. Chautalya (NAAC Adviser of M.P.).

Discussions were held regarding SSR and DVV clarifications, Preparations for Peer Team Visit etc.

1. Dr. N. T. Chautalya
2. Dr. Mukesh Dixit
3. Dr. Manisha Sharma
4. Dr. Ranjana Upadhyay
5. Dr. Vanimala Buchke
6. Dr. Archana Gour
7. Dr. Sujata Bhatt
8. Dr. Seema Dixit
9. Dr. Deepthi Sankat.

27.01.23

Manish

[Signature]

Manish

[Signature]

27/1/23

[Signature]

Detailed minutes of the meeting are enclosed.

Dr. Sheetal Baghel  
Coordinator IQAC

## Meeting

01.02.2023.

Review meeting held in IQAC regarding preparation of NAAC in presence of Additional Director Higher education & convenor SLNC.

Following points discussed according to AD. Sir -

\* Principal will take meeting daily Committee convenor HOD's.

\* दोष वचे कामों को शीघ्र प्रारंभ करके 15 फरवरी तक पूर्ण रिजे जाये।

\* Principal will take meeting & take progress report daily for fast work

\* Deployment for Dance, Philosophy, & can take visiting faculty for Janbhagidai  
\* Librarian required for library for PTV

\* List of faculty I. Required letter for the empty sanctioned post to AD. Sir. (पद वाली है, 3-मे faculty appointment.)

\* Paver Block work is pending. (Sanction is also pending / estimated cost 33 lacs)

\* Additional Director →

~~\*~~ Dr Mathura Prasad (AD)

~~\*~~ Dr Usha Dhar (SLNC)

~~\*~~ Dr Seema Singh

1/2/2023

K. Wain  
1/2/2023  
Seema Singh  
1/2/23

1. Dr. Anupama Rawat

Anupa  
1/2/23

2. Dr. Vanmala Baccusi

Vanma  
1/2/23

3. Dr. Seema Dixit

Seema  
1/4/23

4. Dr. Archana Gaur

Archana  
1/2/23

5. Dr. Ranjana Upadhyay

Ranjana  
1.2.23

6. Dr. Deepthi Sankat

Deepthi

7. Dr. Manisha Sharma

8. Dr. Sujata Bhatt

Minutes are enclosed

Shailbala Singh  
1.2.23

Dr. Shailbala Singh  
Baghel.

Coordinator IQAC.

Today on 8.02.23 a meeting was held in IQAC regarding fixing of date of State Level MoC Peer Team Visit.

Following members are present in the meeting -

1. Dr. Manisha Sharma
2. Dr. Seema Dixit
3. Dr. Anupama Rawat
4. Dr. Archana Gour
5. Dr. Ranjana Upadhyay
6. Dr. Deepthi Sankat
7. Dr. Vanmalini Buchke

Minutes of the meeting:

1. As per the telephonic talk with State Level NAC Coordinator Dr. Usha Nair about the preponing of MoC Peer Team Visit instructions were given by the State Level Coordinator to fix the date earlier than previously decided i.e. 28th Feb. 2023.
2. This was conveyed to Dr. Shobha Shrivastav on telephone, and informed her for that we have to prepone as per the directives of Dr. Usha Nair, but and suggested 21st February but on this date the Principal Dr. Shobha Shrivastav was not agreed on telephonic conversation, as this was also conveyed to the incharge Principal Dr. Rajni Shrivastav.
3. With the Principal, Dr. Usha Nair had a talk and 22.02.2023 is finalized and the same is conveyed to SLNC.

8/2/2023

A meeting was held in the IQAC with all the criterion incharge and following points related to PTV preparation, AQAR, Post SSR etc.

related matters are discussed. The meeting was convened by Dr. Mukesh Dixit in presence of Coordinator IQAC Dr. Shailbala Baghel.

1. AQAR 2021-22 is to be finalised upto 28.02.2023.
2. Post SSR activities are to be collected from all the college and compiled upto 15.02.23.
3. All committees are to be instructed to exhibit their original documents for MPTV in conference room of Commerce Room No. 119.
4. All QM are to be quantified and impact assessment is to be done by all criterion incharge. & related future plans.
5. Flagship programs conveners have to present their documents with highlights.
6. A meeting with autonomous and office on 13<sup>th</sup> Feb 2023 and class III and IV<sup>th</sup> on 14<sup>th</sup> Feb 2023 will be convened.

Following members were present in the meeting -

1. Dr. Sujata Bhatt
2. Dr. Vanmala Buchke
3. Dr. Ranjana Tri Upadhyay
4. Dr. Aschana Gour
5. Dr. Deepthi Sankat

10/2/23

Venue 10/2/23

10.2.23

10/2/23

CA

10/2/2023

Dr. Shailbala Singh Baghel  
Coordinator  
IQAC









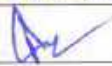
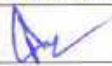
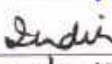

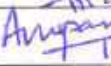

Meeting

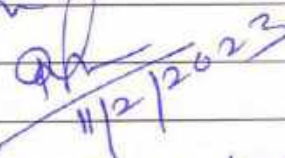
11/02/23


Today in IQAC a meeting was held with all the convenors of Flagship programs regarding preparations of NAAC PTV in presence of the Principal Dr. Rajni Shrivastav.

1. Display of boards
2. Activities, presentation of pics.
3. Room related preparations.
4. fund requirement for the preparation.
5. Preparation of brochure

following members were present in the meeting -

1. Dr. Chetna Shrivastav [Convenor Ecclub] - 
2. Dr. Laxmi Agnihotri [Convenor TG] -   
Dr. Shradha Dubey  Shradha  
11.2.23
3. Dr. Indira Javed (Convenor Earn while you learn) -  Indira  
11/2/23
4. Dr. Pratima Yadav (Convenor Notice Boards) -  Pratima  
11/2/23
5. Dr. Ranjima Upadhyay (Convenor Incubation Centre) -  Ranjima  
11.2.23
6. Dr. Dujata Bhatt (Convenor Legal Aid Clinic) 
7. Dr. Archana Gous, Memb IQAC  Archana  
11/2/23
8. Dr. Indira Javed (Enabling Unit) -  Indira  
11/2/23
9. Dr. Mukesh Dixit Member IQAC  Mukesh  
11/2/23
10. Dr. Anupama Rawat - " -  Anupama  
11/02/2023
11. Dr. Deepthi Sankat - " -  Deepthi  
11/2/2023

  
11/2/2023  
Dr. Rajni Shrivastav  
Principal

  
Dr. Shailbala Singh  
Baghel  
Coordinator  
IQAC

Meeting

13/02/23

Today a meeting with Autonomous exam cell was held in autonomous in the Chairmanship of the Principal Dr. Shobha Shrivastav regarding preparations of NAAC Peer Team Visit.

Following members were present

1. Dr. Rami Shrivastav
2. Dr. Vandana Sharma (Controller Exam)
3. Dr. Mukesh Dixit
4. Dr. Seema Dixit
5. Dr. Vanmala Buchke
6. Dr. Deepthi Sankal
7. Dr. Chaya Chandravanshi

Minutes -

- Question Paper mapping
- Progression
- Slow and advance learners
- Academic Calendar
- Drop out analysis
- Analysis of Reevaluation, graphical presentation
- Socio-economic analysis subject-wise
- SWOC analysis
- Future plans
- Cause of weakness like days required for results declaration
- Best Practice, highlights etc.

13/2/23

Dr. Shobha Shrivastav  
Principal

13/2/2023

Dr. Shailbala Singh  
Baghel  
Coordinator ICAE

A meeting with different committees related to preparation of PTV was held in IQAC, convened by Dr. Mukesh Dixit and in presence of following members and under Principals Representative Dr. Rajni Shrivastav.

1. Dr. Kumud Shrivastava (Research Committee)
2. Dr. Indira Javel (Exam which you learn) and HEPSN Committee Indira  
14/2/23
3. Dr. Shradha Dubey (TG Committee) - S.P.
4. Dr. Laxmi Agnihotri 14/2/23
5. Dr. Rashmi Kela Holani (Sports) -
6. Dr. Chetna Shrivastava (Grievance Redressal) 14/2/23
7. Dr. Asti Shrivastav (NOGA interaction Committee) 14/2/23
8. Dr. R. R. Bannela (NCC) 14/02/2023
9. Dr. Sanjana Sharma (Yuva Utsav/EBSSB) -
10. Dr. Manjula Vishwas (NSS) & ELC - ~~Not present~~ Not present
11. (Legal Aid Committee) Dr. Manisha
12. Dr. Seema Pathak (Cultural Eve Committee) - Not present.
13. Anti Sexual Harassment.

1. Proper shape of presentation of Research Committee
2. Updation of database & statistics on website is to be done by Research Committee
3. Updation of research papers/books/journals etc.
4. Collection of certificates of plagiarism and its notification related to BU.
5. Preparation of future plan by all committees
6. Tabulation of all fetes as compiled data is to be done and this table is to be provided
7. to IQAC for Principals PPT.
7. Press release is to be displayed at the time of PTV.
8. Update all the database of sports on website

9. Grievance Redressal related SOP and UGC notification

<sup>SOP</sup> कार्यवाही विवरण, नस्ती, शिकायतकार्ती के एस्ताइश, निराकरण  
इत्यादि closer certificate is to be maintained.

10. NCC related data on website is to be updated.


11. NSS has to update the website concerned part of them

Dr. Rajni Shrivastav  
Principal's Representative

Today in IQAC a meeting was held in regarding PTV preparations with the master facilitator Dr. Pragyesh Agrawal in presence of Chairperson and Principal Dr. Shobha Shrivastav, Dr. Rajni Shrivastav in presence of Dr. Meenakshi Rathi (SLNC).

Following members were present -

1. Dr. Pragyesh Agrawal
2. Dr. Meenakshi Rathi
3. Dr. Rajni Shrivastav
4. Dr. Seema Dixit
5. Dr. Vanamala Beecha
6. Dr. Ranjana Upadhyay
7. Dr. Archana Gaur
8. Dr. Mukesh Dixit
9. Dr. Deepthi Sankat
10. Dr. Mgnisha Sharma


  
 Meenakshi Rathi  
 15/12/23

  
 Ranjana Upadhyay  
 15/12/2023

Minutes of the meeting -

1. Discussion on the criterion matrix where IQAC has improved the score and assessed the lower score was made.
2. Discussion on how to welcome and at the same time show the highlights of the institute.
3. Put maximum hyperlinks in Principal presentation and more slides to explode information.
4. Departments should show their best and whatever left in SSR should be shown.

- and weaknesses should be presented in positive way and the steering should deal in such a way to show the team which in transit.
6. Nukkad Natak could be organised.
  7. Hygiene Sanitation should be maintained properly and regularly.
  8. During Lunch and Dinner, music should be given by own students.
  9. A corner of own publication/authorship in library and the spiral booklet of all paper publication.
  10. Cultural Eve should be totally managed by the students, names on the Chair etc.
  11. Highlight lyricist & composer name while cultural program, should belong to the college.
  12. No hurry should be given shown during Cultural Eve.
  13. A prepared person should accompany for IP with P.T Visit.
  14. Heads interaction is required during mock PTV.
  15. Minimum percentage of admission and the progression should be presented.

  
Incharge  
QAAC

# MEETING / Hygiene and Sanitation Committee.

Date - 24-3-2023.

## Review.

A Meeting held at IOAC in presence of Head of State NAAC cell. Dr Usha Nain Mam of co-ordinator IOAC.

following points Discussed.

- \* Committee will review all the work which is defined for committee and submit detail report on monday.
  - \* Cleanliness of Toilets. (How hygiene can maintained)
  - \* water cooler points cleanliness & maintained. (A.M.E.) etc.
  - \* Sanitary Vending Machine status
  - \* Aqua water A.M.E status
  - \* Proper condition of taps, leakage status of water etc.
  - \* Flush or in working condition
  - \* Availability of liquid soap & cleanliness
- Detail report will submit on monday to IOAC

following members were present in meeting

Dr. Anil Chaurasia  
24/3/2023

Dr. R. R. Chaurasia  
24-3-23

T. L. Sharma  
24-3-23

Dr. Sanghakar H.C.  
24/3/23

Dr. Anand Tripathi  
24/3/23

Gourdeland  
24/3/23

Shubh Rastogi  
24/3/23

L. Anand  
24/3/23

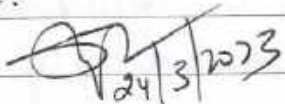
24/03/2023

Comment: -

Signature

Dr. Usha Nair Nam: -

- \* Committee will submit Action Plan to maintain services related to hygiene & Sanitation in College.

Dr. Shail Baghel Nam: -  24/3/2023

MEETING / 28-March 2023 / Hygiene & Sanitation

रुमेटी की रिपोर्टिंग →

- \* पीने के पानी एवं महाविद्यालय में आवश्यकता अनुसार पानी की कमी है। (संसाधन नोटशीट पर अनुमति ली है)  
(Strategy for water arrangements)  
(नगरपालिका से अनुमति व पावर से 3 फीट्स complete करा)  
Drinking Points / Drinking water points
- \* Renovation & AMC (नोटशीट pending)  
(नोटशीट पर Permission)
- \* water Cooler work pending / they are not clean
- \* नर्मल पाइपलाइन 1 इंच की है। Pipeline के लिए नोटशीट पर अनुमति  
Toilets →

\* Drainage cleaning Properly by Nagar Nigam

\* Drainage Renovation.



MEETING/WALL OF FAME/Sarojini Naidu Gallery  
Date 24 March 2023

- ★ For Sarojini Naidu Gallery need reception ready and focus lights for highlighted walls. it will be prepred. on monday & prepare accordingly.

24/3/23  
Convenor  
Sarojini Naidu Committee

Parking Area/ Fire Exit/ Floor plan/ General Area/  
Notice Board.

★ — Parking Areas → Parking - aloted for disable.

★ — Signage for disables.

★ — Boards. Notice. in front of classes noteshed prepared. by convenor & given to. Head clerk.

★ —

24.3.23  
Convenor  
Board committee

wall of fame. →


\* wall is ready in reception for wall of fame will  
prepare From - 27 March to 05 April.

5th April is Target date. - 05 April

Jyoti Srinivas  
24/3/23  
Convener.

Wall of fame

[ Quotes are ready & will display  
On 5th April 2023 B. Ramon will place  
it. (committee will decide where to  
place)

  
Incharge/convener  
Quotes

# MEETING/28-मार्च 2023

1 → पानी की व्यवस्था → चंदनी जी के H&M -  
watin cooler } committee member [श. आ-रं-जी  
maintainance } will co-ordinate [श. आ-रं-जी]

(Notesheet - Pending with Principal Mem)  
(200 ft. Pines)

2 → Nagar Nigam से drainage का अंत coordinate.  
(Head clerk mem)

3 washrooms - repair work (Tiles, door).  
(UGC fund) - Chandani ji

4 Corridor में Dustbins में Notesheet पर permission  
के लिए pending है।

5 Requirement: ulenril से Notesheet - are pending  
(Male)

6 Outsource से दो Persons (डिप्ट) Notesheet  
पर permission for cleaning & hygiene work

7 Use Proper Manager to maintain cleanliness  
& hygiene work


8 Lights (energy saving Bulbs & tube Cage for  
safety & tube lights in washroom &  
toilet.

9 Disable washroom का श्लोक अल्ल-11 से

10 Next meeting with results on

5th April 2023

- ① Dr Anita Choudhary 28/3/23
- ② Dr. Rekha Rai Richharia
- ③ Dr. Chandra Dongre 28.5.23
- ④ Dr. Shweta Rawats
- ⑤ Neelima Tiwari 28/3/23
- ⑥ Dr. Aradhana Singh 28.3.23
- ⑦ Dr Aned Tripathi @ 28/03/23
- ⑧ Sushma Shukla Shukla 28/03/23
- ⑨ Sneha Rather 28/03/2023
- ⑩ Govind Choudhary

  
 Dr. Shail bala Baghel  
 (Convener)  
 IQAC

# MEETING/28-3-2023

Subject → Target Date for completion work of CPA/PWD. work.

महाविद्यालय में CPA/PWD द्वारा निम्नलिखित कार्य जारी हैं। - Target Date

\* दुब्बो का कार्य → 5 अप्रैल 2023

\* बास व आंतरिक फुलाई व पेंटिंग कार्य → 5 अप्रैल 2023

\* 13 कक्षों के निर्माण कार्य → 15 April 2023

\* बासक निर्माण (50 Seals) कक्षों का निर्माण कार्य → 15 April

\* Site Development work → 15 April 2023

उपरोक्त कार्य निम्नलिखित तारीखों में पूर्ण कर लिया जाएगा जिसमें NAAC का निम्नलिखित नियम भी विचार 16,17 की तैयारियाँ पूर्ण हो सके।

\* श्री हेमन्त जैर - Sub-Engineer / Hym

\* Dr. Usha Nair Mam - Kavari

\* Dr. Shail Baghel 28/3/2023

\* Dr. Rohit - Dr

\* Dr. Manisha Sharma Manisha

प्राचार्य 28/3/23

डा. शोभा श्रीवस्तव

Meeting 13-04-2023

With HOD

### Criterion - I

A meeting was held with all the HOD's of the college, with IQAC members and incharges of different committees regarding the preparations of NAAC Peer Team Visit.

following members were present -

- 1 - Dr. Chitra Amrawanshi Chitra 13.4.23
- 2 Dr. Karika Srivastava. Mathematics K 13.4.23
- 3 Dr. Pratishtha Khare Physics Pr 13/4/23
- 4 Heetu Sahu & Kirti Verma H K
- 5 Dr. Chetna Srivastava Ch 13/4/23
6. " Vandana Singh V 13.4.23
- 7 Dr. Arti Srivastava A
8. Dr. Indira Janel (English) I 13/4/23
- 9 - Dr. Ravi Kumar R 13-4-23
- 10 Dr. Rashmi Kela Holani R 13-4-23
11. Dr. Anurag A 13/4/23
- 12 Dr. Laxmi Shivastava - Drawing & painting L 13/4/23
13. Mrs. Richa Pathak - Dance R 13/4/23
14. Dr. Sudha Dixit - Music - S 13/4/23
- 15 Lakshmi Singh L 13.04.2023
- 16 Dr. Lalak Dubey - Philosophy - L 13.4.23
- 17 Dr. Sabiha Akhtar S
- 18 Dr. Dheeraj Jha Psychology D 13/4/23
- 19 Dr. Anupama Kumar Dept of Info & Lib sc A 13/04/23
20. Dr. Mukesh Dixit Dept. of Zoology M 13/04/23
- 21 Dr. Parvati Upadhyay Dept of Home Science P 13.4.23

\* Subject - Principal Presentation.

\* Target Date - 21st-2023.

Minutes of Meeting -

\* Principal Profile - 1st slide.

Attachment of criterion - 2. Teachers - Profile (highlighted)

\* Vth by - [Dr. Gitanjali Pagare, Dr Archana Gaur,  
Dr Seema Hardikar,

\* VIth by - Dr Mukesh Dixit & Deepthi Samkal

\* VIIth by - Dr Ranjna Upadhyay Mam.

\* Will. meet at 2:30 on - 19th (Wednesday) at -  
IOAC for preparation.

\* Hyper link and videos have to attached with slides

\* Evaluation slide to be corrected (2nd criterion & all)

\* Incubation centre to be added in criterion IV.

2 slides needed for highlighted items for criterion (essay)

\* Total number of students should be according to SSR  
all data should confirm from DRV.

\* SWOC Analysis to be added in Principal Presentation.

MEMBER. Presented in Meeting from Committee & IOAC

\* Dr. Kumud Shrivastava. Signature

\* Dr. Kusum Mathur. \* Signature

\* Dr. Gitanjali Pagare.

\* Dr. Mukesh Dixit -

\* Dr. Deepthi Samkal Signature 18.4.23.

\* Dr. Archana Gaur.

\* Dr. Seema Dixit -

\* Dr. Vanmala Buehler Signature

\* Dr. Manisha Sharma Signature

\* Dr. Ranjna Upadhyay Signature

\* Dr. Anupama Reddy Signature

## Meeting / Health & Hygiene Committee / 20 April 2023

\* Problems are as same as before / No improvement -

\* → Monitoring team of IQAC will inspect on  
26th April / Time - ~~Monday~~ 2:30 pm

\* Drinking water points -

\* Toilet cleaning -

\* - Vending Machine,

\* - Dustbins

\* Committee / representative Coordinating Team

Student Name - Shivani Dubey - co-ordinator

{  
\*  
\*  
\*  
\*  
}

## Members Present in meeting -

\* Dr. S. Chaurasiya  
\* Dr. Richarya - ABSENT

\* Jankata Sharma - Head clu -

Sharma

\* Dr. Sarita Khan

\* Neelima Jaiswal

\* Sushma Shukla

\* Dr. Anand Tripathi

\* Dr. Charita Dumbre

\* DR. R. R. Richarya



# IQAC Meeting With Externaly

Meeting

08 May 2023

A meeting was held with external members of IQAC to discuss on the preparations regarding NAAC visit scheduled on 16-17 May 2023

Following members were present in the meeting -

1. Dr. Shailbala Singh Baghel (Principal) 8/5/23
2. Dr. Mukesh Dixit (Convenor IQAC) M. Dixit  
8/5/23
3. Dr. Kusum Mathur (Member) Kusum  
8.5.23
4. Dr. Vanmala Buchke (-"-) Buchke  
8/5/23
5. Dr. Neelam Gaur (-"-) Neelam  
8/5/23
6. Dr. Seema Nandikar (-"-) Seema  
8/5/23
7. Dr. Seema Dixit (-"-) Seema  
8/5/23
8. Dr. Deepthi Sankat (-"-) Sankat  
8/5/23
9. Dr. Ranjana Upadhyay (-"-) Ranjana  
8/5/23
10. Dr. Manisha Sharma (-"-) Manisha  
8/5/23
11. Dr. Sonal Singhvi Choudhary (-"-) Sonal  
8/5/23
12. Dr. Ashok Nema (Administrative Officer) Ashok  
8/5/23
13. Dr. Pratibha Singh (Local Society Repr.) Pratibha  
8/5/23
14. Dr. Roopali Bajaj (Employee) Roopali  
8/5/23
15. Mr. Manish Anand (Industrialist) Manish  
8/5/23
16. Mr. Uma Shankar Nagaych (Parent) Uma  
8/5/23
17. Mr. Rakshanda Khan (Student) Rakshanda  
8/5/23

The members discussed about the preparations of NAAC visit. The members were satisfied with the documentation and with the on-going policies and strategies adopted by IQAC.

The members also discussed about the re-organization of the IQAC committee for the session 2023-24.

The employer representative Dr. Rupali Bajaj has suggested various ways of strengthening of placement cell. Dr. Pratibha Singh (Educatorist) has suggested to start more value added courses of 30 hrs. each so that there credits may be added in their credit Academic Bank of Credit.

5 am  
9/5/23

M. Dixit  
8/5/23

Convenor  
IQAC

Date 23.05.2023

Meeting

Today (23.05.2023) a meeting is held in IQAC regarding following Agenda:

1. Composition of new IQAC.
2. Completion of 2021-22. AQAR.
3. Strategic Plan.

Following members were present in the meeting —

1. Dr. Kusum Mathur — Kusum  
23.5.23
2. Dr. Vanmala Buchke — Buchke  
23/5/23
3. Dr. Seema Hardikar — Hardikar  
23/5/23
4. Dr. Aschana Gaud. — Dr.  
23/5/23
5. Dr. Deepthi Sankat. — Dr.  
23/5/23

During the discussion with members of IQAC, followings suggestions were taken into consideration:

1. Reorganization of External/Internal members of IQAC will be carried out before starting of new session.
2. AQAR for the session 2021-22 is to be submitted within the stipulated time period.
3. The strategic plan for the session 2021-22 is to be uploaded on website in accordance to the strategic plan of World Bank, adopted in our institution.

The work carried out as per the strategic plan is to be mentioned as the action taken in AQAR.

At the end of the meeting it was decided by the members that actioning activities of IQAC will be carried out in accordance to create a benchmark of the institution.

Secy  
24/5/2023

M. D. J.  
23/5/2023  
Convener  
IQAC.



# Sarojini Naidu Government Girls Post Graduate Autonomous College

Shivaji Nagar Bhopal - 462016 (M.P.)

Telephone :0755-2552560 (Office) 0755-2582567 (Fax)

E-mail : hegsgngpgcbho@mp.gov.in (Off.) iqac.snggpgcbho@mp.gov.in (IQAC)

Website :www.snggpg.in



## The Internal Quality Assurance Cell

### ACTION TAKEN REPORT OF THE MEETING HELD ON -

S.N.	Date	Action To be Taken	Compliance
1	02-07-2022	1.Submission of IIQA 2.Time Line for Criteria related information.	1. IIQA submitted 2. Criteria related information collected.
2	20-07-2022	Lecture by HEI on Learning outcomes and its attainment for enrichment of members	Members got enriched by Lecture of HEI on Learning outcomes and its attainment.
3	16-08-2022	Clarification on IIQA	Clarified the matters related to IIQA.
4	15-09-2022	Enrichment Workshop on Sustainable goals	Criterion wise work on sustainable goals was documented.
5	14-11-2022	Preparedness for NAAC	Various activities related to preparedness for NAAC were carried out.
6	21-01-2023	Timeline for NAAC visit preparations	Adhered to the timeline and work accomplished accordingly.
7	01-02-2023	Review meeting for NAAC visit with Additional Director	Additional director was appraised regarding NAAC visit
8	08-02-2023	Conduction of State Level Mock team visit	Mock team visit was successfully conducted
9	08-05-2023	Planning with external members of IQAC for the preparations of Peer Team Visit	IQAC external and internal members discussed implementation of ongoing policies, strategic planning for the visit and proper documentation and got satisfied with it.
10	23-05-2023	Composition of new IQAC, Preparation of 2021-22 AQAR and Strategic plan	New composition of IQAC and preparation of AQAR and Strategic plan will be taken into consideration in next session.