

ESTD: 1962



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## ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT

(Affiliated with C.C.S. University, Meerut.)

NAAC Accredited 'A' Grade College

### Internal Quality Assurance Cell (IQAC)

Action taken report of IQAC meeting No. 1 (2022-23) conducted on 29.07.22 at 12:30 pm in the Conference Room.

Agenda No. 1: Plan of Action for the session 2022-23	
<b>Resolution:</b> Principal informed that college has taken several steps in implementation of NEP 2020. A separate committee is appointed to work out the guidelines for the implementation of NEP 2020 at U.G. Level. It was suggested to take the help of the various committees in NEP 2020 implementation.	<b>Action Taken:</b> By collecting the inputs from all the departments, cells and committees, the appointed committee prepared the plan of action as per NEP 2020 guidelines and placed before the Principal and IQAC for approval. Implemented after approval.
Agenda No. 2: Analysis of Result	
<b>Resolution:</b> Result of all the classes was to be analysed and adequate action to be taken for different subjects or subject of which poor result came.	<b>Action Taken:</b> All the departments were made to do result analysis of the final year students. The departments also registered also suggested various corrective measures for the improvement in result of the final year batch.
Agenda No. 3: Admission process	
<b>Resolution:</b> The admission process is matter of significance as it is vital to the reputation of the college. It was discussed to review the admission process of the college. Prof. Deepti Kaushik invited suggestions for the same.	<b>Action Taken:</b> A separate admission committee is formed at the end of every academic year to look after the admission of the student for subsequent year. The committee guides and counsels the students to choose the right course of study.

  
Prof. Deepti Kaushik

IQAC Coordinator

Ismail National Mahila PG  
College, Meerut



  
Prof. Anita Rathi

Chairperson/Principal

Ismail National Mahila (P.G.) College  
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Action taken report of IQAC meeting No. 2 (2022-23) conducted on 23.09.22 at 1:00 pm in the conference room.

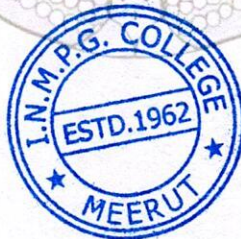
<b>Agenda No. 1: Reconstitution of IQAC</b>	
<b>Resolution:</b> Principal decided to reconstitute the Internal Quality Assurance Cell as per NAAC guidelines. All members happily agreed to be a part of IQAC Committee and promised to support the mission. Prof. Deepthi Kaushik read out NAAC guidelines and framework in which our committee is supposed to work.	<b>Action Taken:</b> Pursuant to the mandate and guidelines issued by National Assessment and Accreditation Council (NAAC), Principal reconstituted the Internal Quality Assurance Cell (IQAC) of the college on 30.11.2021.
<b>Agenda No. 2: Defining the roles of IQAC Committee members</b>	
<b>Resolution:</b> Principal Prof. Anita Rathi took over the session to elaborate on the key roles to be played by all the team members. Then, she emphasized the contribution required from each committee member. The IQAC member from the management representation can look into the provision of funds and structural requirements. The IQAC member representing the Career Counselling Cell, is expected to contribute for placement opportunities. The IQAC member representing as the External Expert can contribute towards the teaching learning activities, research area, where the member from the local community NGO, needs to assist in extension activities. The college alumni can contribute for quality project of the college like best	<b>Action Taken:</b> All the IQAC members understood and realized their roles very well. They willingly agreed to play their roles more efficiently.



practices, engaging lectures, contributing the educational and entertainment projects, donations for college etc. and the present students can contribute through active participation in the college programmes.	
<b>Agenda No. 3: Student Induction Programme for the fresher</b>	
<b>Resolution:</b> It was decided to organize two days Student Induction Programme for the fresher in the new academic year.	<b>Action Taken:</b> The IQAC committee conducted Student Induction Programme for the fresher in the new academic year to make the them aware of the academic aspects of the courses, credit system, the rules and regulation of the institution etc.
<b>Agenda No. 4: Starting of more Add-on/Value-added/Certificate Courses in various departments or cells</b>	
<b>Resolution:</b> It was decided to start more Add-on/Value-added/Certificates courses in various departments or cells to enhance the employability of the students and inculcate life skills among them.	<b>Action Taken:</b> During the current academic year, more than 25 Value-added/ Add-on/ Certificates courses were conducted for the students for skill enhancement. Dr. Swarna coordinated these courses
<b>Agenda No. 5: Issue with the permission of Chair</b>	
<b>Resolution:</b> As there was no issue to discuss, meeting was concluded with vote of thanks to all.	<b>Action Taken:</b> Noted



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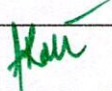
### Internal Quality Assurance Cell (IQAC)

Action taken report of IQAC meeting No. 3 (2022-23) conducted on 08.12.22 at 12:30 pm in the Principal Office.

Agenda No. 1: Infrastructure Development	
<b>Resolution:</b> The IQAC Coordinator placed before the house the following infrastructural development targets which need to be fulfilled immediately. She also informed that these tasks have already been started partially as the requirements were very basic in nature and so approval of the IQAC was not awaited although the Principal was consulted personally. The house adopted the targets: setting up of more virtual classrooms, further electrification of the main building, purchase and installation of the solar plants.	<b>Action Taken:</b> Outside of traditional teaching learning environment, more virtual classrooms or smart rooms were set up to make teaching learning environment more effective, innovative and digital. Further electrification of the main building was done for reducing carbon emissions and producing clean energy. The college purchased and installed the solar plants to promote eco-friendly environment and clean energy.
Agenda No. 2: Criterion Incharge functioning	
<b>Resolution:</b> In the preparation for the 3 <sup>rd</sup> cycle accreditation, it was decided to intensify activities criterion wise under the leadership of Criterion Incharge.	<b>Action Taken:</b> Meeting of Criterion Incharge was conducted in preparation for 3 <sup>rd</sup> cycle NAAC accreditation.
Agenda No. 3: Soft Skill training for the non-teaching staff	
<b>Resolution:</b> It was decided to organize a soft skill training programme for the non-teaching staff of the college.	<b>Action Taken:</b> Alumni are getting updates through social media and WhatsApp for any event or achievement of institute.
Agenda No. 4: Financial support to the faculty to attend FDP/Seminar	
<b>Resolution:</b> It was decided to avail financial support to the faculty to participate in faculty development programmes.	<b>Action Taken:</b> Request for financial support to the faculty to attend faculty development programmes were considered

  
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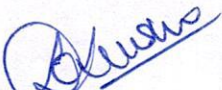
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### Internal Quality Assurance Cell (IQAC)

Action taken report of IQAC meeting No. 4 (2022-23) conducted on 13.01.23 at 12:30 pm in the conference room.

<b>Agenda No. 1:</b> To read and confirm the minutes of the previous meeting and the action taken report	
<b>Resolution:</b> The minutes of the previous meeting were read by IQAC Coordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.	<b>Action Taken:</b> Noted
<b>Agenda No. 2:</b> Action Plan of Clubs and Cells	
<b>Resolution:</b> It was decided to approve the action plan of clubs and cells. Suggestion to incorporate programmes related to IPR, human rights, environmental and gender issues etc., was intimated to the concerned programme officer or incharge.	<b>Action Taken:</b> Different clubs and cell prepared the policies and the action plan, and organized various extension programmes in villages, slum area, voluntary services, educational programmes which are essential for developing a sense of responsibility towards society and deepening the knowledge about real life situations.
<b>Agenda No. 3:</b> Format for report submission	
<b>Resolution:</b> Prof. Deepti Kaushik, IQAC Coordinator told that IQAC will very soon provide a format for submission of report as summary report to the IQAC at the end of programme/event/activity.	<b>Action Taken:</b> Format is made and distributed to all Departments and Committee Incharge for report submission.
<b>Agenda No. 4:</b> Proposal to apply for Green Audit and Energy Audit	
<b>Resolution:</b> It is decided to apply for Green Audit and Energy Audit to enhance the quality of the institution.	<b>Action Taken:</b> Green Audit and Energy Audit, quality management system was done by certified company.

  
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Action taken report of IQAC meeting No. 5 for the session 2022-23 conducted on 20.03.23 at 1:00 pm in the Principal Office.

<b>Agenda No. 1:</b> To make suggestion to increase alumni participation	
<b>Resolution:</b> Suggestions were made regarding this by IQAC Coordinator: <ul style="list-style-type: none"><li>• Appeal should be made to Alumni to sponsor small prizes, scholarships etc.</li><li>• Continue inviting Alumni as resource person and judges for various events on bigger scale to involve them in college activities effectively.</li></ul>	<b>Action Taken:</b> More alumni were invited for guest lectures, judgements, free medical health checkup camp was organized by Alumni.
<b>Agenda No. 2:</b> Discussion on sub-committees' reports	
<b>Resolution:</b> <ul style="list-style-type: none"><li>• Review of work done by various committees. Prof. Deepti Kaushik read out reports of committees one by one.</li><li>• In charges were instructed to compile feedback and detailed report and submit to IQAC</li></ul>	<b>Action Taken:</b> The Incharge of various committees updated their respective status of compilation of feedbacks and preparation of their respective reports.
<b>Agenda No. 3:</b> Remedial classes for better academic result	
<b>Resolution:</b> The committee proposed in order to prevent students from falling permanently behind in their academics, remedial teaching should be implemented.	<b>Action Taken:</b> The remedial classes for each class have been started by class teachers and the subject teachers adopting a new strategy of 'Topic Review' system after each topic and unit test after completing revision of the specific unit. Simultaneously solving of a question bank of university papers as well as the college level question along with experiential teaching-learning has been adopted.
<b>Agenda No. 4:</b> Recommendation to adopt energy conservation measures	
<b>Resolution:</b> IQAC recommended to adopt energy	<b>Action Taken:</b> More LED bulbs were used in college



efficient measures in the campus like replacing lighting with LED bulbs and energy efficient air conditioners in the campus.

in place of tube lights. Energy saving air conditioners was installed in the office.

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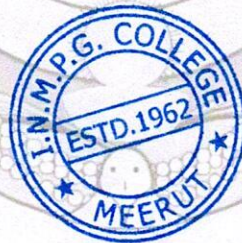
Action taken report of IQAC meeting No. 6 (2022-23) conducted on 23.05.23 at 1:30 pm in Conference Room.

<b>Agenda No. 1: Review and uploading of AQAR 2020-2021 &amp; 2021-2022</b>	
<b>Resolution:</b> All criteria (1-7) of AQAR were finally discussed and presented by respective members of the Criterion. Chair Prof. Anita Rathi appreciated the efforts of all members for preparing different criteria. It was decided that, from next day, uploading on NAAC portal would be started.	<b>Action Taken:</b> AQAR prepared and uploaded.
<b>Agenda No. 2: Evolving steps to do systematic and regular documentation and preparing AQAR</b>	
<b>Resolution:</b> Prof. Anita Rathi said that creating systematic and regular documentation, is crucial for maintaining transparency, accountability, and continuous improvement within an organization. She further suggested: <ul style="list-style-type: none"><li>• Developing a timeline for the creation and updating of documents to ensure regularity.</li><li>• Assigning specific responsibilities and deadlines for document creation and review.</li><li>• Including fields for relevant information such as dates, responsible parties and status.</li></ul>	<b>Action Taken:</b> Committee members noted down all the suggestions and ensure effective implementation.
<b>Agenda No. 3: Discussions on Quality Initiatives</b>	
<b>Resolution:</b> Following discussion took place on quality initiatives to be taken in next year. <ul style="list-style-type: none"><li>• Registration for NIRF ranking proposed.</li><li>• Students should be motivated to indulge in social endeavours.</li><li>• Suggested that the students may work in collaboration with the</li></ul>	<b>Action Taken:</b> Registration was done for NIRF. All the concerned faculty were briefed and steps were taken.



<p>environmentalists.</p> <ul style="list-style-type: none"> <li>• The faculty and staff should work with limited efforts with quality conscience.</li> <li>• Should achieve greater heights, it is not time for complacency.</li> <li>• Should focus more on criteria 2, 3 and 5</li> <li>• Awareness programme on global warming</li> <li>• Placement and student satisfaction.</li> <li>• Implementation of college Management Information System.</li> <li>• Strengthening IT facilities in the college.</li> <li>• Online feedback collection and analysis.</li> <li>• Academic monitoring, data collection and analysis for incremental growth in academics.</li> </ul>	
<p><b>Agenda No. 4:</b> Any other item decided by Chair</p>	
<p><b>Resolution:</b> Since no other matter was raised the meeting ended with the vote of thanks by the Chair.</p>	<p><b>Action Taken:</b> Not required</p>

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