



Minutes of the meeting of Internal Quality Assurance Cell (I.Q.A.C.) held in the I.Q.A.C. office on 25/01/2025 at 12:00 pm

A meeting of I.Q.A.C. was held on 25.01.2025 at 12:00 pm in the I.Q.A.C. office. The following were present in the meeting:

I.Q.A.C. Members:

1. Prof. Satyavrat Singh Rawat, Principal	Chairperson
2. Prof. Priyansha Singh, Dept. of Economics	Convener
3. Dr. Amit Vaish, Dept. of Botany	Member
4. Mr. Pankaj Singh, Dept. of Physical Education & Sports	Member
5. Dr. Vivek Saini, Dept. of Zoology	Member
6. Mr. Chandrajeet Kumar Yadav, Dept. of Defence Studies	Member
7. Dr. Madan Mohan Shukla, Dept. of Defence Studies	Member
8. Dr. Ajeet Maurya, Faculty of Commerce	Member
9. Dr. Arun Verma, Dept. of Sociology	Member
10. Dr. Mohd. Saqib, Dept. of Defence Studies	Member

Agenda and Discussions:

1. IQAC Computer Assembling and Updation

It was discussed that the computer in the IQAC office should be assembled and updated to ensure smooth documentation, report generation, and digital correspondence. The members agreed to initiate the process of upgrading hardware and installing necessary software to enhance operational efficiency.

2. ID Creation of Faculty Members on Samarth Portal

It was decided that all faculty members should have their official IDs created on the Samarth portal to facilitate promotion and centralized access to academic and administrative services. This ID creation is specifically for online promotion purposes as ordered by the Directorate of Higher Education, Uttar Pradesh. The implementation of this initiative will streamline various institutional processes, including faculty profile updates, document submissions, and online academic activities.

3. Library Steering Committee Update and Providing the Facility of Digital Library

The members reviewed the progress of the Library Steering Committee (Pustakalya Sanchalan Samiti) and discussed enhancing library services. It was decided that digital resources, e-books, and online journals should be made accessible for students and faculty, along with improved library management and periodic updates to its collection.



4. **Appointment of a Skilled Clerk with Proper Computer Office Skills in IQAC office**

The need for a permanent skilled clerk proficient in office management and computer skills was discussed. The members agreed that an individual with the required expertise should be appointed as soon as possible to support administrative efficiency and documentation work in the IQAC office.

5. **AQAR Report Collection as per New NAAC Proforma**

The members discussed the new NAAC proforma for the AQAR (Annual Quality Assurance Report). To ensure efficient data collection and analysis, responsibilities were assigned as follows:

- **NCC, NSS, Sports, Rovers & Rangers, and Cultural Activities** - Dr. Mohd. Saqib and Dr. Madan Mohan Shukla
- **Research Criteria** - Dr. Vivek Saini
- **Department and Faculty-related Criteria** - Mr. Pankaj Singh and Mr. Chandrajeet Kumar Yadav
- **Office-related Criteria** - Dr. Amit Vaish and Dr. Ajeet Kumar Maurya
- **Library-related Criteria** - Dr. Arun Verma

Each member is responsible for analyzing their assigned criteria and collecting the necessary data for AQAR submission.

6. **Workshop on Research Methodology, IPR, and Entrepreneurship**

It was decided that IQAC will organize a workshop to enhance faculty and student awareness regarding research methodology, Intellectual Property Rights (IPR), and entrepreneurship. The workshop will feature expert speakers and interactive sessions to improve research quality and entrepreneurial mindset.

7. **Data Collection on Student-Related Activities by Departments**

It was discussed to gather data from departments on student-related activities, including academic projects, participation in extracurricular events, and community engagement programs. This data will contribute to institutional assessment and accreditation processes.



8. Designing and Implementing a Student Feedback Process

A structured mechanism for collecting student feedback was discussed. The IQAC will design an efficient feedback system to evaluate teaching effectiveness, curriculum relevance, and institutional support services. The feedback process will be implemented soon.

9. Next IQAC Meeting Scheduled for 3rd February 2025

It was decided that the next IQAC meeting will be held on 03.02.2025 to review progress on the discussed agenda items and address any emerging quality enhancement initiatives.

All the points discussed were endorsed by the member present.

The meeting ended with the vote of thanks to the chair by the Convener-IQAC.

(Prof. Priyansha Singh)
Convener-IQAC