

**Minutes of the 1st Meeting of the Internal Quality Assurance Cell(IQAC) held at  
1:30pm on 26<sup>th</sup> March 2022 in Room no. 03.**

**Members Present/Administrative Body of IQAC**

1. Dr. Anil Kr. Agarwal (Management Nominee)
2. Prof. Sapna Verma (Principal) acting as a Chairperson of IQAC.
3. Prof. Sangita Sahu(Lucknow University Nominee)
4. Dr. Sunita Singh (Education Department) acting as a Director of IQAC
5. Dr. Vandana Upreti, (Political Science Department), working as a member.
6. Dr. Azra Bano (Economics Department) working as a member.
7. Dr. Sunita Kumar, (Sociology Department) working as a member.
8. Dr. Seema Singh, (Zoology Department), working as a member.
9. Dr. Ruchi Saxena , (Chemistry Department) working as a member.
10. Dr. Neeta, (MIH Department), working as a member.
11. Dr. Vandana Sant (AIH Department) working as a member.
12. Dr. Aisha Fatmi (AIH Department) working as a member.
13. Dr. Aparna Sengar(Faculty of Sociology) working as a member.
14. Dr. Sunita, (Faculty of AIH) working as a member.
15. Ms. Divya Pal(Faculty of Economics ), working as a member.
16. Dr. Antima Chaudhary(Faculty of Hindi) working as a member.
17. Dr. Neetu Mishra, (Commerce Department) working as a member.

**Agenda of the Meeting**

1. Constitution of IQAC
2. Identification of major challenges and limitation in the preparation of AQAR.
3. Discussion and Deliberation on the formulation of Policies and Procedures of AQAR.
4. Decentralisation of Authority and Responsibility for execution of IQAC among all the members.

After a detailed discussion, the following decisions were taken and resolved in the meeting.

1. The IQAC Committee has been constituted under the chairmanship of Prof. Sapna Verma (Principal), appointed through Commission and joined our Institution on 29<sup>th</sup> October, 2021 along with 14 nominated members from different departments. In order to have a prescribed composition of IQAC, it was decided to include stakeholders by selecting one member each from the NSNPG College Management, administrative staff, the local society, the Alumnae and Students.
2. By following the institutional delivery mechanism of decentralisation of the management process, the Director, Dr. Sunita Singh apportioned all the key parameters among the members of IQAC to work under key thrust areas/ Criterion considering all the dimensions of IQAC.
3. All the duties and responsibilities, devising procedures and modalities to collect data and information on various parameters have been assigned to the committee members accordingly for the effective implementation of IQAC. The authority rests in the chairperson and the director of the IQAC, to ensure whether the working of all the Committee members is in conformity with established standards of IQAC through regular conduct of meetings, i.e., every 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each Month.
4. For successful completion and timely submission of AQAR i.e., by the end of May 2022, updating, compiling data, preparing data templates and attaching the required web links

along with the description of each variable needs to be done through proper coordination and effective communication among all the members of IQAC.

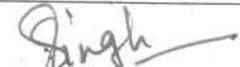
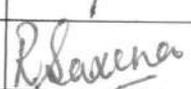
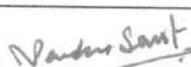
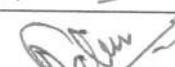
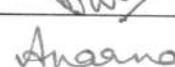
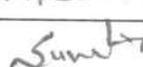
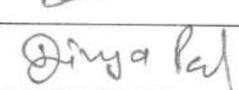
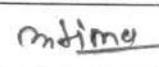
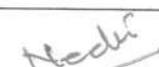
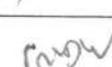
5. On account of the revised timeline by NAAC regarding the extension of AQAR submissions; the Principal raised her concern on submission of the previous AQAR's, of the session, 2019-20 and 2020-21 in order to facilitate the conduct of NAAC within the stipulated time frame.

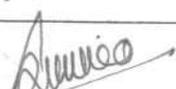
**Outcomes/ Plan of Action of IQAC**

1. Having a functional IQAC.
2. The minutes of the IQAC Meetings and compliance to the decisions should be uploaded on the institutional website regularly.
3. Mandatory submission of AQARs on a regular basis to undergo subsequent cycle of Assessment and Accreditation by NAAC.
4. Uploading the AQAR s on the Institutional website for the stakeholders to access.
5. The agenda, Minutes of the Meetings and Action Plan should be documented with official signatures and maintained electronically in a retrievable format.
6. Documentation of various Programmes/ activities of the Institution in the form of academic reports, minutes of the meetings of Cells and Committees, Future Plan of Action, proposed academic calendar, outcomes of curriculum, Student Survey reports, Performance Appraisal of each department etc.

NARI SHIKSHA NIKETAN P.G. COLLEGE, LUCKNOW

COMMITTEE MEMBERS Date: 26<sup>th</sup> March, 2022

| 01- INTERNAL QUALITY ASSURANCE CELL (IQAC) |  | SIGNATURE   |
|--|--|---|
| 1  | PROF. SAPNA VERMA (CHAIRPERSON)            |    |
| 2  | DR. SUNITA SINGH (DIRECTOR)                |    |
| 3  | DR. VANDANA UPRETI (MEMBER)                |    |
| 4  | DR. AZRA BANO (MEMBER)                     |    |
| 5  | DR. SUNITA KUMAR (MEMBER)                  |    |
| 6  | DR. SEEMA SINGH (MEMBER)                   |    |
| 7  | DR. RUCHI SAXENA (MEMBER)                  |    |
| 8  | DR. NEETA (MEMBER)                         |   |
| 9  | DR. VANDANA SANT (MEMBER)                  |  |
| 10   | DR. AISHA FATMI (MEMBER)                   |  |
| 11   | DR. APARNA SENGAR (MEMBER)                 |  |
| 12   | DR. SUNITA (MEMBER)                        |  |
| 13   | MS .DIVYA PAL (MEMBER)                     |  |
| 14   | DR. ANTIMA CHAUDHARY (MEMBER)              |  |
| 15   | DR. NEETU MISHRA (MEMBER)                  |  |
| 16   | MR. UPENDRA KUMAR VERMA (ACCOUNTANT)       |  |
| 17   | MR. GIRIJA SHANKER DWIVEDI (ROUTINE CLERK) |  |

  
Principal  
Nari Shiksha Niketan  
Post Graduate College  
Lucknow