



No. /NAAC/IQAC/2016-17

Gwalior, dt. 25<sup>th</sup> June, 2016

## **Minutes of First Meeting of IQAC**

**25<sup>th</sup> June, 2016**

The first quarterly meeting of IQAC of the session 2016-2017 has been conducted on 25<sup>th</sup> June, 2016 Saturday at 3 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Prof. Saroj Modi - Principal and Chairperson
2. Prof. I. B. Singh - External Expert (Administration)
3. Prof. J. L. Mewafarosh - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. B. M. Kulshreshtha - Faculty Representative, Science Faculty
6. Dr. Meena Shrivastava - Faculty Representative, Social Science Faculty
7. Dr. Rajrani Sharma - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. P. K. Bansal - Faculty Member
10. Prof. K. Ratnam - Faculty Member
11. Dr. R.K. Dubey - Faculty Member
12. Dr. R. C. Upadhyay - Controller of Examination
13. Dr. Preetibala Shrivastava - Incharge, Employment & Career Counseling Cell
14. Ms. Jagdish Kaur - Librarian
15. Mr. Manohar Katariya - Sport Officer
16. Ms. Ashna Khan - Student Representative
17. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. N.K. Nagaich - Senior Faculty member
3. Mr. Mahendra Yadav - Office Representative

## **AGENDA OF THE MEETING :**

**Agenda Item: 01:** *To confirm the minutes of 4<sup>th</sup> meeting of IQAC and to further initiate the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the university.*

**Agenda Item: 02:** *To chalk out the plan for ensuring timely, efficient and remarkable performance of the institution before NAAC Peer Team during its visit on 22<sup>nd</sup> -24<sup>th</sup> August 2016 .*

**Agenda Item:03:** *To devise the process of dissemination of all relevant information to all stakeholders for sensitizing them on the various quality parameters of higher & technical education.*

**Agenda Item: 04:** *To decide the mode of ensuring the credibility of teaching, learning, evaluation, examination procedures through regular but internal academic, administrative and physical audits on annual basis.*

**Agenda Item: 05:** *To consider and approve the Annual Quality Assurance Report (AQAR) for the academic year 2015-2016 which is to be submitted to NAAC based on the quality parameters.*

**Agenda Item: 06:** *To approve various research, academic, co-curricular and extra-curricular proposals proposed by different cells of the IQAC.*

**Agenda Item: 07:** *Proposal to organize at least five invited lectures through external subject experts in every semester for academic up-gradation of students of Under Graduate and Post Graduate level by all the departments of the college.*

**Agenda Item:08:***To consider and approved the proposal of one day workshop/seminars on quality related themes and promotion of academic quality related activities of the college during academic year 2016-17.*

**Agenda Item:09:** *To consider and approved the proposals of Seminars/Workshops on various themes and promotion of academic quality related activities of the college during academic year 2016-17.*

**Agenda Item: 10:** *To devise the mechanism for the wider publicity, timely promotion and aggressive-cum-competitive marketing of college's academic and research strengths to all stakeholders' especially potential scholars and students.*

**Agenda Item: 11:** *To approve the Action Plan for the session of 2016-2017.*

**Agenda Item: 12:** *Any other item with the permission of chair.*

The following decisions have been taken by IQAC in this meeting :

**Agenda Item: 01**

To confirm the minutes of 4<sup>th</sup> meeting of IQAC held on 16<sup>th</sup> March, 2016 and to further initiate the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the university.

**Decision :**

IQAC has unanimously approved the minutes of previous meeting held on 16<sup>th</sup> March, 2016.

**Agenda Item: 02**

To chalk out the plan for ensuring timely, efficient and remarkable performance of the institution before NAAC Peer Team during its visit on 22<sup>nd</sup> -24<sup>th</sup> August 2016 .

**Decision :**

IQAC discussed the matter in detail and found that the plan is appropriate. The Plan is as follows :

**Renovation Plan :**

- Establish a Guest House.
- Draft an energy saving plan to reduce consumption of electricity.
- Develop more water harvesting system in various blocks of the campus.
- Install solar panel, solar geyser for energy saving.
- Establish a well maintained parking.
- Develop a vermin compost system in the campus for waste management.
- Establish a self-help group of students for earn while you learn scheme in each faculty of the college.
- Construct pavement in Ravindra Chowk.

- Renovate Sangeet Bhawan.
- Renovate Gymnasium.
- Establish environment gallery in dept. of Botany.
- To establish exhibition gallery in dept. of History.
- To erect a hoarding for displaying KRGC site map.
- To erect 10 panel for displaying information for making awareness in students.

**Management Plan :**

- Constitute some committee to monitor the preparation of NAAC and for execute the plan of action before Peer Team Visit.
- Constitute a separate committee for financial management of PTV.
- Arrange atleast two mock peer team visits for NAAC preparation.
- Identify the best hotels of guest houses for accommodation of PTV.

**Financial Plan :**

- Allocate the budget from Janbhabhidari Samiti and Autonomous funds for preparation of NAAC.

***Agenda Item:03***

To devise the process of dissemination of all relevant information to all stakeholders for sensitizing them on the various quality parameters of higher & technical education and prepare them about NAAC Peer Team Visit.

***Dicision :***

IQAC approved the item.

***Agenda Item: 04***

To decide the mode of ensuring the credibility of teaching, learning, evaluation, examination procedures through regular but internal academic, administrative and physical audits on annual basis.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 05***

To consider and approve the Annual Quality Assurance Report (AQAR) for the academic year 2015-2016 which is to be submitted to NAAC based on the quality parameters.

***Dicision :***

IQAC noted the item and instructed to upload AQAR on KRGC website.

***Agenda Item: 06***

To approve various research, academic, co-curricular and extra-curricular proposals proposed by different cells of the IQAC :

- **Academic Interaction Cell:**  
02 Extension Lectures, 01 Seven Days Faculty Recharge Programme,
- **Information and Technology Cell:**  
02 Training Program in Computer Application (10 days)
- **Career Counseling Cell:**  
Training Program on Banking and Competition, Personality Development, Communication Skill, Training of Placement, Presentation Skill and Computer Graphics, Earn While You Learn Programme,
- **National Integration and Social Service Cell:**  
School/College Chalo Abhiyan, Blood Group Test Camp, Hariyali Mahotsav, 7 Days Workshop on Disaster Management, Extension Lecture on Moral Values, Health Checkup Camp
- **Research Development Cell:**  
04 Extension Lectures (Review of Literature, Funding Agencies and Schemes for Research, Bibliography and References in Research), 7 days workshop on Review of Literary Movies.
- **Cultural Club:**  
Workshop on Dance, Debate/Dance/Poetry Competitions, Stage Performance (Kathak)
- **Grievance Redressal Cell:**  
Open Feedback Session with Student/Parents/Alumni/Teaching Staff and Non-Teaching Staff
- **Examination Reform Cell:**  
01 Seven Days Workshop on Examination Reforms
- **Library and Information Cell:**  
Extension Lectures on Management of Library, Orientation on Library Access.
- **Equal Opportunity Cell:**  
01 Day Orientation Program for Physically Disabled Students

***Agenda Item: 07***

Proposal to organize at least five invited lectures through external subject experts in every semester for academic up-gradation of students of Under Graduate and Post Graduate level by all the departments of the college.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:08***

Proposal for allocation of amount of Rs.25.0 lakhs from Autonomous head for expenditure on items for upgradation of all departments and research study centers for NAAC evaluation of the college in the session 2016-17. Departments will manage reference books, research journals, equipment, repair and maintenance of equipment, contingency (which includes the furnishing of the department) from this financial assistance.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:09***

To consider and approved the proposals of Seminars/Workshops on various themes and promotion of academic quality related activities of the college during academic year 2016-17.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 10***

To devise the mechanism for the wider publicity, timely promotion and aggressive-cum-competitive marketing of college's academic and research strengths to all stakeholders' especially potential scholars and students.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 11:***

IQAC Coordinator put the Action Plan for the session of 2016-2017 before IQAC and emphasized it should implemented on priority basis.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 12:***

Any other item with the permission of chair.

***Item No. 01 :***

Convener of Academic Interaction Cell Dr. Pratima Jain put the proposal before IQAC that to discuss the feedback of NAAC on Annual Quality Assurance Report (AQAR) for suggesting further necessary action required for various quality parameters of higher and technical education.

***Dicision :***

IQAC approved the proposal.

***Item No. 02 :***

To further explore the possibilities of collaboration on research sharing and networking with other institutions in India and abroad.

***Dicision :***

IQAC noted.

***Item No. 03 :***

To consider and approved the proposal of one day workshop/seminars on quality related themes and promotion of academic quality related activities of the college during academic year 2016-17.

***Dicision :***

IQAC approved the proposal.



**Prof. Sanjay Swarnkar**  
Coordinator, IQAC  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)

(Prof. Sanjay Swarnkar)  
Coordinator/Director IQAC



**Dr. Saroj Modi**  
Principal  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)

(Dr. Saroj Modi)  
Principal & Chairperson IQAC



No./NAAC/IQAC/2016-17

Gwalior, dt. 03<sup>rd</sup> September, 2016

**Minutes of 2<sup>nd</sup> Meeting of IQAC**

**03<sup>rd</sup> September, 2016**

The second quarterly meeting of IQAC of the session 2016-2017 has been conducted on 03<sup>rd</sup> September, 2016 Saturday at 12 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Prof. Saroj Modi - Principal and Chairperson
2. Prof. I. B. Singh - External Expert (Administration)
3. Prof. J. L. Mewafarosh - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. B. M. Kulshreshtha - Faculty Representative, Science Faculty
6. Dr. Meena Shrivastava - Faculty Representative, Social Science Faculty
7. Dr. Rajrani Sharma - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. P. K. Bansal - Faculty Member
10. Prof. K. Ratnam - Faculty Member
11. Dr. R.K. Dubey - Faculty Member
12. Dr. R. C. Upadhyay - Controller of Examination
13. Dr. Preetibala Shrivastava - Incharge, Employment & Career Counseling Cell
14. Ms. Jagdish Kaur - Librarian
15. Mr. Manohar Katariya - Sport Officer
16. Ms. Ashna Khan - Student Representative
17. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. N.K. Nagaich - Senior Faculty member
3. Mr. Mahendra Yadav - Office Representative



## **AGENDA OF THE MEETING :**

### **Agenda Item: 01:**

*To confirm the minutes of 1<sup>st</sup> meeting of IQAC held on 25<sup>th</sup> June 2016..*

### **Agenda Item: 02:**

*To prepare the projects for infrastructural development in the college campus. These projects will include the buildings of:*

- i Central Valuation Hall under UGC Scheme*
- ii Conference Hall under UGC Scheme*
- iii Indoor Basketball, Volleyball and Badminton court..*

### **Agenda Item:03:**

*To organise the programmes regarding Social development, Human Right and empowerment of women through NSS, NCC and Swami Vivekanand Margdarshan Prakoshth (a career counseling cell).*

### **Agenda Item: 04:**

*To develop a sport complex to extend more facilities to the students.*

### **Agenda Item: 05:**

*To make sure that the No. of Journals and periodicals increase upto 200.*

### **Agenda Item: 06:**

*To establish atleast three smart class rooms fully equipped.*

### **Agenda Item: 07:**

*To develop the college campus as Wi-Fi zone.*

### **Agenda Item:08:**

*To install the C.C.T.V. cameras in college campus for surveillance.*

### **Agenda Item:09:**

*To organize IT month during the session.*

### **Agenda Item: 10:**

*To provide the health services to the students and to organize the blood group camp, blood donation camp and medical check-up camps.*

### **Agenda Item: 11:**

*To guide the students for their placement and to develop the skill of entrepreneurship.*

***Agenda Item: 12:***

*To encourage the alumni association to organize a program during the session and to receive cooperation from the association for the development of college.*

***Agenda Item: 12:***

*Any other item with the permission of chair.*

The following decisions have been taken by IQAC in this meeting :

***Agenda Item: 01:***

IQAC Coordinator put the minutes of 1<sup>st</sup> meeting of IQAC held on 25<sup>th</sup> June 2016 for confirmation.

***Dicision :***

IQAC has unanimously approved the minutes of previous meeting held on 25<sup>th</sup> June, 2016.

***Agenda Item: 02:***

IQAC Coordinator put the proposal before IQAC to prepare the projects for infrastructural development in the college campus. These projects will include the buildings of:

- i Central Valuation Hall under UGC Scheme
- ii Conference Hall under UGC Scheme
- iii Indoor Basketball, Volleyball and Badminton court.

***Dicision :***

As per the need of the campus IQAC approved the proposal.

***Agenda Item:03:***

Dr. Preetibala Shrivastava put the proposal to organise the programmes regarding Social development, Human Right and empowerment of women through NSS, NCC and Swami Vivekanand Margdarshan Prakoshth (a career counseling cell).

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 04:***

Mr. Manohar Katariya put the proposal to develop a sport complex to extend more facilities to the students.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 05:***

IQAC Coordinator put the proposal to make sure that the No. of Journals and periodicals increase upto 200.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 06:***

Dr. R.K. Dubey put the proposal to establish atleast three smart class rooms fully equipped.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 07:***

IQAC Coordinator put the proposal to develop the college campus as Wi-Fi zone.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:08:***

IQAC Coordinator put the proposal to install the C.C.T.V. cameras in college campus for surveillance.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:09:***

IQAC Coordinator put the proposal to organize IT month during the session.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 10:***

Dr. Preetibala Shrivastava put the proposal to provide the health services to the students and to organize the blood group camp, blood donation camp and medical check-up camps.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 11:***

Prof. J.L. Mewafarosh put the proposal to guide the students for their placement and to develop the skill of entrepreneurship.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 12:***

Dr. Jyotsana Rana put the proposal to encourage the alumni association to organize a program during the session and to receive cooperation from the association for the development of college.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 12:***


*Any other item with the permission of chair.*

**Item No.01 :**

Coordinator IQAC put the proposal for conducting Gender audit and preparing Gender Atlas for Gender sensitization.

***Dicision :***

IQAC approved the proposal.

  
**Prof. Sanjay Swarnkar**  
Coordinator, IQAC  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)  
(Prof. Sanjay Swarnkar)  
Coordinator/Director IQAC

  
**Dr. Saroj Modi**  
Principal  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)  
(Dr. Saroj Modi)  
Principal & Chairperson IQAC



No./NAAC/IQAC/2016-17

Gwalior, dt. 22<sup>nd</sup> December, 2016

**Minutes of 3<sup>rd</sup> Meeting of IQAC**

**22<sup>nd</sup> December, 2016**

The third quarterly meeting of IQAC of the session 2016-2017 has been conducted on 22<sup>nd</sup> December, 2016 Thursday at 03.00 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Prof. Prabha Mehta - Principal and Chairperson
2. Prof. I. B. Singh - External Expert (Administration)
3. Prof. J. L. Mewafarosh - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. B. M. Kulshreshtha - Faculty Representative, Science Faculty
6. Dr. Meena Shrivastava - Faculty Representative, Social Science Faculty
7. Dr. Rajrani Sharma - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. P. K. Bansal - Faculty Member
10. Prof. K. Ratnam - Faculty Member
11. Dr. R.K. Dubey - Faculty Member
12. Dr. R. C. Upadhyay - Controller of Examination
13. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
14. Ms. Jagdish Kaur - Librarian
15. Mr. Manohar Katariya - Sport Officer
16. Ms. Ashna Khan - Student Representative
17. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. N.K. Nagaich - Senior Faculty member
3. Mr. Mahendra Yadav - Office Representative

## **AGENDA OF THE MEETING :**

### **Agenda Item: 01**

*To confirm the minutes of Second meeting of IQAC conducted on 3<sup>rd</sup> September, 2016*

### **Agenda Item: 02**

*To invite the BPO's to organize campus placement for the benefit of the students.*

### **Agenda Item: 03**

*To organize the career fair and invite the companies.*

### **Agenda Item: 04**

*To organize an awareness programme on the availability of free counseling for the students.*

### **Agenda Item: 05**

*To organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).*

### **Agenda Item: 06**

*To organize 'Cleanliness Drive' in collaboration with the NSS and NCC unit of the college.*

### **Agenda Item: 07**

*To maintain a complaint box in the college and to take necessary action.*

### **Agenda Item: 08**

*To organize the program on Gender sensitization, disaster management and environment protection.*

### **Agenda Item: 09**

*To establish a model department, model laboratory, model research center for the development of other departments in standard way.*

### **Agenda Item: 10**

*To establish a virtual class room to provide facility of e-education to the students.*

### **Agenda Item: 11**

*To start new short-term courses in History, Botany, Zoology, Home Science, Chemistry, English, Urdu and Hindi subjects.*

**Agenda Item: 12**

*To give recognition to the faculties those who are awarded in academic, research and other renowned field for national or international level.*

**Agenda Item: 13:**

*Any other item with the permission of chair.*

The following decisions have been taken by IQAC in this meeting :

**Agenda Item: 01:**

IQAC Coordinator put the minutes of Second meeting of IQAC conducted on 3<sup>rd</sup> September, 2016 for confirmation.

**Dicision :**

IQAC has unanimously approved the minutes of previous meeting held on 03<sup>rd</sup> September, 2016.

**Agenda Item: 02:**

Dr. Sonia Singh put the proposal to invite the BPO's to organize campus placement for the benefit of the students.

**Dicision :**

As per the calendar of the Swami Vivekanad Emplyment and Guidance Cell IQAC approved the proposal.

**Agenda Item:03:**

Dr. Sonia Singh put the proposal to organize the career fair and invite the companies.

**Dicision :**

IQAC approved the proposal.

**Agenda Item: 04:**

Dr. Sonia Singh put the proposal to organize an awareness programme on the availability of free counseling for the students.

**Dicision :**

IQAC approved the proposal.

***Agenda Item: 05:***

Prof. K. Ratnam put the proposal to organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 06:***

Dr. R.K. Dubey put the proposal to organize 'Cleanliness Drive' in collaboration with the NSS and NCC unit of the college.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 07:***

Dr. Meena Shrivastava to maintain more complaint boxes in the college and to take necessary action.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:08:***

Coordinator IQAC put the proposal to organize the program on Gender sensitization, disaster management and environment protection.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:09:***

Coordinator IQAC put the proposal to establish a model department, model laboratory, model research center for the development of other departments in standard way.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 10:***

Coordinator IQAC put the proposal to establish a virtual class room to provide facility of e-education to the students.



***Decision :***

IQAC approved the proposal.

***Agenda Item: 11:***

Coordinator IQAC put the proposal to start new short-term courses in History, Botany, Zoology, Home Science, Chemistry, English, Urdu and Hindi subjects.

***Decision :***

IQAC approved the proposal.

***Agenda Item: 12:***

Coordinator IQAC put the proposal to give recognition to the faculties those who are awarded in academic, research and other renowned field for national or international level.

***Decision :***

IQAC approved the proposal.

***Agenda Item: 13:***

Any other item with the permission of chair.

**-Nil-**

**Prof. Sanjay Swarnkar**  
Coordinator, IQAC  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)  
(Prof. Sanjay Swarnkar)  
Coordinator/Director IQAC

**Dr. Prabha Mehta**  
Principal  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)  
(Dr. Prabha Mehta)  
Principal & Chairperson IQAC



No./NAAC/IQAC/2016-17

Gwalior, dt. 05<sup>th</sup> April, 2017

## **Minutes of 4<sup>th</sup> Meeting of IQAC**

**05<sup>th</sup> April, 2017**

The fourth quarterly meeting of IQAC of the session 2016-2017 has been conducted on 05<sup>th</sup> April, 2017 Wednesday at 03.00 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Prof. Prabha Mehta - Principal and Chairperson
2. Prof. I. B. Singh - External Expert (Administration)
3. Prof. J. L. Mewafarosh - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. B. M. Kulshreshtha - Faculty Representative, Science Faculty
6. Dr. Meena Shrivastava - Faculty Representative, Social Science Faculty
7. Dr. Rajrani Sharma - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. P. K. Bansal - Faculty Member
10. Prof. K. Ratnam - Faculty Member
11. Dr. R.K. Dubey - Faculty Member
12. Dr. R. C. Upadhyay - Controller of Examination
13. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
14. Ms. Jagdish Kaur - Librarian
15. Mr. Manohar Katariya - Sport Officer
16. Ms. Ashna Khan - Student Representative
17. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. N.K. Nagaich - Senior Faculty member
3. Mr. Mahendra Yadav - Office Representative

## **AGENDA OF THE MEETING :**

### **Agenda Item: 01**

*To confirm the minutes of Third meeting of IQAC conducted on 22<sup>nd</sup> December, 2016*

### **Agenda Item: 02**

*To start a scheme of seed money for research publication, research project, attending seminar/workshop/ conferences training program and reimbursement of annual/life membership of academic/research organizations.*

### **Agenda Item: 03**

*To send proposal for sanctioning more Teaching/Non-teaching post according number of students.*

### **Agenda Item: 04**

*To create more Whatsapp groups and SMS alert system for good governance.*

### **Agenda Item: 05**

*To create Pratibha Bank for reputed in-service subject experts and Gyan Manjusha for retired resource persons.*

### **Agenda Item: 06**

*To establish Language lab for all language departments – Hindi, English, Sanskrit and Urdu.*

### **Agenda Item: 07**

*To provide Counselling and Guidance not only for academics but also to enrich their knowledge in various fields such as financial awareness, social and psychological security, legal rights, placement opportunities etc.*

### **Agenda Item: 08**

*To make our students skilled and competent we have to run special programs /trainings /coaching regarding better and effective communication, net friendly, preparation for competitive examinations, basic knowledge for self-employment etc. Job oriented and skill based course like Food Processing, Small Scale Industries, Handicrafts, Rural Resource Management, Courses for Targeted groups etc. are to be started.*

**Agenda Item: 09**

*To enhance placement, linkages with Industries, Banks and employment giving agencies will be set up.*

**Agenda Item: 10**

*Any other item with the permission of chair.*

The following decisions have been taken by IQAC in this meeting :

**Agenda Item: 01**

Coordinator IQAC put the minutes of third meeting of IQAC conducted on 22<sup>nd</sup> December, 2016 for confirmation.

**Dicision :**

IQAC has unanimously approved the minutes of previous meeting held on 22<sup>nd</sup> December, 2016.

**Agenda Item: 02**

Coordinator IQAC put a proposal to start a scheme of seed money for research publication, research project, attending seminar/workshop/ conferences training program and reimbursement of annual/life membership of academic/research organizations.

**Dicision :**

IQAC approved the proposal.

**Agenda Item: 03**

Mr. Mahendra Yadav put a proposal to send the detailed proposal for sanctioning more Teaching/Non-teaching post according number of students.

**Dicision :**

IQAC agreed with the proposal and depute the Head Clerk to prepare the detailed proposal according to requirement for sanctioning more Teaching/Non-teaching post.

**Agenda Item: 04**

Coordinator IQAC put a proposal to create more Whatsapp groups and SMS alert system for Good Governance.

**Dicision :**

IQAC approved the proposal.

***Agenda Item: 05***

Dr. Rajrani Sharma put a proposal to create Pratibha Bank for reputed in-service subject experts and Gyan Manjusha for retired resource persons.

***Dicision :***

IQAC applauds this innovative idea and approved the proposal.

***Agenda Item: 06***

Coordinator IQAC put a proposal to establish Language lab for all language departments – Hindi, English, Sanskrit and Urdu.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 07***

Dr. P. K. Bansal put a proposal to provide Counselling and Guidance not only for academics but also to enrich their knowledge in various fields such as financial awareness, social and psychological security, legal rights, placement opportunities etc.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 08***

Dr. Sonia Singh put a proposal to make our students skilled and competent we have to run special programs /trainings /coaching regarding better and effective communication, net friendly, preparation for competitive examinations, basic knowledge for self-employment etc. Job oriented and skill based course like Food Processing, Small Scale Industries, Handicrafts, Rural Resource Management, Courses for Targeted groups etc. are to be started.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:09***

Prof. J.L. Mewafrosh put a proposal to enhance placement, linkages with Industries, Banks and employment giving agencies will be set up.

***Dicision :***

IQAC approved the proposal.

**Agenda Item: 10**

Any other item with the permission of chair.

**-Nil-**



**Prof. Sanjay Swarnkar**  
Coordinator, IQAC  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)

(Prof. Sanjay Swarnkar)  
Coordinator/Director IQAC



**Dr. Prabha Mehta**  
Principal  
Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)

(Dr. Prabha Mehta)  
Principal & Chairperson IQAC

# Government Kamla Raja Girls Post Graduate Autonomous College, Gwalior (M.P.)



## ANNUAL ACTION TAKEN REPORT (ATR)

Academic Year

# 2016-2017

By

## INTERNAL QUALITY ASSURANCE CELL



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## INTERNAL QUALITY ASSURANCE CELL

### **Action Taken Report for 2016-2017**

A resolution passed by the IQAC meeting held on the month of April, 2016 on screening of the 'Action Plan' for the academic year 2016-2017. After undertaking the proposed plans/programs by all departments, cells and sections within the time frame, the IQAC is enabling to provide ATR of plan of action. The quality initiatives taken by IQAC and consolidated Action Taken Report are as follow :

#### ***Initiative 01 :***

Boards of Studies of various subjects have been conducted on dated 28 June 2016 and curriculum of UG and PG programs was approved with need based modification.

#### ***Initiative 02 :***

06 Short Term Courses are introduced in the college for employability and skill enhancement. For efficient conduction of the courses Short Term Certificate Cell is established and an ordinance for STCC is framed and implemented.

#### ***Initiative 03 :***

Submitted proposal to DHE (Department of Higher Education Govt. of MP) for obtaining financial assistance of Rs.15.0 lakhs under quality enhancement scheme after achieving A grade in NAAC IV cycle.

#### ***Initiative 04 :***

The College has taken initiatives to build atmosphere of research and innovation:

- a. Conduction of workshop/seminar/FDP.
- b. Participation in research programs.
- c. Publication of research papers in peer reviewed journals.
- d. Publication of books/anthologies/proceedings/translated work.n
- e. Minor/Major Research projects from various funding agencies.



f. Creative writing

g. Publication of Research Journal 'Creative Discourse' from the college.

***Initiative 05 :***

Curriculum oriented guest lectures, some with multi disciplinary relevance were conducted by all academic departments for UG and PG classes.

***Initiative 06 :***

The institution installed 06 smart class rooms to enable faculty member to use modern teaching aids. Faculty members used innovative teaching methods in their classes.

***Initiative 07 :***

Lectures on Research Methodology, assignment of research projects to the PG students, review of literature, dissertation, research paper writing, knowledge of citation, use of e-learning resources and various reference styles are the major initiatives taken by the college for enhancement of the academic and research ability into research scholars and the various PG students.

***Initiative 08 :***

The College has submitted the proposals of construction of Central Valuation Hall, Conference Hall and Basketball court to the PWD for infrastructural development. The construction of Law building has been started, parking area, sangeet bhawan, gymnasium, Ravindra Chowk are renovated in this year. Art Gallery (Exhibition Gallery) and Environment Gallery are also introduced.

***Initiative 09 :***

Programs on social welfare, Human Rights and women empowerment were organized in this institution. ....

***Initiative 10 :***

Upgradation of central library was done by adding new books, journals and installation of e-Library with 10 computers.

***Initiative 11 :***

For the development of IT/ICT in the campus a proposal was submitted to DHE Govt. of MP. to make campus wide Wi-Fi, installation of CCTV for surveillance, conducted awareness program for use of IT/ICT, installation of smart class rooms, increased the number of computers and reprographic facilities.

***Initiative 12 :***

To provide the health services to the students the institution organized the blood group, blood donation and medical check-up camps.

***Initiative 13 :***

Swami Vivekanand Rojgar Margdarshan Kendra of this college provided placements by inviting BPO's, Companies, organize annual career fair and arrange lectures and free counseling to develop the skill of entrepreneurship.

***Initiative 14 :***

Awareness programs were organized on gender sensitization, equality and discrimination issues in the college.

***Initiative 15 :***

Awareness programs were organized on disaster management, environment protection, and cleanliness drive (SWACHH BHARAT ABHIYAN) in this session.

***Initiative 16 :***

Student grievance redressal system was upgraded by formation of a separate Grievance Redressal Cell and installed more complaint boxes.

***Initiative 17 :***

IQAC proposed the seed money for the publication of research and to conduct micro projects by the faculty.

***Initiative 18 :***

The museum of department of History was renovated in this session.

***Initiative 19 :***

The policy was framed for academic and research collaboration on national and international level and college is included in the RUSA cluster by DHE, Govt. of MP.

***Initiative 20 :***

Energy Saving Plan was introduced by installation of solar panels and replace yellow bulbs with LED lights to reduce the consumption of electricity.

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***Initiative 22 :***

Installation of additional water harvesting system is developed in the campus.

***Initiative 23 :***

A Vermin compost pit for waste management was formed.

***Initiative 24 :***

Hoarding of KRGC sitemap and 10 panels for various information providing to the students were displayed near the entrance of the institution.

***Initiative 25 :***

IQAC entrusted 5 faculty members as coordinators and co-opted 21 faculties to the committee to collect the feedback of the course, course instructor, non-teaching staff and research scholars from various Departments and research centers. Conducted statistical analysis of the feedback data including adding values, in point scale to get a better quantitative picture of the academic and co-curricular activities.

***Initiative 26 :***

Conducted successfully III cycle of NAAC and obtained A grade.

***Initiative 27 :***

The institution participated in the AISHE survey and report was submitted in time to fulfil the objectives of AISHE.

***Initiative 28 :***

The stock verification conducted in April-May 2017 for all academic departments and administrative cell and sections.

**Initiative 29 :**

Four meetings of with members of IQAC and extended members of IQAC cells and clubs were conducted during this academic year to plan, execute and evaluate the quality initiatives of IQAC.

**Initiative 30 :**

e-News letter has been published to consolidate various report of activities in a report form to be shared with the stakeholders of the college and society.

**Initiative 31 :**

For the development of IT/ICT in the campus a proposal was submitted to DHE Govt. of MP. to make campus wide Wi-Fi, installation of CCTV for surveillance, conducted awareness program for use of IT/ICT, installation of smart class rooms, increased the number of computers and reprographic facilities.



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