



No./NAAC/IQAC/2019-20

Gwalior, dt. 20<sup>th</sup> June, 2019

**Minutes of First Meeting of IQAC**

**20<sup>th</sup> June, 2019**

The first quarterly meeting of IQAC of the session 2019-2020 has been conducted on 20<sup>th</sup> June, 2019 Thursday at 3 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Dr. Manju Dubey - Principal and Chairperson
2. Prof. R.S. Pawar - External Expert (Administration)
3. Dr. B.M. Kulshreshtha - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. Purnima Shah - Faculty Representative, Science Faculty
6. Dr. Meera Mittal - Faculty Representative, Social Science Faculty
7. Dr. Ila Shukla - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. V. K. Bansal - Faculty Member, Commerce Faculty
10. Dr. Shishir Kashyap - Faculty Member, Social Science Faculty
11. Dr. Pratima Jain - Faculty Member, Science Faculty
12. Prof. Krishna Jain - Faculty Member, Arts Faculty
13. Dr. Usha Singh - Teacher In-charge, Janbhagidari Samiti
14. Dr. R. C. Upadhyay - Controller, Examination
15. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
16. Mr. Raghvendra Tripathi - Librarian
17. Mr. Manohar Katariya - Sport Officer
18. Mr. G.S. Dohare - Representative Office Staff
19. Ms. Neelam Yadav - Student Representative
20. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. Sadhna Pandey - Dy Academic Secretary
3. Dr. Anand Kumar Singh - Asstt. Academic Secretary
4. Mr. Narendra Pratap Thakur - Incharge clerk Autonomous Cell

## **AGENDA OF THE MEETING :**

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

*To approve the decisions taken in the previous meeting of IQAC dated 19<sup>th</sup> March, 2019.*

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

*To approve the revised action plan of IQAC for the session 2019-2020.*

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

*To approve various research, academic, co-academic and non-academic 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.
- ***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 'DIVYANGSHAKTI'.

#### **Agenda Item 04**

*To framework for organizing one day workshop by IQAC on the subject of NAAC Assessment and Accreditation.*

#### **Agenda Item 05**

*To take action to bring MIS Office Express software into operation mode.*

#### **Agenda Item 06**

*To provide grants from Autonomous Fund for the upgradation of all the departments and research study centers of the college, reference books, research journals, equipment, repair and maintenance of equipment, accidental (which includes the furnishing of the department) in the session 2019-20. Proposal for allocation of funds as follows –*

<i>PG Department (Science Faculty)</i>	<i>: Rs.2.00 lakh per department</i>
<i>PG Department (Faculty of Commerce)</i>	<i>: Rs.1.50 lakh per department</i>
<i>PG Department (Faculty of Humanities)</i>	<i>: Rs.1.50 lakh per practical deptt.</i>
<i>PG Department (Faculty of Humanities)</i>	<i>: Rs.1.00 lakh per department</i>
<i>UG (Arts Faculty Practical)</i>	<i>: Rs.1.25 lakh per department</i>

#### **Agenda Item 07**

*To provide grants from Janbhagidari Fund for the upgradation of all the departments running under Self Financed Scheme of the college, reference books, research journals, equipment, repair and maintenance of equipment, accidental (which includes the furnishing of the department) in the session 2019-20. Proposal for allocation of funds as follows –*

<i>PG Department (Faculty of Science)</i>	<i>: Rs.2.50 lakh per department</i>
<i>UG Department (Computer Science)</i>	<i>: Rs.2.50 lakh per department</i>
<i>UG Department (Faculty of Scinece)</i>	<i>: Rs.2.00 lakh per department</i>
<i>UG Department (Faculty of Law/Mngt.)</i>	<i>: Rs.2.00 lakh per department</i>
<i>UG Department (B.Com with Comp.)</i>	<i>: Rs.2.00 lakh per department</i>

#### **Agenda Item 08**

*To provide Rs.2.0 lakh each from Autonomous Fund for the upgradation of Central Library and Sports department of the college to purchase of books, journals, various equipments, repair and maintenance of equipment, expenditure on contingency (which includes the furnishing of the department) in the session 2019-20.*

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

*To provide Rs.2.0 lakh from Autonomous Fund for the publication of research journal 'Creative Discourse' of the college in the session 2019-20.*

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

*to encourage the academic department for participating in Student Exchange Program and Teacher Exchange Program organizing by the cluster for national and international level institutions under RUSA scheme and executing other collaborative proposals.*

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

*In order to encourage short term courses in the college, continuing the process of conducting courses and admission.*

### ***Agenda Item 12***

*Recommendation to grant permission for use of language studies on the ground floor in Ganga Hostel, which includes Hindi, Sanskrit, Urdu and English and co-academic and non-academic cells on the first floor.*

### ***Agenda Item 13***

*the proposal for continuation of pre-run activities teaching-learning, evaluation, examination, regular audit, teacher-parent scheme, mentoring, departmental alumni meet, feedback, open feedback etc. in all academic departments.*

### ***Agenda Item 14***

*To emphasize on increasing the number of admissions in the upcoming session. Expressing concern over the declining admission numbers in some identified regular and self-financing courses in the academic session 2018-2019, like Bioinformatics, Electronics, PGDCA, M.Sc. in Resource Management, M.Sc. in human development, industrial chemistry etc.*

### ***Agenda Item 15***

*To approve the AQAR of the college for the session 2018-2019.*

### ***Agenda Item 16***

*Any other item may be moved with the permission of the Chairperson.*

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

***Agenda Item 01 :***

IQAC Coordinator put the minutes of the previous meeting of IQAC dated 19<sup>th</sup> March, 2019 for confirmation.

***Dicision :***

IQAC has unanimously approved the minutes of previous meeting held on 19<sup>th</sup> March, 2019.

***Agenda Item 02 :***

Coordinator IQAC put the revised action plan of IQAC for the session 2019-2020 for approval.

***Dicision :***

Some suggestions were presented in the action plan by IQAC and the resolution was passed unanimously. Mr. Manohar Kataria and Dr. Sadhna Pandey suggested to do an MoU with Kamala Raja Hospital. Dr. Pratima Jain, Dr. Sonia Singh and Mr. Manohar Kataria suggested that spot the 'Wall of Success' in significant places of the campus to display the achievements of all the talented and successful students of the college.

***Agenda Item 03 :***

IQAC Coordinator put the proposal to approve various research, academic, co-academic and non-academic proposals proposed by different cells of the IQAC :

- **Academic Interaction Cell:** 02 Extension Lectures, 01 Seven Days Faculty Recharge Programme, 15 Days Orientation Program for newly admitted students.
- **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.*Decision :*

***Decision :***

The proposals were passed unanimously expressing the possibility of increasing the quality in various academic and research areas of the college by organizing the above programs by IQAC,.

**(Action - Internal Quality Assurance Cell and other related Cells)**

***Agenda Item 04 :***

Coordinator IQAC put the proposal to framework for organizing one day workshop by IQAC on the subject of NAAC Assessment and Accreditation.

***Decision :***

The resolution passed by IQAC unanimously.

**(Action - Academic Cell and Internal Quality Assurance Cell)**

***Agenda Item 05 :***

Coordinator IQAC put the proposal to take action to bring MIS Office Express software into operation mode.

***Decision :***

Decision was unanimously taken by the members of IQAC that the two computer operators required for the operation of Office Express software should be arranged after negotiating with the software developing and supplying agency. Mr. Raghavendra Tripathi, Library proposed to do the work of digitization in the e-library located in the Central Library. All the members IQAC agreed with the proposal.

**(Action - Academic Cell)**

***Agenda Item 06 :***

IQAC Coordinator put the proposal to provide grants from Autonomous Fund for the upgradation of all the departments and research study centers of the college, reference books, research journals, equipment, repair and maintenance of equipment, accidental (which includes the furnishing of the department) in the session 2019-20. Proposal for allocation of funds as follows –

PG Department (Science Faculty)	: Rs.2.00 lakh per department
PG Department (Faculty of Commerce)	: Rs.1.50 lakh per department
PG Department (Faculty of Humanities)	: Rs.1.50 lakh per practical deptt.
PG Department (Faculty of Humanities)	: Rs.1.00 lakh per department
UG (Arts Faculty Practical)	: Rs.1.25 lakh per department

***Decision :***

IQAC approved the proposal for the betterment of academic departments and instructed that the approved proposal to be presented before Academic Council and Financial Committee.

**(Action - Academic Cell)**

***Agenda Item 07 :***

IQAC Coordinator put the proposal to provide grants from Janbhagidari Fund for the upgradation of all the departments running under Self Financed Scheme of the college, reference books, research journals, equipment, repair and maintenance of equipment, accidental (which includes the furnishing of the department) in the session 2019-20. Proposal for allocation of funds as follows –

PG Department (Faculty of Science)	: Rs.2.50 lakh per department
UG Department (Computer Science)	: Rs.2.50 lakh per department
UG Department (Faculty of Science)	: Rs.2.00 lakh per department
UG Department (Faculty of Law/Mngt.)	: Rs.2.00 lakh per department
UG Department (B.Com with Comp.)	: Rs.2.00 lakh per department

***Decision :***

IQAC approved the proposal for the betterment of academic departments and instructed that the approved proposal to be presented before Academic Council and Financial Committee.

**(Action - Academic Cell)**

***Agenda Item 08 :***

IQAC Coordinator put the proposal to provide Rs.2.0 lakh each from Autonomous Fund for the upgradation of Central Library and Sports department of the college to purchase of books, journals, various equipments, repair and maintenance of equipment, expenditure on contingency (which includes the furnishing of the department) in the session 2019-20.

***Dicision :***

IQAC approved the proposal.

**(Action - Academic Cell)**

***Agenda Item 09:***

IQAC Coordinator put the proposal to provide Rs.2.0 lakh from Autonomous Fund for the publication of research journal 'Creative Discourse' of the college in the session 2019-20.

***Dicision :***

IQAC approved the proposal.

**(Action - Academic Cell)**

***Agenda Item 10***

Coordinator IQAC put the proposal to encourage the academic department for participating in Student Exchange Program and Teacher Exchange Program organizing by the cluster for national and international level institutions under RUSA scheme and executing other collaborative proposals.

***Dicision :***

Resolution passed unanimously by IQAC.

**(Action - Academic Cell and related departments)**

***Agenda Item 11***

In order to encourage short term courses in the college, continuing the process of conducting courses and admission.

***Dicision :***

Resolution passed unanimously by IQAC.

**(Action - Academic Cell)**



***Agenda Item 12***

Recommendation to grant permission for use of language studies on the ground floor in Ganga Hostel, which includes Hindi, Sanskrit, Urdu and English and co-academic and non-academic cells on the first floor.

***Dicision :***

Resolution passed unanimously by IQAC.

**(Action - Academic Cell and Office)**

***Agenda Item 13 :***

Coordinator IQAC put the proposal for continuation of pre-run activities teaching-learning, evaluation, examination, regular audit, teacher-parent scheme, mentoring, departmental alumni meet, feedback, open feedback etc. in all academic departments.

***Dicision :***

Resolution passed unanimously by IQAC.

**(Action - Academic Cell)**

***Agenda Item 14 :***

Coordinator IQAC put the proposal to emphasize on increasing the number of admissions in the upcoming session. Expressing concern over the declining admission numbers in some identified regular and self-financing courses in the academic session 2018-2019, like Bioinformatics, Electronics, PGDCA, M.Sc. in Resource Management, M.Sc. in human development, industrial chemistry etc.

***Dicision :***

Resolution passed unanimously by IQAC.

**(Action - Academic Cell)**

***Agenda Item 15 :***

Coordinator IQAC submitted the AQAR of the college for the session 2018-2019 for approval.

***Dicision :***

AQAR 2018-19 was approved by unanimous voice vote by all the members of IQAC.

**Agenda Item 16 :**

Any other item may be moved with the permission of the Chairperson.

**Item No. 01 :**

Dr. Sonia Singh, In-charge of the employment cell put the proposal to grant an amount of Rs.1.0 lakh for the upgradation of the cell in the session 2019-20.

**Decision :**

IQAC unanimously passed the resolution for various types of maintenance work in the employment cell.

**(Action - Academic Cell)**

**(Prof. Sanjay Swarnkar)**

**Coordinator, IQAC**

**Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)**

(Prof. Sanjay Swarnkar)  
Coordinator/Director IQAC

**(Dr. Manju Dubey)**

**Principal**

**Govt. Kamla Raja Girls P.G. Auto. College  
Gwalior (M.P.)**

(Dr. Manju Dubey)  
Principal & Chairperson IQAC



No./NAAC/IQAC/2019-20

Gwalior, dt. 20<sup>th</sup> September, 2019

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

**20<sup>th</sup> September, 2019**

The second quarterly meeting of IQAC of the session 2019-2020 has been conducted on 20<sup>th</sup> September, 2020 Friday at 03.00 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Dr. Manju Dubey - Principal and Chairperson
2. Prof. R.S. Pawar - External Expert (Administration)
3. Dr. B.M. Kulshreshtha - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. Purnima Shah - Faculty Representative, Science Faculty
6. Dr. Meera Mittal - Faculty Representative, Social Science Faculty
7. Dr. Ila Shukla - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. V. K. Bansal - Faculty Member, Commerce Faculty
10. Dr. Shishir Kashyap - Faculty Member, Social Science Faculty
11. Dr. Pratima Jain - Faculty Member, Science Faculty
12. Prof. Krishna Jain - Faculty Member, Arts Faculty
13. Dr. Usha Singh - Teacher In-charge, Janbhagidari Samiti
14. Dr. R. C. Upadhyay - Controller, Examination
15. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
16. Mr. Raghvendra Tripathi - Librarian
17. Mr. Manohar Katariya - Sport Officer
18. Mr. G.S. Dohare - Representative Office Staff
19. Ms. Neelam Yadav - Student Representative
20. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. Charu Katare - Dy Academic Secretary
3. Dr. Charu Chitra - Asstt. Academic Secretary
4. Dr. Anand Kumar Singh - Asstt. Academic Secretary
5. Mr. Narendra Pratap Thakur - Incharge clerk Autonomous Cell

## **AGENDA OF THE MEETING :**

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

*To approve the decisions taken in the previous meeting of IQAC dated 20<sup>th</sup> June, 2019.*

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

*To establish at least three fully equipped multimedia class rooms.*

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

*To conduct open feedback session.*

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

*To conduct Student Tracking for the session 2018-2019.*

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

*To conduct Student Satisfaction Survey for the session 2018-2019.*

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

*To purchase equipments from RUSA funds to set up CIF according to administrative sanction received SPD Bhopal.*

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

*To do a MoU with Suryashakti Yoga Center for providing yoga facility to students and teachers of the KRGC.*

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

*To conduct Sanskrit Sambhashan certificate program with the collaboration of Central Sanskrit University, Delhi.*

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

*To create a logo of IQAC and revise the vision, mission and objective of IQAC.*

### ***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 and the decisions taken in the previous meeting of IQAC dated 20<sup>th</sup> June, 2019 for approval.

### ***Dicision :***

IQAC has unanimously approved the minutes of previous meeting held on 05<sup>th</sup> July 2018.

***Agenda Item: 02***

Coordinator IQAC put a proposal to establish at least three fully equipped multimedia class rooms.

***Dicision :***

IQAC unanimously approved the proposal.

***Agenda Item:03***

Coordinator IQAC put a proposal to conduct open feedback session.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 04***

Dr. Usha Singh put the proposal to conduct Student Tracking for the session 2018-2019.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 05***

Mr. Raghvendra Tripathi put the proposal to conduct Student Satisfaction Survey for the session 2018-2019.

***Dicision :***

IQAC members appreciated the proposal and suggested that institution should encourage the collaborative activities in academic and examination fields with other institutions for community engagement.

***Agenda Item: 06***

Dr. Pratima Jain put the proposal to purchase equipments from RUSA funds to set up CIF according to administrative sanction received SPD Bhopal.

***Dicision :***

IQAC applauds the idea and approved the proposal.

***Agenda Item: 07***

Dr. Charu Katare put the proposal to do an MoU with Suryashakti Yoga Center for providing yoga facility to students and teachers of the KRGK.

***Dicision :***

IQAC appreciated the plan and approved the proposal.

***Agenda Item: 08***

Dr. Krishna Jain put the proposal to conduct Sanskrit Sambhashan certificate program with the collaboration of Central Sanskrit University, Delhi.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 09***

Coordinator IQAC put the proposal to create a logo of IQAC and revise the vision, mission and objective of IQAC.

***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)**  
**Director/Coordinator, IQAC**



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

**(Dr. Manju Dubey)**  
**Principal & Chairman, IQAC**



No./NAAC/IQAC/2019-20

Gwalior, dt. 14<sup>th</sup> December, 2019

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

**14<sup>th</sup> December, 2019**

The third quarterly meeting of IQAC of the session 2019-2020 has been conducted on 14<sup>th</sup> December, 2019 Saturday at 03.00 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Dr. Manju Dubey - Principal and Chairperson
2. Prof. R.S. Pawar - External Expert (Administration)
3. Dr. B.M. Kulshreshtha - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. Purnima Shah - Faculty Representative, Science Faculty
6. Dr. Meera Mittal - Faculty Representative, Social Science Faculty
7. Dr. Ila Shukla - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. V. K. Bansal - Faculty Member, Commerce Faculty
10. Dr. Shishir Kashyap - Faculty Member, Social Science Faculty
11. Dr. Pratima Jain - Faculty Member, Science Faculty
12. Prof. Krishna Jain - Faculty Member, Arts Faculty
13. Dr. Usha Singh - Teacher In-charge, Janbhagidari Samiti
14. Dr. R. C. Upadhyay - Controller, Examination
15. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
16. Mr. Raghvendra Tripathi - Librarian
17. Mr. Manohar Katariya - Sport Officer
18. Mr. G.S. Dohare - Representative Office Staff
19. Ms. Neelam Yadav - Student Representative
20. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. Charu Katare - Dy Academic Secretary
3. Dr. Charu Chitra - Asstt. Academic Secretary
4. Dr. Anand Kumar Singh - Asstt. Academic Secretary
5. Mr. Narendra Pratap Thakur - Incharge clerk Autonomous Cell

## **AGENDA OF THE MEETING :**

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

*To confirm the minutes of Second meeting of IQAC conducted on 20<sup>th</sup> September, 2019*

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

*To conduct Dr. D.S. Rathor Memorial Lecture/Lecture Series.*

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

*To conduct Faculty Development Program with the collaboration of IBS Hyderabad.*

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

*To shift the language departments in renovated academic block near hostel.*

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

*To purchase equipments and furniture for upgradation of departments and laboratories.*

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

*To start short term course in fashion designing.*

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

*To conduct Teachers Satisfaction Survey.*

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

*To keep eye on Corona situation and to make awareness in staff and students.*

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

*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 20<sup>th</sup> September, 2019 for confirmation.*

### ***Dicision :***

*IQAC has unanimously approved the minutes of previous meeting held on 20<sup>th</sup> September, 2019.*



***Agenda Item: 02***

IQAC Coordinator put the proposal to conduct Dr. D.S. Rathor Memorial Lecture/Lecture Series.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 03***

Dr. Shishir Kashyap put the proposal to conduct Faculty Development Program with the collaboration of IBS Hyderabad.

***Dicision :***

IQAC approved the proposal and instructed to frame a machenism for proposed practice.

***Agenda Item: 04***

IQAC Coordinator put the proposal to shift the language departments in renovated academic block near hostel.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 05***

IQAC Coordinator put the proposal to purchase equipments and furniture for upgradation of departments and laboratories.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 06***

Dr. Pratima Jain put the proposal to start short term course in fashion designing.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 07***

IQAC Coordinator put the proposal to conduct Teachrs Satisfaction Survey.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:08***

IQAC Coordinator put the proposal to keep eye on Corona situation and to make awareness in staff and students.

***Dicision :***

IQAC expressed the concern over the problem and approved the proposal.

***Agenda Item: 09***

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)**  
**Director/Coordinator, IQAC**



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

**(Dr. Manju Dubey)**  
**Principal & Chairman, IQAC**



No./NAAC/IQAC/2019-20

Gwalior, dt. 04<sup>th</sup> March, 2020

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

**04<sup>th</sup> March, 2020**

The fourth quarterly meeting of IQAC of the session 2019-2020 has been conducted on 04<sup>th</sup> March, 2020 Wednesday at 03.00 pm at conference hall of Autonomous Cell. The presence of member IQAC was as follows :

1. Dr. Manju Dubey - Principal and Chairperson
2. Prof. R.S. Pawar - External Expert (Administration)
3. Dr. B.M. Kulshreshtha - External Expert (Educationist)
4. Mr. Avinash Mishra - External Expert (Industrialist)
5. Dr. Purnima Shah - Faculty Representative, Science Faculty
6. Dr. Meera Mittal - Faculty Representative, Social Science Faculty
7. Dr. Ila Shukla - Faculty Representative, Arts Faculty
8. Dr. Harish Agarwal - Faculty Representative, Commerce Faculty
9. Dr. V. K. Bansal - Faculty Member, Commerce Faculty
10. Dr. Shishir Kashyap - Faculty Member, Social Science Faculty
11. Dr. Pratima Jain - Faculty Member, Science Faculty
12. Prof. Krishna Jain - Faculty Member, Arts Faculty
13. Dr. Usha Singh - Teacher In-charge, Janbhagidari Samiti
14. Dr. R. C. Upadhyay - Controller, Examination
15. Dr. Sonia Singh - Incharge, Employment & Career Counseling Cell
16. Mr. Raghvendra Tripathi - Librarian
17. Mr. Manohar Katariya - Sport Officer
18. Mr. G.S. Dohare - Representative Office Staff
19. Ms. Neelam Yadav - Student Representative
20. Prof. Sanjay Swarnkar - Co-ordinator/Director

Invited Members :

1. Dr. Jyotsana Rana - Alumni Representative
2. Dr. Charu Katare - Dy Academic Secretary
3. Dr. Charu Chitra - Asstt. Academic Secretary
4. Dr. Anand Kumar Singh - Asstt. Academic Secretary
5. Mr. Narendra Pratap Thakur - Incharge clerk Autonomous Cell

## **AGENDA OF THE MEETING :**

### **Agenda Item: 01**

*To confirm the minutes of Third meeting of IQAC conducted on 14<sup>th</sup> December, 2019*

### **Agenda Item: 02**

*To create a task force and appoint a nodal officer for handling the critical and grievous situation of Corona virus.*

### **Agenda Item: 03**

*To start Urdu Sab Ke Liye (Urdu for all) a Urdu language promotion program in department of Urdu.*

### **Agenda Item: 04**

*To start Shastrarth a Sanskrit Discussion Forum in department of Sanskrit.*

### **Agenda Item: 05**

*To celebrate Breast Feeding week annually and establish a Breast Feeding Booth for mother students in department of Home Science.*

### **Agenda Item: 06**

*To provide the facility of remedial coaching classes to UG and PG students.*

### **Agenda Item: 07**

*To conduct educational and industrial tours and visits as effective learning mode by various faculties and departments.*

### **Agenda Item: 08**

*To do MoU with K.R.E. Society's Karnataka Arts, Science and Commerce College, Bidar, Karnataka*

### **Agenda Item: 09**

*To produce Action Plan for the session 2020-2021 and getting approval.*

### **Agenda Item: 10**

*To take feedback and conduct satisfaction survey offline as well as online from various stakeholders' students, parents, alumni, teachers and non-teaching staff.*

### **Agenda Item: 11**

*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 14<sup>th</sup> December, 2019 for confirmation.

### **Dicision :**

IQAC has unanimously approved the minutes of previous meeting held on 14<sup>th</sup> December, 2019.

***Agenda Item: 02***

Coordinator IQAC put a proposal to create a task force and appoint a nodal officer for handling the critical and grievous situation of Corona virus.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 03***

Coordinator IQAC put a proposal to start Urdu Sab Ke Liye a Urdu language promotion program in department of Urdu.

***Dicision :***

IQAC agreed with the proposal and depute the IQAC Coordinator to take necessary steps for accomplishment of these quality parameters.

***Agenda Item: 04***

Dr. Krishna Jain put a proposal to start Shastrarth a Sanskrit Discussion Forum in department of Sanskrit.

***Dicision :***

IQAC applauds the idea and approved the proposal.

***Agenda Item: 05***

Dr. Charu Katare put a proposal to celebrate Breast Feeding week annually and establish a Breast Feeding Booth for mother students in department of Home Science.

***Dicision :***

IQAC approved the proposal and instructed to Coordinator IQAC to frame all these important policies for providing roadmap to concerning committee and cells for implementation of action plans accordingly.

***Agenda Item: 06***

Dr. R.K. Dubey put a proposal to provide the facility of remedial coaching classes to UG and PG students.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 07***

Coordinator IQAC put a proposal to do a MoU with K.R.E. Society's Karnataka Arts, Science and Commerce College, Bidar, Karnataka

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 08***

Dr. R.K. Dubey put a proposal to provide the facility of remedial coaching classes to UG and PG students.

***Dicision :***

IQAC approved the proposal.

***Agenda Item:09***

Coordinator IQAC produce an Action Plan for the session 2020-2021 for getting approval.

***Dicision :***

IQAC discussed on the action plan and approved it without any amendment.

***Agenda Item: 10***

Coordinator IQAC put a proposal take feedback and conduct satisfaction survey offline as well as online from various stakeholders' students, parents, alumni, teachers and non-teaching staff.

***Dicision :***

IQAC approved the proposal.

***Agenda Item: 11***

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. Manju Dubey)**  
**Principal**  
**Govt. Kamla Raja Girls P.G. Auto. College**  
**Gwalior (M.P.)**

(Dr. Manju Dubey)  
Principal & Chairperson IQAC