



SANT HIRDARAM GIRLS COLLEGE, BHOPAL Internal Quality Assurance Cell



VENUE: Room no. S-8

Date: 28-07-2018

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Seminar on Mental Health	A seminar on Mental Health was proposed to bring awareness on Mental Health problems and measures taken to prevent Suicidal tendencies	On the occasion of World Suicide Prevention Day, a seminar will be organised on 10 th Sept, 2018 by Ms.Sonam Chhatwani, Counsellor and Rehabilitation Psychologist.
Students Blessing Session	It was decided that a motivational and Interactive session would be organized for newly admitted students of SHGC. The objective of the session. would be to motivate the students to achieve the real purpose of life	A students blessing session will be organized on 3 rd August, 2018, by the Chairman, SHKES Rev. Siddh Bhauji guided the students on ethical values, mental and physical fitness.
Motivational Session	It was decided that a motivational and Interactive session would be organized for the faculty members of SHGC.	A motivational session will be organized on 11 th August, 2018 by the Chairman, SHKES Rev. Siddh Bhauji to guide and motivate the teachers for their strategies of teaching and grooming the personality of students in the new session.
Sponsored National Conferences/ Meet	A National Meet to innovate India-in focus Woman was proposed to provide a common platform for Entrepreneurs, Scientist, Researchers, Teachers and Academicians.	A National Meet will be organized on 9 th October, 2018 sponsored by MPCST
Annual departmental activities	Discussion was held on various activities run by each department and committee for the current session.	Review was taken from all department and committees
NAAC guidelines	Discussion was held on the new guidelines of NAAC	Faculty members were aware about the new guidelines of NAAC
AQAR preparation	Plan to finalize AQAR for the year 2017-18 was discussed.	Work was distributed accordingly among the Criteria members



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VENUE: Room no. S-8

Date: 31-08-2018

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Awareness Programme on Environmental problems	Environmental conservation through ECO forum (Bot & Zoo) Plastic Pollution.	Deptt. Of Botany and Zoology will be organizing on 15 th September, 2018
Guest Lecture	A Guest Lecture on Importance of Patent in Innovation was proposed to be organised .	It was decided that Department of Biotechnology will organise the lecture on 28 th September, 2018
File updation	Discussion was held to update departmental files	Each department was instructed to update the same
Competitions on the Theme “An initiative to beat “Plastic Pollution”	Competition on Homemade Eco-friendly bags	Department of Chemistry will be organizing this comp on 3 rd October, 2018
CCE mode	It was suggested to revise the mode of CCE examination to make it more interesting for students	Departments were instructed to revise the CCE modes
NPTEL courses	It was suggested that the students for different courses under NPTEL (SWAYAM) should be registered.	Students were enrolled for the same



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VENUE: Room no. S-8

Date: 16-10-2018

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
AQAR submission	AQAR submission for the session 2017-18	
Alumni meet	Organization of SHOGA meeting (Alumni meet) as they are the brand ambassadors of the Institute.	It has been planned to be organized on 27 th October, 2018
Personality Development	Session on Powerful habits and Psychology for Success and happiness, as inner journey is necessary to uncover life	A session by Dr. Neelkathan, an international transformational trainer on 19 th November, 2018 will be organized.
World Fisheries Day	World Fisheries day will be celebrated in which awareness programme about various threats/ hazards on Aquatic Ecosystem will be organised.	Deptt. of Zoology will be organizing this awareness programme on 22 nd November, 2018
World AIDS Day	Nullad Natak, Poster Making Competition, Slogan writing etc. on the theme Fight AIDS, No PEOPLE WITH AIDS were proposed to be organized.	NSS incharges (PO's) will be organizing various competitions on account of World AIDS Day on 1 st December, 2018
Session on "Holistic Wellness"	Awareness programme on Hazards of Unhealthy Life Style is to be organized.	Department of F&N was instructed to organise the programme



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VENUE: Room no. S-8

Date: 29-12-2018

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
NAAC Awareness	Faculty members should attend NAAC Awareness Programme and get themselves upgraded with all the NAAC proceedings.	IQAC members will be attending NAAC Awareness Programme at Gyan Vigyan Bhawan, Barkatullah University, Bhopal on 11 th January, 2019
National Youth Day	Awareness about benefits of practicing Surya Namaskar emphasizing Indian culture, Character building amongst youth, Preaching's of Swami Vivekanand, Essay Competition were proposed to be organized.	National Youth Day will be celebrated on 12 th January, 2019
Awareness Programme	Awareness Programme on road safety	It was organised on 9 th February, 2019
Physical Health	Session on "Adopting Herbal way of life for overall wellbeing"	Proposed to be organized on 18 th February, 2019
Examination	Skit on "Positive face of examination & eliminating its fear"	It was instructed to be organized in the month of February, 2019
National Science Day	Celebration of "National Science Day" by faculty of science.	Various competitions like Science Toonas, Science Model, Best out of waste, Recipes, Extempore, Speech, Science fancy dress etc will be organised on 28.2.2019



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VENUE: Room no. S-8

Date: 20-03-2019

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
International Women's Day	Celebration of "International Women's Day" by Literacy Committee.	Intercollegiate debate and essay writing competition will be organized on 8.3.2019.
Paper presentation on Quality Issues by faculty members	National Seminar on Quality Enhancement in Higher Education Institution will be organized by Anand Vihar College for Women on 18 th April, 2019	Research papers/articles will be presented by Dr.Sugandha Singh, Dr.Suneela Choube and Ms. Vibha Khare on 18 th April, 2019
Planning for the academic year 2019-20	*Planning for the academic session 2019-20 was discussed and it was decided to prepare academic planner and time table for the new academic session. *It was decided by IQAC members that each department and cell will submit their proposed activities for the session 2019-20 to the IQAC.	*Academic planner and time table was prepared and uploaded on Website. *Departments have submitted their proposed activities for the session 2019-20 to IQAC.



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VENUE: Room no. S-8

Date: 18-04-2019

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Presentation by faculty members on “Emerging trends in their respective fields”	The faculty members were asked to present “Emerging trends in their respective fields” in an elaborate way, complete in all respects may that be Communication, Quality of slides or Content.	*Ms. Pratibha Mishra, Faculty in Education will present “Emerging trends in Education on 20.4.2019 *Ms. Vibha Khare Head, F & N, will present Recent trends & development in the field of food & nutrition on 27.4.2019. *Dr. Archana Gupta Chemistry will give presentation on “Recent trends in the field of Chemistry on 4.5.2019
Books authored by faculty member	The faculty members were motivated to write Books or chapters in Books	Dr. Neha Gupta, Asst. Prof. Deptt. Of English accomplished writing a book on different topics of essay writing “Latest Essays”.
Session on Positivity, Happiness & Success	Organization of Motivational Session	A session for faculty members will be organized on 9.5.2019 in which the Chairman will motivate them to read books & have a mind full of positivity which will ultimately lead to happiness & success.
Doctoral Degree	Each & every faculty member should enroll for Ph. D degree	The faculty member were encouraged to get enrolled.
Preparation of admission process for the session 2019-20	Rules, Regulations and itinerary schedule received from Deptt. Of Higher Education for the admission was discussed, Admission Cell was instructed to monitor the process regularly during the Admission time.	Rules, Regulations and itinerary schedule for the admission process was explained to each faculty member.