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Sant Hirdaram Girls College, Bhopal
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Date: 16.2.2018

An internal meeting of IQAC was held on 16.2.2018 at 1:30 pm in Room No. S-8, Science wing. The meeting was presided over by Dr. Charanjit Kaur, Principal; SHGC. All faculty members were present in the meeting. The meeting summarized the best practices adopted by the teaching departments. The observations were recorded during the internal audit completed in second week of February, 2018.

These are following:

- *Well designed Protocol manuals for Practical conduction.*
- *Preservation of useful lab material using waste resources.*
- *Regular maintenance of Departmental Activity Register which helps to update departmental Profile.*
- *Well prepared Academic planners and Departmental calendar and the stringent adherence to it.*
- *Pictorial poster representation of Research Publications by faculty members.*
- *Extensive record of Remedial classes. This includes proper documentation in a Register.*
- *Well maintained CCE posters etc. prepared by students for better understanding of the subject content.*
- *Use of E-learning Resources, DVD's, lecture notes, videos for teaching learning.*
- *Consultancy services in Vermicomposting and Molecular Biology techniques.*
- *Provision of nutritious supplements to all staff members on regular basis for adopting healthy lifestyle.*

The Principal lauded the efforts of all departments and inspired the faculty members to incorporate above innovative teaching learning practices.

Dr. Sugandha Singh
Coordinator, IQAC
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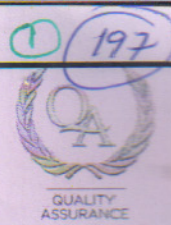
Sugandha
16/2/18

Dr. Charanjit Kaur
Principal

1. All HOD's
2. IQAC

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SANT HIRDARAM GIRLS COLLEGE, BHOPAL
INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING

An internal meeting of IQAC was held on 4.4.2018 i.e. Wednesday at 2:00 pm in the chamber of Principal. Following members were present.

- ✦ Dr. Chandra Paliwal
- ✦ Ms. Dalima Parwani
- ✦ Dr. Suneela Choubey
- ✦ Dr. Meena Barse
- ✦ Ms. Poornima Tiwari
- ✦ Dr. Madhu Singh
- ✦ Dr. Madhavi Gaur
- ✦ Dr. Neha Nair
- ✦ Ms. Shweta Ajay Mishra
- ✦ Ms. Rana Shahwal
- ✦ Ms. Shazia Khan
- ✦ Ms. Vibha Khare
- ✦ Ms. Abha Agrawal
- ✦ Dr. Divya Patel

Following points were discussed.

- ✦ The AQAR for the year 2017-2018 has to be prepared, compiled and submitted to NAAC after June 30, 2018. The Teacher incharges should discuss and take inputs for their chapters from other staff members also.
- ✦ The website coordinator should regularly update the information of Teaching staff members. Also, the visitors and expert comments should be scanned and put on the website.
- ✦ The student teacher feedback evaluation should be practiced online from the next session i.e. July 2018 and Computer Science department should take the initiative.
- ✦ The teaching departments should follow collaborative teaching methodology. The teachers of one department should share their practical protocols with other members too as well as with other departments.

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- ✦ Use of Spoken tutorials and video lectures should be increased. Also, the lectures of faculty members should be recorded.
 - ✦ Conduction of "Intracollegiate Quiz", Organizing Medical camps, Joy of giving, Printing of Research Journal, sharing motivational thoughts, newspaper clippings, sharing spiritual knowledge etc. should be properly documented in various chapters of AQAR.
 - ✦ SHOGA must plan that every month 2 alumni should meet and interact with the students.

*Sugandha -
11.4.18*
Dr. Sugandha Singh
Coordinator, IQAC

[Signature]
11/4/18
Dr. Charanjit Kaur
Principal

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- All HOD'S
- All staff
- IQAC