



SANT HIRDARAM GIRLS COLLEGE, BHOPAL
Internal Quality Assurance Cell
Minutes of Meeting



VENUE: Room no. A-7

Date: 2.07.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Faculty Development Program (FDP)	The themes suggested were *Moral values inculcation & need of self-retrospection. *Exploring dynamics of NEP 2020 w.r.t NAAC perspectives	IQAC was assigned to organize FDP for all the faculties on role of teachers in overall growth and development of students covering the elements of quality higher education.
Orientation program for students	To bridge the gap between the teachers and the students & to give the overview of the complete realm of college life, an orientation program covering all the functional units is to be organized.	Highlighting successful career with clear vision, all units of the College will be explaining their role and responsibilities.
MOU	MOU with Global Talent Track was suggested.	Training and Placement Cell of the College was assigned to proceed MOU with Global Talent Track.
Capacity Building Programs	The theme “Transforming classrooms : Engaging students today and tomorrow” was proposed	Resourceperson Dr.Hemant Khandae, Dean, Deptt. Of Continuing Education, Barkatullah University, Bhopal was finalized to be coordinated.
Incubation Centre & E cell	The theme “Building Entrepreneurial mindset was finalized.	Dr.Gunjan Shukla from Renaissance University, Indore was invited as Keynote speaker.
Workshop on Health and Hygiene	It was suggested to conduct the workshop on “Snakyfying Millets”	Practical demonstration by cooking expert was proposed.
International Conference	Strategies for strengthening Industry Academia Linkage based themes were recommended to be organized virtually.	Resource persons were coordinated and the dates were finalized.
Academic Visits	Startups, Working style, intellectual, practical, physical, moral & aesthetic aspects should be the criteria for quality academic visits.	Banasthali Vidhyapith, RNTU, Sanchi Sahakari Dugdh Sangh etc were finalized to be visited.

e-waste Awareness Program	Nukkad Natak on e-waste management can be performed	CS deptt. was asked to create awareness about e-waste management and donation of e-waste to pollution control board.
Workshops on themes based on eco-friendly environment.	Preparation of Eco-friendly idols of God/Goddesses through workshop was suggested.	Deptt. of chemistry & Education organized the Workshop on Ganesha making (eco-friendly).



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VENUE: Room no. A-7

Date: 3.9.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Training Programs for students	To foster communicative skills and competencies of students, training program on facing interviews should be organized.	T & P cell was assigned the task to conduct training program on "Be extraordinary"
Career Guidance	The theme career planning for success and developing general skills was proposed.	Guest Speaker Prof. Amarjeet Patpatra, IBS, Mumbai were finalized.
Educating students for healthy life style	National Nutrition Week to be observed to raise awareness about healthy eating practices.	Deptt. Of Food & Nutrition was allotted the task of observing Nutrition week.
Participation of faculties in Capacity Building Programs	ICSSR, New Delhi sponsored CBP on understanding Research methods & statistics in social sciences by BU, Bhopal will be organized from 1-15, Sept, 2022, in which interested faculties can participate.	2 faculties were deputed to attend the Capacity Building Program.
Guest Lectures	Guest Lectures on current trends in Science & Commerce can be organized.	The Topic "Role of Biotechnology in Agriculture" was finalized to be conducted on 19 th Sept, 2022.

Session on Quality Issues	The theme “Reconstructing Quality Parameters in Higher Education Institution” was finalized.	IQAC was allotted the task to conduct a session or Capacity Building Program on 6 th October, 2022.
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VENUE: Room no. A-7

Date: 14.10.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Awareness Program on “Biosafety”	Awareness Program on Bio-safety practices & principles should be organized for students of life sciences	It was proposed that an online webinar will be organized by Deptt. Of Biotechnology in collaboration with ESCO life sciences, Bangalore on 20 th October, 2022.
Start up projects by E-cell	Exposure to online platform for converting their small ideas into startups should be given to our students.	E-cell was asked to mentor students for various startups.
Awareness about women health & hygiene.	The students should be educated to take care of their health specially PCOS, obesity, stress etc.	NSS unit & Women Cell was assigned to organize awareness camp on PCOs on 14 th Nov, 2022
Employment opportunities in Animation Industry	Industrial Revolution 5.0 Digital Skills are of great importance in career building, focusing on digitalization for the benefit of students	Resource person Mr. Abdul Rafey Khan, Center Head, Arena Animation was finalized and one day seminar will be conducted on 22 nd Nov, 2022.



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VENUE: Room no. A-7

Date: 28.11.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Guest Lecture/Expert Talk	Mr.Harsh Wadhvani, Cyber Security Expert was finalized to speak on career in Cyber Security.	Department of Computer Science was assigned the task of organising the expert talk.
Training Program on Communication Skills	For enhancing expression power of students, training sessions on Communication Skills should be conducted.	The Resource person Ms.Munmun Mallik, Master Trainer in Soft Skills, America India Foundation was proposed.
Guest Lecture	Awareness about features & fundamental of Quantum Physics highlighting its future prospects should be organized specially for Science students.	Department of Physics was allotted the task of coordinating the Guest Lecture.
International Webinar on Roadmap to Corporate World	The Resource person Ms.Uma Sharma, IT Analyst, Tata Consultancy Services, Canada was finalized to upgrade the learning skills from professionals.	Training & Placement Cell & Deptt. Of Computer Science organized the webinar.
FDP on “Writing Good Research Paper”	10 Days FDP on “A step to step Guide to write a good research paper” was approved to be conducted from 22 nd to 29 th December, 2022.	Research committee was assigned the task to organize the FDP.



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VENUE: Room no. A-7

Date: 9.12.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Guest Lecture on Phonetic Skills	Ms.Fatima Khan, IPA Expert was proposed as the expert speaker.	Language Department was assigned to coordinate the Guest Lecture.
Seminar on “Gender Neutrality”	As per UGC guidelines, Seminar on striving towards construction of Gender Neutral world is to be organized.	The Resourceperson Ms. Kumud Singh, founder, Sarokar, NGO was approved.
ALUMNI Guest Lecture	It was decided that the ALUMNI placed at esteemed organizations should be invited to share their expertise specially exam writing tips.	It was proposed to be organized in the month of February as students prepare for final examinations.
Seminar on “ Financial Intelligence”	In order to understand the importance of financial success which can be achieved through financial discipline, goal setting and periodic reviews, Seminar on “Let’s talk Money “ should be organized.	It was decided to be organized on 6 th Feb, 2023 and Ms.Monika Halan, Adjunct Professor, Banasthali Vidhyapeeth was finalized to be invited as resource person.
Admissions for the sessions 2023-2024	New Brochures would be designed for achieving admission target for 2023-24	Each Department and all Functional Units of the College will Design a PPT Templet displaying the best glimpse of the department/Functional Unit.
Stock Verification	A Notice to be circulated regarding Stock Verification	Items which are in non-working condition were proposed for Condemnation.
Innovations and Best Practices to be taken up by various departments accreditation	Points on Innovations and Best Practices were submitted by the all the Departments	Suggestions were noted and relevant rectifications will be done by the respective Departments.



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VENUE: Room no. A-7

Date: 17.01.2023

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Orientation of ICT Skills	The theme “Enrich yourself with ICT Skills” was proposed.	Department of Education & Computer Science were allotted the task of conducting the program.
Awareness about Career in Defense	Resource persons were proposed and the list of various exams for Defense personals, which the students can crack were suggested.	Col. N.Parwani, Ex-Army Officer and other army officials were finalized and it was planned to conduct the session on 29 th March, 2023.
Publication of Research Papers by students	Elsevier journal – Microbial pathogenesis and other journals of international repute were suggested.	Deptt. Of Biotech was allotted to guide students to publish research papers from their dissertations.
AQAR 2021-22 submission	IQAC was asked to proof read all the details and submit AQAR on NAAC portal.	It was submitted on NAAC portal with all documents uploaded in the prescribed templates provided by NAAC.



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VENUE: Room no. A-7

Date: 20.04.2023

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Certificate Courses	Certificate course on “Publication Software & its uses” was proposed.	Deptt. Of CS was allotted the task to organize the course for 2 weeks (15 days) from 25 th April onwards.
Workshop on “Communicating with Confidence”	Resource person Dr Yashi Tiwari was finalized to give insights towards different important aspects of communication.	Deptt. Of Commerce was asked to organize the workshop from 30 th May to 1 st June, 2023.
Summer Training Program	Basics of Office Automation for UG students were proposed.	Deptt. Of Computer Science was allotted the task to organize summer training program.
Conduction of Internal Academic Audit in the month of May	Committee was finalized for the Internal Academic Audit and a tentative schedule was proposed for the same.	A ten days schedule was prepared during which Internal Academic Audit will be conducted for one department per day.
Health Checkup camp	Fitness club and Women cell in association with NHC Health Care was allotted the task to initiate awareness among the students regarding basic health care services.	Diagnostic tests for random blood sugar, BP and thyroid, Dental checkup and many more health related services were suggested to be conducted during the camp on 13 th , June, 2023.
