



SANT HIRDARAM GIRLS COLLEGE, BHOPAL



Internal Quality Assurance Cell

Minutes of Meeting

VENUE: Room no. A-7

Date: 16-07-2021

Following minutes were discussed in the meeting:

Agenda	Minutes	Action Taken Report
Review of previous IQAC meeting held on 10/5/21	The minutes of previous meeting was read by Convenor, IQAC Dr. Suneela Choube. As per the minutes action taken report is briefly discussed.	-
UG-PG Time Table for the session 21-22	Time Tables of all the departments to be prepared for the new session.	IQAC instructed all the departments to submit Time tables by 15 July 2021.
Implementing NEP, 2020	Discussion held on the implementation of programs to be introduced according to NEP 2020.	Vocational and Electives to be started soon by each department.
Parent Teacher Meet	There was a suggestion for conducting a Virtual Parent Teacher Meet during hard time of Pandemic.	The process in this direction was initiated.
Online Student Satisfaction Survey	Due to pandemic, it was suggested during the meeting to conduct online Student Satisfaction Survey through ERP.	The process in this direction was initiated.
Academic Calendar	The Department Heads are requested to submit Academic Calendar for the session 2021-22	All the Department Heads are expected to submit the Academic calendar by 20th July 2021.
Virtual International Conference on Impact on trading during Covid-19 by Commerce department	Titles & themes were proposed & finalized for the conference. The speakers were suggested. Also the schedule of the conference was discussed.	Conference to be organized on 30th and 21st July.
Safety protocols for Staff and Students	Wherever there is gathering of people (e.g. admissions) we have made arrangement so that people will maintain the social distancing and keep their hands sanitized. It is observed that all are following the instructions of wearing the masks, sanitization of hands, measurement of body temperature and social distancing in the college campus in adherence of Covid19 guidelines of the Government	IQAC will ensure to take all the necessary safety precautions for COVID 19 pandemic situation. A vaccination camp for the same would be organized soon.

E-waste disposal	Discussion was held on to e- waste collection from all the departments.	As an annual practice, the e-waste collection has been done and very soon it will be disposed of to the concerned disposal unit.
Best practices of 2021-22	With the mutual consent of every member the two best practices of the session 2020-21 decided.	Following 2 Best Practices were decided to be adopted during the session. <ul style="list-style-type: none"> • Learning by serving the humanity. • Academic Enrichment apart from classroom through skill based learning.
Creating Awareness about wildlife conservation	'Bagh Sakha' currently running across M.P and Vraksh- Rakshabandhan can be organised.	<ul style="list-style-type: none"> • 'Bagh Sakha' campaign to be organized by SHGC in collaboration with M.P. Tiger Foundation Society (MPTFS). • Vraksh- Rakshabandhan & Tree Plantation to be organized on the occasion of Rakshabandhan
Webinar on "Time, Stress Management during Pandemic" should be organized	In order to manage time & overcome stress during this challenging time of Pandemic, an expert talk needs to be organized for students.	A session by Mrs. Anupa M. Deputy Director, Srilanka Education Administrative Services, Ministry of Education, Srilanka on "Times & Stress Management during Pandemic Covid-19" on 21st August, 2021 was proposed.



Internal Quality Assurance Cell

Minutes of Meeting

VENUE: Room no. A-7

Date: 28.08.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Orientation Programme.	Virtual Orientation Programme to be organized to welcome new students.	The orientation programme to be organised aiming to familiarize the students to an unknown campus environment, its faculties and infrastructure.
FDP on Leadership Skills to be organised	The schedule, Topic and Resource of Faculty Development Programme were discussed.	FDP on “Leadership Connect” on 7th September, 2021 will be organized.
Awareness Programme on Social Issues to be arranged.	NSS unit in collaboration with the Red Ribbon club organized a Lecture session on HIV/AIDS awareness.	A session by Prof. Vibha Khare Head, Department of Nutrition and Dietetics on “Awareness Programme on HIV/AIDS will be organized on 30th September, 2021.
Developing insight for competitive examinations	Ms. Jagrati Awasthi, AIR-02, UPSC was finalized as a Resource Person. Also, the schedule of the session was discussed.	On 7th October 2021, an inspirational session will be organized in the pious presence of Shraddhey Siddh Bhauji for the students.
International conference on Technological trends	Titles and themes were proposed and finalized for the conference.	International conference on “Technological trends in modern Era” will be organized on 26th&27th October, 2021.
Virtual workshop on “Mural Artwork & Acrylic Paint”	Experts for “Mural Artwork & Acrylic Paint” were discussed.	The workshop will be taken by Ms. Richa Singh Chandel, Certified Fevicryl Expert on 28th& 29th October, 2021.
Webtalks and Expert Lectures to be organized	Expert lecture on Career in IT, Distributed computing and Internet of things were proposed.	Expert lecture on Career in IT, Distributed computing and Internet of things to be organised.
International webinar on “Nutrition Requirements, for Young Women.”	To spread awareness regarding Nutritional requirements among young students, resource persons were suggested.	Dietitian Snigdha Sharma Shukla was finalized as a Resource person for this webinar.



Internal Quality Assurance Cell

Minutes of Meeting

VENUE: Room no. A-7

Date: 09.11.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Gender Sensitization Programs	Workshop for gender sensitization to be organized by Women Cell & NSS.	Workshop for gender sensitization on the topic ' Woman safety beyond infantilization and protectionism ' will be organized by women cell in collaboration with NSS.
Virtual National Conference on the occasion of National Science Day	Titles and themes were proposed related to science.	The title of the conference "Integrated approach in Science and Technology for Sustainable Future" and its sub-themes were approved.
Inculcating Soft Skills amongst students	Certificate programs on soft skills to be organized in order to make the students employable. Resource person to be finalized.	Department of Commerce in association with Charioteer will organize 20 days English communication and soft skill certificate program.
Intellectual Property Rights: Patent	Webinar on IPR: Patents has been proposed to be organized.	IQAC and Literary Committee of SHGC will organize a webinar on Intellectual property Rights: Patent under the initiative of National Intellectual Property Awareness Mission (NIPAM).



Internal Quality Assurance Cell

Minutes of Meeting

VENUE: Room no. A-7

Date: 19.01.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Gender Sensitization Programs	Workshop for gender sensitization to be organized by Women Cell & NSS.	Workshop for gender sensitization on the topic ' Woman safety beyond infantilization and protectionism ' will be organized by women cell in collaboration with NSS.
Virtual National Conference on the occasion of National Science Day	Titles and themes were proposed related to science.	The title of the conference "Integrated approach in Science and Technology for Sustainable Future" and its sub-themes were approved.
Inculcating Soft Skills amongst students	Certificate programs on soft skills to be organized in order to make the students employable. Resource person to be finalized.	Department of Commerce in association with Charioteer will organize 20 days English communication and soft skill certificate program.
Intellectual Property Rights: Patent	Webinar on IPR: Patents has been proposed to be organized.	IQAC and Literary Committee of SHGC will organize a webinar on Intellectual property Rights: Patent under the initiative of National Intellectual Property Awareness Mission (NIPAM).



SANT HIRDARAM GIRLS COLLEGE, BHOPAL



Internal Quality Assurance Cell

Minutes of Meeting

VENUE: Room no. A-7

Date: 04.04.2022

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Capacity Building Programme	IQAC to organize Capacity Building Programmes.	*Session on 'Implementation process of National Education Policy 2020 in Higher Education Institutions' will be organized on 12/04/2022. *Webinar on 'Learning Graphic designing through Corel Draw/Abode Photoshop' will be organized on 30th April, 2022.
Faculty Development Programme	IQAC to organize Faculty Development Program on Patents.	Online FDP on 'The importance of patents and its commercialization' will be organized on 23rd April, 2022.
Workshop based on environmental friendly issues.	NSS Unit to organize Summer Art workshop.	Workshop on 'Paint the Planet Green' will be organized on 21st May 2022.
