



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



**VENUE: Room no. S-8**

**Date: 27-07-2019**

**Following minutes were discussed in the meeting**

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
Guest Lecture	It was decided that industry based lectures should be incorporated in the guest lectures.	Some of the departments have completed and some are planning the same.
Orientation program	It was decided to conduct orientation program for first year students on 17 <sup>th</sup> September 2019.	The orientation program will be conducted as per the planned Schedule on 17 <sup>th</sup> September, 2019.
Innovation and creativity in teaching-learning process	To increase creativity in the teaching-learning process it was suggested that the following methods should be in-corporated : <ul style="list-style-type: none"><li>• More ICT based lectures should be planned.</li><li>• More students should be registered on SWAYAM / NPTEL online refresher courses.</li><li>• For collaborative learning MOU should be signed with other colleges.</li><li>• Teaching planner should be improvised as per the revised syllabus.</li></ul>	The methodologies suggested for teaching have been incorporated by most of the teachers. A notice regarding the updation of teaching planner has been circulated.
Workshops/Seminar for students	It was suggested that every department should organise workshop/seminar for students and the quality and number of these programs must be improved. It was also suggested that industry based workshops should be organized.	Some of the departments have completed and some are planning.
Extension linkages/MOU's	Following decisions were taken	The suggestions have been incorporated by

	during the meeting- (a) Linkages/MOU'S should be improved and functional.	all the departments and they are planning accordingly to sign new MOU's.
Annual Book Purchasing	Books requirement list from each department was discussed during the meeting and it was decided to purchase the books at the earliest.	All required Books have been purchased.
Annual Chemical and Instrument Purchasing	Requirement list from each department was discussed and approved by IQAC.	Management approved the purchase and all the submitted requirements have been fulfilled.
Annual Meet SHOGA	It was decided that union incharge will form a committee for the smooth and successful conduction of annual meet SHOGA – 2019.	Annual Meet will be organized on 3 <sup>rd</sup> August 2019. Students will be felicitated for their acadamic and co-curricular achievment under URJITA.
Professional development and administrative training	It was suggested to motivate members of the faculty for online FDP programs.	Many faculty members have registered for the same.



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**VENUE: Room no. S-8**

**Date: 31-08-2019**

**Following minutes were discussed in the meeting**

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
Learning outcomes of courses/papers	Following decisions were taken during the meeting : <ul style="list-style-type: none"><li>• Learning outcomes and objectives of the paper should be well disseminated among students and these should be uploaded on website also.</li></ul>	Learning outcome and objectives have been uploaded and well disseminated among students.
Motivational Session	It was decided that a motivational and transformational session must be organized for the students to overcome failures and stress in life.	A session on “Applied emotional intelligence in life management“ by Dr. Neelkantahan has been proposed on 26 <sup>th</sup> September 2019.
Training and Placement	It was discussed that a Workshop on Resume writing must be organized for the UG and PG students.	T & P cell has planned a workshop on resume writing on 6 <sup>th</sup> September 2019. Ms. Veena Sharma, Developer Manager, Jeevan Motor will be the Speaker.
Entrepreneurship cell (E-cell)	It was discussed that an Orientation Programme must be organized by entrepreneurship cell for UG First Year student.	Successful Women Entrepreneur Orientation Programme by E- cell has been Planned for 13 <sup>th</sup> -14 <sup>th</sup> September 2019.



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**VENUE: Room no. S-8**

**Date: 19-10-2019**

**Following minutes were discussed in the meeting**

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
Microbiologist Society	It was decided to conduct lecture for the students to motivate and guide them for future prospects.	A Virtual lecture will be organized on 20 <sup>th</sup> November 2019 by the Department of Microbiology Dr. A. M. Deshmukh President Microbiologist Society India will be the speaker.
Fresher Party and Alumni Meet	Welcome Party for fresher`s and Alumni Meet was proposed on 22 <sup>nd</sup> November 2019, preparation for the same was discussed and the cultural program was assigned to the cultural committee.	Welcome Party & Alumni meet will be conducted.
Training and Placement	It was discussed that more training programmes must be organized for the UG and PG students.	<ul style="list-style-type: none"><li>• Comprehensive Training Programme has been organized for UG I and II year students from 27<sup>th</sup>-30<sup>th</sup> November 2019.</li><li>• Special Training Programs for Jaro Education, TCS and for Godrej Company have been organized successfully.</li></ul>
Workshop World Fisheries Day	A workshop was proposed by the Department of Zoology for World Fisheries Day.	A 6 day workshop on “World Fisheries Day” was organized from 16 <sup>th</sup> -21 <sup>st</sup> November 2019. The objective was to draw attention on problem related to fisheries, overfishing unsustainable fishing technique habitat destruction and inadequate method of fishing.



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**VENUE: Room no. S-8**

**Date: 30-12-2019**

**Following minutes were discussed in the meeting**

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
Revised NAAC Manual	Revised NAAC manual was discussed during the meeting. It was suggested to each criteria head and co head to conduct independent meeting with their team members so that revised manual can be explained to everyone.	Revised NAAC manual has been discussed with members by each criteria head and co head.
Training and Placement	T & cell was advised to organized closed campus drives for final Year students	T & P cell has organized campus derive by R <sub>1</sub> RCM Global Private limited at OIST, Bhopal on 18 <sup>th</sup> December 2019.
NSS	NSS special camp was proposed for the overall grooming of NSS volunteers	As per the suggestion a 7 day special camp from 17 <sup>th</sup> -23 <sup>th</sup> December 2019. was organized by NSS. Different activities such as Nukkad Natak on "Swaccha hamari Zinmedari" was organized.
AQAR	Preparation of AQAR was discussed with different criteria members and it was decided to submit the AQAR to NAAC as soon as possible.	Submission of AQAR must be done on time.



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**VENUE: Room no. S-8**

**Date: 21-02-2020**

**Following minutes were discussed in the meeting**

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
Students Blessing Session	It was decided that a motivational and Interactive session would be organized for the 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 was organized on 6 <sup>th</sup> January 2020. The Chairman, SHKES Rev. Siddh Bhauji guided the students on ethical values and time management.
Medical Camp	A medical Camp was proposed for identifying and orienting the students and staff suffering from Thalassemia.	A two day Medical Check-up camp on 6 <sup>th</sup> -7 <sup>th</sup> January 2020 for Thalassemia was success fully organized by the Department of Chemistry, Department of Zoology and NSS unit SHGC Bhopal.
TNP	It was suggested that more Campus drive to be organized for getting better students placements.	An open Campus drive by VEE technologies was organized on 17 <sup>th</sup> January 2020. 152 students for various colleges participated.