



शारदा देवी डिग्री कॉलेज SHARDA DEVI DEGREE COLLEGE

IQAC MEETING NOTICE

All IQAC Members are informed will be held on 15th April 2020. All IQAC members are requested to attend this meeting. Details of the meeting are:

Venue: IQAC Office

Date: 15/04/2020

Time: 02:00 PM TO 03:00 PM

Meeting Agenda:

1. Review of minutes of previous IQAC meeting.
2. Academic Calendar
3. Time-Table Preparation
4. To decide about purchasing Books for the Library
5. Feedback system
6. To decide on organizing various Seminars
7. Planting in the Institute.
8. To decide to incorporate extension activities under the extension progress.

Poornima

(Dr. Poornima Pandey)
Coordinator

IQAC-COORDINATOR
Sharda Devi Degree College
Rajgarh, Jhansi (U.P.)

Neelam

(Dr. Neelam Verma)
Chairperson/Principal

Principal
Sharda Devi Degree College
Bijouli, Jhansi

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IQAC MEMBER

Today IQAC meeting is organized in IQAC meeting hall in Sharda Devi Degree College, Jhansi, under the chairman Dr. Neelam Verma, in which some important topics were discussed for the qualitative development of education in the college. All seventeen members are present.

SN.	NAME	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. Neelam Verma	Principal	Chairperson	<i>Neelam</i>
2	Dr. Poornima Pandey	Asst. Prof.	IQAC Coordinator	<i>Poornima</i>
3	Dr. Basant Dwivedi	Asst. Prof.	Member	<i>Basant</i>
4	Dr. Manish Paijwar	Asst. Prof.	Member	<i>Manish</i>
5	Mr. Rajesh Sharma	Asst. Prof.	Member	<i>Rajesh</i>
6	Mr. Sachin Sinha	Asst. Prof.	Member	<i>Sachin</i>
7	Mr. Laxmi Narayan	Asst. Prof.	Member	<i>Laxmi</i>
8	Mr. Tejinder Singh	Management	Member	<i>Tejinder</i>
9	Mr. O.P. Shukla	Administration	Member	<i>O.P. Shukla</i>
10	Mr. Rohit Agarwal	Businessman	Member	<i>Rohit</i>

Poornima

(Dr. Poornima Pandey)
Coordinator

IQAC-COORDINATOR
Sharda Devi Degree College
Raigarh, Jhansi (U.P.)

Neelam

(Dr. Neelam Verma)
Chairperson/Principal

Principal
Sharda Devi Degree College
Bijouli, Jhansi

MINUTES OF THE MEETINGS

On 15/04/2020 IQAC meeting was organized in Sharda Devi Degree College, Jhansi under the chairmanship of Dr. Neelam Verma, in which various important topics were discussed for the qualitative development of education in the college.

The point discussed and the resolution made in the meeting is presented below.

1. Review of minutes of previous IQAC meeting.

The following points were discussed in the last meeting.

- a) Decision on, Documents like Lesson plans, and Time-Tables.
- b) Discussion on the status of the Mentor Diary.
- c) Discussion on NAAC Related work with IQAC Coordinators.
- d) Improvement in Academic and administrative processes.
- e) Purchasing of books for the library.
- f) Planning of purchasing furniture.

2. Academic Calendar

The annual academic calendar of the university was also discussed.

3. Time-Table Preparation

As per the timetable of the University, institution prepared their timetable with additional classes.

4. Purchasing Books for Library

In the college library. It has been decided to purchase new books for all courses.

5. Feedback system

To check the evaluation and quality of the college, it has been decided to take feedback from the college students and their parents.

6. Organizing various Seminars

It was decided to organize a seminar in which it was decided to give mementos to the guests coming from outside and it was decided to give certificates to the members who participated.

7. Planting in the Institute.

It was decided to plant trees on the college campus and nearby areas of the campus.

Poonima
IQAC-COORDINATOR
Sharda Devi Degree College

Neelam
Principal
Sharda Devi Degree College
Bijouli, Jhansi

ACTION TAKEN REPORT

The conclusion of the meeting and processed action plan 15/04/2020.

1. It is decided to buy furniture for the college.
2. It is decided to run the college according to the academic calendar prepared by BU Jhansi.
3. To complete all the courses of the school according to the timetable prepared by the college.
4. It is decided to buy books in the college library.
5. All the students and parents of the college should fill out the feedback form.
6. A seminar is organized in the seminar hall of the college.
7. It is decided to plant trees in the college campus.

Poojina

IQAC-COORDINATOR
Sharda Devi Degree College
Rajgarh, Jhansi (U.P.)

Neelam

Principal
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Bijouli, Jhansi