



# शारदा देवी डिग्री कॉलेज SHARDA DEVI DEGREE COLLEGE

Ref.....

Date.....

## IQAC MEETING NOTICE

The first meeting of IQAC will be held on 19<sup>th</sup> December 2019. All IQAC members are requested to attend this meeting.

Details of the meeting are:

**Venue:** IQAC Office

**Date:** 19/12/2019

**Time:** 02:00 PM TO 03:00 PM

### **Agenda:**

1. Decision on documents like Lesson plans, and Time-Tables.
2. Functional MoUs with institutions.
3. Improvement in academic and administrative processes.
4. Purchasing of books for the library.
5. Planning of transport facility.
6. Planning of purchasing furniture.

### **Copy To:**

1. All the IQAC Members.
2. Administrative Office
3. All the Department's HODs
4. Concern File
5. Notice Board

*Poornima*

(Dr. Poornima Pandey)

Coordinator

**IQAC-COORDINATOR**

Sharda Devi Degree College

Address : Rajgarh, Bijauli, Jhansi (U.P.) 284135  
Rajgarh, Jhansi (U.P.)

*Neela*

(Dr. Neelam Verma)

Chairperson/Principal  
Principal

Sharda Devi Degree College

Bijauli, Jhansi

Address : Rajgarh, Bijauli, Jhansi (U.P.) 284135

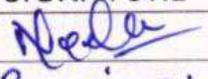
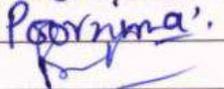
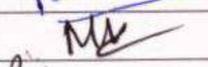
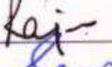
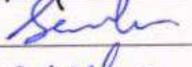
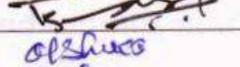
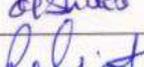
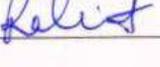
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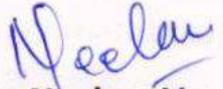
## IQAC MEMBERS

Today IQAC meeting was organized in Sharda Devi Degree College, Jhansi, under the chairmanship of Dr. Neelam Verma, in which some important topics were discussed for the qualitative development of education in the college.

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

  
(Dr. Poornima Pandey)  
Coordinator

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

  
(Dr. Neelam Verma)  
Chairperson/Principal  
Principal  
Sharda Devi Degree College  
Bijouli, Jhansi

## MINUTES OF THE MEETINGS

On 19/12/2019 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.

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**1. Documents like lesson plans, and timetables.**

There is a shortage of furniture in the institution due to these reason students faces problem; She requested the management the arrangement of additional furniture.

It is discussed that all documents should be organized like a lesson plan, and annual, and the timetable is also prepared for the teaching-learning process.

**2. Functional MoUs with institutions.**

Conducting internal discussions for tie ups with other organizations.

**3. Improvement In academic and administrative processes.**

The principal stressed maintaining quality in all the academic and administrative processes.

**4. Purchasing books for the library**

There was a discussion on buying books in the library.

**5. Transport facility playground**

There was discussion on the transportation to reach the students on time in the college. The discussion was held on the playground for other sports competitions for the students.

**7. Planning of purchasing furniture.**

It is decided to buy furniture for all the classes of the college.

*Poornima*

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

*Neelam*

**Principal**  
Sharda Devi Degree College  
Bijouli, Jhansi

## ACTION TAKEN REPORT

The conclusion of the meeting and processed action plan 19/12/2019.

1. It is decided by the chairperson in the meeting that the shortage of furniture shall be rectified as soon as possible and the fund to be released for the same it is decided and directed to the staff for the arrangement of all documents like lesson plan time table academic calendar within time.
2. It is decided in the meeting that all teachers should maintain their diaries.
3. It is decided in the meeting that all criteria members please fill out their templates.
4. It is decided in the meeting that all teachers should improve their academic and administrative actions.
5. It is decided in the meeting which subject books are not available in the library.
6. It is planned to arrange a buying facility in the college for the student and staff.
7. It is decided to buy furniture for the college.

*Poornima*

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

*Neelam*

**Principal**  
Sharda Devi Degree College  
Bijouli, Jhansi