

Minutes of Meetings Session: 2023-24

IQAC MEETING

Date: 06.07.2023

Agenda:

- A. To formulate academic calendar of the institute.**
- B. Work plan and strategy to establish quality culture.**


A meeting was held under the chairmanship of Institute Principal Prof. Alok Kumar Singh in Principal office on 06.07.2023 at 12:00 Noon. Following members of IQAC of the Institute were present in the meeting.

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|------------------------------|---|--------------------|
| 1. Prof. Alok Kumar Singh | - | Chairman/Principal |
| 2. Prof. Radhey Shyam Singh | - | Member |
| 3. Prof. Praveen Kr. Singh | - | Director IQAC |
| 4. Dr. Ovaid Akhtar | - | Member |
| 5. Dr. Sanjay Kumar | - | Member |
| 6. Dr. Manoj Kumar | - | Member |
| 7. Dr. Awadhesh Pratap Singh | - | Member |
| 8. Mr. Anil Kumar | - | Member |
| 9. Dr. Sarab Preet Singh | - | Member |
| 10. Mr. Anil Singh, Bursar | - | Member |

Agenda	Decision																												
<p>A. To formulate academic calendar of the institute</p>	<p>With the consent of all IQAC members and examination controller, an academic calendar was formulated as per guidelines of UGC</p> <p style="text-align: center;">ACADEMIC CALENDAR FOR THE STUDENT ADMITTED IN 2023-24</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #c00000; color: white;"> <th style="width: 70%;">Particular</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td>Admission Process (started)</td> <td>01 May, 2023</td> </tr> <tr> <td>Admission Process (to be Completed)</td> <td>08 July, 2023</td> </tr> <tr> <td>Induction meeting (First Semester)</td> <td>10 July – 14 July, 2023</td> </tr> <tr> <td>Commencement of First Semester Classes</td> <td>17 July, 2023 Onward</td> </tr> <tr> <td>Mid Term Examination</td> <td>12 September 2023 to 16 September 2023</td> </tr> <tr> <td>Dispersal of Classes, Preparation Leave and Conduct of Practical Examination</td> <td>14 November to 24 November, 2023</td> </tr> <tr> <td>Conduct of Theory Semester Examination</td> <td>25 November to 09 December, 2023</td> </tr> <tr> <td>Semester Break for Student, Evaluation and Winter Vacation</td> <td>10 December 2023 to 1 January, 2024</td> </tr> <tr> <td>Commencement of Classes (IInd Semester)</td> <td>2 January, 2024 Onward</td> </tr> <tr> <td>Mid Term Examination</td> <td>23 February 2024 to 28 February 2024</td> </tr> <tr> <td>Dispersal of Classes, Preparation Leave and Conduct of Practical Examination (IInd Semester)</td> <td>01 May, 2024 to 09 May, 2024</td> </tr> <tr> <td>Conduct of Theory Semester Examination (IInd Semester)</td> <td>10 May, 2024 to 25 May, 2024</td> </tr> <tr> <td>Semester Break for Student, Evaluation and Result Declaration / Summer Vacation</td> <td>26 May 2024 to 30 June, 2024</td> </tr> </tbody> </table>	Particular	Date	Admission Process (started)	01 May, 2023	Admission Process (to be Completed)	08 July, 2023	Induction meeting (First Semester)	10 July – 14 July, 2023	Commencement of First Semester Classes	17 July, 2023 Onward	Mid Term Examination	12 September 2023 to 16 September 2023	Dispersal of Classes, Preparation Leave and Conduct of Practical Examination	14 November to 24 November, 2023	Conduct of Theory Semester Examination	25 November to 09 December, 2023	Semester Break for Student, Evaluation and Winter Vacation	10 December 2023 to 1 January, 2024	Commencement of Classes (IInd Semester)	2 January, 2024 Onward	Mid Term Examination	23 February 2024 to 28 February 2024	Dispersal of Classes, Preparation Leave and Conduct of Practical Examination (IInd Semester)	01 May, 2024 to 09 May, 2024	Conduct of Theory Semester Examination (IInd Semester)	10 May, 2024 to 25 May, 2024	Semester Break for Student, Evaluation and Result Declaration / Summer Vacation	26 May 2024 to 30 June, 2024
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<p>B. Work plan and strategy to establish quality</p>	<p>It was decided with the consent of all the members that before drafting strategy to establish quality culture, we have to formulate Yearly Work Plan of IQAC after that in next meeting strategies will be discussed. Work Plan of IQAC are as follows:</p> <p style="text-align: center;"><u>Yearly Work Plan of IQAC (2023-24)</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Month</th> <th style="width: 80%;">Work Plan</th> </tr> </thead> <tbody> <tr> <td>July, 2023</td> <td>A. First meeting of IQAC- Work plan and strategy to establish quality culture B. 1st July-20 July UGC Annual Report</td> </tr> </tbody> </table>	Month	Work Plan	July, 2023	A. First meeting of IQAC- Work plan and strategy to establish quality culture B. 1 st July-20 July UGC Annual Report																								
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culture	August, 2023	1 st August to 14 August 2024 AQAR submission to NAAC	
	September, 2023	II meeting of IQAC	
	October, 2023		
	November, 2023	III meeting of IQAC LOI submission to NAAC	
	December, 2023	IV meeting of IQAC	
	January, 2024	V meeting of IQAC IIQA submission to NAAC	
	February, 2024	VI meeting of IQAC	
	March, 2024	A. To conduct academic audit of various departments of the Institute followed by action taken report. B. To organise faculty/students developments plan like workshop, seminar, Indian knowledge system based programme, life skill programme etc.	
	April, 2024	15 April to 14 May 2024 data collection from various departments in relation to AQAR	
	May, 2024	15 May to 31 May 2024 to organise and analysis of data by IQAC	
	June, 2024		


Director


Principal

IQAC MEETING

Date: 18.09.2023

Agenda:

- A. Work plan and strategy to establish quality culture.
- B. Discussion about revised NAAC manual.

A meeting was held under the chairmanship of Institute Principal Prof. Alok Kumar Singh in Principal office on 18.09.2023 at 01:00 PM. Following members of IQAC of the Institute were present in the meeting.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaaid Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member
10. Mr. Anil Singh, Bursar - Member

Agenda	Decision														
A. Work plan and strategy to establish quality culture.	<p>With the consent of all IQAC members followings things were discussed and realised that efforts must be put for the same.</p> <p style="text-align: center;"><u>Work Plan & Strategy to Establish Quality Culture</u> 2023-24</p> <p>1. Own Professional Growth:</p> <table><tbody><tr><td>Research Paper Pub. @ 02 Per Faculty in each academic year</td><td>Essential</td></tr><tr><td>Writing Books</td><td>Desirable</td></tr><tr><td>Edited Chapter or Conference Proceedings@02</td><td>Essential</td></tr></tbody></table> <p style="text-align: center;">Per Faculty</p> <table><tbody><tr><td>Research Project undertaken through external agency</td><td>Efforts must be put</td></tr><tr><td>MOU Signed related Activity</td><td>Essential</td></tr><tr><td>Participation of Teaching/Non Teaching 05/07 Day FDP</td><td>Only one is Essential</td></tr></tbody></table> <p>2. Institute level what we have do?</p> <table><tbody><tr><td>A. To organize 05 Days FDP on different themes like new education policy, Outcome based education, Research methodology, intellectual property rights, entrepreneurship, employability skills, innovations, information and communication skills, language</td><td>Commerce, Law, Agriculture, Education, IT Center</td></tr></tbody></table>	Research Paper Pub. @ 02 Per Faculty in each academic year	Essential	Writing Books	Desirable	Edited Chapter or Conference Proceedings@02	Essential	Research Project undertaken through external agency	Efforts must be put	MOU Signed related Activity	Essential	Participation of Teaching/Non Teaching 05/07 Day FDP	Only one is Essential	A. To organize 05 Days FDP on different themes like new education policy, Outcome based education, Research methodology, intellectual property rights, entrepreneurship, employability skills, innovations, information and communication skills, language	Commerce, Law, Agriculture, Education, IT Center
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A. To organize 05 Days FDP on different themes like new education policy, Outcome based education, Research methodology, intellectual property rights, entrepreneurship, employability skills, innovations, information and communication skills, language	Commerce, Law, Agriculture, Education, IT Center														

	<p>competency, Personality development or any relevant theme. (Teacher Participation must be there)</p> <p>B. Research Project undertaken at Institute level @ Rs. 30000/session Efforts must be put</p> <p>C. To organise Babu K.N. Singh Memorial Lecture Essential for Arts and Science Faculty, others- optional</p> <p>D. Financial support for organising FDP/Babu K.N. Singh Memorial Lecture Series (Institute Level) Essential</p> <p>E. Teacher welfare: Financial assistance to teaching faculty for attending FDP of minimum 05 days (Rs. 5000/- Minimum), upgradation of all resources progressing for quality culture establishment, and assist for organising National/International Conference & Proceeding (Institute Level) Essential</p> <p>3. Activities:</p> <p>A. Extension outreach programme student participation $\geq 40\%$ of Total Strength Essential : Law-legal Awareness Camp Agriculture: MOU related activities, Eco (तत्व)/ Biodiversity Club Awareness programme & related activities, community welfare - Desirable</p> <p>B. Field Visit/Tour BBA, Botany, Economics, Geog. Agriculture, Chemistry</p> <p>C. Experiential Learning BBA, B.Ed./M.Ed., LLB, M.Com, Agriculture, Environment Science Microbiology</p> <p>D. To conduct online certificate courses/skill embedded course Responsible Staff: Prof. D.P. Mishra Plan & execution of such course in the institute, 01/02 course every yr.</p> <p>E. Coaching classes for NET, Banking etc. (Institute Level) Responsible Staff: Dr. Shakti Singh, Dr. Sarvesh Kumar Baranwal, Conduct classes for two months</p> <p>F. Work allotted or directed by U.P. government Responsible Staff: All conveners of constituted committee- 10 Nos.</p> <p>G. Career counseling, personality Development session Placement Drive Responsible Staff: Mr. Sanjay Pandey, Dr. Neeraj Singh I, Agriculture</p> <p>H. Celebration of National Days at Institute level Responsible Staff: All faculty Deans</p> <p>I. Eco Club (तत्व) & Biodiversity Club Responsible Staff: Dr. Sanjay & Prakash Chandra Tiwari, Organise related event</p> <p>J. Women Cell Responsible Staff: Mrs. Ranjana Singh Grievance related to women, gender sensitization, Gender audit</p> <p>K. Code of conduct committee Responsible Staff: Dr. Shiv Bahadur Tiwari Organise related event (SDP)</p>
<p>B. Discussion about revised NAAC manual</p>	<p>A brief discussion was made with all members of the IQAC, it was felt that we are doing well and stable to bench marks of NAAC. We have to take a few additional initiatives for upgradation of the institute.</p> <ol style="list-style-type: none"> 1. Construction of new academic block in the campus 2. Establishment of RFID in Central Library 3. Upgradation of ERP software 4. Installation of 125 Computers for establishment of research section in central library, departmental library and various departments of the institute.

	<ol style="list-style-type: none">5. Establishment of e-content lab along with online education portal.6. To introduce new online certification course7. Purchasing additional projectors for classrooms8. Development of play fields of the institute9. Beautification of different landscapes of the institutes10. Renovation of chemistry lab in science faculty11. Establishment of administrative units in campus
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(Prof. Praveen Kr. Singh)
Director



(Prof. Alok Kumar Singh)
Principal

IQAC MEETING

Date: 01.11.2023

Agenda: AQAR 2022-23 submission to NAAC

A meeting was held under the chairmanship of Principal Prof. Alok Kumar Singh in Principal office on 01.11.2023 at 01:00 PM. Following members of IQAC of the Institute were present in the meeting.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaid Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member

Agenda	Decision
AQAR 2022-23 submission to NAAC	<p>As data have been collected through various departments of the institute so it was decided that we have to submit AQAR 2022-23 to NAAC till last month of November 2023.</p> <p>A road map was also discussed for NAAC inspection 2024. It was decided that LOI will be submitted in the month of November and IIQA in the month of January/February 2024.</p> <p>Infrastructural layout and establishments must be completed well before 31st March 2024.</p>



(Prof. Praveen Kr. Singh)
Director



(Prof. Alok Kumar Singh)
Principal

IQAC MEETING

Date: 06.12.2023

Agenda: IIQA submission and development of self study report

A meeting was held under the chairmanship of Hon'ble Manager Shri Vinod Singh in Principal office on 06.12.2023 at 04:00 PM. Following members of IQAC were present.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaaid Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member



Agenda	Decision
IIQA submission and development of self study report	<p>Minutes of previous IQAC's meeting was read out by director IQAC before hon'ble manager of the institute. He also told about progress report of various departments visit made by IQAC.</p> <p>Permission for submission of LOI and IIQA was granted by hon'ble manager of the institute motivated all the members by saying that A⁺⁺ target may be difficult but can be achieved with our sincere efforts put in right direction. Process of working should go on and money will not be a barrier for upgradation of the institute.</p> <p>It was decided that within a week LOI will be submitted to NAAC simultaneously. We have to start working upon development of SSR. Contents of SSR should be timely uploaded on the website also.</p>

(Prof. Praveen Kr. Singh)
Director

(Prof. Alok Kumar Singh)
Principal

IQAC MEETING

Date: 11.12.2023

Agenda: Discussion about NAAC inspection 2024

A meeting was held under the chairmanship of member of management committee Shri Pulkit Singh in conference hall of the institute on 11.12.2023 at 04:00 P.M. with members of IQAC and Principal.

Followings members were present in the meeting.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaid Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member

Agenda	Decision
Discussion about NAAC inspection 2024	Minutes of previous IQAC's meeting was read out by director IQAC before member of management committee Shri Pulkit Singh. Director also told about the progress report in relation to NAAC inspection. He was also told about promotion of 05 assistant professors stage I to stage II. Shri Pulkit Singh was satisfied with the progress made by IQAC and advised for development of both play fields of the institute.



(Prof. Praveen Kr. Singh)
Director



(Prof. Alok Kumar Singh)
Principal

IQAC MEETING

Date: 29.01.2024

Agenda: Discussion about major NAAC reforms

A meeting was held under the chairmanship of Principal of the institute Prof. Alok Kumar Singh in Principal office on 29.01.2024 at 01:00 PM.

Followings members were present in the meeting.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaïd Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member



Agenda	Decision
Discussion about major NAAC reforms	<ul style="list-style-type: none">• Prof. Praveen Kumar Singh briefed about the new guidelines issued by NAAC for the accreditation of the colleges and Universities. Both the pros and cons of adopting the new (Binary System) and current (Grade system) accreditation process were discussed with all the IQAC members.• Prof. Praveen Kumar Singh emphasized to go with current accreditation process as lots of work and preparation by the Institute have been done in this reference.• Dr. Ovaïd Akhtar suggested that the Institute shall review the new guidelines and upcoming notices in this regard before submitting IIQA for the accreditation.• All the members suggested that the Institute shall go for the current (Grade system) accreditation process of NAAC.• The IQAC members suggested that a strategy should be planned for the Students Satisfaction Survey by NAAC and few mock should be conducted before the visit of NAAC team.• The Chairperson agreed with the views of the IQAC members and assured that full support will be provided to accomplish our mission to obtain Grade-A⁺⁺ <p>Meeting ended with vote of thanks given by Prof. Praveen Kr. Singh to the chairperson and other respected members of IQAC.</p>

(Prof. Praveen Kr. Singh)
Director

(Prof. Alok Kumar Singh)
Principal

IQAC MEETING

Date: 15.02.2024

Agenda: Review of various matrices of SSR and pending works with regard to NAAC inspection 2024

A meeting was held under the chairmanship of Principal of the institute Prof. Alok Kumar Singh in Principal office on 15.02.2024 at 01:00 PM.

Followings members were present in the meeting.

1. Prof. Alok Kumar Singh - Chairman/Principal
2. Prof. Radhey Shyam Singh - Member
3. Prof. Praveen Kr. Singh - Director IQAC
4. Dr. Ovaid Akhtar - Member
5. Dr. Sanjay Kumar - Member
6. Dr. Manoj Kumar - Member
7. Dr. Awadhesh Pratap Singh - Member
8. Mr. Anil Kumar - Member
9. Dr. Sarab Preet Singh - Member
10. Mr. Anil Singh - Bursar
11. Mr. Rajesh Pandey - Dy. Librarian

Agenda	Decision
Review of various metrics of SSR and pending works in relation to NAAC inspection 2024.	<p>Minutes of previous meetings along with its execution was briefed by Director IQAC before Principal and member of IQAC. He told about that IIQA will be proceeded within a week. He also indicated various key areas we have to focus like renovation of canteen area, development of parks on unused area of Arts and Science faculty, purchasing of wall mounted/portable projectors, painting and renovations of various faculty developments of play fields.</p> <p>An executive committee is also formulated with consent of all the members to supervise and monitor all these works. Executive committee will assist IQAC and will follow its directives.</p> <p>All the members are advised to read various matrices of SSR and requested to work upon it without making delay</p>



(Prof. Praveen Kr. Singh)
Director



(Prof. Alok Kumar Singh)
Principal