

Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)

(Affiliated to University of Lucknow and Recognised by NCTE)

2018-19

04.06.2018

NOTICE

The Sri Krishna Dutt Academy has to set up an Internal Quality Assurance Cell (I QAC) as per the mandate of NAAC for maintaining quality standards in teaching, learning and evaluation. A meeting of IQAC will be held on June 28, 2018 at 12.30 p.m. in the Principal's Room.

Agenda of meeting:

1. To constitute the internal quality assurance cell (IQAC) as per UGC and NAAC guidelines.
2. To discuss the role, functioning and frequency of meetings of the IQAC.
3. To decide the responsibilities of the members of the IQAC.
4. To discuss core values of NAAC in relation to vision, mission and quality policy.
5. Any other matter with the permission of the Principal.

Principal

Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)

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2018-19

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING:

A meeting of teaching staff was held on June 28, 2018 at 12.30 p.m. in Principal's room to constitute the internal quality assurance cell (IQAC) as per UGC and NAAC guidelines.

Following members were present for the meeting:

1. Mr. Manish Singh (Director)
2. Mr. Subhash Chandra Tiwari (Office Superintendent)
3. Dr. Nahar Singh (Principal)
4. Ms. Pooja Shukla
5. Dr. Krishna Kumar
6. Mr. Mohd. Salim
7. Mr. Sunil Kumar Soni
8. Dr. Sunita Srivastava
9. Mr. Purshottam Kumar Rai
10. Ms. Seema Maurya
11. Mr. Ray Saheb Yadav
12. Ms. Madhu Rani Chawla
13. Mr. Sarjun Kumar
14. Dr. Ravindra Pratap
15. Mr. Sanjay Kumar
16. Dr. Bhupendra Singh Nirranjan
17. Mr. Amit Kumar
18. Dr. Hardesh Kumar Maurya
19. Dr. Anshul Pant
20. Dr. Jaya Sharma

At the outset, Principal welcomed all the members and laid the agenda of the meeting which was taken up for discussion and resolutions adopted accordingly.

1. To constitute the internal quality assurance cell (IQAC) as per NAAC and UGC guidelines

After discussions and valuable inputs from faculty of Sri Krishna Dutt Academy, Internal Quality Assurance Cell (IQAC) was constituted to comply with NAAC guidelines for ensuring consistent, timely, quality performance for Higher Education System and was resolved as follows:

“Resolved that the Internal Quality Assurance Cell (IQAC) with following members be constituted.

The resolution was passed unanimously.

2. To discuss the role, functioning and frequency of meetings of the IQAC

Principal outlined the role, strategies and monitoring task of IQAC at length as per NAAC guidelines

“Resolved that the strategies, responsibilities and functioning of IQAC be in accordance with the NAAC guidelines and the cell shall at least meet once in every quarter and there after whenever required according to the need.”

3. To decide the responsibilities of the members of the IQAC

The responsibilities of all members were elaborated in the meeting. The role of stakeholders in enhancing quality of teaching-learning process, research & extensions activities were discussed. It was also discussed further regarding the strategies to strengthen relations with alumni.

"Resolved that the responsibilities of each member be accepted."

The resolution was passed unanimously.

4. To discuss core values of NAAC in relation to vision, mission and quality policy

To ensure external and internal validity and credibility of Sri Krishna Dutt Academy, it is important to initiate the quality assurance process within the value framework, which is suitable and appropriate to the National context.

After having discussed the various aspects of the core values, it was resolved as follows:

“Resolved that the core values specified in NAAC manual are in conformity with the set of goals and mission of the college, the same core values be accepted and approved.”

The resolution was passed unanimously.

5. Any other matter with the permission of the Principal.

The meeting was concluded as there was no other matter to be discussed.

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2019-20

ACTION TAKEN REPORT

S.No.	Minutes of Meeting	Action taken
1.	To constitute the internal quality assurance cell (IQAC) as per NAAC and UGC guidelines	Composition of IQAC for Assessment Year 2018-19 1. Mr. Manish Singh (Director) 2. Mr. Subhash Chandra Tiwari (Office Superintendent) 3. Dr. Nahar Singh (Principal) 4. Dr. Krishna Kumar (Co-ordinator) 5. Dr. Jaya Sharma 6. Dr. Bhupendra Singh Niranjana 7. Ms. Kshama Pandey (Student) 8. Mr. Amit Saxena (Student)
2.	To discuss the role, functioning and frequency of meetings of the IQAC	. It was decided that IQAC will meet once in each quarter of academic year. The role of IQAC shall be: 1. To propose various quality initiatives for enhancing academic and administrative excellence.

		<p>2. To participate quality assessment by various bodies like NAAC, Directorate of Higher & Technical Education, etc.</p> <p>3. To improve feedback system from students with respect to quality related institutional processes.</p>
3.	To decide the responsibilities of the members of the IQAC	The responsibilities of all members were elaborated.
4.	To discuss core values of NAAC in relation to vision, mission and quality policy	The core values specified in NAAC manual are in conformity with the set of goals and mission of the college, the same core values be accepted and approved

Coordinator, IQAC

Sri Krishna Dutt Academy,
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2018-19

02.07.2018

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Monday, 04.07.2018 in the Principal's room at 4:00 pm.

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. Planning of new introduced B.Sc. course
3. To create social media groups for the new batch.
4. To prepare the academic calendar.
5. Unit wise planning for the smooth functioning of the academic calendar
6. Effective planning of mentor mentee scheme.
7. Organization of Induction program for new entrant
8. Any other issue with permission of chairperson.

IQAC

Coordinator

Sri Krishna Dutt Academy,
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2018-19

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING:

A meeting of IQAC members was held on 04.07.2018 at 4:00 pm p.m. in Principal's room.

Following members were present for the meeting:

- 1.** Mr. Manish Singh (Director)
- 2.** Mr. Subhash Chandra Tiwari (Office Superintendent)
- 3.** Dr. Nahar Singh (Principal)
- 4.** Dr. Krishna Kumar (Co-ordinator)
- 5.** Dr. Jaya Sharma
- 6.** Dr. Bhupendra Singh Niranjana
- 7.** Ms. Kshama Pandey (Student)
- 8.** Mr. Amit Saxena (Student)

At the outset, Principal welcomed all the members and the laid the agenda of the meeting which was taken up for discussion and resolutions adopted accordingly.

- 1. To review the proceedings of previous meeting.**

The functions and responsibilities of IQAC members were discussed in detail.

“Resolved that the members of Internal Quality Assurance Cell (IQAC) will fulfil their duties and responsibilities with full enthusiasm”

The resolution was passed unanimously.

2. Planning of new introduced B.Sc. course

The principal introduced the new course among the IQAC members and suggestions were taken from all the members. It was suggested that the Science lab will be shared by the B.Ed. Students too.

3. To create social media groups for the new batch.

The WhatsApp group of the new entrees will be made to have effective communication with the students.

“Resolved that the WhatsApp groups of all the courses will be monitored by the teachers and the guidelines for the same will be followed strictly. It will be used only for the information and knowledge purpose.”

4. To prepare the academic calendar.

Academic Calendar of the collage was presented by Dr. Krishna Kumar The rest of the members discussed and approved it.

"Academic calendar of 2018-19 was approved and to be implimented."

The resolution was passed unanimously.

5. Unit wise planning for the smooth functioning of the academic calendar

To ensure the smooth functioning of the academic calendar, it was organized unit wise.

After having discussed the various aspects of the academic calendar, it was resolved as follows:

“The planned academic calendar is tentative and flexible but it should be implemented in a proper manner.”

The resolution was passed unanimously.

6. Effective planning of mentor mentee scheme.

The concept of mentor-mentee was explained in detail by Dr. Krishna Kumar in charges of all the departments will make sure that it is followed properly.

The resolution was passed unanimously.

7. Organization of Induction program for new entrant

The induction / orientation programme will be handled by the respective department in charges.

The presentations will be done through PowerPoint.

Coordinator, IQAC

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2018-19

S.No.	Minutes of Meeting	Action taken
1.	To review the proceedings of previous meeting.	The Action taken Report of the previous meeting was read out by Dr. Krishna Kumar (Co-ordinator)
2.	Planning of new introduced B.Sc. course	The new course was successfully introduced and students participated in it. All the teachers and students introduced themselves and the entire syllabus of B.Sc. was discussed by the faulty members of B.Sc.
3.	To create social media groups for the new batch.	The in charges of the departments created a WhatsApp group to share the important information regarding the college and course.
4.	To prepare the academic calendar.	The departmental academic calendar was prepared by the respective Head of the departments and got approved by the principal. The main academic calendar was prepared by the IQAC cell members and got it approved by the principal
5.	Unit wise planning for the smooth functioning of the academic calendar	The unit wise academic calendar was prepared, approved by the principal and displayed on the notice

		board as well as shared on the website and social media
6.	Effective planning of mentor mentee scheme.	The concept of mentor and mentee was introduced. The students were divided on random basis to the mentors. The responsibilities of the mentors were discussed in detail.
7.	Organization of Induction program for new entrant	The induction / orientation programme was prepared and successfully conducted for B.Sc., B.Com and B.Ed.

Coordinator, IQAC

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07.10.2018

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Monday, 18.10.2018 in the Principal's room at 4:00 pm.

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. To plan the alumni-meet association to be conducted
3. To Conduct extension activities for students
4. To plan a series of Cultural programs
5. To Motivate the students and teachers to use ICT in academic activities
6. Any other issue with permission of chairperson.

IQAC

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2018-19

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING:

A meeting of IQAC members was held on 18.10.2018 at 4:00 pm in Principal's room.

Following members were present for the meeting:

- 1.** Mr. Manish Singh (Director)
- 2.** Mr. Subhash Chandra Tiwari (Office Superintendent)
- 3.** Dr. Nahar Singh (Principal)
- 4.** Dr. Krishna Kumar (Co-ordinator)
- 5.** Dr. Jaya Sharma
- 6.** Dr. Bhupendra Singh Niranjana
- 7.** Ms. Kshama Pandey (Student)
- 8.** Mr. Amit Saxena (Student)

At the outset, Principal welcomed all the members and laid the agenda of the meeting which was taken up for discussion and resolutions adopted accordingly.

- 1. To review the proceedings of previous meeting.**

The proceedings of previous meeting was read by Dr. Krishna Kumar

- 2. To plan the alumni-meet association to be conducted**

The alumni meet is to be conducted from next year. The alumni association in charge will be decided later.

3. To Conduct extension activities for students

“Resolved that some extension activities will be planned for the students.”

The resolution was passed unanimously.

4. To plan a series of Cultural programs

The cultural programme as well as Sports day will be organised. Cultural week will be celebrated in the last week of November. Different activities/ competitions will be conducted.

Sports day will be celebrated in the third week of December.

The resolution was passed unanimously.

5. To Motivate the students and teachers to use ICT in academic activities

The students will have to give their presentations through Power Point only. Special classes for computer literacy to be conducted if required. Teachers too should make PowerPoint presentations for their classes. Teachers too can join the computer literacy classes if required.

The resolution was passed unanimously.

Coordinator, IQAC

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2018-19

S.No.	Minutes of Meeting	Action taken
1.	To review the proceedings of previous meeting.	The Action taken Report of the previous meeting was read out by Dr. Krishna Kumar
2.	To plan the alumni-meet association to be conducted	The alumni association group is formed and Mr. Mohd. Salim is the in charge of the same
3.	To Conduct extension activities for students	Following extension activities were conducted <ol style="list-style-type: none">1. Matdaan Jagrukta Abhiyaan2. Safai Abhiyan3. Dengue awareness camp
4.	To plan a series of Cultural programs	Following extension activities were conducted <ol style="list-style-type: none">1. Poster Competition2. Slogan Competition3. Mehndi Competition4. Diya making5. Write up6. Rangoli Competition
5.	To Motivate the students and teachers to use ICT in academic activities	Many students presented their assignments through Power Point. Few classes were conducted through Power Point. Many students have enrolled themselves for Computer literacy class.

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2018-19

03.12.2018

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Thursday, 06.12.2018 in the Principal's room at 4:00 pm

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. To Conduct remedial classes for the students
3. To prepare for the university examinations
4. To send the notice to the students with less attendance.
5. To plan winter break
6. Any other issue with permission of chairperson.

IQAC

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2018-19

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING:

A meeting of IQAC members was held on 06.12.2018 at 4:00 pm. in Principal's room. Following members were present for the meeting:

- 1.** Mr. Manish Singh (Director)
- 2.** Mr. Subhash Chandra Tiwari (Office Superintendent)
- 3.** Dr. Nahar Singh (Principal)
- 4.** Dr. Krishna Kumar (Co-ordinator)
- 5.** Dr. Jaya Sharma
- 6.** Dr. Bhupendra Singh Niranjana
- 7.** Ms. Kshama Pandey (Student)
- 8.** Mr. Amit Saxena (Student)

At the outset, Principal welcomed all the members and the laid the agenda of the meeting which was taken up for discussion and resolutions adopted accordingly.

- 1. To review the proceedings of previous meeting.**

The proceedings of previous meeting were read by Dr. Krishna Kumar

- 2. To Conduct remedial classes for the students**

All the departments will conduct the remedial classes after completion of the syllabus. Also, pre- university theory examination is to be conducted.

The resolution was passed unanimously.

3. To prepare for the university examinations

The students will be guided on the basis of the university examination. Question papers will be prepared and a question bank will be kept in the library in reference section.

4. To send the notice to the students with less attendance.

The students who have less than 75% of attendance will have to come with their parents and action should be taken to improve the attendance of the defaulters.

The resolution was passed unanimously.

5. To plan the winter break

Winter break will be in accordance with the university notice as well as the university examination.

The resolution was passed unanimously.

Coordinator, IQAC

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2018-19

S.No.	Minutes of Meeting	Action taken
1.	To review the proceedings of previous meeting.	The Action taken Report of the previous meeting was read out by Dr. Krishna Kumar
3.	To Conduct remedial classes for the students	All the departments started the remedial classes after completion of their syllabus
4.	To prepare for the university examinations	Question bank was prepared for all the courses and one copy was sent to the library also, it was shared on the respective WhatsApp groups
5.	To send the notice to the students with less attendance.	The attendance record was displayed on the notice board and parents of the students with less attendance were given a telephonic call for the explanation.
	To plan the winter break	Winter break was from 25.12.2018-03.01.2019

Coordinator, IQAC

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2018-19

03.03.2019

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Thursday, 07.03.2019 in the Principal's room at 4:00 pm

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. Meeting of gram pradhans to be organised for community connect drive
3. To prepare for the university examinations
4. National workshop on Action Research to be organized.
5. Any other issue with permission of chairperson.

IQAC

Coordinator

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2018-19

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING:

A meeting of IQAC members was held on 07.03.2019 at 3:00 p.m. in Principal's room.

Following members were present for the meeting:

- 1.** Mr. Manish Singh (Director)
- 2.** Mr. Subhash Chandra Tiwari (Office Superintendent)
- 3.** Dr. Nahar Singh (Principal)
- 4.** Dr. Krishna Kumar (Co-ordinator)
- 5.** Dr. Jaya Sharma
- 6.** Dr. Bhupendra Singh Niranjana
- 7.** Ms. Kshama Pandey (Student)
- 8.** Mr. Amit Saxena (Student)

At the outset, Principal welcomed all the members and laid the agenda of the meeting which was taken up for discussion and resolutions adopted accordingly.

- 1. To review the proceedings of previous meeting.**

The proceedings of previous meeting were read by Dr. Krishna Kumar

- 2. Meeting of gram pradhans to be organized for community connect drive**

A meeting with the gram pradhans of village Sawai and Sainik Nagar will be organized so that extension activities can be smoothly conducted in these villages. The in charge of extension activities will arrange this meeting

The resolution was passed unanimously.

3. To prepare for the university examinations

The students will be guided on the basis of the university examination. Question papers will be prepared and a question bank will be kept in the library in reference section.

4. National workshop on Action Research to be organized.

A workshop of national level to be organised for B.Ed. students. A list of resource persons to be prepared for the same. Dr. Nahar Singh (Principal) will be the in charge of the same and will be supported by Dr. Jaya Sharma

The resolution was passed unanimously.

5. To plan the feedback strategy

A qualitative and quantitative analysis of the student's feedback was planned. The questionnaire to be prepared by

1. Dr. Hardesh Kumar Maurya
2. Dr. Anshul Pant
3. Dr. Jaya Sharma

The resolution was passed unanimously.

Coordinator, IQAC

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2018-19

S.No.	Minutes of Meeting	Action taken
1.	To review the proceedings of previous meeting.	The Action taken Report of the previous meeting was read out by Dr. Krishna Kumar
2.	Meeting of gram pradhans to be organised for community connect drive	The meeting with the gram pradhans could not materialise due to non-availability of them
3.	To prepare for the university examinations	Question bank was prepared for all the courses and one copy was sent to the library also, it was shared on the respective WhatsApp groups
4.	National workshop on Action Research to be organized.	A workshop on Action Research was organised but not of national level. The resource person Dr. Abha Sharma, Assistant Professor, Rama Degree college, Lucknow had conducted the same. 32 students from the various colleges participated in the same.
5.	To plan the feedback strategy	The team prepared the feedback form for the students

		a) Feedback from the teachers, students, alumni and employees
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Coordinator, IQAC