

Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)
(An Associated college of University of Lucknow)

2019-20

24.05.2019

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Monday, 01.06.2019 in the Principal's room at 3:00 pm.

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. To prepare the Academic Calendar
3. Experience based learning to be promoted through field work and work experience
4. Effective planning of mentor mentee scheme.
5. Organization of Induction program for new entrant
6. Any other issue with permission of chairperson.

IQAC

Coordinator

Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
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(An Associated college of University of Lucknow)
2019-20

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

A meeting of IQAC members was held on 01.07.2019 at 12.30 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. Deeksha Shukla (Student)
- 8.** Mr. Vivek Mishra (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 Action taken Report of the previous meeting was read out by Dr. Krishna Kumar (Co-ordinator)

1. 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 2019-20 was approved and to be implimented."

The resolution was passed unanimously.

2. Experience based learning to be promoted through field work and work experience

The teachers should be focused more on field work and learning through experiences. The teachers should suggest colleges/ universities to collaborate with the college for resource sharing.

3. Effective planning of mentor mentee scheme.

Report of previous Mentor-Mentee scheme was discussed among the IQAC members. The teachers were to give more personal touch to the mentees.

The resolution was passed unanimously.

4. 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.

1. Any other issue with permission of chairperson.

More seminars/ workshops/ conferences should be organised by the various departments. These could be either department wise or multi-disciplinary

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2019-20

ACTION TAKEN REPORT

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.	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.

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2019-20

08.10.2019

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Monday, 19.10.2019 in the Principal's room at 4:00 pm.

Agenda of meeting:

1. To review the proceedings of previous meeting.
2. To plan the workshop
3. To Conduct community work activities.
4. To plan the Cultural week programs

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2019-20

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

A meeting of IQAC members was held on 19.10.2019 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. Deeksha Shukla (Student)
- 8.** Mr. Vivek Mishra (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 workshop**

A departmental workshop to be planned in the month of February 2020

- 3. To Conduct extension activities for students**

“Resolved that some extension activities will be planned for the students. The in charge/ coordinator of this will be Mr. Sarjun Kumar Scout and Guide, NSS and NCC along with other extension activities should be conducted in the coming session.”

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.

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2019-20

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..... 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. 27 students and 9

		teachers enrolled themselves for Computer literacy class.
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Sri Krishna Dutt Academy,
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2018-19

03.12.2019

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

IQAC

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2019-20

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

A meeting of IQAC members was held on 04.07.2018 at 12.30 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. Deeksha Shukla (Student)
- 8.** Mr. Vivek Mishra (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. 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.

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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

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2019-20

03.03.2020

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Thursday, 07.03.2020 in the Principal's room at 3:00 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.

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

A meeting of IQAC members was held on 07.03.2020 at 4:00 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. Deeksha Shukla (Student)
- 8.** Mr. Vivek Mishra (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. 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 Mr. Sarjun Kumar 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. Anshul Pant 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

- a) Dr. Bhupendra Singh
- b) Ms. Seema Maurya
- c) Md. Salim

The resolution was passed unanimously.

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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 of the teachers b) Feedback of the college

Coordinator, IQAC

