



SRI KRISHNA DUTT ACADEMY

Recognized by NCTE & Affiliated to University of Lucknow

2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596

Meeting of Internal Quality Assurance Cell

Session (2021-22)

All the members of IQAC are requested to attend the meeting of IQAC scheduled on 02.07.2021 through Zoom at 3:00 pm.

Date: 02.07.2021
Venue: Online

Agenda:

1. Preparing Academic calendar for the new session.
2. Proper sanitization of the college and installing sanitizing machines in the college.
3. Classes to be conducted through online as well as offline mode.
4. Focus on certificate courses.
5. Appointment of new IQAC Coordinator



Principal
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Session (2021-22)

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

Members attended:

1. Mr. Manish Singh (Director) 
2. Mr. Subhash Chandra Tiwari (Office Superintendent) 
3. Dr. Nahar Singh (Principal) 
4. Md. Salim (Co-ordinator) 
5. Dr. Jaya Sharma 
6. Dr. Bhupendra Singh Niranjana 
7. Ms. Diya Rastogi (Student) 
8. Mr. Veer Bahadur Yadav (Student) 

1. Preparing Academic calendar for the new session.

Academic calendar will be prepared for the new session by the programme Incharges and will be approved by the Principal.

2. Proper sanitization of the college and installing sanitizing machines in the college.

The primary goal is to ensure a safe and healthy environment for students, teachers and staff as in-person classes resume College will be sanitized properly, especially in high contact areas-desk and chairs and washrooms before and after classes every day. High touch surfaces like- door handles and electrical switches will be disinfected frequently throughout the day. The hand sanitization stations at the entrance of each class room and common areas is must to be installed.



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3. Classes to be conducted through online as well as offline mode.

It was discussed to implement a hybrid teaching model combining both offline(in-person) and online classes ensuring that education can continue safely during the pandemic. The decision was driven by the need to provide flexibility to students and staff while adhering to COVID-19 safety protocols.

4. Focus on certificate courses.

It was emphasized in the meeting the importance of short-term certificate courses in enhancing students' practical skills and employability. These courses are essential for bridging the gap between theoretical knowledge and industry requirement. Faculty members are suggested to collaborate with industry experts to identify key-skills required for students' career growth.

5. Appointment of new IQAC Co-ordinator

Dr. Anshul Pant is appointed as new IQAC coordinator in place of Dr. Krishna Kumar. As after the tenure of 3 years, it is recommended to appoint new co-ordinator. The Principal outlined the importance of in maintaining and enhancing the academic and administrative quality of the college. The Principal and members congratulated the newly appointed coordinator and expressed their confidence in his ability to lead the IQAC.



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Action taken Report

S.No.	Minutes of Meeting	Action taken
1.	Appointment of new IQAC Coordinator	<ul style="list-style-type: none">• The new coordinator is tasked with implementing strategies for academic and administrative quality enhancement.• Specific responsibilities include the development of quality benchmarks, conducting regular internal audits, organizing training and development programs, and preparing documentation for NAAC accreditation.• The handover process from the outgoing coordinator to the newly appointed coordinator will take place over the next two weeks.• The outgoing coordinator will provide all necessary documents, reports, and guidance for a smooth transition.
2.	Preparing Academic calendar for the new session.	Classes for all programs commenced as per the academic calendar. Faculty were informed in advance to ensure course outlines and syllabi were prepared.



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3.	Proper sanitization of the college and installing sanitizing machines in the college.	<p>Daily deep cleaning of classrooms is implemented.</p> <p>Hand sanitizer stations is placed at key points in the building.</p> <p>The cleaning in-charges are asked to monitor sanitation efforts.</p> <p>Teachers have been suggested to ensure students follow hygiene practices (proper masks and distancing while sitting).</p>
4.	Classes to be conducted through online as well as offline mode.	<ul style="list-style-type: none">• Classes will be conducted both in-person (offline) and via digital platforms (online).• Students can opt for either mode based on personal safety concerns, health issues, or internet availability.• Teachers will deliver the same content for both offline and online students, ensuring consistency.• Physical Distancing: Desks and chairs will be arranged to maintain a minimum distance of 6 feet between students.• Masks and Sanitizers: Wearing masks is mandatory, and hand sanitizer stations will be placed in every classroom and common areas.• Temperature Checks: Students and staff will undergo temperature checks



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		before entering the building.
5.	Focus on certificate courses.	<p>Two new certificate courses were introduced-</p> <ol style="list-style-type: none">1. Basics of Music for Wellness2. Indian Knowledge System (Knowing Ancient India) <p>Awareness campaigns are launched to inform students about the benefits of certificate courses.</p> <p>Orientation sessions are held to guide students on selecting the right courses based on their interests and career aspirations.</p> <p>Success stories of alumni who benefited from certificate courses is shared to motivate current students.</p>

Prepared by/Verified by
1QA Coordinator



Approved by
Principal
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Session (2021-22)

Meeting of Internal Quality Assurance Cell

All the members of IQAC are requested to attend the meeting of IQAC scheduled on 03.11.2021 through Zoom at 3:00 pm.

Date: 03.11.2021
Venue: Online

Agenda:

1. Co-curricular activities to be conducted with all the precautions of social distancing.
2. Faculty Development Programme to be organized.
3. Awareness camp for prevention of Corona virus.



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Session (2021-22)

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

Members attended:

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- Mr. Subhash Chandra Tiwari (Office Superintendent) 
- Dr. Nahar Singh (Principal) 
- Dr. Anshul Pant (Co-ordinator) 
- Dr. Jaya Sharma 
- Dr. Bhupendra Singh Niranjani 
- Ms. Diya Rastogi (Student) 
- Mr. Veer Bahadur Yadav (Student) 

1. Co-curricular activities to be conducted with all the precautions of social distancing.

It was emphasized that co-curricular activities are crucial for holistic student development, even in the context of the COVID-19 pandemic. The necessity of organizing these activities with strict adherence to social distancing and health guidelines was highlighted.

2. Faculty Development Programme to be organized.

The goal of the FDP is to provide faculty with the necessary skills and knowledge to effectively teach in this new environment, focusing on both online and blended learning techniques.



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3. Awareness camp for prevention of Corona virus.

The aim of the campaign is to educate students, staff, and the local community on maintaining hygiene, adhering to safety protocols, and staying vigilant.



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Action taken Report:

S.No.	Minutes of Meeting	Action taken
1	Co-curricular activities to be conducted with all the precautions of social distancing.	<ul style="list-style-type: none">• Various activities were conducted successfully.• Sports Activities with Precautions: Non-contact sports like yoga and fitness sessions will be arranged.• Cultural Events (Virtual): Cultural events like singing, dancing, and drama competitions will be held virtually.• Online Debates and Competitions: These events will be conducted online to avoid physical gatherings.
2	Faculty Development Programme to be organized.	<ul style="list-style-type: none">• Faculty Development programme was organized.• Student Engagement Strategies: New methods to keep students engaged in a hybrid or virtual classroom, including the use of interactive tools like polls, quizzes, and



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		<p>breakout rooms were explored.</p> <ul style="list-style-type: none">• Evaluation and Assessment: Developing fair and effective ways to assess students' progress in online and hybrid environments was discussed.• Support for Faculty: Faculty members who needed technical assistance or equipment for virtual teaching were provided with support, including access to devices and high-speed internet. A dedicated helpdesk was prepared near reception for any troubleshooting during the FDP.
3	Awareness camp for prevention of Corona virus.	<ul style="list-style-type: none">• Mental Health Awareness: Training on recognizing student stress and addressing mental health challenges in a post-pandemic academic setting.• Distribution of informational digital pamphlets encouraging the use of face masks, highlighting the importance of maintaining physical distance where necessary, stressing the importance of vaccination and



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		<p>booster dose and encouraging individuals to stay at home if they experience any symptoms to prevent potential spread.</p> <ul style="list-style-type: none">• A booth was prepared having paper soaps and disposable face masks for students and college staff.(if they required)
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Prepared by/ Verified by
IQAC Coordinator



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Meeting of Internal Quality Assurance Cell

All the members of IQAC are requested to attend the meeting of IQAC scheduled on 05.03.2022 in the Principal's room at 4:00 pm.

Agenda:

1. Review of certificate courses.
2. Offline internal exams to be conducted.
3. New certificate courses to be introduced.
4. Feedback from the students to be taken



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8. Mr. Veer Bahadur Yadav (Student) 

1. Review of certificate courses.

To monitor student enrollments in certificate courses and their completion rates, the concerned teachers are suggested for collecting post-course feedback to assess the effectiveness of the programs and any improvements needed.

2. Offline internal exams to be conducted.

It was accepted unanimously that as the pandemic situation is now under control, student should come and physically perform in the internal examinations.

3. New certificate courses to be introduced.

The focus on courses that offer more practical skills and are relevant to the job market is must to be introduce for preparedness of students in placements.

4. Feedback from the students to be taken

A feedback system post-course completion by the learners must be collected to assess the utility of the course.



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Action Taken Report:

S.No.	Minutes of Meeting	Action taken
1	Review of certificate courses.	Feedback from the teachers and the students was taken regarding certificate courses. 95% Students participated enthusiastically in the programs and successfully completed the course. Faculty are asked to integrate certificate courses with the regular academic curriculum and to identify relevant certificate courses for further training.
2	Offline internal exams to be conducted.	Offline examinations conducted successfully
3	New certificate courses to be introduced.	<ul style="list-style-type: none">• Designing of the curriculum of new certificate courses initiated. Few courses selected are:<ol style="list-style-type: none">i. Fundamentals of Human Rightsii. Eco Tourism and Sustainable Tourismiii. Spoken English/



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		Communicative English
4	Feedback from the students to be taken	<ul style="list-style-type: none">• Feedback form was provided to get the feedback from all the stakeholders.• Stakeholders appreciated the inclusivity of feedback and the consideration of their suggestions.• Students: Suggested more practical applications and real-life examples to complement theoretical learning.• Faculty: Commended the collaborative environment and support provided during the implementation. Highlighted the need for more training on new digital tools and pedagogical methods.• Parents: Praised the institution's



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		<p>efforts in ensuring the well-being of students during</p> <p>Requested more frequent updates regarding student progress and development.</p> <p>Suggested additional focus on soft skills and extracurricular activities.</p> <ul style="list-style-type: none">• Areas of Improvement: Better integration of technological resources in both classroom and practical settings.<p>More frequent feedback loops to ensure that stakeholders feel involved and valued.</p>
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Prepared by
1QAC Coordinator



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