Minutes of the IQAC Meeting

Session: 2021–22

Date: 4 January 2022
Time: 12:00 Noon
Venue: IQAC Room, A. P. Sen Memorial Girls College, Lucknow

S. No.	Agenda Item	Decision / Resolution Taken	Action Taken	Status
0	1	2	3	4
1	Saraswati Pooja	It was resolved to celebrate Saraswati Pooja with zeal and enthusiasm as per the academic and cultural traditions of the college.	Preparatory discussions were initiated regarding date, time, venue, and participation of faculty, staff, and students.	Completed
2	Saraswati Pooja	Responsibilities related to pooja arrangements, prasad, refreshments, guest coordination, and miscellaneous activities were discussed.	Allocation of responsibilities among faculty members was planned for smooth execution of the event.	Completed
3	Saraswati Pooja	Decision to finalize menu for prasad and refreshments.	Suggestions for prasad and refreshment menus were invited from concerned members.	Completed
4	College Development Fund (CDF)	Necessity of generating and managing College Development Fund was discussed.	Awareness regarding importance and objectives of CDF was created among committee members.	Completed
5	College Development Fund (CDF)	Modalities for generation and utilization of CDF were discussed.	Preliminary framework for generation and judicious utilization of CDF was drafted.	Completed
6	College Development Fund (CDF)	Decision to constitute a CDF Committee.	Proposal for	Completed

Date: 14 March 2022 Time: 12:30 PM Venue: IQAC Room, A. P. Sen Memorial Girls College, Lucknow			
S. No.	Agenda Item	Decision Taken	Action Taken
0	1	2	3
1	Review of previous agenda points	Progress of earlier decisions to be reviewed	Review conducted and progress noted
2	New Admissions	To ensure smooth and transparent admission process	Admission-related planning and coordination initiated
3	Vocational Training Centre	To explore the possibility of starting vocational/skill-based courses	Initial discussion held and feasibility to be examined
4	AQAR	To begin preparation and documentation for AQAR submission	Data collection and documentation process initiated
5	Suggestions from members	To strengthen IQAC documentation and monitoring	Suggestions recorded for implementation
6	Conclusion	Continuous quality improvement to be ensured	Members encouraged for active participation