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Minutes of GQAC Meeting on 4th Jan 2022

1. We are all aware that Saraswati Pooja is a very important and auspicious event of the College Curriculum. We shall endeavor to celebrate Pooja with similar zeal and enthusiasm this year as well. These minutes are intended to ensure a smooth and successful Saraswati Pooja Celebrations.

Some important aspects meriting attention are listed below -

Date, Time, Venue, Guests, Programme, Prasad, Bhog, Refreshment etc.

The various responsibilities will be under -

- Pooja Arrangements.
- Preparation and Distribution of Prasad etc.
- Ushering and Conduct of Guests.

We are sanguine that our wholehearted support, involvement and Participation shall ensure a successful Saraswati Pooja Celebrations

2. Generation and management of funds are crucial to the good health and smooth functioning of any institution. It is imperative to institute solid fundamentals for creation and utilisation of College Development fund. The minute is aimed to discuss various modalities of generation, management, judicious and optimum utilisation of CDF, so generated. The same was discussed in the meeting.

- a. Necessity of College Development fund.
- b. Modalities of generation of College Development

- c. Utilisation of College Development fund
- d. A Committee shall be constituted to manage CDF.
- e. Duties of CDF Committee.
- f. Duties of various members of CDF Committee
- g. Transparency in Generation, Management, Utilisation and Accounting of CDF - The following shall be adhered to by the Committee to ensure transparent generation, management, utilisation and accounting of CDF.
- A Grievances Cell shall be constituted to ensure fast and transparent resolution of grievances, if any, arising out of the operation of CDF.

These minutes are not conclusive and exhaustive by any means. These shall be reviewed from time to time as and when necessitated to ensure judicious and optimum utilisation of CDF.

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Coordinator

A.P. Sen Memorial Girls PG College
Lucknow

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IQAC Meeting on 14th Jan March 2022

The third meeting of IQAC for the session 2021-2022 was held on 14th March 2022 in the IQAC room of A. P. Sen Memorial Girls College, Lucknow. It was attended by Chairman, Coordinator and members. Quorum was complete, so the proceedings were held as per agenda.

Agenda :-

- a. Progress on the previous agenda points.
- b. New Admissions.
- c. Discussion on Vocational Training Centre.
- d. Discussion on submission of previous AQAR
- e. Points from members, if any -
- f. Conclusion

The following members were present =

1. Prof Rachana Srivastava - Rachana
2. Dr. Monika Srivastava. - Monika
3. Dr. Manju Singh. - MSingh
4. Dr. Nidhi - Nidhi
5. Dr. Sheveta Tiwari -
6. Dr. Rashmi Srivastava - Rashmi
7. Mr. Ashish Pathak -

Minutes

1. The salient aspects of the meeting are ~~present~~ minuted below.

Progress on the previous Agenda Points

- New Admissions - It was unanimously agreed that concerted efforts by one and all is required to achieve the target admissions. Due impetus shall be given to online admissions. The necessary admission portal shall be evaluated for being user-friendly, acceptability and data comprehensive to include all the necessary details required about the potential students. The College shall have online admissions from the coming session.

- Vocational Training Centre - It has been decided that the following vocational training centres shall be established in the College

1. Computer Course
2. Hand embroidery

- E-Prospectus - The College prospectus is a very important medium to showcase the popularity and standard of the College among the potential admission seekers. To begin with E-Prospectus shall be prepared and distributed digitally to accord wide publicity. Subsequently, funds permitting, hard copies shall be printed for distribution. E-prospectus shall be made mandatory for all the admission seekers.

- Publicity - Showcasing the College standards to attract maximum number of admission seekers is extremely important. The following

means of publicity shall be utilized to give wide publicity about our college.

1. Distribution of pamphlets through newspaper vendors and other means.
2. Banner and Posters display in the target areas.
3. Advertisements on Radio FM.
4. Advertisements in newspapers and Vernacular press.

A&AR - Timely submission of A&AR was harped upon.

IQAC meeting held on 14th March 2022 was very successful. The pursuance of excellence needs all important ingredients of forethought, planning and execution. Such meetings are always a step in the right direction to meet our desired goals.

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Coordinator.
Coordinator - IQAC
A.P. Sen Memorial Girls PG College
Lucknow

IQAC Meeting on 31st August 2022

The ~~fourth~~ meeting of IQAC for the session 2022-23 was held on 31st August 2022 in the IQAC room of A.P. Sen Memorial Girls College, Lucknow. It was attended by Chairman, Coordinator and members.

Quorum was complete, so the proceedings were held as per agenda.

- Progress on the previous agenda points.
- New Admissions.
- Discussion on CAS
- Discussion on AQAR
- NAAC.
- Points from members, if any.

The following members were present

1. Prof. Rachana Srivastava -
2. Dr. Monika Srivastava -
3. Dr. Manju Singh -
4. Dr. Nidhi -
5. Dr. Shweta Tiwari -
6. Dr. Rashmi Srivastava -
7. Mr. Ashish Pathak.

Minutes

New Admissions:- In the previous meeting it was unanimously agreed that concerted efforts by one and all is required to achieve the target admissions. Therefore College opted for

• Lucknow University Centralised admission process for admission in various UG Courses for the academic session 2022-23. The decision was in the best interest of students. It will save both time and resources for a candidate who will not need to purchase two different admission forms. Applications can be made to both Lucknow University and Colleges through a single form.

Undergraduate students of the college will get a flexibility to leave their course midway to join a job, prepare for competitive exams or other reasons.

Four year UG Courses with multiple entry and exit options will allow students to build their own degrees.

Career Advancement Scheme (CAS) -

Selection Committee / Screening Committee for promotion from Associate Professor to Professor under Career Advancement Scheme.

- Criteria-wise work distribution for NAAC and information circulated that all committee heads should handover reports of their cells to the concerned IQAC in charge.
- NAAC accreditation of our college ended on 24th October 2018. With a view to start the process of 2nd cycle, IQAC decided to update Minimum Institutional Requirements.

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Coordinator - IQAC
A.P. Sen Memorial Girls PG College
Lucknow

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IQAC Meeting on 21st November 2022

IQAC Meeting of A.P. Sen Memorial Girls PG College was held on 21st November 2022 at 11:00 AM in the IQAC Room. to discuss progress on the previous agenda points and dwell upon the present agenda points to draw a concrete plan for the development of the College in multidimensional sphere as also deliberate upon the future agendas.

Agenda Points :-

The following issues shall be deliberated upon during the meeting.

1. Minutes of the last meeting
2. Review of tasks done by IQAC in the past one year.
3. Planning for the next year.
4. Preparation for NAAC accreditation.
5. Any other matter with the permission of the Chair.

The meeting was presided over by the Chairperson Prof. Rachana Srivastava, Principal of the College. The meeting was attended by various internal and external members, the details of which are given below :-

1. Prof. Rachana Srivastava.
2. Prof. Monika Srivastava.
3. Prof. Manju Singh.
4. Prof. Nidhi Siddharth.

5. Prof. Shweta Tiwari
6. Prof. Rashmi Srivastava.
7. Prof. Alka Mishra (External Member)
8. Prof. Aniradha Vinayak
9. Prof. Malanker Mishra
10. Mr. Batek Mohanti
11. Mr. Ashish Pathak

Various issues that came up for discussion in the meeting are -

Alumni Association :- Registration of Alumni association and

it was emphasised that more and more old students should be contacted and encouraged to register themselves as members of the alumni association of the College. For future the students be made to register with the alumni association before they pass out from the College.

Smart Classroom :- No effort shall be considered complete

till all the classrooms of the College are converted into smart classroom and accordingly we should channelise our efforts to achieve this goal.

Use of smart class is also equally important. Therefore we should also train ourselves accordingly.

Sports :- All work and no play makes one a dull genie. There is a lot required to be done in this regard

We must focus on both indoor as well as outdoor sports. Our endeavour should be to create sports facilities in a manner that every student gets to play some sports everyday.

Association of Dignitaries:- There is a need to associate

more and more dignitaries from various walks of life with the College. Their expertise harnessed for the betterment of the College.

Soft Skill:- Vocational training must be given due impetus. It may not be possible for everyone to get jobs in the government or the private sector. Soft skills are the best means of self employment and therefore be promoted among the students.

Digital Management:- This is the most important instrument of career for a student in today's. The College web-site must be updated and expanded regularly and all the students old or present be encouraged to contribute to College Website.

College Magazine:- Timely publication of the College magazine be ensured. Students and staff and associated members be encourage to contribute quality content.

Personality Development:- Students be subjected to more

and more personality development capsules by eminent personalities.

Career Counselling and Psychological Counselling :- These are two very important aspects in today's time. All students be given any opportunity to undergo career counselling by eminent counsellors to help them choose their careers. Facility of psychological counselling be provided to them for their emotional and social well being.

Health, Happiness and Spiritual Index :-

The modern life is exerting a heavy ~~to~~ roll on the mind, body and soul of the students. Seminars, Practical sessions, physical exercises, stand up classes, debate, declamation and extempore competition, sports competitions all these must be organised regularly to ensure the health, happiness and spiritual well being of the students.

Preparation for NAAC & Accreditation

The College can boast of timely preparation and presentation of NAAC accreditation. We must ensure the same this time as well.

Points by the Members :- There were no points from the member.

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The Chairperson complemented for the successful conduct of the IQAC meeting and exhorted one and all to put in their best and let our college rise and shine to its esteemed glories. There being no further points, this meeting was concluded.

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Coordinator - IQAC
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Lucknow