

The third meeting of IQAC for the session 2022-23 was held on 25 April 2023 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

- Progress on the previous agenda points
- New Admissions.
- Classes after examination

The following members were present

1. Prof. Rakshana Sivastava.
2. Prof. Monika Sivastava.
3. Prof. Manju Singh
4. Prof. Nidhi Siddharth
5. Prof. Sheeta Tiwari
6. Prof. Rashmi Sivastava.
7. Mr. Ashish Pathak.

#### Minutes.

- Progress on the previous agenda points
- New Admissions - A.P. Sen Memorial Girls PG College, being one of the oldest girls college in Lucknow must be one of the most sought after institutions for a given class of society. We must endeavour to get the most promising students

of the lot to be enrolled in our college, goes without saying that 100% admission must be ensured for the present session.

**Classes :-** The classes after semester examination must run regularly from 11<sup>th</sup> April 2023 and on time. Attendance of the students be ensured, cleanliness of the classrooms be given due importance.

**Coordinator - ICAC**  
**A.P. Sen Memorial Girls PG College**  
**Lucknow**



The fourth meeting of the IQAC was held on 18<sup>th</sup> April, 2023 in the IQAC Room of A.P. Sen Memorial Girls PG College, Lucknow. It was attended by Chairman, Coordinators and members. Quorum was Complete, so the proceedings were held as per agenda.

### Agenda Points

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 following members were present

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

1 The meeting was called to order by Prof. Rachana Sivastava, Chairperson. The chairperson welcomed all attendees and introduced the agenda for the meeting.

Review of Minutes from the last Meeting: The minutes from the previous meeting were

reviewed. No amendments were proposed, and the minutes were approved as recorded.

2. Review of Tasks Completed by IQAC: A comprehensive review of tasks completed by the IQAC was conducted. Members provided updates on achievements, challenges faced, and lesson learned. Key highlights included

Areas for improvement were identified for future consideration.

4. Planning for Next Year: Members discussed future objectives and priorities for the IQAC, aligning them with institutional goals and emerging trends in higher education. Strategies for enhancing quality assurance processes, faculty development, student support services, and research activities were deliberated. Plans for implementing new initiatives and projects were outlined, with responsibilities assigned to members.
5. Preparation for NAAC Accreditation: The status of preparations for the upcoming NAAC accreditation process was reviewed. Compliance with accreditation criteria, documentation requirements and readiness for assessment were assessed. Additional measures needed to ensure a successful accreditation outcome were discussed and assigned for implementation.

Coordinator  
A.P. Sen Memorial PG  
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## Report on Work Done by IQAC in Past Years.

The Internal Quality Assurance Cell plays a crucial role in ensuring and enhancing the quality of education and overall performance of an institution. Over the past years, our IQAC has been diligently working towards achieving its objectives and fulfilling its responsibilities.

### Objectives:

1. To develop a system for conscious, consistent, and catalytic improvement in the performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. To facilitate the creation of a learner-centric environment conducive to quality education and holistic development.

### Key Initiatives and Achievements:

1. Development and Implementation of Quality Assurance Processes: The IQAC has been instrumental in developing and implementing various quality assurance processes, including the establishment of quality benchmarks, assessment of student learning outcomes, and periodic review of academic and administrative processes.



## 2 Accreditation Preparation and Assessment:

Ours IQAC has actively prepared the institution for accreditation processes by accrediting agencies. Through meticulous documentation, self assessment and compliance with accreditation standards, the institution is trying its best to achieve higher accreditation grades, and is committed to quality improvement.

## 3. Faculty Development Programs:

Continuous professional development of faculty members is essential for maintaining academic standards and fostering innovation in teaching and research. The IQAC has organized numerous faculty development programs, workshops, and seminars to enhance teaching methodologies, research capabilities and pedagogical skills.

## 4 Student Feedback Mechanisms:

Regular feedback from students is crucial for evaluating the effectiveness of teaching-learning processes and identifying areas for improvement. The IQAC has established robust mechanism for collecting, analyzing and acting upon student feedback to enhance the overall learning experience.



5. Stakeholder Engagement: Engaging with various stakeholders, including students, parents, alumni, employers, and the community, is vital for understanding their expectations and incorporating their feedback into institutional decision-making processes. The IQAC has facilitated stakeholder consultations, surveys and interactions to foster greater transparency, accountability and responsiveness.

6 Promotion of Research and Innovation: Encouraging research and innovation among faculty and students is integral to academic excellence and societal development. The IQAC has supported research initiatives, interdisciplinary collaborations and innovation ecosystems within the institution, fostering a culture of inquiry and discovery.

7 Quality Enhancement Projects:- Initiating and executing quality enhancement projects aimed at addressing specific challenges and opportunities identified through internal and external assessments. These projects focus on areas such as infrastructure development, student support services and community engagement.

Conclusion: In conclusion, the IQAC has played a pivotal role in driving continuous improvement and excellence across various facets of institutional functioning. Through its proactive initiatives, collaborative efforts,



and Commitment to quality enhancement, the institution has made significant strides towards achieving its vision of becoming a Centre of excellence in education and research. The IQAC remains steadfast in its dedication to fostering a culture of quality, innovation and continuous improvement.

This report serves as a testament to the collective efforts and achievements of all stakeholders involved in the journey towards academic excellence and institutional advancement.

*[Signature]*

Coordinator IQAC  
A.P. Sen Memorial College  
Lucknow



The fifth meeting of of IQAC for the session 2022-23 was held on 3 June 2023 at 10:00 AM in the IQAC Room of A.P. Sen Memorial Girls PG College, Lucknow. It was attended by Chairman, Coordinator and members. Quorum was complete, so the proceedings were held as per agenda.

### Agenda Points

1. Review of tasks done by IQAC in the past one year.
2. Planning for the next academic year.
3. Miscellaneous.

The following members were present

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. Mr. Ashish Pathak.

### Minutes:

- The meeting commenced with a welcome and introduction by the Chairperson.
- The minutes of the previous meeting were reviewed and approved.
- The IQAC's tasks and achievements were comprehensively discussed highlighting key initiatives and areas for improvement.



- Date \_\_\_\_\_  
Page \_\_\_\_\_
- Planning for the upcoming year focused on setting objectives, strategies and timelines for quality enhancement.
  - Preparation for NAAC accreditation involved assessing readiness, addressing compliance issues, and finalizing documentation.

Report on Planning for Next Academic Year: As part of our ongoing commitment to academic excellence and continuous improvement, the institution has engaged in strategic planning for the upcoming academic year.

This report outlines the key priorities, initiatives and strategies identified to enhance the quality of education and overall student experience.

#### Objectives:

1. To set clear objectives and priorities for the next academic year.
2. To align institutional goals with emerging trends and challenges in higher education.
3. To foster a supportive and enriching learning environment for students, faculty and staff.

#### Key Priorities and Initiatives:

1. Curriculum Enhancement: The institution aims to review and update the curriculum to ensure its relevance, currency, and alignment with industry standards and academic best practices. This includes integrating



emerging technologies, promoting interdisciplinary learning, and incorporating feedback from stakeholders.

2. **Faculty Development:** Continuous professional development of faculty members is essential for maintaining academic standards and fostering innovation in teaching and research. The institution plans to organize programs, workshops and seminars to enhance pedagogical skills, research capabilities and subject expertise.

3. **Student Support Services:** Enhancing student support services is a priority to promote student success and well-being. The institution intends to strengthen academic advising, career counseling, mentorship programs and access to resources such as libraries, online learning platforms.

4. **Research and Innovation:** Encouraging research and innovation among faculty and students is integral to academic excellence and societal development. The institution aims to promote a research culture by providing funding support, facilitating interdisciplinary collaborations, and creating opportunities for knowledge dissemination.

5. **Infrastructure Development:** Upgrading and



expanding infrastructure facilities is essential to meet the evolving needs of teaching, learning & research. The institution plans to invest in modernizing classrooms, libraries and IT infrastructure, as well as enhancing campus amenities and recreational spaces.

6. Quality Assurance Processes: Strengthening quality assurance processes is vital to ensure the delivery of high quality education and continuous improvement. The institution intends to streamline assessment and evaluation practices, implement outcome based education strategies and enhance mechanisms for feedback and accreditation.

### Strategies for Implementation:

1. Establishment of Task Forces: Task forces comprising faculty, staff and student representatives will be established to oversee the implementation of key initiatives in each priority area.

2. Monitoring and Evaluation: Progress towards achieving objectives will be monitored regularly through key performance indicators.

3. Stakeholders Engagement: Engaging with



Various stakeholders, including students, faculty, staff, alumni, employers and the community will be integral to the planning and implementation process.

In conclusion, the planning process for the next academic year reflects our institution's commitment to excellence, innovation, and student-centeredness. We aim to create a dynamic and enriching learning environment that prepares students for success in their academic and professional endeavors.

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

The sixth meeting of G&AC for the session 2022-23 was held on 29.11.23 in the G&AC Room of A.P. Sen Memorial Girls PG College, Lucknow. It was attended by Chairperson, Coordinators, and Members. Quorum was complete and so ~~Members~~ the proceedings were held as per agenda.

### Agenda Point

1. Appointment of Vice Principal.
2. Restructuring G&AC.
3. Enrollment of Research Scholars.
4. Smart Classrooms.
5. Establishment of Swing Center.
6. NAAC Report.
7. Upgrad of Manav-Sampada.
8. Preparation Leave from 1st December 2023.
9. Add on Courses.
- 10.

The following members were present

1. Prof. Rachana Srivastava.
2. Prof. Mousika Srivastava.
3. Prof. Nidhi Siddhanth.
4. Prof. Shweta Tewari.
5. Prof. Rashmi Srivastava.
6. Mr. Ashish Pathak.



Minutes.

- According to UGC Regulation 2018 Prof. Nidhi Siddhant was appointed as Vice Principal of A.P. Sen Memorial Girls' PG College, Lucknow. As Vice Principal, Prof. Nidhi will undertake various responsibilities including but not limited to: Assisting the principal in administrative duties and decision-making processes.
  - Overseeing academic programs and ensuring their effective implementation.
  - Supervising faculty and staff to maintain high educational standards.
  - Handling student affairs, discipline and welfare activities.
  - Collaborating with other stakeholders to enhance the College reputation.
- Restructuring of IQAC :- Our Commitment to Continuous Improvement and quality enhancement we are pleased to announce the restructuring of the Internal Quality Assurance Cell. The decision to restructure the IQAC comes as part of our ongoing efforts to strengthen our quality assurance mechanisms and ensure compliance with accreditation standards.

The restructured IQAC will include Dr. Richa Mukta as new member as well

as representation from diverse stakeholders.

Each member of the IQAC will have clearly defined roles and responsibilities aligned with college's quality objectives.

The restructured IQAC will focus on key areas such as curriculum development, teaching-learning process, infrastructure development etc.

The IQAC will conduct regular monitoring and evaluation of academic and administrative processes to identify areas of improvement and ensure quality.

- A.P. Sen Memorial Girls' PG College is excited to announce the implementation of smart classrooms as part of our commitment to leveraging technology to enhance teaching and learning experiences.

**Features of Smart Classrooms:-** Smart Classrooms will be equipped with interactive whiteboards which will enable teachers to deliver multimedia-rich presentations, annotate content and will engage students in interactive learning activities.

**Benefits of Smart Classrooms:-** Interactive multimedia content and collaborative learning activities foster greater student engagement and



participation in classroom discussions and activities.

Smart classrooms provide opportunities for personalized and adaptive learning experiences, catering to diverse learning styles and preferences.

The implementation of Smart classrooms represents our commitment to innovation and excellence in education. We believe that Smart classrooms will empower our students and faculty members to collaborate, innovate and excel in their academic endeavors.

Sewing Centre :- We are thrilled to announce the establishment of a Sewing Center, providing space for students to explore and enhance their skills in sewing, fashion design, and textile arts.

NAAC Report :- Submit the NAAC report to the appropriate authority within the specified time line i.e. by 15<sup>th</sup> Dec 2023

Manav Sampada - The Manav Sampada Portal is a human resource management system used by various government departments. The college has upgraded its Manav Sampada portal.

Add-On Courses :- Add-on Courses in College provide students with opportunities to broaden their skill set, explore new interests, and enhance their Competitiveness in the job market. These Courses, often offered alongside traditional degree programs, offer a range of benefits to students seeking to enrich their academic experience and prepare for their future Careers.

Add-on Courses allow students to diversify their skill set beyond their primary area of study. For example, a student interested in pursuing a graduate degree may benefit from taking additional Courses in statistics or research methodology. Employers value Candidates with a diverse skill set and a willingness to learn.

Add-on Courses can make students more attractive to employers by demonstrating their adaptability and willingness to acquire new knowledge and skills.

Add-on Courses play a valuable role in enhancing the College experience and preparing students for success in their future Careers.

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