

Minutes of the 1st Meeting and Action Taken Report 2013-14

The meeting of the Teaching and Non Teaching staff with the Principal was held on 01.07.2013 at 12.00 p.m. in the IQAC Cell. 6 members were present at the meeting.

The minutes of the meeting are as follow

Subject	1	Regarding of the minutes of previous meeting and confirmation
Resolution	1	IQAC Co-ordinator Dr. Shyam Mishra read the minutes and the last meeting & they were confirmed unanimously
Subject	2	Preparation of Academic Calendar
Resolution	2	IQAC coordinator was asked to prepare the academic calendar. According to it, important events, curricular, co-curricular, extra-curricular and extension activities were prepared.
Subject	3	Review of the workload distribution and Teaching Plans
Resolution	3	The HOD presented in brief the distribution of workload that was finalized in the department meeting he also presented the Annual Teaching Plans for the approval of the IQAC and Principal.
Subject	4	Discipline and cleaning of the campus.
Resolution	4	The discipline committee was formed under the chairmanship of Dr. Shyam Mishra for smooth conduct of Admission. Time table committee was formed and asked to prepare the time table for the academic year. Campus cleaning programme on commenced from first july
Subject	5	Composing of admission committee
Resolution	5	For the year 2013 Sree Kuldeep Kumar Arya appoint as the head of admission committee. Staff members put forward the topic of efforts to be taken for increasing the admission for the academic year 2013-14. Handbills, pamphlets were distributed to the passed students at various places. Flex boards were also fixed at and around the places of Kaimgang , Shamsabad and Kampil.
Subject	6	Prospectus design
Resolution	6	The Chairman of the Admission committee had shown the prospectus to all Present IQAC members and then finalized
Subject	7	Mahatma Gandhi Jayanti (Swachhata Divas)
Resolution	7	IQAC Co-Coordinator Dr. Shyam Mishra will take the necessary action in this regard.
Subject	8	Career counseling and Sanskriti Gyan Parikchha
Resolution	8	Dr. Shyam Mishra will take the responsibility for career counseling and Sanskriti Gyan Parikchha with the help D N college Fatehgarh and Gyatri sava samiti of Farrukhabad
Subject	9	Construction of the generator room, cricket Pitch, badminton court, Volley ball ground and Canteen
Resolution	9	For construction of the generator room, cricket Pitch, badminton court, Volley ball ground and Canteen, Shree Arvind Kumar Goyel (Manager) & Principal will take the necessary action with the help of College Management and committees
Subject	10	Date of next meeting
Resolution	10	It was decided that the next meeting will be conducted on 20.12.2013

Minutes of the 2nd Meeting and Action Taken Report 2013-14

The meeting of the Teaching and Non Teaching staff with the Principal was held on 20.12.2013 at 12.00 p.m. in the IQAC Cell. 12 members were present at the meeting.

The minutes of the meeting are as follow

Subject	1	Minimizing environmental degradation
Resolution	1	Decreased use of paper and plastic and Tree Plantation will be conducted with the supervision of Mr. Manoj Verma.
Subject	2	Development programmes and Departmental tour
Resolution	2	Workshop conducted for staff and library staff with the supervision of Principal Dr. V. K. Gupta for development of digitization, automation. Participation in workshops, conferences, seminars and poster presentation by Faculty and Technical staff. IQAC will organize departmental tours in coming next month.
Subject	3	NSS and Scout & Guide Activities
Resolution	3	In the regard of NSS Dr. Shyam mishra and In the Regard of Scout & Guide Activities Mr. Kudeep Kumar Arya will take action as per Govt. norms.
Subject	4	Fulfilling social responsibilities
Resolution	4	Principal Dr. V.K. Gupta gives the responsibility to Dr. shyam Mishra and staff to start Remedial classes for weaker students in language, Evening classes for the under privileged through by NSS conducting educational activity to upliftment of slum dwelling children under Social Service League and also invited Blood donation camp & Book and Clothes donation camps.
Subject	5	Swami Vivekanand Jayanti (YUVA DIVAS)
Resolution	5	IQAC Coordinator Sri Kuldeep Kumar Arya will take the necessary action in this regard.
Subject	6	Games activity and Awards Distribution and Annual Function
Resolution	6	Shree Kuldeep kumar arya will take the action with the help of Mukesh Bhardwaj and Devendra Singh, Annual games will conduct in first and second week of January and games award and Annual Function will organize last week of February
Subject	7	Enhancement of Performance of Students in Annual University Exam
Resolution	7	In this Regard IQAC will conduct the Pre-University Exam, Extra Revisionary Classes.
Subject	8	Organizing One U.P. State Govt. sponsored National Seminars.
Resolution	8	The proposal committee was asked to make and send the proposal to get financial assistance for the national/state level seminars.The IQAC look after the development of the faculty, students in this regards. The proposals were made by the proposal committee with help of concerned HOD
Subject	9	Result Analysis.
Resolution	9	Result Analysis of the previous examinations was done by Commerce department. Remedial Coaching classes were organized for the poor students.
Subject	10	Date of next meeting
Resolution	10	It was decided that the next meeting will be conducted on 17.07.2014