

## Minutes of the 1<sup>st</sup> Meeting and Action Taken Report 2014-15

The meeting of the Teaching and Non Teaching staff with the Principal was held on 17.07.2014 at 12.00 p.m. in the IQAC Cell. 7 members were present at the meeting.

The minutes of the meeting are as follow

<b>Subject</b>	<b>1</b>	<b>Regarding of the minutes of previous meeting and confirmation</b>
Resolution	1	Principal Prof. V. K. Gupta read the minutes and the last meeting & they were confirmed unanimously
<b>Subject</b>	<b>2</b>	<b>Preparation of Academic Calendar</b>
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.
<b>Subject</b>	<b>3</b>	<b>Review of the workload distribution and Teaching Plans</b>
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.
<b>Subject</b>	<b>4</b>	<b>Discipline and cleaning of the campus.</b>
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
<b>Subject</b>	<b>5</b>	<b>Proposal and plan to conduct National seminars, conferences, workshops, symposiums,</b>
Resolution	5	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 HOD.
<b>Subject</b>	<b>6</b>	<b>Composing of admission committee</b>
Resolution	6	For the year 2017 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 2016-17. 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.
<b>Subject</b>	<b>7</b>	<b>Prospectus design</b>
Resolution	7	The Chairman of the Admission committee had shown the prospectus to all Present IQAC members and then finalized
<b>Subject</b>	<b>8</b>	<b>Career counseling and Sanskriti Gyan Parikchha</b>
Resolution	8	Dr. Shyam Mishra will take the respansobality for career counseling and Sanskriti Gyan Parikchha with the help D N college Fatehgarh and Gyatri seva samiti of Farrukhabad
<b>Subject</b>	<b>9</b>	<b>Mahatma Gandhi Jayanti (Swachhata Divas)</b>
Resolution	9	IQAC Co-Coordinator Dr. Shyam Mishra will take the necessary action in this regard.
<b>Subject</b>	<b>10</b>	<b>Result Analysis.</b>
Resolution	10	Result Analysis of the previous examinations was done by Commerce department. Remedial Coaching classes were organized for the poor students.
<b>Subject</b>	<b>11</b>	<b>Date of next meeting</b>
Resolution	11	It was decided that the next meeting will be conducted on 20.12.2014

## Minutes of the 2<sup>nd</sup> Meeting and Action Taken Report 2014-15

The meeting of the Teaching and Non Teaching staff with the Principal was held on 20.12.2014 at 12.00 p.m. in the IQAC Cell. 12 members were present at the meeting.

The minutes of the meeting are as follow

<b>Subject</b>	<b>1</b>	<b>Minimizing environmental degradation</b>
Resolution	1	Decreased use of paper and plastic and Tree Plantation will be conducted with the supervision of Mr. Manoj Verma.
<b>Subject</b>	<b>2</b>	<b>Development programmes</b>
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.
<b>Subject</b>	<b>3</b>	<b>NSS and Scout &amp; Guide Activities</b>
Resolution	3	In the regard of NSS Dr Shyam mishra and In the Regard of Scout & Guide Activities Shree Kuldeep Kumar Arya will take action as per Govt. norms.
<b>Subject</b>	<b>4</b>	<b>Games activity and Awards Distribution and Annual Function</b>
Resolution	4	Shree Kuldeep kumar arya will take the action with the help of Mukesh Bhardwaj and Devendra Singh, for conducting annual games. Annual games will conduct in first and second week of January and games award and Annual Function will organize last week of February
<b>Subject</b>	<b>5</b>	<b>Swami Vivekanand Jayanti (YUVA DIVAS)</b>
Resolution	5	IQAC Coordinator Sri Kuldeep Kumar Arya will take the necessary action in this regard.
<b>Subject</b>	<b>6</b>	<b>To perform regular Academic Audits</b>
Resolution	6	Under the steering of Principal, regular academic audits were conducted to ensure the standing of syllabus completion, augmented syllabus, Internal Assessments, Seminars, Best Projects, Best Results etc.,
<b>Subject</b>	<b>7</b>	<b>Enhance the Performance of Students in Annual University Exam</b>
Resolution	7	In this Regard IQAC will conduct the Pre-University Exam , Extra Revisionary Classes.
<b>Subject</b>	<b>8</b>	<b>Fulfilling social responsibilities</b>
Resolution	8	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.
<b>Subject</b>	<b>9</b>	<b>Date of next meeting</b>
Resolution	9	It was decided that the next meeting will be conducted on 01.07.2015