

Minutes of the 1st Meeting and Action Taken Report 2015-16

The meeting of the Teaching and Non Teaching staff with the Principal was held on 01.07.2015 at 12.00 p.m. in the IQAC Cell. 7 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 Coordinator Sri Kuldeep Kumar Arya read the minutes and the last meeting & they were confirmed unanimously
Subject	2	Website upgradation proposed
Resolution	2	Sri Arvind Kumar Goel, Manager take the responsibility to complete the Website upgradation programme with the help of computer department assistant sri Vinayak Tiwari
Subject	3	Prospectus design
Resolution	3	The Chairman of the Admission committee had shown the prospectus to all Present IQAC members and then finalized
Subject	4	Composing of admission committee
Resolution	4	For the year 2015 Shree Kuldeep Kumar Arya appointed 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 2015-16. Handbills, pamphlets were distributed to the passed students at various places. Flex boards were also fixed at and around the places of Kaimganj , Shamsabad and Kampil.
Subject	5	Mahatma Gandhi Jayanti (Swachhata Divas)
Resolution	5	IQAC Co-Coordinator Dr. Shyam Mishra will take the necessary action in this regard.
Subject	6	Review of the workload distribution and Teaching Plans
Resolution	6	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	7	Career counseling and Sanskriti Gyan Parikchha
Resolution	7	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
Subject	8	To take feedback from the students
Resolution	8	Regarding Feedback from students, Mr. Kuldeep Kumar Arya and Dr. Shyam Mishra will collect feedback with the help of a feedback form.
Subject	9	Fulfilling social responsibilities
Resolution	9	Dr. Shyam Mishra will appointed for Blood Donation camp and cloths distribution programme with the help of LIONS Club Kaimganj.
Subject	10	Result Analysis.
Resolution	10	Result Analysis of the previous examinations was done by Commerce department. Remedial Coaching classes were organized for the poor students.
Subject	11	Date of next meeting
Resolution	11	It was decided that the next meeting will be conducted on 10.12.2015

Minutes of the 2nd Meeting and Action Taken Report 2015-16

The meeting of the Teaching and Non Teaching staff with the Principal was held on 10.12.2015 at 12.00 p.m. in the IQAC Cell. 7 members were present at the meeting.
The minutes of the meeting are as follow

Subject	1	Review of Academic performance
Resolution	1	IQAC Senior member Mr. Kuldeep kumar arya will take the responsibility to review the academic performance of all commerce departments and also suggested steps to improve overall teaching learning to the management.
Subject	2	NSS and Scout & Guide Activities
Resolution	2	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.
Subject	3	Games activity, Awards Distribution and Annual Function
Resolution	3	Shree Kuldeep kumar arya will take the action with the help of Mukesh Bhardwaj and Devendra Singh, for conducting annual games Annual games will be conducted in first and second week of January and games award and Annual Function will organize last week of February
Subject	4	Enhancement of Performance of Students in Annual University Exam
Resolution	4	In this Regard IQAC will conduct the Pre-University Exam, Extra Revisionary Classes.
Subject	5	Swami Vivekanand Jayanti (YUVA DIVAS)
Resolution	5	IQAC Coordinator Shree Kuldeep Kumar Arya will take the necessary action in this regard.
Subject	6	Date of next meeting
Resolution	6	It was decided that the next meeting will be conducted on 30.06.2016