

Minutes of the 1st Meeting and Action Taken Report 2016-17

The meeting of the Teaching and Non Teaching staff with the Principal was held on 30.06.2016 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	Principal Prof. V. K. Gupta 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	Discipline and cleaning of the campus.
Resolution	3	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	4	Composing of admission committee
Resolution	4	For the year 2016 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 2016-17. 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	Prospectus design
Resolution	5	The Chairman of the Admission committee had shown the prospectus to all Present IQAC members and then finalized
Subject	6	Career counseling and Sanskriti Gyan Parikchha
Resolution	6	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	7	Result Analysis.
Resolution	7	Result Analysis of the previous examinations was done by Commerce department. Remedial Coaching classes were organized for the poor students.
Subject	8	Mahatma Gandhi Jayanti (Swachhata Divas)
Resolution	8	IQAC Co-Coordinator Dr. Shyam Mishra will take the necessary action in this regard.
Subject	9	Digitization
Resolution	9	E-file System to promote paperless office and Online grievance redressal system. Commenced with supervision of Shree Vinayak Tiwari.
Subject	10	Date of next meeting
Resolution	10	It was decided that the next meeting will be conducted on 20.12.2016

Minutes of the 2nd Meeting and Action Taken Report 2016-17

The meeting of the Teaching and Non Teaching staff with the Principal was held on 20.12.2016 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	Swami Vivekanand Jayanti (YUVA DIVAS)
Resolution	2	IQAC Coordinator Shree Kuldeep Kumar Arya will take the necessary action in this regard.
Subject	3	Development programmes
Resolution	3	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.
Subject	4	NSS and Scout & Guide Activities
Resolution	4	In the regard of NSS Dr. Shyam mishra and In the Regard of Scout & Guide Activities Mr. Kuldeep Kumar Arya will take action as per Govt. norms.
Subject	5	Games activity and Awards Distribution and Annual Function
Resolution	5	Shree Kuldeep kumar arya, Dr. Rashmi Gangwar 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	6	Fulfilling social responsibilities
Resolution	6	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 and also invited Blood donation camp & Book and Clothes donation camps.
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	Date of next meeting
Resolution	8	It was decided that the next meeting will be conducted on 02.07.2017