



Sadanlal Sanwaldas Khanna Girls' Degree College, Prayagraj

(A Constituent College of the University of Allahabad)

Accredited 'A' grade by NAAC

Ref.


Date 06/12/2021

NOTICE

A meeting of IQAC of S.S. Khanna Girls' Degree College is scheduled to be held on 11/12/2021 at 11:30 A.M. in the Conference Hall. You are requested to attend the meeting.

Agenda for Meeting on 11/12/2021

- 1) Confirmation of minutes of last meeting held on 20/07/2021
- 2) Finalization of national and international commemorative days/events to be celebrated in 2022
- 3) Presentation of Students' Feedback Report
- 4) Proposal of new courses
- 5) Approval for posts sanctioned by management for self- financed courses
- 6) Framing of Policy Documents
- 7) Strategy planning for Green Audit, Environment Audit, Solar Energy and Waste management
- 8) Presentation of draft of AQAR 2020-21
- 9) Revision of Mentor-Mentee system
- 10) Report of the International E-conference organised in collaboration with Waymade College
- 11) Report of the 2 workshops organized by IQAC for faculty members
- 12) Reporting of IIC star rating of the College
- 13) Any other matter with the permission of Chair



Dr. Manjari Shukla
(IQAC Coordinator)
IQAC (NAAC)
S.S. Khanna Girls' Degree College
Allahabad



Prof. Lalima Singh
(Principal)
PRINCIPAL
S.S. Khanna Girls' Degree College
Allahabad

Minutes of meeting of IQAC held on 11/12/2021

A meeting of IQAC was held on 11.12.2021 both in the online and the offline mode. The meeting was chaired by Prof. Lalima Singh (Principal, Chairperson IQAC). One member joined the meeting online with the following link:

<https://us02web.zoom.us/j/85842081836?pwd=T1FmUENTeDdLbzJalpYU0M3bzhlQT09>

Following members were present in the meeting:

- i) Dr. Asha Seth
- ii) Hon'ble Justice Arun Tandon
- iii) Dr. R.K. Tandon
- iv) Prof. Shanthi Sundaram (Online)
- v) Mr. Dilip Mehrotra
- vi) Dr. Neerja Sachdev (Vice Principal)
- vii) Dr. Meenu Agrawal
- viii) Dr. Rachna Anand Gaur
- ix) Dr. Ritu Jaiswal
- x) Dr. Preeti Singh
- xi) Dr. Sippy Singh
- xii) Dr. Tanushree Roy
- xiii) Dr. Riya Mukherjee
- xiv) Dr. Jyoti Bajjal
- xv) Dr. Mohd. Akhlaqur Rahman
- xvi) Dr. Vinita Mishra
- xvii) Dr. Arifa Begum
- xviii) Dr. Anuradha Singh
- xix) Dr. Ravi Kant Singh
- xx) Mrs. Shilpi Srivastava
- xxi) Dr. Manjari Shukla (Co-ordinator, IQAC)

Resolution No. 1:

- The minutes of the last meeting held on 20.07.2021 were read out and confirmed.

Resolution No. 2:

- In order to inculcate cultural, regional, linguistic, communal socioeconomic and constitutional values among students, a list of national and international commemorative days, events and festivals to be celebrated by the college in 2022 was presented before the members. The list was approved and it was resolved that priority should be given to celebrate days of national importance. Various departments/committees and cells were entrusted with the task of celebrating the concerned days.

S. N.	DATES	DAY/OCCASION	ORGANIZING DEPARTMENT/CELL
JANUARY			
1.	10 th January	World Laughter Day, World Hindi Day (Hasy kavi sammelan)	Hindi Deptt
2.	12 th January	National Youth Day (Birth Day of Swami Vivekanand) –YUVA SAPTAHA	Proctorial Board, DSW

3.	15 th January	Army Day, Pongal, Makar Sankranti	NCC, NSS & ECO CLUB
4.	23 rd January	Netaji Subhash Chandra Bose birthday	NSS
5.	24 th January	National Girl Child day of India	Women Cell & IQAC
6.	25 th January	National Voters Day	Political Science Deptt.
7.	26 th January	Republic Day of India	College
8.	30 th January	Mahatma Gandhi's Martyrdom Day (Martyr's day)	NSS

FEBRUARY

9.	4 th February	World Cancer Day Awareness Program	Health Cell & Women Cell
10.	20 th February	World Day of Social Justice	Law & Sociology Dept.
11.	21 st February	International Mother Language Day	Literary Association
12.	23 rd February	World Peace and Understanding Day	B.ED.
13.	27 th February	World Sustainable Energy Day	Science Faculty
14.	28 th February	National Science Day	Science Faculty

MARCH

15.	1 st March	Zero Discrimination Day World Civil Defence Day	Law & Women Cell NSS NCC
16.	4 th March	National Safety Day	Proctorial Board, DSW, Science Association
17.	8 th March	International Women's Day	Women Cell
18.	15 th March	World Consumer Rights Day	Commerce Dept.
19.	22 nd March	World Water Day	ECO CLUB

APRIL

20.	7 th April	World Health Day	Health Cell
21.	14 th April	Ambedkar Jayanti	Law Faculty
22.	18 th April	World Heritage Day	History Association
23.	22 nd April	World Earth Day	ECO CLUB
24.	23 rd April	World Book and Copyright Day	IPR CELL
25.	26 th April	World Intellectual Property Day	IPR CELL

MAY

26.	1 st May	International Labour Day	IQAC
27.	7 th May	RavindraNath Tagore Birth Anniversary	B.ED.
28.	11 th May	National Technology Day	Computer Science Dept.

29.	31 st May	Anti-Tobacco Day	NSS
JUNE			
30.	5 th June	World Environment Day	ECO CLUB
31.	21 st June	World Music day International Yoga Day	Music, B.Ed., NSS, NCC
JULY			
32.	11 th July	World Population Day	Sociology, Economics, Education Dept
33.	12 th July	World Malala day	Law, Education, B.Ed
34.	28 th July	World Nature Conservation Day	ECO CLUB & Science Faculty
AUGUST			
35.	9 th August	Quit India Day	History Association
36.	12 th August	International Youth Day	NCC, NSS
37.	15 th August	Independence Day of India	
38.	19 th August	World Photography day World Humanitarian Day	Painting (Photography Competition) B.Ed. & Philosophy Dept.
39.	20 th August	Sadbhavna Diwas	NSS
40.	21 st August	World Entrepreneur's Day	Commerce Dept.
41.	22 nd August	Sanskrit Diwas	Sanskrit Dept.
42.	29 th August	National Sports Day	Sports Committee
SEPTEMBER			
43.	1 st September	World Writing Day	Literary Association
44.	5 th September	Teachers' Day (Dr. Radhakrishnan's Birthday)	College
45.	8 th September	World Literacy Day	NSS
46.	14 th September	Hindi Diwas	Hindi Dept.
47.	16 th September	World Ozone Day	Science Faculty
48.	25 th September	Social Justice Day	Law Faculty
OCTOBER			
49.	2 nd October	International Day of Non-Violence Mahatma Gandhi's Birthday	History Association
50.	6 th October	World Wildlife Day World Food Security Day	Extension Committee
51.	11 th October	International Girl Child Day	IQAC
52.	12 th October	World Arthritis day	Health Cell
53.	24 th October	World Development Information Day	Law Faculty

54.	30 th October	World Thrift Day	Commerce & Economics
55.	31 st October	RastriyaEktaDiwas(in memory of Sardar Patel)	NSS
NOVEMBER			
56.	11 th November	National Education Day	B.Ed. Faculty
57.	17 th November	World Student Day	Proctorial Board, DSW
58.	19 th November	World Citizen day National Integration Day	NSS
59.	26 th November	Law day, Indian Constitution Day	Law Faculty
DECEMBER			
60.	1 st December	World AIDS Day	NSS
61.	2 nd December	World Computer Literacy Day	Computer Science Dept., Office Management
62.	3 rd December	International Day of People with Disabilities	Political Science Dept.
63.	10 th December	Human Right Day	Women Cell & Political Science Dept.
64.	29 th December	International Bio-Diversity Day	Science Faculty

Resolution No. 3:

- Students' feedback report and Curriculum feedback report of year 2020-21 was presented before the members. After the discussion on the analysis, it was resolved that suggestions given by the student be discussed with the faculty members in the staff meeting. The perception of teachers be recorded and discussed in the next meeting.
- It was resolved that instead of taking feedback from only final year students, separate feedback should be collected from Part I, Part II and Part III students of all undergraduate programmes and part I and Part II students of all P.G. programmes to leave a window for improvement in the subsequent period.
- It was informed to the members that on the basis of suggestions received in relation to curriculum feedback; proposals for starting 4 new add-on courses be prepared.

Resolution No. 4:

- Proposal for starting 4 new add-on courses, viz. 'Certificate Course in web designing', 'Certificate Program in Creative Painting', 'Certificate Course in Business Skill' and 'Certificate Program of Beautician' were presented. It was resolved that the proposal for new courses would be considered after the finalization of the list of new elective courses offered by the University of Allahabad in accordance with guidelines of NEP.

Resolution No. 5:

- A list of teaching posts for courses running under self-finance mode was presented before the members. It was resolved that the following list of posts shall be presented in the next meeting of the governing body for approval.

Department	NO. OF POSTS SANCTIONED
Botany	02
Chemistry	02
Zoology	02
Urdu	01
Hindi	01
Painting	01
Medieval History	01
Physics	03
Mathematics	03
Biochemistry	01
Computer Science	01
Political Science	02
Office Management	02
Psychology	02
Geography	02
Faculty of Commerce	07
Faculty of B.Ed.	16
Faculty of B.A. LL.B.	10
Diploma in Biotechnology	01
Diploma in Fashion Designing	01

Resolution No. 6:

- A list of policies pertaining to the institutional practices was presented. For the systematic upkeep of policy documents, the following faculty members were assigned the responsibility of providing policy documents.

1	Grievance Redressal Policy Document	In-charge of Vishakha & Anti Ragging Committee (As per the University Policy)
2	Policy document and information brochures for Divyangjan	Committee to be constituted
3	Code of ethics policy document	Already Prepared
4	Policy document on Green Campus	As per University
5	Curriculum Delivery and Curriculum Feedback	In-charge of Staff Council
6	Admission Policy	As per University
7	Programmes for slow and advanced learners	Conveners of Department
8	Mentor mentee system	Already prepared
9	Examination and evaluation policy	As per University and Home examination/Internal assessment of college
10	Student's overall feedback	Committee to be constituted having one in-charge from each faculty
11	Research Policy	Dr. Meenu Agrawal
12	Extension Activities	For NSS-- Dr. Sheo Shankar Srivastava For NCC—Capt. Dr. Rekha Rani
13	Library usage and upgradation	Dr. Rachna Anand Gaur and Dr. Ravikant Singh

14	Maintenance of campus and IT infrastructure	<i>Dr. Sheo Shankar Srivastava</i>
15	Sports and Cultural Activities	<i>In-charge of Sports and Cultural committee</i>
16	Alumni Association	<i>In-charge of Alumni association</i>
17	Governance	<i>As per University rule and provisions applicable for self-finance staff</i>
18	E-governance	<i>Committee [Dr. Sadaf Siddiqui, Dr. Saumya Krishna; Dr. Riya Mukherjee; Dr. Rashmi Singh and Dr. Sumita Sahgal]</i>
19	Performance Appraisal System for teaching and non-teaching staff	<i>Principal and Chairperson through IQAC Committee</i>
20	Resource mobilisation policy (financial)	<i>Treasurer and Principal through bursar</i>
21	Gender Equity	<i>In-charge of Women Cell</i>
22	Environmental consciousness	<i>Dr. Alok Malviya and Dr. Anuradha Singh</i>

It was resolved that the concerned faculty members would provide the requisite policy documents in the next meeting.

Resolution No. 7:

- It was resolved that Prof. Shanthi Sundaram would provide the contact details of a firm in Pune for the Green Audit. Details of the firm would be shared with the Principal. She was entrusted with the responsibility of inviting the party to Allahabad, and holding a discussion with the team after considering the financial implications. It was decided that Dr. Rahman will assist the Principal in the matter.

Resolution No. 8:

- Members were informed that AQAR of the session 2020-21 had been prepared. The future action plan for the academic session 2021-22 was also discussed. Members gave their consent for its uploading after incorporating following future action plan:
 - ❖ Establishment of an Incubation Cell in the college under the ambit of IIC. Prof. Sundaram offered assistance in setting up of this cell.
 - ❖ 25-30 LED rods would be installed in the library under the green energy practices.
 - ❖ Making the facility of e-library more effective for the students
 - ❖ Improving the rain-water harvesting facility of the college by extending it in the new building
 - ❖ Installation of solar panels
 - ❖ More proposals for add-on courses would be invited
 - ❖ Increasing the lab-space for Botany, Chemistry and Zoology.
 - ❖ Additional space would be allocated to the Faculty of B.Ed.
 - ❖ Organising more national and International Seminar/Webinars.

- ❖ An International Poetry Festival to be organized by the Department of English in collaboration with the Waymade college of Education.
- ❖ Establishment of Common Instrumentation facility (lab) for science faculty

Resolution No. 9:

- The mentor-mentee policy document was discussed. It was resolved that mentors will have a discussion with the mentees to identify their desirous revisions in the curriculum, to locate the redundant elements, extra-curricular activities desired by them, research-related improvements that they are desirous of. A new format for conducting mentor mentee system was presented and duly approved by the members.

Resolution No. 10:

- The report of the International Conference on “Identity Crisis: World at a Cross Road” held on 4th & 5th December 2021, in collaboration with Waymade College of Education, Gujarat was presented and the committee expressed its happiness on the successful conduct of the conference. IQAC expressed its gratitude to the principal for actively organizing this event. It was resolved that more such activities would be conducted in the future.

Resolution No. 11:

- It was informed that IQAC organized two one day workshops—“Workshop on Research Methodology” on 11th August 2021 and “Workshop on Values and Ethics on 16th November 2021. The reports of both the workshops were shared. IQAC expressed its happiness for the successful conduct of both the events as per the resolution undertaken in the meeting of 20.07.2021. It was concluded that such events should be held every year.


Resolution No. 12:

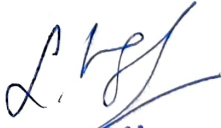
- Dr. Anuradha Singh presented a brief report of activities conducted under Institutional Innovation Council of the college. Members were informed that IIC-SSK received 3.5 star rating by IIC. Members of IQAC expressed great happiness on the achievement of this feat by the college.

Any other matter:

- It was settled that the Action-Taken Report of the meeting held on 20.07.2021 will be shared in the next meeting of IQAC.

The meeting ended with a vote of thanks to the Chair.


Co-ordinator
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