



Sadanlal Sanwal Das Khanna Girls' Degree College, Prayagraj
(A Constituent College of the University of Allahabad)

Accredited 'A' grade by NAAC

Ref.

Date 04/05/2022

NOTICE

A meeting of IQAC of S.S. Khanna Girls' Degree College is scheduled to be held on 11/05/2022 at 11:30 AM in the Conference Hall. You are requested to attend the meeting. You can also join the meeting online with the following link:

<https://us02web.zoom.us/j/83585246338?pwd=ZnBBcEczNGk2TW5oUVdTK0ljZStxZz09>

Agenda for Meeting on 11/05/2022

- 1) Confirmation of minutes of last meeting held on 31/03/2022
- 2) To present the Action Taken Report of IQAC for 2021-22
- 3) To review the policy documents
- 4) To finalize general provision in respect of workshops by various cells where funds are not provided by UGC or University
- 5) To suggest funding of research project by teachers
- 6) Any other matter with the permission of chair

Dr. Manjari Shukla
(IQAC Coordinator)
Co-ordinator
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 11/05/2022

A meeting of IQAC of S. S. Khanna Girls' Degree College was held on 11.05.2022 both in the online and the offline mode. The meeting was chaired by Principal Prof. Lalima Singh (Chairperson IQAC).

Following members were present in the meeting:

- i) Hon'ble Justice Arun Tandon
- ii) Prof. Shanthy Sundaram (Online)
- iii) Dr. Asha Seth (Online)
- iv) Dr. R.K. Tandon
- v) Mr. Dilip Mehrotra
- vi) Dr. Meenu Agrawal
- vii) Dr. Rachna Anand Gaur
- viii) Dr. Ritu Jaiswal
- ix) Dr. Archana Jyoti
- x) Dr. Tanushree Roy
- xi) Dr. Riya Mukherjee
- xii) Dr. Saumya Krishna
- xiii) Dr. Mohd. A Rahman
- xiv) Dr. Jyoti Bajjal
- xv) Dr. Anuradha Singh
- xvi) Dr. Vinita Mishra
- xvii) Dr. Harish Singh
- xviii) Dr. Ravi Kant Singh
- xix) Dr. Rashmi Singh
- xx) Dr. Neeta Sahu
- xxi) Dr. Arifa Begum
- xxii) Dr. Manjari Shukla (Co-ordinator, IQAC)

Resolution No. 1:

- The minutes of the last meeting held on 31.03.2022 were read out and confirmed.

Resolution No. 2:

- The Action taken report of IQAC of the session 2021-22 was presented by Dr. Tanushree Roy and duly approved by the members.

Resolution No. 3:

- Policies related to green practices, e-governance, resource mobilization, divyangjan, alumni, library, plagiarism, gender equity, anti-ragging and placement was tabled for discussion. Approval of policies was deferred. It was resolved that following suggestions be incorporated in resource mobilization policy, library policy and alumni policy.
 - (i) With regard to Resource Mobilization Policy it was suggested that Finance Committee at college level be constituted as per UGC regulations. The policy should mention in details how to increase and mobilize resources internally.

- (ii) With regard to Alumni Policy it was suggested that the policy should mention clearly about the manner of the operation of the bank account linked with the Alumni association. It should also include provisions for electing office bearers and organizing executive meetings.
- (iii) With regard to Library Policy it was suggested that the policy should include provisions for the formulation of an internal committee of the college faculty members who would look into the spending of the non-governmental grants/grants from individuals or philanthropists. The external committee comprising of officials from the university, as mentioned in the University regulations, should be involved in decision-making of library issues with reference to the Government funds/UGC grants.
- With regard to Green Policy, the house was informed that an agency named EBS located in Dehradun had asked for an amount of Rupees 1,50,000 for conducting green audit. Another registered NGO in Gujarat had asked for an amount of Rupees 2,00,000. Prof. Sundaram suggested that before finalizing the agency for conducting green audit, some other institutions or universities with an A or A+ grade should be contacted for their feedback regarding green audit. Dr. Rahman has been asked to contact 2 or 3 more firms for the same purpose and obtain quotations from them, so a comparative chart of at least 5 agencies with quotations be placed before the committee for approval.

Resolution No. 4:

The proposal for funding of workshops/seminars by various cells/committees not funded by UGC or any other body was approved with the following resolutions subject to acceptance by the governing body

- The proposal for academic programmes by each department/cell/committee must be submitted by the month of July. Each department/cell/committee must organize at least one workshop/symposia/FDP in each academic year. Ceiling of financial support by institution for conducting workshops will be rupees 1,00,000 for each Faculty in a year.
- The decision regarding the budgetary allocation for journal publication was left to the journal committee to decide upon which would then be placed before the IQAC and Governing Body for further action.

The following suggestions were asked to be incorporated in the proposal of funding for organizing conference/seminars and then placed in the Governing Body for approval:

- The Vice-Chancellor, invited as Chairperson/Chief Guest of a session should be either of some central university or of a university holding a rank between 1-50 in the country.
- Every faculty will need to organize a National/International Conference on a rotation system. The convener of each faculty would take the initiative to organize the conference. Ceiling of financial support by the institution for conducting national or international seminar will be rupees 3,00,000.
- Registration fee for the conference should not be more than rupees 1000.

Resolution No. 5:

The following suggestions were asked to be incorporated in the proposal for funding of research projects for faculty members and then placed in the Governing Body for approval:

- The project funding for Arts/Commerce faculty members would be raised to 1 lakh and for Science would be raised to 2 lakhs.
- Chemicals and books to be put under the heading of consumables. The budget for consumables and contingency to be increased for better output.
- Intellectual Property of the project will belong to the college. Every Principal Investigator shall fill an Asset certificate whereby they will declare that the IPR of the project lies with the PI.
- Teachers submitting proposal for approval have to make a PPT presentation before the committee.
- The PI could be anyone- self-financed or a permanent teacher.
- An extension of 6 months to 1 year maybe granted subject to conditions to be imposed by the committee.

Any other matter:

- Regarding Contingency of Ph.D. Scholars- Co-ordinators of each faculty will take up individual cases in the governing body. Any honorarium to the Ph.D. scholars will be given uniformly after directions are received from the university.
- Prof. Sundaram suggested buying of the equipments required for research in sciences which can be utilized by the students and also rented out to nearby institutes. It was resolved that the matter would be presented to the Governing Body.
- It was resolved that Utilization Certificate of the funds received from Government bodies should be submitted immediately after the end of the time period of the grant. Suggestions for safe-keeping of records of expenditures was sought for hassle-free and time-bound preparation of the utilization certificate, and resolved to be discussed in the next IQAC meeting.
- One member from commerce faculty must be included in the finance committee of the college.
- The house was informed that an edited book has been published comprising 30 best papers presented in the conference organized by the Saroj Lalji Mehrotra Faculty of Law on 29th and 30th October, 2021. IQAC expressed its happiness.
- Coordinators of all the 5 faculties were requested to give their demand for faculty members and Class 3 & 4 employees required by each department ahead of the budget preparation of each faculty. The faculty of science was required to incorporate only major equipments above 5 lakhs in the demand.

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


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