



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

Accredited 'A' grade by NAAC

Ref. ....

Date 20/7/2022

**S.S. Khanna Girls' Degree College**  
**179 D, Attarsuiya, Prayagraj**

**NOTICE**

A meeting of IQAC of S.S. Khanna Girls' Degree College is scheduled to be held on 23/07/2022 at 1:00 PM 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/87526207905?pwd=K2E0ckFTbjhmb2RZb2hva1VDOGZ5Zz09>

**Agenda for Meeting on 23/07/2022**

- 1) Confirmation of minutes of last meeting held on 11/05/2022
- 2) To consider the proposal of Add-on Courses
- 3) To discuss the quality measures to be implemented in current session such as implementation of e-governance, training of non-teaching staff, organization of skill development workshops, etc.
- 4) To approve guidelines for inviting guest speakers
- 5) To approve the library policy and anti-ragging policy
- 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**



# Sadanlal Sanwaldas Khanna Girls' Degree College, Prayagraj

(A Constituent College of University of Allahabad)

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## S.S.Khanna Girls' Degree College 179- D, Attarsuiya, Prayagraj Attendance

Following members were present in the IQAC meeting held on 23/07/2022 at 1.00 PM in the conference room of the College.

Sl.No	Name	Signature
1.	Hon'ble Justice Mr. Arun Tandon	
2.	Hon'ble Chief Justice Mr. A. P. Sahi	On line
3.	Dr. Asha Seth	
4.	Sri. Dilip Mehrotra	
5.	Dr. R .K. Tandon	—
6.	Prof. K. K. Bhutani	—
7.	Prof. Shanthly Sundaram	
8.	Prof. Lalima Singh (President)	
9.	Dr. Meenu Agrawal	—
10.	Dr. Ritu Jaiswal	
11.	Dr. Archana Jyoti	
12.	Dr. Sippy Singh	
13.	Dr. Tanushree Roy	T.Roy
14.	Dr. Riya Mukherjee	
15.	Dr. Saumya Krishna	
16.	Dr. Mohd. Akhalaqur Rahman	
17.	Dr. Jyoti Baijal	
18.	Dr. Manjari Shukla (Coordinator)	
<b>Special Invitee</b>		
1.	Dr. Rachna Anand Gaur (Vice Principal)	
2.	Dr. Preeti Singh	
3.	Dr. Nishi Seth	
4.	Dr. Arifa Begum	
5.	Dr. Vinita Mishra	
6.	Dr. Anuradha Singh	
7.	Dr. Ravikant Singh	
8.	Dr. Neeta Sahu	
9.	Dr. Harish Kumar Singh	
10.	Ms. Shilpi Srivastava	



**Minutes of meeting of IQAC held on 23/07/2022**

A meeting of IQAC of S. S. Khanna Girls' Degree College was held on 23.07.2022 both in the online and the offline mode. The meeting was chaired by Prof. Lalima Singh (Principal, Chairperson IQAC).

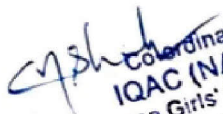
Following members were present in the meeting:

- i) Dr. Asha Seth
- ii) Hon'ble Justice A.P. Sahi (Online)
- iii) Justice Arun Tandon
- iv) Prof. Lalima Singh
- v) Mr. Dilip Mehrotra
- vi) Mrs. Anshika Budhwar
- vii) Dr. Rachna Anand Gaur
- viii) Dr. Ritu Jaiswal
- ix) Dr. Archana Jyoti
- x) Dr. Preeti Singh
- xi) Dr. Tanushree Roy
- xii) Dr. Riya Mukherjee
- xiii) Dr. Saumya Krishna
- xiv) Dr. Jyoti Baijal
- xv) Dr. Anuradha Singh
- xvi) Dr. Ravikant Singh
- xvii) Dr. Vinita Mishra
- xviii) Dr. Harish Singh
- xix) Dr. Arifa Begum
- xx) Dr. Neeta Sahu
- xxi) Dr. Mohd. Akhlaqur Rahman
- xxii) Ms. Shilpi Srivastav
- xxiii) Dr. Manjari Shukla (Co-ordinator, IQAC)

**Resolution No.1:**

- The minutes of the last meeting held on 11.05.22 were read out and confirmed.

**Resolution No.2:**

  
Co-ordinator  
IQAC (NAAC)  
S.S. Khanna Girls' Degree College  
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PRINCIPAL  
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- Proposals of following four add-on courses were approved for implementation in the academic session 2022-23 subject to further acceptance by the Governing Body:

S. N.	Name of Course	Duration	No. of Seats	Fees	Estimated Budget	Surplus/Deficit	Course Coordinator
1.	Certificate Program of Beautician	6 Months	25	5,100	1,07,500	+ 20,000	Dr. Vinita Mishra
2.	Certificate Course in Web Designing	80 Hrs	50	5,000	1,40,000	+ 1,10,000	Mrs. Shilpi Srivastav
3.	Certificate course in Academic Writing Skills	3 months	50	1,000	30,000	+ 20,000	Dr. Harish Kr. Singh
4.	Certificate Program of Creative Painting	6 Months	30	3,500	85,000	+ 20,000	Dr. Nishi Seth

- It was also resolved that the infrastructural and other requirements for starting add-on course on "Diploma in TV Journalism & Communication (Hindi)" be placed in the next meeting. Dr. Harish Kumar Singh was requested to submit the report.
- It was resolved that more proposals for add-on courses be invited from Science, Commerce and B.Ed. of the college and be placed in the next meeting. Conveners of the faculty to do the needful.
- It was also resolved that a 3 months Certificate course in German be started with a fee of ₹ 1,000.

### **Resolution No. 3:**

IQAC coordinator suggested following quality measures to be taken up in upcoming session:

It was resolved that for promoting skill development among students, following three workshops be organized by the IQAC in the session 2022-23: (i) 15 days Clay modelling workshop. (ii) 10 daysworkshop on preparation of cloth and

paper bags, files, etc. (iii) Workshop on early childhood care. Products made by students in these workshops be displayed in an exhibition, to be organized with option to purchase by stakeholders. Amount generated by sale in the exhibitions will be given as stipend to the participants. Total amount approved for organizing these workshops by IQAC is ₹ 1,00,000 subject to approval by the Governing Body.

- Suggestion made by Dr. Asha Seth of contacting Bioved Research Institute and to plan a workshop for skill development was accepted. IQAC coordinator was requested to present a concrete proposal of workshop in the next meeting.
- It was resolved that college website should be upgraded. Website committee in-charge was requested to submit report and proposal of inclusion of one member from each faculty in the website committee was accepted.
- It was resolved that proposal for e-governance (*admission, examination, students portal, staff portal*) be submitted in next meeting along with financial implications. The Website in-charge was requested to submit the proposal on the same in the next meeting.
- It was resolved that workshop of 3-5 days for Non-teaching staff be organized.
- Justice A.P. Sahi suggested that members of IQAC should visit the site Bharat Darshan and examine whether it is feasible to send non-teaching staff to AJIFM Faridabad and similar institutes which provide specialized training for administration and record-keeping.
- It was resolved that the villages already adopted by 4 Units of NSS be provided all necessary help for better education, health, cleanliness and sanitation. NSS Program Officers were requested to submit their requirements for the same by the next meeting.
- IQAC coordinator suggested that following incentives should be given to advanced learners:
  - They should be sent for paper presentation in seminars and registration fees be reimbursed by the institution.
  - Special educational tours can be organized.
  - They should be encouraged to publish review articles.

It was resolved that concerned committees may take necessary actions, and submit the action taken report in the next meeting.

- It was suggested by IQAC Coordinator that Appreciation certificates/monetary award be given to faculty members having publication in journal with high impact factor.

It was resolved that Research committee should prepare guidelines relating to issue of appreciation letter/monetary awards with regards to the publication of research papers in the journals of high impact factor. The guidelines be placed in the next meeting.

- It was suggested by IQAC Coordinator that measures should be taken to promote the concept of Earn while you learn. Needy students can be employed by the institution for library or laboratory work; *kulhad* made by students during workshop can be purchased by the institution.

It was informed that such projects have been undertaken by the college in the past. It was resolved that report of all such activities be presented in the next meeting.

- Dr. Asha Seth, Chairperson Governing Body suggested that efforts should be made to strengthen the placement cell. Placement Cell In-charge was requested to take necessary actions.
- Plan of Action of IQAC for session 2022-23 was presented and formally approved by the members.

### **Action Plan of IQAC**

**(Session 2022-23)**

<b>JULY</b>	<b>JANUARY</b>
<ul style="list-style-type: none"> <li>• IQAC Meeting</li> <li>• Programme on values and ethics for final year students</li> </ul>	<ul style="list-style-type: none"> <li>• Special Lecture for faculty members on professional ethics</li> </ul>
<b>AUGUST</b>	<b>FEBRUARY</b>
<ul style="list-style-type: none"> <li>• Clay Modelling Workshop for students</li> <li>• Workshop for non-teaching staff on digital awareness</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC Meeting</li> </ul>
<b>SEPTEMBER</b>	<b>MARCH</b>
<ul style="list-style-type: none"> <li>• IQAC Meeting</li> <li>• Workshop for faculty members on e-content development</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop for faculty members on patent development and registration</li> </ul>
<b>OCTOBER</b>	<b>APRIL</b>
<ul style="list-style-type: none"> <li>• Bags and File preparation workshop for students</li> <li>• Celebration of International Girl Child Day</li> </ul>	<ul style="list-style-type: none"> <li>• Collection of Students' Feedback</li> </ul>

NOVEMBER	MAY
<ul style="list-style-type: none"> <li>• IQAC Meeting</li> <li>• Annual awareness programme on code of conduct for students</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC Meeting</li> <li>• Special lecture for non-teaching staff on professional ethics</li> <li>• Celebration of International labour Day</li> </ul>
DECEMBER	JUNE
<ul style="list-style-type: none"> <li>• Child care workshop for students</li> </ul>	<ul style="list-style-type: none"> <li>• Summer Coaching</li> </ul>

#### Other Activities

- Publication of college Journal
- Publication of Newsletters
- Preparation and Submission of AQAR

*\*On every 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month, IQAC coordinator will hold meetings with the internal members of IQAC/ Criterion In-charges/ In-charge of other committees for follow up action.*

#### Resolution No. 4:

- The guidelines for inviting guest speakers were presented before the members. It was resolved that the College will provide funds upto Rupees 1 lakh each year to each Faculty for organisation of Special Lectures in offline mode subject to following conditions:

i) The Resource person should be an eminent speaker in his area of specialization at the national level.

ii) The Speaker should be of Professor/ Senior Professor Rank either serving or retired.

iii) The Speaker shall be provided to and fro airfare alongwith local hospitality (included in the budget of ₹ 1lakh sanctioned to each Faculty).

iv) Each Faculty (Arts, Science, Commerce, B. Ed and Law) has to organize minimum two lectures per year.

v) Honorarium as required will be payable subject to minimum ₹ 11,000 for visiting Vice Chancellor.

Guidelines were approved by the members subject to further acceptance by the Governing Body. It was also resolved that two special lectures by each faculty must be held between September to January.

- It was also resolved that Faculty wise Directory of Resource Persons be prepared.

**Resolution No. 5:**

The library and anti-ragging policy was presented and approved by the members in principle. For betterment of library facilities, Justice Sahi gave following suggestions:

- RFID to be inserted in books to enable tracking and policing of movement of books
  - Digital desk to assist the browsing of books
  - Weeding out of books/journals from time to time
- Librarian Dr. Ravi Kant Singh was requested to present a report on the above in the next meeting.

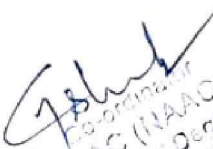
**Resolution No. 6:**

- It was informed that Dr. Neerja Sachdeva, In-charge of Criterion 7 had retired. It was resolved that the new in-charge of Criterion 7 to be decided as per seniority.
- It was resolved that a committee be constituted under the chairmanship of principal which will include co-ordinators of all the faculties, and concerned faculty members for identifying 10 to 20 students who maybe needy and meritorious for the purposes of providing all necessary assistance for their career building.

This Committee will also make suggestions regarding setting up of a research Centre.

- Research being one of the necessary workload to be assigned to the teachers under UGC Regulations 2018, necessary report with respect to research proposals submitted by faculty members be placed by the chairperson in the next meeting of IQAC.

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

  
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