



*Sadanlal Sanwal Das Khanna Girls' Post Graduate College, Allahabad*  
(A Constituent College of the University of Allahabad)

Accredited 'A' grade by NAAC

Date: 27.02.2024

Ref.:

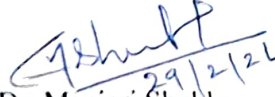
**NOTICE**

A meeting of IQAC of S.S. Khanna Girls' Degree College is scheduled to be held on 06/03/2024 at 12:00 noon 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/81910120174?pwd=VFB2MEhwbG8rVWNHMM1BR0VIMGIFZz09>

**AGENDA FOR MEETING ON 06/03/2024**

1. Confirmation of minutes of last meeting held on 23<sup>rd</sup> August 2023 and emergent meeting on 21<sup>st</sup> December 2023.
2. To present the action taken report.
3. To inform the house about the acceptance of AQAR 2022-23.
4. To present the recommendations mentioned in Green Audit Report.
5. To inform the house about the reforms in the accreditation process by NAAC.
6. To present the faculty-wise allocation and utilization of amount for library.
7. To approve the budget of add-on courses proposed under Criterion 1.
8. To approve the budget of national level activities/events proposed in 2024-25.
9. Any other matter with the permission of chair.

  
29/2/24

Dr. Manjari Shukla

Co-ordinator  
(IQAC Coordinator) (NAAC)  
S.S. Khanna Girls' Degree College  
Allahabad

  
Principal  
S. Khanna Girls Degree College  
Allahabad

Prof. Lalima Singh  
(Principal)



## **Sadanlal Sanwaldas Khanna Mahila Mahavidyalaya**

(A Constituent College of University of Allahabad)

Awarded "A" Grade by NAAC

College with Potential for Excellence (CPE, Phase II): UGC

Selected Under Strengthening Component of Star College Scheme: DBT

### **Minutes of meeting of IQAC held on 06/03/2024**

A meeting of IQAC was held on 06.03.2024 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) Hon'ble Justice Arun Tandon (Retd.)
- ii) Dr. R. K. Tandon
- iii) Prof. Shanthy Sundaram (Online Mode)
- iv) Dr. V.P. Sahi (Online mode)
- v) Dr. Meenu Agrawal
- vi) Dr. Rachna Anand Gaur
- vii) Dr. Ritu Jaiswal
- viii) Dr. Preeti Singh
- ix) Dr. Ruchi Malaviya
- x) Dr. Sippy Singh
- xi) Dr. Tanushree Roy
- xii) Dr. Riya Mukherjee
- xiii) Dr. Saumya Krishna
- xiv) Dr. Jyoti Baijal
- xv) Dr. Anuradha Singh
- xvi) Dr. Harish Singh
- xvii) Dr. Ravi Kant Singh
- xviii) Dr. Mohd. Akhlaqur Rahman
- xix) Dr. Manjari Shukla (Co-ordinator, IQAC)

#### **Resolution No.1:**

The minutes of the last meeting held on 23.08.23 and emergent meeting held on 21.12.23 were read out and confirmed.

#### **Resolution No.2:**

The action taken report was presented and the following resolutions were made:

  
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- The house was informed that consent has been taken from the self-finance staff for deduction of amount for 'Thank you' fund as under:
  - ✦ Teacher--₹ 200 pm
  - ✦ Class III Employees--₹ 100 pm
  - ✦ Class IV Employees--₹ 50 pm
- The house was informed that because of certain difficulties MoU with Prof. Rajendra Singh University could not be executed.
- Regarding the slow and advanced learners, it was resolved that learners need to be identified by the end of October, and by the end of November, a meeting with the stakeholders need to be conducted. This needs to be followed-up in January by holding a review meeting.

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

The house was informed that AQAR has been submitted and accepted by NAAC.

### **Resolution No. 4:**

The Green Audit report was presented and accepted by the house. The house was informed that the recommendations received and action required to be taken has been identified, faculty members have been assigned to do the work. Criterion 7 in-charge was asked to hold a meeting with the concerned faculty members and decide upon the cost factor for implementation of the suggestions in a time bound manner. The committee will suggest the time frame of implementation in the next meeting.

### **Resolution No. 5:**

The house resolved that all members of IQAC will study the changes introduced in accreditation process by NAAC within 10 days. Principal was requested to hold a meeting with the teachers and apprise them of the changes in the evaluation process. A follow-up meeting be held for obtaining suggestions from teachers for adopting the changed framework of the evaluation process. The report of internal meeting be placed in the next meeting of IQAC.

**Resolution No. 6:** The house expressed serious concern in the matter of the requisite number of books not being purchased by the library committee despite allocation of funds at the start of the session. The situation is unsatisfactory. The librarian must ensure meeting of the library committee every month. The



requirement of books be identified for reference, reading and book bank separately. Follow-up action must be taken immediately. The house requested Dr. R.K. Tandon to help in streamlining the working of the library. He be invited in all meetings of the library committee. His valuable suggestions be acted upon by the committee. Action taken be placed in the next meeting of IQAC.

#### **Resolution No. 7:**

- The house approved the expenditure incurred for the Add-on Communication course in English. Principal may obtain feedback from the teachers Dr. Shalini Rastogi and Dr. Riya Sinha involved in the course to effectuate any improvement in the course. The house resolved that Dr. Mariam Tariq be also associated with the course from the next academic session.
- The expenditure for the add-on course on Self- Defense was approved by the house. The deficit of ₹ 2,250 may be made good by obtaining fund from the Law Faculty. Feedback of the students for the course be obtained.
- At the close of the add-on courses feedback of the students must be obtained in writing.
- All add-on courses that could not commence in the current session be introduced in the next academic session.
- Clay modelling course to be limited to 80 lecture hours (4 months). Funds for capital expenditure and running expenses be presented separately in the next meeting.
- It was resolved that the add-on course of Shorthand be conducted during summer vacations. The resource person of add-on course on Shorthand be well versed with shorthand, and in active practice.
- The house was informed that the add-on course on Lab Techniques will commence from the next academic session.
- It was resolved that revised proposal of beautician course be placed in the next meeting.
- It was also resolved that faculty members may submit proposal for new add-on courses to start from the next academic session. Principal may request faculty members for the same.

**Resolution No. 8:** The budget of all National level events, i.e. Damodarshree, Justice Gopalji Mehrotra National Moot Court Competition and Masti ki Pathshala was approved:

- For Masti ki Pathshala, coordinator may come up with alternate events.
- A multidisciplinary seminar be organized in the upcoming session. The principal may propose the seminar details along with the topic in the next meeting.

**Any other Matter:**


- Changes in the Resource mobilization policy may be circulated among the members of the committee and to be considered in the next meeting.
- Green policy may incorporate the suggestions made in the Green Audit report (refer to agenda 4). The Green policy has been accepted in principle. The activities not taken care of in the report be highlighted. Necessary funds may also be indicated. Follow-up action to be taken in the next meeting.
- Regarding the e-governance policy, a concrete proposal be placed in the next meeting along with funds required by in-charge of Criterion 6.
- Dr. Meena Chaturvedi, Assistant professor, Faculty of Commerce, has already attained the age of superannuation. She has been permitted to continue so that studies of B.Com. students do not suffer. The final exams of all 3 years of B.Com. will be over by 17.05.2024, it was resolved that Dr. Chaturvedi be relieved of her duties on 31.05.24. For her dedicated long service, Dr. Chaturvedi be provided thank you cheque of ₹ 2 lakh from the B. Com. Faculty funds. 2 new faculty members be appointed in the Faculty of Commerce from the next academic session,
- Actual deduction towards 'thank-you' fund from the salary of self-financed teachers and non-teaching staff be initiated from the month of April 2024 and deposited in the bank account named 'Thank you fund'. The account be operated by the Principal and treasurer of the college.
- It was resolved that college may conduct Graduation Day Celebration at the start of Golden Jubilee year of its establishment. The students of professional courses, B.Ed., B.A. LL.B., may be awarded passing out certificate. Their parents may also be invited to the function. Likewise, toppers of B.A., B.Sc., B.Com. may also be invited to the ceremony along

  
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with their parents. The house allocated a sum of Rs. 5 lakh for the function. The modalities may be decided by the Principal.

- Having regard to the Golden Jubilee year of establishment, it was also decided that photos of faculty members, Governing Body, Joint Management Committee of Sar La Trust, IQAC, B.Ed. Board of Directors, college labs and other infrastructure facilities be got done within a period of 1 month. Dr. Riya Mukherjee is requested to do the needful after due intimation to the external members. If possible, faculty members and all others be intimated the dress code for the photographs.
- The matter of MoU with UPTEC to be taken up in the next meeting.

The meeting ended with a vote of thanks to the Chair

  
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