

1st IQAC (Internal Quality Assurance Cell) Meeting – 2020-21

Minutes of the Meeting

The 1st IQAC meeting (2020-21) was held on **Saturday, 21 November, Date, 2020 at 2:30 PM online**. The following members attended the meeting:

1. Prof T.H. Naqvi	Principal/Chairman
2. Dr. T.S. Naqvi	Coordinator (Department of Zoology)
3. Dr. M.H. Zaidi	Member (Department of Statistics)
4. Dr. Mohd Miyan	Member (Department of Mathematics)
5. Dr. B.B. Srivastava	Member (Department of Physics)
6. Dr Zareen Zehra Rizvi	Member (Department of English)
7. Er Shakeel Abbas Rizvi	Management
8. Justice Nazim Husain Zaidi	(Retired Judge Allahabad High Court)
9. Mr. Abhishek Srivastava	Administrative Staff
10. Mr. S. Nayyar Abbas Zaidi	Administrative Staff

At the outset, Coordinator IQAC, welcomed Hon'ble Principal and all the members of IQAC present in the meeting. The agenda points were initiated with the permission of the chair and presented by Dr T.S. Naqvi. Agenda wise minutes of the meeting are given below.

Item 01. Confirmation of the Minutes of the 4th Meeting of IQAC 2019-20 held on July 21, 2020. The minutes of the meeting of IQAC was confirmed as circulated.

Item 02. Approval of the Action Taken Report on the Minutes of the IQAC Meeting held on 21 July 2020, was approved as circulated and presented.

Item 03. Progress Review and Proposed Activities under Criterion 1

Activities undertaken in Criterion 1 were presented along with the planned upcoming activities. The proposal was approved by the chair with following recommendations.

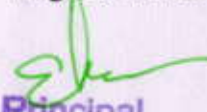
- Online feedback on curriculum and teaching-learning implementation needs to be monitored
- Weak Areas mentioned in AAA audit to be improved

Item 04. Progress Review and Proposed Activities under Criterion 2

Activities undertaken in Criterion 2 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- Online exam system to be strengthened
- Students to be given another chance of improving scores.

Item 05. Progress Review and Proposed Activities under Criterion 3


Principal
Shia P. G. College
Lucknow


Coordinator
IQAC
Shia P.G. College
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Activities undertaken in Criterion 3 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- Consultancy policy to be framed.
- Faculty to give more emphasize on quality publication

Item 06. Progress Review and Proposed Activities under Criterion 4

Activities undertaken in Criterion 4 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- E-Content Development by Faculty
- Library utilization
- Enhancement of usage of e-journals, databases and e-books
- Sample Question Bank creation
- Documents, Policies, Standard Operating Procedures (SoPs) are to be indexed.
- An online dashboard is to be created (for internal use) to access faculty and staff about Ordinances, Acts, Statutes, Policies, Notifications etc.

Item 07. Progress Review and Proposed Activities under Criterion 5

Activities undertaken in Criterion 5 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- Work towards the activation of Counselling Cell through awareness campaigns.
- Student Welfare Fund to be created, and the fines collected from students are to be directed to the fund.
- Placement data students pursuing higher studies are to be closely monitored
- Follow up for the Alumni chapter

Item 08. Progress Review and Proposed Activities under Criterion 6

Activities undertaken in Criterion 6 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- Emphasis to be given on online portals
- E-Governance Policy to be framed and Optimization of its implementations.
- Committee for NIRF to be created for a focused approach towards this

Item 09. Progress Review and Proposed Activities under Criterion 7

Activities undertaken in Criterion 7 were presented along with the planned upcoming activities. The proposal was approved by the chair with the following recommendations.

- Two Best practices to be identified
- Green audit to be initiated
- Energy Audit to be initiated
- Rainwater harvesting proposal to be submitted
- MoUs for e-waste to be processed

Item 10. Proposed Capacity Building Activities by IQAC

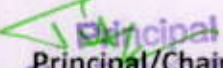
Director IQAC presented the list of Capacity Building Activities in the upcoming months primarily on online mode considering Covid situations. The chair approved the Activity list.

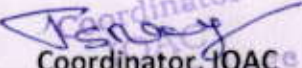
- Faculty Induction Programme
- Workshop on mentoring
- Soft skill and Effective Communication for non-teaching staff
- Workshop on how to write a good research paper
- Workshop on how to write a good Research Proposal

Item 11. Any other Item with the permission of the chair.

Hon'ble Principal emphasized that the implementation plan may be prepared for National Education Policy 2020 and an Action Taken Report be prepared on the Quality Mandates suggested by UGC.

The meeting concluded on the note that the above-mentioned points would be taken up with the concerned for follow up action and improvement. The meeting ended up with a vote of thanks by the Director IQAC to the chair and all other members present.


Principal/Chairman
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