

स्व. दयाशंकर पटेल
महाविद्यालय



SW. DAYASHANKAR PATEL
MAHAVIDALAYA

कैथा-गाजीपुर, महोली (सीतापुर) 261141

मो०न०- 9455006333, 7080323219

संबद्ध - लखनऊ विश्वविद्यालय, लखनऊ

Date-02/11/2023

Office Order

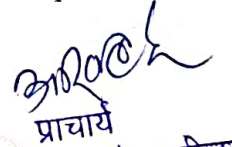
As per the guidelines of NAAC the Internal Quality Assurance Cell (IQAC) is constituted with effect from 02/11/2023 in order to functionalize the Quality Enhancement Initiatives.

S.N.	Name of Employee	Designation
1.	DR. AKHILESH K PANDEY	PRINCIPAL
2.	SMT VIMLA DEVI	MANAGER
3.	DR VIPIN KUMAR MISHRA	IQAC COORDINATOR
4.	SHRI SHOBHIT MISHRA	ASST PROF.
5.	ILA SRIVASTAVA	ASST PROF.
6.	DR ANURAG AWASTHI	ASST PROF.
7.	DR RENU SHUKLA	ASST PROF.
8.	SMT NEELAM MAURYA	ASST PROF.
9.	MR YOGESH TRIVEDI	NON-TEACHING
10.	MR SUDHAKAR LAL	ACCOUNTANT
11.	MR SANTOSH SINGH	PARENT MEMBER
12.	MR RAHUL KUMAR	ALUMNI MEMBER
13.	MR ANKIT KUMAR	STUDENT MEMBER

Copy to:

1. Principal
2. All concerned
3. All the members of Committee
4. Administrator
5. College Notice Boards
6. Website
7. Office Copy

Principal


प्राचार्य

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Date:- 02/11/20123

Notice

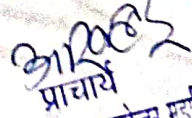
The meeting of all teaching and non teaching staff is scheduled on 05/12/2023, at 04:00 PM in Seminar Hall.

Agenda:

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing of Vision, Mission and Core Values of Institute.
6. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

PRINCIPAL


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Minutes of Meeting

Agenda:1 About initiating NAAC work.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all teaching and non-teaching staff were provided with revised NAAC Manual for basic understanding and study.

Agenda:2 Discussion about NAAC Accreditation and Assessment process.

Resolution:

It was unanimously decided that NAAC application is to be submitted in academic year 2023-24.

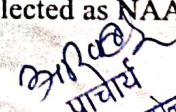
New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650 Marks))
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

Agenda:3 Formation of NAAC Steering/Core Committee.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC Core/ Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee is constituted by approval of all and Dr. Dharam Veer Singh is selected as NAAC/ IQAC Coordinator.


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Agenda:4 Formation of IQAC.

Resolution:

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on 05/12/2023 at 04:00 PM in Principal Cabin.

Agenda:5 Framing of Vision, Mission and Core Values of Institute.

Resolution:


Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing Vision, Mission and Core Values of Institute for setting quality benchmark.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

Agenda:6 Defining of PEOs, POs and PSOs of the program.

Resolution:

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOs, POs and PSOs of the program.


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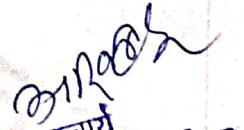
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So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOs, POs and PSOs of the program. This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of the program and submitting report to Principal. Once PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/bodies for approval.

Agenda:7 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.


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Action Taken Report of Meeting held on 05/12/2023

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level.
3	Formation of IQAC.	IQAC Office Order was taken out at institute dated 02/11/2023 and First Meeting of IQAC is planned on 05/12/2023.

PRINCIPAL

(Signature)
प्रिचर्य

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Date:- 05/04/2024

Notice

The first meeting of IQAC is scheduled on 09/04/2024 at 04:00 PM in Principal Cabin.

Agenda:

1. Confirmation and Review of Minutes of Meeting held on 05/12/2023.
2. Action taken report of Meeting held on 05/12/2023.
3. Opening words by Chairman.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.


All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office


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Minutes of Meeting

The chairman of IQAC Dr. Akhilesh Kumar Pandey occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

Agenda:1 Confirmation and Review of Minutes of Meeting held on 05/08/2019.

Resolution:

Thorough discussion was made, review is taken and it was unanimously approved Minutes of Meeting held on 05/08/2019.

Agenda:2 Action taken report of on 05/12/2023.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 02/11/2023 and First Meeting of IQAC is planned on 05/12/2023.

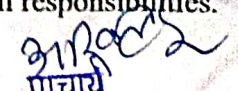
Agenda:3 Opening words by Chairman.

Resolution:

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

Agenda:4 Self-introduction of the members.

Resolution:


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All the members were given their introduction.

Agenda:5 Introduction Speech by IQAC Coordinator.

Resolution:

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

Agenda:6 About deciding Goals and Objectives of IQAC.

Resolution:

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement Thorough imbining quality culture and institutionalization of best practices.

Agenda:7 About deciding functions of IQAC.

Resolution:

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.

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प्राचार्य

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- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO, NIRF) in the prescribed format.

Agenda:8 About deciding IQAC Monitoring Mechanism.

Resolution:

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

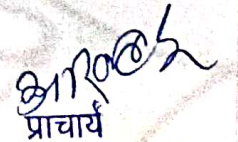
A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/corrective actions to maintain overall quality culture in the institute.

Agenda:9 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.


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Attendance

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Action Taken Report of Second IQAC Meeting held on 09/04/2024

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on June 2024

IQAC COORDINATOR

PRINCIPAL

अ. रावत
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