

## 2<sup>nd</sup> IQAC (Internal Quality Assurance Cell) Meeting: 2020-21

### Minutes of the Meeting

The 2<sup>nd</sup> IQAC meeting (2020-21) was held on **Saturday, February 27, 2021, at 2:30 PM in the Boardroom**. The following members attended the meeting:

1. Dr. Mohamamd Miyan	Principal (Officiating)/Chairman
2. Dr. S. M. Hasnain	Coordinator (Incharge, Faculty of Law)
3. Dr. Sameena Shafiq	Member (Head, Department of English)
4. Dr. Jamal Haider Zaidi	Member (Head, Department of Chemistry)
5. Dr. M.M. Abu Tayyab	Member (Department of Sociology)
6. Dr. Rais Haider	Member (Head, Department of Botany)
7. Dr. T.S. Naqvi	Member (Head, Department of Zoology)
8. Mr. S.S.H Taqvi	College Management
9. Mr. Nayyar Abbas Zaidi	Administrative Staff
10. Mr. Abhishek Srivastava	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 S.M. Husain Agenda wise minutes of the meeting are given below.


- Item 01. Confirmation of the Minutes of the 1<sup>st</sup> Meeting of IQAC 2020-21 held on November 21, 2020. The minutes of the meeting of IQAC were confirmed as circulated.
- Item 02. Approval of the Action Taken Report on the Minutes of the IQAC Meeting held on Nov 21, 2020 was approved as circulated and presented.
- Item 03. Progress Review and Proposed Activities under Criterion 1

Recent progress pertaining to Criterion 1 are as under:

- Feedback on curriculum undertaken from stakeholders like students, parents, alumni, faculty, and employers
- Preparation of Institutional development Plan to enhance the quality teaching Learning
- Curriculum repository being prepared.
- AAA audit pertaining to Criterion 1 undertaken
- All the programmes are ensured to have undertaken revision in last 5 years

Following activities are planned and have been approved by the Chair for upcoming months

- Handholding departments for collecting and collating data pertaining to Criterion 1 for NAAC SSR preparation.
- Faculty awareness on ABC (Academic Bank of Credit)
- List out Add on/ Certificate programmes to be offered in next semester
- Agenda preparation for BoS

  
**Principal**  
Shia P. G. College  
Lucknow

  
**Coordinator**  
IQAC  
Shia P.G. College  
Lucknow

- List out courses addressing Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum.
- List out the courses that include experiential learning through project work/fieldwork/internship

Item 04. Progress Review and Proposed Activities under Criterion 2

Recent progress pertaining to Criterion 2 are as under:

- Awareness on Student Satisfaction Survey was conducted
- 6-Days FDP on Outcome-based Education conducted for faculty
- Demonstration on automation of Examination system conducted
- Result Analysis was done for each department

Following activities are planned and have been approved by the Chair for upcoming months

- Student Centric Methods implementation: To enhance the learning experiences and provide practical knowledge and skills to students, collaborative efforts to be made with industries
- Mentor-Mentee: To conduct a webinar on effective mentor-mentee relationships
- Handholding all departments on the attainment of Course Outcomes


Item 05. Progress Review and Proposed Activities under Criterion 3

Recent progress pertaining to Criterion 3 are as under:

- Significant increase in MoU
- Policy on Consultancy policy notified
- Code of Ethics for Research framed and notified.
- Proforma for Research Guide notified
- Seminar on Intellectual Property Rights (IPR) conducted.
- IPR Cell established

Following activities are planned and have been approved by the Chair for upcoming months

- Short videos to be made on
  - Extension Activities
  - Career Counselling
  - Library
  - Labs
  - Sports Dept
  - NCC
  - NSS
  - Other Eco Clubs
  - Community Connect etc

  
Principal  
Shia P. G. College  
Lucknow

  
Coordinator  
IQAC  
Shia P.G. College  
Lucknow

- Each faculty to publish minimum 2 papers in Scopus in a year
- Workshop/Seminar to be conducted on Research Methodology and Entrepreneurship
- Coordination with all departments in following and enabling smooth documentation pertaining to Criterion 3.

Item 06. Progress Review and Proposed Activities under Criterion 4

Recent progresses pertaining to Criterion 4 are as under:

- Expansion of Library repository system through the inclusion of Journals, Chapters, articles published in last 10 years by faculty members along with digitization of research and teaching-learning
- Standard Operating Procedure (SoP) on Annual Budget proposal for all Academic and Administrative Units placed for approval
- AAA audit for all Administrative Units done
- Mock drill on Fire Fighting organized
- 532 e-content added to Library

Following activities are planned and have been approved by the Chair for upcoming months

- Asset Management policy and Audit Process to be framed
- Classroom/Laboratories Audit to be done
- Departments to be encouraged to develop e-content using the media centre

Item 07. Progress Review and Proposed Activities under Criterion 5

Recent progress pertaining to Criterion 5 are as under:

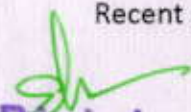
- Student Welfare Fund was created.
- Placement Policy notified.
- Placement/Higher studies data collected and verified for the year 2019-20

Following activities are planned and have been approved by the Chair for upcoming months

- Placement, Higher Education, Competitive Exam record to be integrated into a no-dues form
- Sports Scholarship Policy to be revised
- Students' Progression Report to be made
- Alumni Registration
- Skill enhancement initiatives like Soft skills, Language and communication skills, Life skills etc. to be conducted

Item 08. Progress Review and Proposed Activities under Criterion 6

Recent progress pertaining to Criterion 6 are as under:

  
Principal  
Shia P. G. College  
Lucknow

  
Coordinator  
IQAC  
Shia P.G. College  
Lucknow

- Online portals were created
- E-Governance Policy notified.
- Committee for NIRF created

Following activities are planned and have been approved by the Chair for upcoming months

- Departments to conduct Conferences/Workshops, FDP and encourage faculty to undergo MOOC courses.

Item 09. Progress Review and Proposed Activities under Criterion 7

Recent progress pertaining to Criterion 7 are as under:

- MoUs for e-waste signed
- Waste Management Policy revised and notified
- Webinar on Cultural, regional, Linguistic, and communal socio-economic, gender equality, human values and Professional ethics conducted.

Following activities are planned and have been approved by the Chair for upcoming months

- Disabled-friendly and barrier free environment
- Environment and Energy usage Policy to be framed.

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 Activity list was approved by the Chair.

- Session on NEP
- Mock Visit for SSR preparation
- FDP on e-content development
- Webinar on Mental wellness

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

Hon'ble Principal indicated that status be presented on the various committees' status updates.

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  
Shia P. G. College  
Lucknow

Principal  
Shia P. G. College  
Lucknow

Coordinator  
Shia P. G. College  
Lucknow

Coordinator  
IQAC  
Shia P. G. College  
Lucknow