

SANT HIRDARAM GIRLS COLLEGE

Internal Quality Assurance Cell (IQAC)



(Approved by Govt. of M.P. & NCTE, New Delhi, Recognized by UGC under 2(f)& 12 (b) of UGC Act 1956 and
Affiliated to Barkatullah University, Bhopal)
(Run by – Shaheed Hemu Kalani Educational Society)



Minutes of IQAC Meeting

Date: 04/07/2023

Venue: A-7

Attendance:

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr. Chandra Paliwal
5. Dr. Meena Barse
6. Dr. Madhavi Gaur
7. Prof. Akansha Arora
8. Dr. Harsha Premchandani
9. Dr. Varsha Mandwariya
10. Prof. Diyanshi Matani
11. Dr. Shanno Pathan
12. Prof. Janvi Detani

Agenda:

1. Preparation of IQAC Calendar
2. Academic Performance Review
3. Finalizing Student Council for IQAC
4. Preparation of Upcoming AQAR (Annual Quality Assurance Report)
5. NAAC Accreditation Process and Subsequent Steps

Opening Remarks:

The meeting was called to order by Dr. Meenu Tahilyani, the Chairperson of IQAC, who welcomed all attendees and expressed gratitude for their presence.

Agenda 1: Preparation of IQAC Calendar:

- The IQAC members discussed the important activities and events to be included in the IQAC calendar for the upcoming academic year.
- It was decided to schedule regular IQAC meetings, workshops, training sessions, and review sessions throughout the year.
- Action Points: [name of person] will draft the IQAC calendar and share it with all members for feedback by [deadline].

Agenda 2: Academic Performance Review:

- The IQAC members reviewed the academic performance data of the previous academic year, including pass percentages, student feedback, and faculty evaluations.
- Key areas of improvement were identified, such as student support services and faculty development programs.
- Decision: [Responsible member(s)] will conduct a detailed analysis of the data and propose actionable strategies for academic enhancement.
- Action Points: [Responsible member(s)] will present the proposed strategies in the next IQAC meeting.

Agenda 3: Finalizing Student Council for IQAC:

- The process for selecting the Student Council for IQAC was discussed, and applications from interested students were reviewed.
- The members discussed the roles and responsibilities of the Student Council, emphasizing the need for student engagement in quality enhancement initiatives.
- Decision: [Responsible member(s)] will interview the shortlisted candidates and finalize the members of the Student Council for the current academic year.

- Action Points: The selected students will be informed, and an orientation session will be organized by [deadline].

Agenda 4: Preparation of Upcoming AQAR (Annual Quality Assurance Report):

- The members discussed the data collection and documentation process for the AQAR.

- Lessons learned from the previous AQAR were taken into account to improve the quality and completeness of the upcoming report.

- Decision: [Responsible member(s)] will coordinate with various departments to gather the necessary data and documentation for the AQAR.

- Action Points: [Responsible member(s)] will submit a progress report on the AQAR preparation in the next IQAC meeting.

Agenda 5: NAAC Accreditation Process and Subsequent Steps:

- The members discussed the NAAC accreditation process, its requirements, and the timeline for the submission of documents.

- Planning for the self-assessment report and external evaluations was discussed.

- Decision: [Responsible member(s)] will lead the preparation of the self-assessment report and coordinate external evaluations.

- Action Points: [Responsible member(s)] will share a detailed plan for the NAAC accreditation process in the next IQAC meeting.

Reports and Updates:

- [Brief updates on ongoing IQAC initiatives or projects were presented by respective members.]

Future Actions and Planning:

- The members discussed potential future IQAC initiatives and collaborations with other departments or institutions to enhance quality assurance.

- Strategies for continuous improvement were brainstormed and will be further developed in subsequent meetings.

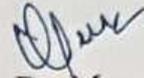
Next Meeting Date: 17/08/2023

- The next IQAC meeting is scheduled for [17/08/2023 & 1:00 PM].

Approved and Signed:

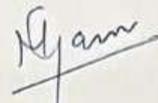


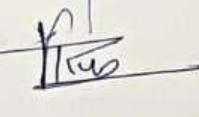
Prof. Janvi Detani
Minute-taker's signature

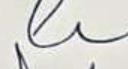


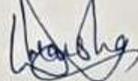
Dr. Meenu Tahilyani
Chairperson's signature

Dr. Shazia Khan 

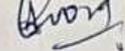
Dr. Madhavi Ganu 

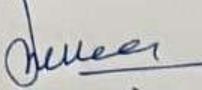
Dr. Varsha Memdwariya 

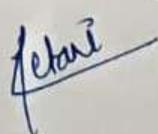
Dr. Sureela Choube 

Dr. Haisha Premchandani 

Ms. Diyanshi Matani 

Ms. Akansha Avare 

Dr. Meenu Barse 

Ms. Janvi Detani 

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Minutes of IQAC Meeting

Date: 18/08/2023

Venue: A-7

Attendance:

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr Varsha Mandwariya
5. Prof. Sonia Sharma
6. Prof. Akansha Arora
7. Prof. Manju Devnani
8. Prof. Diyanshi Matani
9. Dr. Shanno Pathan
10. Prof. Janvi Detani

Opening Remarks:

IQAC Meeting was organised on 18th August, 2023 (Monday) in A7 at 1:00 PM. The meeting was lead by Dr. Meenu Tahilyani (Head of Computer Science and Dean of Computer Science and Commerce Department).

Agenda: Agenda was regarding planning of activities throughout the year.

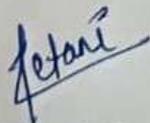
Following points were discussed: -

1. To have an academic calendar throughout the year regarding the activities of IQAC.
2. The Cell is planning to conduct an internal audit which will comprise of department audit as well as administrative audit.
3. The cell is also planning for "Green Audit" to be conducted.

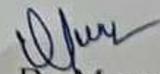
4. The cell is planning for conference and seminars in the offline mode, as well as FDP.
5. The Cell is also planning for interdisciplinary conference of science as well as commerce department.
6. Stness should be laid on writing quality research papers which will include each faculty writing 2 research paper each.
7. The chapter divide for AQAR are-

(a) Dr. Meenu Tahilyani	---	Chapter 1
(b) Ms. Diyanshi Matani	---	Chapter 2
(c) Dr. Shanno Pathan	---	Chapter 3
(d) Dr. Varsha Mandwariya	---	Chapter 4
(e) Ms. Sonia Sharma	---	Chapter 5
(f) Ms. Janvi Detani	---	Chapter 6
(g) Ms. Shazia Khan	----	Chapter 7
8. During the parents' teacher's meeting feedback form will be filled by parents of the students it can be in a register format or in a Goggle form.
9. Feedback form from the industry experts should also be filled.
10. Data of NAAC will be provided by the following members-
 - (a) Dr. Chandra Paliwal will provide data of science department.
 - (b) Dr. Suneela Choubey will provide data to computer science department.
 - (c) Prof. Akansha Arora will provide data of commerce department.
11. Planning for orientation program for class 3 and class 4.
12. Student council for IQAC cell will be formed and students from commerce department

Approved and Signed:



Prof. Janvi Detani
Minute-taker's signature



Dr. Meenu Tahilyani
Chairperson's signature

Dr. Stazia Khan Stazia

Dr. Madhavi Gaur Madhavi

Dr. Varsha Mandwariya Varsha

Ms. Sonia Sharma Sonia

Dr. Suneela Choubey Suneela

Dr. Haisha Premchandani Haisha

Ms. Diyanthi Matani Diyanthi

Ms. Akansha Anra Akansha

Ms. Manju Devnani Manju

Ms. Janvi Melani Janvi

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Minutes of IQAC Meeting

Date: 18/09/2023

Venue: A-7

Attendance:

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr Varsha Mandwariya
5. Prof. Sonia Sharma
6. Prof. Akansha Arora
7. Prof. Manju Devnani
8. Prof. Diyanshi Matani
9. Dr. Shanno Pathan
10. Prof. Janvi Detani

Opening Remarks:

IQAC Meeting was organized on 18th Sept 2023 (Monday) in A-7 at 1:30 P.M. The meeting was lead by Dr. Meenu Tahilyani (Head of computer Science & Dean of Computer Science and Commerce Department).

The agenda of the meeting was to discuss the following points

Agenda 1: The Class monitoring by different members of the IQAC

Agenda2: The academic quality assurance Report (AQAR), the distribution of the chapters for the report.

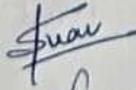
- Introduction and Institutional Profile
-Dr Meenu Tahilyani
- Curricular Aspects
-Dr Meenu Tahilyani
- Teaching Learning and Evaluation
-Prof Diyanshi Matani
- Research and Extension
-DR Shanno Pathan
- Infrastructure and Learning Resources
-Dr Varsha Mandwariya
- Student Support and Progression
-Prof Sonia Sharma
- Governance, Leadership and Management
-Prof Janvi Detani
- Innovations and Best Practices
-Dr Shazia Khan

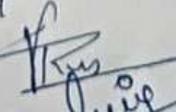
The deadline for the same is 20/10/2023

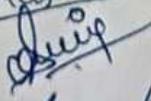
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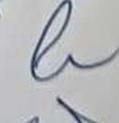

Prof. Janvi Detani

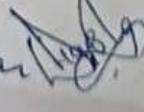
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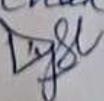
Dr. Shazia Khan 

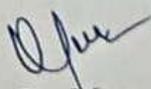
Dr. Varsha Mandwariya 

Ms. Sonia Sharma 

Dr. Suneela Choubbe 

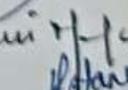
Dr. Anusha Prasad 

Ms. Diyanshi Matani 



Dr. Meenu Tahilyani
Chairperson's signature

Ms. Akanksha Anand 

Ms. Manju Deshpande 

Ms. Janvi Detani 

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Minutes of IQAC Meeting

Date: 08/01/2024

Venue: A-2

Time: 2:30P.M.

Attendance

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr. Varsha Mandwariya
5. Prof. Sonia Sharma
6. Prof. Akansha Arora
7. Prof. Manju Devani
8. Prof. Diyanshi Matani
9. Dr. Shanno Pathan
10. Prof. Janvi Detani

Opening Remarks:

IQAC was organized on 08/01/2024 meeting in A-2 at 2:30 P.M. The meeting was lead by Dr Meenu Tahilyani (Head of Computer Science and Dean of Computer Science and Commerce Department).

The agenda of the meeting was to discuss the following points: -

Agenda 1: Class monitoring should be done duly on regular basis as per the days assigned to members of IQAC.

Agenda 2: Audit's to be conducted of different departments scheduled on assigned dates to be taken care.

Agenda 3: Criterion of NAAC, fulfilment of different segments was also discussed in the meeting.

Agenda 4: Conference organized in the month of February and participation by different individuals in maximum number is to be taken care.

Agenda 5: Attendance improvement by different department was emphasised and regularity of students should be checked.

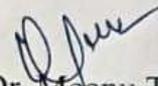
Agenda 6: Admission policies and its follow up of its steps for further implementation was also discussed in the meeting.

Approved and Signed:



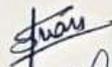
Prof. Janvi Detani

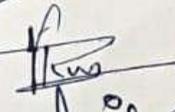
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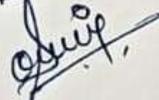


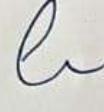
Dr. Meenu Tahilyani

Chairperson's signature

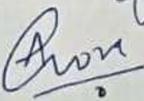
Dr. Shaxia Jehan 

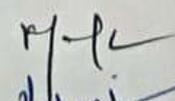
Dr. Varsha Mandwaniya 

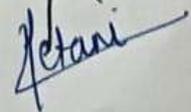
Ms. Sonia Sharma 

Dr. Suneela Choube 

Ms. Diyaushi Matani 

Ms. Akansha Arova 

Ms. Manju Devyani 

Ms. Janvi Detani 

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Minutes of IQAC Meeting

Date: 02/02/2024

Venue: A-2

Time: 2:30P.M.

Lead By: Dr. Meenu Tahilyani

Attendance

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr. Varsha Mandwariya
5. Prof. Sonia Sharma
6. Prof. Akansha Arora
7. Prof. Manju Devani
8. Prof. Diyanshi Matani
9. Dr. Shanno Pathan
10. Prof. Janvi Detani

Opening Remarks:

IQAC organized a meeting on 02/02/2024 at 2:30PM. The meeting was lead by Dr. Meenu Tahilyani (IQAC Co-ordinator). The meeting was conducted for allotment of duties for the conference organized on the date 16/02/2024 and 17/02/2024 on the theme of Global visions: - A Perspective on the G-20 Summit 2023.

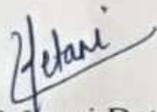
The allotment of the duty for the conference was as follows regarding different committees: -

1. Reception, Registration & Certificate.

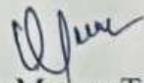
2. Stage Arrangements
3. Calling of papers, proof reading and printing
4. Banner, LED, Invitation Cards & Certificate Designing.
5. Transport and vehicle arrangements.
6. Campus decoration committee.
7. Food Arrangements.
8. Discipline and Seating.
9. Technical Session – I, II, III, & IV.
10. Media and Press Release.
11. Accounts & T.A.
12. Advertisement, distribution and Publicity.
13. Kits & Literature.
14. Overall Coordination.

The Conference was concluded with the valedictory session by Dr. Suresh Kumar Jain who was the invited as a Chief Guest designated as VC, Barkatullah University and Dr. Vinay Swaroop Mehrotra was also invited as a guest of honour designated as Professor & Head, Curriculum Development & evaluation centre, Centre for International Relationship, PSS Central Institute of Vocational Education, Bhopal.

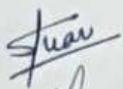
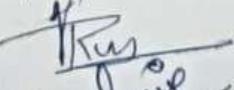
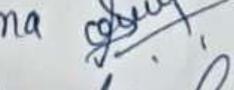
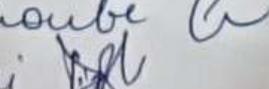
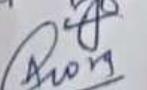
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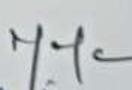
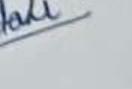


Prof. Janvi Detani
Minute-taker's signature



Dr. Meenu Tahilyani
Chairperson's signature

Dr. Shazia Khan 
 Dr. Varsha Mondwariya 
 Ms. Sonia Sharma 
 Dr. Suneela Choubi 
 Ms. Diyanshi Matani 
 Ms. Akansha Arora 

Mr. Manju Devnani 
 Ms. Janvi Detani 

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Minutes of IQAC Meeting

Date: 04/03/2024

Venue: A-2

Time: 2:30P.M.

Lead By: Dr. Meenu Tahilyani

Attendance

1. Dr. Meenu Tahilyani
2. Dr. Shazia Khan
3. Dr. Suneela Choube
4. Dr. Varsha Mandwariya
5. Prof. Sonia Sharma
6. Prof. Akansha Arora
7. Prof. Manju Devani
8. Prof. Diyanshi Matani
9. Dr. Shanno Pathan
10. Prof. Janvi Detani

Opening Remarks:

IQAC organised a meeting on 04/03/2024 at 2:30 PM. The meeting was lead by Dr. Meenu Tahilyani (IQAC Coordinator). The meeting was conducted for the final submission of AQAR Chapters and the review of the same.

The allotment of the chapters was as follows.

- | | | |
|-------------------------|---|-----------|
| (A) Dr. Meenu Tahilyani | : | Chapter 1 |
| (B) Ms. Diyanshi Matani | : | Chapter 2 |
| (C) Dr. Shanno Pathan | : | Chapter 3 |

(D) Dr. Varsha Madwariya	:	Chapter 4
(E) Ms. Sonia Sharma	:	Chapter 5
(F) Ms. Janvi Detani	:	Chapter 6
(G) Ms. Shazia Khan	:	Chapter 7

The duties of the completion of the chapters was duly completed by the faculty members. The assignment of the pointers of the chapters with the matter as well as the pointers into it was filled and duly completed.

Members present during the meeting.

Approved and Signed:

Detani

Prof. Janvi Detani

Minute-taker's signature

Meenu

Dr. Meenu Tahilyani

Chairperson's signature

Dr. Shazia Khan *Shan*

Dr. Varsha Madwariya *Varsha*

Ms. Sonia Sharma *Sonia*

Dr. Duseela Choubey *Duseela*

Ms. Diyanshi Matani *Diyanshi*

Ms. Akansha Arora *Akansha*

Ms. Manju Deshpande *Manju*

Ms. Janvi Detani *Detani*