

# Office of the Principal, Govt. Maharani Laxmibai Girls P. G. College, Fort, Indore (M.P.) 452 006

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1. **Objectives** : The prime objective of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic & administrative performance of the institution.

## **Strategies** :

- To ensure efficient and progressive performance of academic and administrative activities.
- To enable access of academic programmes to various section of society.
- To ensure adequacy, maintenance and functioning of the support structure and services.
- To enhance research activities.

## **Function of IQAC** :

- Development and application of quality benchmarks for various academic & administrative activities of the institution.
- Organization of workshops & seminars on quality related themes.
- Documentation of the various programmes/activities leading to quality improvement.
- Preparation of Annual Quality Assurance Report to be submitted to NAAC.

The institution has established on Internal Quality Assurance Cell (IQAC) which plans for the development of institution. It consists of the following members :-

1. Dr. Kusumlata Nigwal - Principal
2. Dr. Manisha Joshi - Convener
3. Dr. Rajesh Kumar Pathak - Member
4. Dr. Anjana Saxena - Member
5. Dr. Nisha Jain - Member
6. Dr. Deepali Sharma - Member
7. Dr. Kehkashan Khan - Member
8. Dr. S.P. Singh - External Member
9. Dr. Rajesh Vyas - External Member
10. Miss Prachi Chimnani - Member (Student)
11. Smt. Sudha Sharma - Member

IQAC ensures the academic and administrative activities by forming various committee and organizing meetings with them from time to time for effective implementation of plans. It helps in maintaining the transparency and solving the problems of students. It motivates the teachers for research work and encourages them to attend workshops, training, orientation and refresher programmes. It also promotes teachers and students for many good practices and provides a sound basis for decision making to improve institutional functioning. It also lays emphasis on making optimum use of ICT facilities and helps in establishing a sound internal communication.

## **Minutes of IQAC Meeting**

**Date : 24-07-2018**

A meeting of IQAC was organized in Principal's chamber on 24-07-2018 to discuss the following agenda. The points discussed in the meeting are as follows :-

1. Emphasis on ICT should be laid.
2. Feedback from students related to the infrastructure of institution must be obtained.
3. College website is to be updated and AQARs on it are to be updated.
4. Alumni meet and parent –teacher meet in every department must be ensured.
5. Placement details in a particular format having all particulars of the student are to be taken from Kothari madam.
6. Result committee should be formed.
7. Cleanliness campaign and eradication of weeds must be carried out.
8. Red-cross unit should be activated.

Following members were present in the meeting.

1. Dr. Kusumtata Nigwal (Principal)
2. Dr. Rajesh Kumar Pathak (Convener)
3. Dr. Vasundhara Panwar (Member)
4. Dr. Manisha Joshi (Member)
5. Dr. Nisha Jain (Member)
6. Dr. Kehkashan Khan (Member)

## **Minutes of IQAC Meeting**

**Date : 03-11-2018**

On 03-11-2018 a meeting of IQAC was held at 3pm in Principal's chamber for the improvement in infrastructure facilities and welfare of students. The points discussed in the meeting are as follows :-

1. Feedback from students, alumni and staff (class III & IV) should be received.
2. Money from RUSA to be utilized for the construction of a new building and purchasing equipment.
3. Projects prepared for the development of infrastructure should be implemented.
4. A committee should be formed to prepare class wise data of results of the last five years in a graphical form.
5. To enhance research, presentation & publication of research papers must be subject oriented.
6. Functioning of career and placement cell should be strengthened and updated.
7. ICT facilities must be utilized by the teachers and students.

Following members were present in the meeting.

1. Dr. Kusumtata Nigwal (Principal)
2. Dr. Rajesh Kumar Pathak (Convener)
3. Dr. Manisha Joshi (Member)
4. Dr. Anjana Saxena (Member)
5. Dr. Nisha Jain (Member)
6. Dr. Deepali Sharma (Member)
7. Dr. Kehkashan Khan (Member)

## Minutes of IQAC Meeting

**Date : 03-01-2019**

On 03-01-2019 a meeting of IQAC was held at 3:00 pm in Principal's chamber. The agenda of the meeting was to review the development of the institute.

1. For the development of college, Rs. 3.15 Crore have been received from M.P. Govt. with this amount construction of new academic block of six rooms has been initiated by PIU.
2. RUSA has also sanctioned an amount of Rs. two Crore for the construction of a new library, renovation of zoology lab and purchase of new equipment for Physics, Chemistry, Botany and Home Science laboratories.
3. For girls voter IDs were made.
4. Reading facility in the library has been increased by purchasing new furniture and computers.
5. To increase quality education it was also decided to enhance ICT facility for this purpose, proposal was put forth to purchase smart boards, computers & projectors.
6. International seminar and workshop were also held by the college to promote research activities.

Following members attend the meeting.

1. Dr. Kusumtata Nigwal (Principal)
2. Dr. Manisha Joshi (Convener)
3. Dr. Rajesh Kumar Pathak (Member)
4. Dr. Anjana Saxena (Member)
5. Dr. Nisha Jain (Member)
6. Dr. Deepali Sharma (Member)
7. Dr. Kehkashan Khan (Member)

## **Minutes of IQAC Meeting**

**Date : 04-02-2019**

A meeting of IQAC is being held today i.e. 04-02-2019 in Principal's chamber regarding upgradation & enhancement of quality education. Following members were present in the meeting.

1. Dr. Kusumtata Nigwal (Principal)
2. Dr. Manisha Joshi (Convener)
3. Dr. Rajesh Kumar Pathak (Member)
4. Dr. Anjana Saxena (Member)
5. Dr. Nisha Jain (Member)
6. Dr. Deepali Sharma (Member)
7. Dr. Kehkashan Khan (Member)

The points suggested and discussed in the meeting are as follows :-

1. Add-on courses can be initiated.
2. Use of ICT should be increased by the teaching faculty.
3. More class rooms should be equipped with ICT facilities.
4. Students should be made aware about 'SWAYAM' and e-books.
5. Research based creativity need to be developed amongst students.
6. Tenders should be invited for e-waste management.
7. For hazardous waste red dustbin should be kept in college.
8. List of outdoor and indoor plants to be prepared and their use should also be mentioned.
9. Energy audit should be conducted.
10. Emphasis should be laid on student-centric education.
11. To update the college website.

## Minutes of IQAC Meeting

**Date : 11-03-2019**

On 11-03-2019 a meeting of IQAC was held at 3:00 pm to ascertain the implementation of proposals during the last meeting.

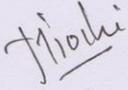
1. Under ICT facilities, computers of all the departments were checked and taken care of.
2. A training programme on 'Computer Basics and e-learning was held from 25-02-19 to 08-03-19.
3. Students have been made aware about 'SWAYAM' and e-books.
4. Red dustbins have been kept in the institute for hazardous waste.
5. Energy audit has been conducted.
6. A career fair was organized in college for the placement of students.
7. Updation of college website.
8. List of outdoor and indoor plants prepared by the Dept. of Botany.

Following members attend the meeting.

1. Dr. Kusumltata Nigwal (Principal)
2. Dr. Manisha Joshi (Convener)
3. Dr. Rajesh Kumar Pathak (Member)
4. Dr. Anjana Saxena (Member)
5. Dr. Nisha Jain (Member)
6. Dr. Deepali Sharma (Member)
7. Dr. Kehkashan Khan (Member)

## Action Taken Report of IQAC

01. Under ICT facilities, computers of all the departments were checked and taken care of.
02. A training programme on 'Computer Basics and e-learning' was held for the faculty.
03. Students have been made aware about 'SWAYAM' and e-books.
04. Red dust-bins have been kept in the institute for hazardous waste.
05. Energy-audit has been conducted.
06. A career fair was organized in college for the placement of students.
07. Updation of college website.
08. List of outdoor and indoor plants prepared by the Department of Botany.

  
(Dr. Manisha Joshi)  
Convenor

  
(Dr. Kusumlata Nigwal)  
Principal  
