



# सरस्वती महिला महाविद्यालय

विजय नगर, कानपुर - 208005



www.saraswatimahila.org

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प्रबन्धक/सचिव/प्राचार्या  
पत्रांक एस एम एम वि .....

दिनांक .....

## Proceedings of the IQAC Meeting

1<sup>st</sup> IQAC meeting for session 2017-18 on 15/07/2017

### Agenda

1. Preparation of College Action Plan.
2. Instruction to other committees to give their fourth coming activities for the session 2017-18.

A meeting of the IQAC was held today at 11.00 AM in Principal's office. The meeting was presided over by the Principal of the college. In the meeting, the following decisions are taken.

**Resolution-1:** Resolved that College Action Plan 2017-2018 be prepared before 15/07/2017. The committee for the preparation of the same may be notified by the principal.

**Resolution-2:** The Committees prepared their activities.

The meeting ends with a vote of thanks by the IQAC Coordinator.

### **MEMBERS NAME**

1. Dr Niru Nigam Sikroria (Principal)
2. Dr Sanjay Kumar Chandani (IQAC Coordinator)
3. Dr. Bhawna Saxena (Vice-Principal)
4. Dr Kiran Sharma
5. Dr Reeta Singh
6. Dr .Manoj Tripathi
7. Dr Janeshwar Mishra
8. Mrs Mithlesh Singh
9. Mr Vaibhav Nigam
10. Mr Rajesh Nigam

*Niru*  
*San*  
*Bhawna*  
*Reeta Singh*  
*Manoj*  
*Janeshwar*  
*Vaibhav*  
*Rajesh*



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## Meeting II<sup>nd</sup> IQAC for session 2017-18 on 06/01/2018

### Agenda

1. Preparations of fourth coming theory and practical exams.
2. Quotation for various chemical reagents and staining material for labs.
3. Discussion about the committees.

A meeting of the IQAC was held today at 11.00 AM in Principal's office. The meeting was presided over by the Principal of the college. In the meeting, the following decisions are taken.

Resolution-1: Resolved that College Action Plan 2017-2018 be prepared before 06/01/2018. The committee for the preparation of the same may be notified by the principal. Maintenance of various equipments / apparatus. Labs should be maintained for practical.

Resolution-2: Preparation for final exams.

Resolution-3: Preparations of seminar to be conducted in the college.

The meeting ends with a vote of thanks by the IQAC Coordinator.

### **MEMBERS NAME**

1. Dr Niru Nigam Sikroria (Principal)
2. Dr Sanjay Kumar Chandani (IQAC Coordinator)
3. Dr. Bhawna Saxena (Vice-Principal)
4. Dr Kiran Sharma
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## 3<sup>rd</sup> IQAC Meeting for Session 2017-18 on 16/07/2018

### Agenda

1. Planning of academic calendar and time table.
2. Appointments of teachers.
3. Planning of various activities done by all committees

A meeting of the IQAC was held today at 11.00 AM in Principal office. The meeting was presided over by the Principal of the college. In the meeting, the following decisions are taken.

Resolution-1: Resolved that College Action Plan 2017-2018 be prepared before 16/07/2018. The committee for the preparation of the same may be notified by the principal.

Resolution-2: Teachers to be appointed for different subjects like maths, physics, and sociology.

Resolution-3: Committees to perform various activities such as tree plantation, guest lecturers etc. The meeting ends with a vote of thanks from the IQAC Coordinator.

### **MEMBERS NAME**

1. Dr Niru Nigam Sikroria (Principal)
2. Dr Sanjay Kumar Chandani (IQAC Coordinator)
3. Dr. Bhawna Saxena (Vice-Principal)
4. Dr Kiran Sharma
5. Dr Reeta Singh
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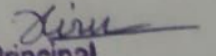
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## Action Taken Report 2017-2018

- Training programme on IT Literacy was organized for the teachers.
- A programme on essay writing was organized on the topic of New Education Policy / Women's Empowerment.
- A computer training programme was organized for non-teaching staff of the college.
- The different activities were organized by different committees such as tree plantation, cultural activities, workshops, awareness programmes etc.
- Teachers were sent for participation in Orientation programmes.
- One National Seminar was organized.
- Reshuffling of different committees.
- New Appointments of Teachers.
- All the science labs were updated according to new syllabus.
- Infrastructure facilities were modernized as per new guidelines.

  
Principal  
Saraswati Mahila Mahavidyalaya  
Vijay Nagar, Kanpur