



Sagar, Dated : 11/07/2018

### Minutes of IQAC

The Meeting of IQAC was held on 11/07/2018 and the following members were present in the meeting.

1.	Chairman	:	Dr. A.K. Pateria
2.	3 Teachers	1.	Dr. Archana Verma
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Mohita Chouhan
	One Nominee for Local Alumni	:	Smt. Sonali Mishra
5.	One Nominee for Local Employer	:	Shri Rajendra Singh
	One Nominee for Local Industrial	:	Shri Sunil Jain
	One Nominee for Local Stock Holder	:	Dr. Shakti Jain
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Alok Sahai

In this meeting the following proposals were placed before committee for consideration.

1. Remedial classes will be organized for the students belong to SC/ST/OBC and Minorities.
2. Students Tracking Program for pass out girls is essential to know the student progression. Hence it is proposed to execute.
3. One Day Workshop for Alumni will be organized under the aegis of Alumni Association.
4. Capacity of Internet speed proposed to increase by 15 MPBS.
5. Yuva Diwas on 12th January will be celebrated with Surya Namaskar.
6. Dress code for students will be implemented.
7. Proposal for M. Lib. Program on self finance basis will be sent to the Government for permission.
8. Reference books and journals to be purchased in library.
9. Publication of Monograph, Books, Question Bank etc. is essential.
10. Purchase of Fire extinguisher as Safety Measures in College.

Attested by

(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 07/12/2018

**Minutes of Action Taken Plan 2018-19**

The Meeting of IQAC was held on 07/12/2018 and the following members were present in the meeting.

1.	Chairman	:	Dr. A.K. Pateria
2.	3 Teachers	1.	Dr. Archana Verma
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Mohita Chouhan
	One Nominee for Local Alumni	:	Smt. Sonali Mishra
5.	One Nominee for Local Employer	:	Shri Rajendra Singh
	One Nominee for Local Industrial	:	Shri Sunil Jain
	One Nominee for Local Stack Holder	:	Dr. Shakti Jain
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Alok Sahai

In this meeting the minutes of previous meeting were read before the committees.

The following Actions taken by the IQAC regarding previous proposals.

1. Student Tracking Programme implemented.
2. One Day Workshop organized under the aegis of Alumni Association.
3. Yuva Diwas Celebrated on 12th January.
4. Proposal for M. Lib. Course sent to Department of Higher Education Bhopal.
5. Books purchased in Library.
6. Monograph Published.
7. Question Bank publication is pending and will be completed in next session.

Attested by

(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 15/07/2019

### Minutes of IQAC

The Meeting of IQAC was held on 15/07/2019 and the following members were present in the meeting.

1.	Chairman	:	Dr. A.K. Pateria
2.	3 Teachers	1.	Dr. Ela Tiwari
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Yamini Vishwakarma
	One Nominee for Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee for Local Employer	:	Shri Prakashchand Jain
	One Nominee for Local Industrial	:	Smt. Nidhi Jain
	One Nominee for Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Alok Sahai

In above mentioned meeting for quality assurance following proposals are placed before committee for consideration.

1. It is proposed to enhance the research activities, college will provide grants for Minor Research Projects from seed money to the teachers.
2. Faculty should be encouraged to write and publish monograph on different topics preferably for social benefit and awareness.
3. For health and fitness Yoga camp will be organized twice in year by the Sports Department.
4. Karate camp will be organised by Sports Department.
5. Health checkup camp for students will be organized.
6. Workshop in the department of Physics on instrumentation will be organized.
7. 30 Hours Certificate Courses in History, Sports, Jewelry Making, Constitution, Physical Fitness are proposed to organized.
8. Tree guards distribution in Kudhari God Gram for environmental protection.
9. Sanitary Napkin Vending Machine along with incinerator.
10. Internet capacity to be increased.

Attested by

(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 09/01/2020

**Minutes of Action Taken Plan 2019-20**

The Meeting of IQAC was held on 09/01/2020 and the following members were present in the meeting.

1.	Chairman	:	Dr. Ela Tiwari
2.	3 Teachers	1.	Dr. Anand Tiwari
		2.	Dr. Naveen Gideon
		3.	Dr. Anjana Nema
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Yamini Vishwakarma
	One Nominee for Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee for Local Employer	:	Shri Prakashchand Jain
	One Nominee for Local Industrial	:	Smt. Nidhi Jain
	One Nominee for Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Alok Sahai

In this meeting the minutes of previous meeting were read before the committees.

The following Actions taken by the IQAC regarding previous proposals.

1. To enhance the research activity Minor Research Project applications invited and sanctioned to faculty members.
2. Monograph published.
3. Fitness Yoga Camp organized.
4. Health Check-up Camp organized.
5. Department of Physics organized workshop on instrumentation.
6. 30 Hrs. Certification Course organized on different topics.
7. Tree guards distribution done.
8. Sanitary Napkins Vending machine and incinerator installed successfully.

Attested by

(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 13/07/2020

### Minutes of IQAC

The Meeting of IQAC was held on 13/07/2020 and the following members were present in the meeting.

1.	Chairman	:	Dr. B.D. Ahirwar
2.	3 Teachers	1.	Dr. Ela Tiwari
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Yamini Vishwakarma
	One Nominee for Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee for Local Employer	:	Shri Prakashchand Jain
	One Nominee for Local Industrial	:	Smt. Nidhi Jain
	One Nominee for Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Anjana Nema

In this meeting the following proposals were placed before committee for consideration.

1. In view of spreading Covid-19 it is proposed to sanitize the whole campus twice in a day.
2. Proposal to purchase Infrared Thermometers' to restrict entry and for identification of infected persons.
3. Proposal to purchase enough Sanitizer/Gloves/Mask/Head caps for safety of teaching and non teaching staff of the college.
4. Proposal to form Covid-19 safety committee for monitoring and review periodically.
5. As per online meeting held on 30th April to conclude the course in post graduate class and for further online classes. Wi-fi campus is essential and Jio plan of 15 MBPS is proposed to purchase.

6. For quality assurance webinars should be organized which must be of national level by different departments.
7. Seminar on Intellectual Property Rights will be organized by IQAC.
8. Seminar on Industrial Academia will be organized by IQAC.
9. Workshop on Research Methodology will be organized by IQAC.
10. Lecture series by experts to be organized for knowledge enhancement of the Student by all the Departments.
11. NCC and NSS students will be directed for mask and food distribution in community. It will be a good community service.
12. Certificate courses based on skill development and academics in nature will be organized. such as fashion designing, disaster management and Beauty Care.
13. English language lab is proposed for betterment of English language among the students
14. Solar Panel and Water Harvesting System are to be installed at college campus.
15. Active MoUs will be signed for Quality Assurance with any esteemed institutions.

Attested by



(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 29/12/2020

**Minutes of Action Taken Plan 2020-21**

The Meeting of IQAC was held on 29/12/2020 and the following members were present in the meeting.

1.	Chairman	:	Dr. B.D. Ahirwar
2.	3 Teachers	1.	Dr. Ela Tiwari
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee from Local Society	:	Dr. Pranay Kamal Khare
	One Nominee from Local Student	:	Ku. Yamini Vishwakarma
	One Nominee from Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee from Local Employer	:	Shri Prakashchand Jain
	One Nominee from Local Industrial	:	Smt. Nidhi Jain
	One Nominee from Local Stack Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Anjana Nema

In this meeting the minutes of previous meeting were read before the committees.

The following Actions taken by the IQAC regarding previous proposals.

1. Campus well sanitized as per norms.
2. Infrared thermometers purchased.
3. Sanitizers/Gloves/Mask/Held Caps purchased in enough quantity/
4. Covid-19 Safety committee formed, convenor of the committee is Dr. Sunita Singh HOD of Department of Zoology, looks after the college.
5. Wi-Fi campus with speed of Internet Jio Plan of 15 MPBS installed.
6. 16 National and 01 International Webinar's organized.
7. Workshop on Research Methodology organized.
8. Certification courses organized in different subjects.
9. MoU signed in present session.
10. English Lab, Solar Panel, Water Harvesting system under process.
11. Mask & Food distribution for NSS, NCC Cadets.
12. Green Audit, Energy Audit, Environmental Audit and ISO Certification completed.

Attested by

(Dr. B.D. Ahirwar)  
Principal



Sagar, Dated : 12/07/2021

### Minutes of IQAC

The Meeting of IQAC was held on 12/07/2021 and the following members were present in the meeting.

1.	Chairman	:	Dr. B.D. Ahirwar
2.	3 Teachers	1.	Dr. Ela Tiwari
		2.	Dr. Anand Tiwari
		3.	Dr. Naveen Gideon
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Yamini Vishwakarma
	One Nominee for Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee for Local Employer	:	Shri Prakashchand Jain
	One Nominee for Local Industrial	:	Smt. Nidhi Jain
	One Nominee for Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Anjana Nema

In above said meeting for quality assurances following points are proposed before committee for approval and implementation.

1. To abide and implement Academic Calendar as provided by Department of Higher Education delayed due to Covid-19.
2. To organize Lecture Series in department by eminent speakers.
3. Preparation to implement NEP 2020 in college to organize Induction Programme.
4. Involvement of faculty members in development of Syllabus and E-content.
5. Registration of faculty members as Research guide.
6. To organize webinars in departments.
7. To organize 30 Hrs. Certificate course in Department.
8. To organize Educational Tour.
9. To initiate vermi composting and mushroom cultivation.
10. E-content & LMS Video-Lecture developed by faculty members.
11. To provide & promote adequate training to FM for Audio-Video Lecture & E-content development.

Attested by

(Dr. B.D. Ahirwar)  
Principal

PRINCIPAL  
Govt. P.G. Girls College  
SAGAR (M.P.)





Sagar, Dated : 21/12/2021

**Minutes of Action Taken Plan 2021-22**


The Meeting of IQAC was held on 21/12/2021 and the following members were present in the meeting.

1.	Chairman	:	Dr. Ela Tiwari
2.	3 Teachers	1.	Dr. Renubala Sharma
		2.	Dr. Anand Tiwari
		3.	Dr. Anjana Nema
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee from Local Society	:	Dr. Pranay Kamal Khare
	One Nominee from Local Student	:	Ku. Yamini Vishwakarma
	One Nominee from Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee from Local Employer	:	Shri Prakashchand Jain
	One Nominee from Local Industrial	:	Smt. Nidhi Jain
	One Nominee from Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Naveen Gideon

In above said meeting for quality assurances following points are proposed before committee for approval and implementation.

1. Controller of Exam asked to organize CCE Exam and Annual/Semester Exam as per Academic Calendar.
2. List of Eminent Professors (Department wise) to be maintained to call for invited lectures.
3. Workshop for implementation of NEP-2020 Training for Faculty, Training for local persons/parents will be organized.
4. For E-content development, we asked faculty members to attend Training Program and prepare content accordingly.
5. College faculty members are deputed as member of Central Board of Studies, to Construct NEP Syllabus.
6. Proposal to register faculty members as registered Ph.D. guide are prepared and send to Maharaja Chhatrashal Bundelkhand University, Chhatarpur for registration process.
7. Certificate course in "Beauty Care" organized.
8. Webinar by Department of Political Science organized.
9. Educational Tour/Industry visit by student of Botany & Zoology to Steel Industry, Detergent Industry, Card Board Mill.
10. Skill Training Program in Fashion Designing, Jewellery Making, Beauty Care, Cooking and Tele-computer are organized under the supervision of Dr. Pratima Khare.

Attested by

  
(Dr. Ela Tiwari)  
Principal



Sagar, Dated : 11/08/2022

### Minutes of IQAC


The Meeting of IQAC was held on 11/08/2022 and the following members were present in the meeting.

1.	Chairman	:	Dr. Ela Tiwari
2.	3 Teachers	1.	Dr. Anand Tiwari
		2.	Dr. Renubala Sharma
		3.	Dr. Anjana Nema
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee for Local Society	:	Dr. Pranay Kamal Khare
	One Nominee for Local Student	:	Ku. Yamini Vishwakarma
	One Nominee for Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee for Local Employer	:	Shri Prakashchand Jain
	One Nominee for Local Industrial	:	Smt. Nidhi Jain
	One Nominee for Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Naveen Gideon

In above said meeting for quality assurances following points are proposed before committee for approval and implementation.

1. To organize Skill Development Training Programme for faculty members & office staff.
2. To Establish and A New Media Centre in New Building.
3. To shift at least one faculty in New Constructed Building at RTO Road, Sagar.
4. To promote LMS & E-Content Development by faculty members.
5. To promote Educational and Excursion Tour as per NEP 2020 in Experiential Learning.
6. Lab upgradation as per research requirement in science departments.
7. To Establishment New Research centre in English, Physics and Geography Subject.
8. To abide and implement Academic Calendar as provided by Department of Higher Education delayed due to Covid-19.

Attested by

  
(Dr. Ela Tiwari)  
Principal



Sagar, Dated : 23/12/2022

### Minutes of Action Taken Plan 2022-23

The Meeting of IQAC was held on 23/12/2022 and the following members were present in the meeting.

1.	Chairman	:	Dr. Ela Tiwari
2.	3 Teachers	1.	Dr. Naveen Gideon
		2.	Dr. Renubala Sharma
		3.	Dr. Anjana Nema
3.	Senior Administration Officers	1.	Shri S.K. Bhojak
		2.	Shri Sunil Athiya
4.	One Nominee from Local Society	:	Dr. Pranay Kamal Khare
	One Nominee from Local Student	:	Ku. Yamini Vishwakarma
	One Nominee from Local Alumni	:	Ku. Medha Shrivastava
5.	One Nominee from Local Employer	:	Shri Prakashchand Jain
	One Nominee from Local Industrial	:	Smt. Nidhi Jain
	One Nominee from Local Stock Holder	:	Dr. H.R. Thakur
6.	One of the Senior Teacher as the Coordinator/Director of the IQAC	:	Dr. Anand Tiwari

In above said meeting for quality assurances following points are proposed before committee for approval and implementation.

1. Under the scheme of Swami Vivekanand Food Preservation, Fine Arts, Beauty Care, Skill Development Program will be organized under supervision of Dr. Pratima Khare.
2. Sound Proof Hall will be prepared in New Building, Agency (construction) was duly informed.
3. Commerce Faculty shifted in New Building. Dr. D.K. Gupta is Administrative Officer in new campus. Two buses arranged for transportation of girls at minimum cost.
4. Dr. Sanjay Khare, Dr. Ashwinee Suryawanshi, Dr. Naveen Gideon prepared LMS.
5. Educational Tours of Physics/Chemistry, Botany, Zoology, Home Science, History & Geography will be going before March 2023.
6. Latest High Quality equipments and apparatus purchased for up-gradation of labs.
7. Research Centre of Economics, Political Science, Hindi, Chemistry, Zoology, History, Sociology & Library Science are approved by Maharaja Chhatrashal Bundelkhand University, Chhatarpur.
8. Vermi composting and mushroom cultivation, started in college Dr. Pratima Khare and Dr. Sunita Singh are in-charge professors of this project.

Attested by

  
(Dr. Ela Tiwari)  
Principal