



SHRI DRONACHARYA POST GRADUATE COLLEGE

Kallindi Marg, (Near Sports City) Dankaur

Distt: Gautam Buddha Nagar (U.P.) 203201, Ph. 05735-225529

Web.: www.sdpg.in | E-mail : sddcollege97@gmail.com

[Affiliated to C.C.S. University, Meerut]

Course Offered : B.A., B.Com., B.Sc., B.B.A., B.C.A., M.A., M.Com. & B.Ed.

Internal Quality Assurance Cell

Minutes of Meeting

A meeting was held on 18 July 2022 at 01:30 P.M. in the I.Q.A.C. Office. The following members were present in the meeting;

Dr. Rashmi Gupta	Officiating Principal/Chairperson
	IQAC Coordinator
Mr. Rakesh Kumar Garg	President
Mr. Rajnikant Agarwal	Secretary
Mr. Manish Kumar Agarwal	Treasurer
Mr. Ajay Bhati	Chairman, Dankaur (Member)
Mr. Sushil Manglik	Member (Stakeholder)
Mr. Sanjeev Gupta	Member (Industrialist)
Mr. Manish Singhal	Member (Management)
Dr. Devanand Singh	Senior Faculty Member
Mr. Amit Nagar	Senior Faculty Member
Mrs. Shashi Nagar	Senior Faculty Member
Dr. Rashmi Janha	Faculty Member
Dr. Kokil Agrawal	Faculty Member
Dr. Shikha Rani	Faculty Member
Mr. Ajay Kumar	Member (Office Administration)
Mr. Mohit	Member (Alumni)
Miss. Sadhna	Member (Student)

The following points were discussed:

1. Confirmation of the minutes of the last meeting.
2. Preparation of an Academic Calendar.
3. Plan a criterion-wise distribution of work.
4. A discussion was held regarding cleanliness and basic facilities.
5. Skill development program.
6. Discussion on upcoming plans and objectives of IQAC, including new initiatives.


Cell Incharge


Principal
कार्यवाहक प्राचार्य
श्री द्रोणाचार्य पी० जी० कॉलेज
दन्कौर (गौतम बुद्ध नगर)



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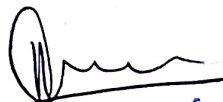
Internal Quality Assurance Cell **Action Taken Report**

The following actions were taken on behalf of the meeting held on 18.07.2022.

1. The minutes were confirmed and accepted.
2. IQAC coordinator was asked to prepare the academic calendar. According to it, important events, curricular, cocurricular, extra curricular and extension activities were prepared and shared with the HOD for the deployment of the work and to plan the departmental calendar accordingly.
3. As committee members of IQAC discussed and different committees were framed and assigned duties of every committee.
4. The discussion was made to make the campus neat and clean, repair all classroom's broken furniture, fans and lights, provide drinking water facilities and renovate boys's and girls's toilets.
5. Skill development programs were planned and conducted.
6. Upcoming plan and objectives noted by all members.


Cell Incharge

Officiating Principal


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Internal Quality Assurance Cell

Minutes of Meeting

A meeting was convened on 31 October 2022 at 12:30 P.M. in the I.Q.A.C. Office. Following members were present in the meeting:

Dr. Rashmi Gupta	Officiating Principal/Chairperson
Mr. Rakesh Kumar Garg	IQAC Coordinator
Mr. Rajnikant Agarwal	President
Mr. Manish Kumar Agarwal	Secretary
Mr. Ajay Bhati	Treasurer
Mr. Sushil Manglik	Chairman, Dankaur (Member)
Mr. Sanjeev Gupta	Member (Stakeholder)
Mr. Manish Singhal	Member (Industrialist)
Dr. Devanand Singh	Member (Management)
Mr. Amit Nagar	Senior Faculty Member
Mrs. Shashi Nagar	Senior Faculty Member
Dr. Rashmi Janha	Senior Faculty Member
Dr. Kokil Agrawal	Faculty Member
Dr. Shikha Rani	Faculty Member
Mr. Ajay Kumar	Faculty Member
Mr. Mohit	Member (Office Administration)
Miss. Sadhna	Member (Alumni)
	Member (Student)

The following points were discussed:

1. Discussion was held to organise a Seminar/Workshop/Guest Lecture/Quiz /Debates.
2. Mentoring system for students.
3. Audits reports are to be submitted. Closure for all audits asked to be done.
4. Completion of the syllabus and the conduct of internal assessments.
5. Review the books/lab requirements.
6. Maintenance of student attendance.
7. Discussion on Activities for the promotion of universal values.


Cell Incharge


Principal

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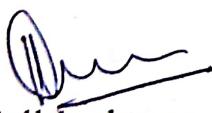
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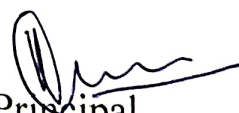
Internal Quality Assurance Cell

Action Taken Report

The following actions were taken based on the meeting held on 31.10.2022:

1. Principal ordered to conduct Seminar/Workshop/Guest Lecture/Quiz/ Debates.
2. A mentoring system in the departments will be introduced for students and necessary steps will be taken in this regard with immediate effect
3. All audits were done, and reports were submitted.
4. The syllabus was completed, and internal assessments were conducted well in time.
5. Lab requirements were submitted by all the departments regarding the purchase of equipment/books as per the NEP syllabus.
6. Monthly attendance reports for every month were created and necessary actions were taken to improve the attendance.
7. The officiating principal was instructed to arrange activities for the promotion of universal values and to organize national festivals and birth/death anniversaries of the great Indian person.


Cell Incharge


Principal
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Internal Quality Assurance Cell

Minutes of Meeting

An I.Q.A.C meeting was held on 16.01.2023 at 01:30 P.M. in I.Q.A.C. Office. The following members were present in the meeting:

Dr. Girish Kumar Vats	Chairperson
Mr. Rakesh Kumar Garg	President
Mr. Rajnikant Aggarwal	Secretary
Mr. Manish Kumar Agarwal	Treasurer
Dr. Rashmi Gupta	IQAC Coordinator
Mr. Manish Singhal	Member (Management)
Dr. Devanand Singh	Senior Faculty Member
Mr. Amit Nagar	Senior Faculty Member
Mrs. Shashi Nagar	Senior Faculty Member
Dr. Rashmi Janha	Faculty Member
Dr. Prashant Connodgia	Faculty Member
Dr. Anuj kumar Bhadana	Faculty Member
Dr. Preeti Rani Sen	Faculty Member
Mr. Ajay Kumar	Member (Office Administration)
Miss. Sadhna	Member (Student)

The following points were discussed:

1. Approval of the minutes of the previous meeting.
2. Discussed research and development.
3. Discussed for NSS activities.
4. Discussed to celebrate the Silver Jubilee of the foundation day of college.
5. To extend library hours during the Semester exam.
6. A discussion was made to gather feedback from students, parents and alumni.


Cell Incharge


Principal
Shri Dronacharya P.G. College
Dankaur (G.B. Nagar)



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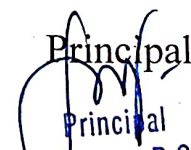
Internal Quality Assurance Cell

Action Taken Report

The following actions were taken based on the meeting held on 16.01.2023:

1. The minutes of the previous meeting were confirmed.
2. The principal ordered all faculties to promote research activities.
3. The principal directed the NSS officer to organize various NSS activities.
4. The Silver Jubilee Function of college was organized on 16 February 2023.
5. The principal instructed the library assistant to extend library hours during the Semester exam.
6. A feedback form will be prepared to collect feedback from students, parents, and alumni.


Cell Incharge


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Internal Quality Assurance Cell

Minutes of Meeting

A meeting was convened on 24.04.2023 at 12:15 P.M. in the I.Q.A.C. Office.

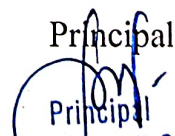
The following members were present in the meeting:

Dr. Girish Kumar Vats	Chairperson
Mr. Rakesh Kumar Garg	President
Mr. Rajnikant Aggarwal	Secretary
Mr. Manish Kumar Agarwal	Treasurer
Dr. Rashmi Gupta	IQAC Coordinator
Mr. Manish Singhal	Member (Management)
Mr. Amit Nagar	Senior Faculty Member
Mrs. Shashi Nagar	Senior Faculty Member
Dr. Rashmi Janha	Faculty Member
Dr. Prashant Connodgia	Faculty Member
Dr. Anuj kumar Bhadana	Faculty Member
Mr. Ajay Kumar	Member (Office Administration)
Miss. Sadhna	Member (Student)

The following points were discussed:

1. Confirmation of the minutes of the meeting held on 16.012023.
2. Preparation of new admissions.
3. It was discussed to make an appropriate change in the academic and activity calendar.
4. The committee decided to organize Yoga Day on 21 June.
5. To organize remedial classes for slow learners.
6. Regarding student academic progression.


Cell Incharge


Principal
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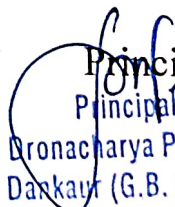
Internal Quality Assurance Cell

Action Taken Report

The following actions were taken based on the meeting held on 24.04.2023:

1. The minutes of the last meeting held on 16.01.2023 were confirmed.
2. Staff members put forward the topic of efforts to be taken to increase admissions for the year 2023-24. Pamphlets were distributed in nearby areas of the college, and flexes were also fixed at and around the Dankaur.
3. Activity Incharge prepared new activity and academic calendar for session 2023-24.
4. The principal instructed to organize Yoga Day on 21 June.
5. The principal directed the ADC to organize remedial classes for slow learners.
6. The principal, instructed to increase the academic performance of students, decided to prepare question papers set as per the university format for students.


Cell Incharge


Principal
Shri Dronacharya P.G. College
Dankaur (G.B. Nagar)