



# Sri Sathya Sai College for Women, Bhopal

## ACTION TAKEN REPORT 2021-22

Based on IQAC Meeting Minutes

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### Minutes of Meeting of IQAC Held on 02/08/2021

The first meeting of IQAC for the session 21-22 was held on 02/08/2021. The agenda of the meeting were:

- Filling up and submission of AQAR 2020-21.
- Planning of strategies for successful implementation of NEP 2020.
- Formation of entrepreneurship cell in the college.

The minutes of the meeting are: -

- IQAC Co-ordinator Dr. Renu Mishra read out the minutes of the meeting held on 2/3/21.
- Coordinator welcomed Dr. Harsha Chaturvedi Asst. Prof. Political Science Department as the new member of IQAC. Dr. Harsha Chaturvedi would be Incharge of criteria 1.
- Coordinator urged the criteria members to be ready with the details of their respective criteria so as the AQAR for the session 2020-21 be filled and submitted on time.
- As the New Education Policy 2020 has been implemented from this year in state of Madhya Pradesh. It was decided that IQAC will be organizing orientation programs for teachers, students as well as parents to make them aware about NEP 2020.
- IQAC also decided on the vocational courses in subjects – English, Home Science, Botany, Computer Science that the college will be offering to the first-year students. The college would also be offering certificate courses for 2<sup>nd</sup> year and 3<sup>rd</sup> year students.
- Coordinator further informed that IQAC has taken initiative of establishment of entrepreneurship Development Cell in the college. Dr. Seema Soni and Dr. Deepti Bhatnagar would be the Incharge of the cell. The aim of the cell would be to provide a platform for the budding entrepreneurs of the college including both students and staff of the college.
- She further informed that IQAC has taken initiative in introducing a unit based on human values in foundation course for 1<sup>st</sup> year students. Also a topic “Sustainability” has been introduced in paper of environmental studies (Foundation Course) for 2<sup>nd</sup> year students.
- Dr. Neena Arora Co-coordinator IQAC urged the society in charges to plan out activities for the society and ensure maximum participation of students in these activities.

### Members present in the meeting:-

1. Dr. Asha Agarwal

Chairperson

2. Dr. Renu Mishra

Coordinator

3. Dr. Neena Arora

Co-coordinator

4. Dr. Kusum Dixit Chouhan

Member

5. Dr. Smita Nair

Member

*A. Agarwal*  
2/8/2021

*R. Mishra*  
2/8/2021

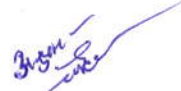
*N. Arora*

*K. Dixit*

*S. Nair*  
2/8/21

6. Dr. Anupama Chouhan

Member



7. Ms. Chhaya Makhijani

Member



8. Dr. Shikha Mandloi

Member



9. Dr. Soma Nag

Member



10. Dr. Harsha Chaturvedi

Member



11. Dr. Varsha Saxena

Member



### Minutes of the Meeting Held on 15/09/2021

The second meeting of IQAC for session 2021-22 was held on 15/09/2021. The agenda of the meeting were as follows: -

- Planning of activities of career guidance cell.
- Planning of activities of societies.

The minutes of the meeting are as follows.

Dr. Seema Soni, Incharge Career guidance cell proposed following activities for the session 2021-22.

1. Career guidance programme by Jaipuria Institute of management Indore.
  2. Career guidance programme by Access Edutech Pvt. Ltd.
  3. Career guidance in Digital Marketing & Web Designing by NITDP.
  4. Career guidance programme by fledge Institute of Aviation & Hospitality.
  5. Placement Drive and Training Programme by Skills Art & Beyond.
  6. One-week financial literacy programme by National Institute of Securities Market under SEBI.
- Shobhana Shrivastava incharge Cultural Society proposed Rakhi and Supari Ganesh making workshop, Ganesh making workshop.
  - Dr Anita Tiwari incharge Literary Society proposed intercollegiate Kavya Patha.
  - Dr. Shikha Mandloi incharge Dramatic Society proposed Role Play Competition on mythological characters.
  - Coordinator IQAC asked the members of IQAC to co-ordinate with different departments of the college to plan out the webinar activities for the session.

### Members present in the meeting:-

1. Dr. Asha Agarwal

Chairperson

*A. Agarwal*  
15.9.21

2. Dr. Renu Mishra

IQAC Coordinator

*R. Mishra*  
15/9/2021

3. Dr. Neena Arora

IQAC Co-coordinator

*N. Arora*  
15/9/2021

4. Dr. Kusum Dixit Chouhan

Member

*K. Dixit*

5. Dr. Smita Nair

Member

*S. Nair*



6. Dr. Anupama Chouhan

Member

*[Signature]*

7. Ms. Chhaya Makhijani

Member

*[Signature]*

8. Dr. Shikha Mandloi

Member

9. Dr. Soma Nag

Member

*[Signature]*

10. Dr. Harsha Chaturvedi

Member

*[Signature]*

11. Dr. Varsha Saxena

Member

*[Signature]*

12. Dr. Seema Soni

Member

*[Signature]* (CAREER GUIDANCE CELL)

13. Dr. Anita Tiwari

Member

*[Signature]*

14. Dr. Deepti Bhatnagar

Member

*[Signature]* CAREER GUIDA

### Minutes of the Meeting Held on 03/01/2022

The third meeting of IQAC for the session 2021-22 was held on 03/01/2022. The agenda of the meeting was planning of seminar/ webinar and extension activities by IQAC.

The minutes of the meeting are as follows: -

- Dr. Renu Mishra Coordinator IQAC read out the minutes of the meeting held on 15/09/2021.
  - She informed that we have successfully filled the AQAR and thanked the college members and the cell members for their support.
  - Dr. Mishra further informed that due to rise in COVID 19 cases this year too IQAC of the college will be organising the events in online as well as offline mode.
  - The members after discussion decided that IQAC along with different department will be organising various activities for the students as well as for the teaching faculty.
1. Webinar on IPR, Sexual Harassment & Gender Sensitization, Fundamental rights and duties, environmental Sustainability, Solid, Biomedical & E-waste management, Human Values.
  2. Orientation Programme for students on Code of Conduct, Welfare Schemes for students and Best Practices of the college.
  3. Skill Development Workshops "Earn while you learn" for students.
  4. Skill Development Workshops for class III & IV staff of the college.
- Dr. Renu Mishra asked Dr. Shubha Kapdeo & Dr. Malti Joshi to plan out extension activities that can be taken up in the adopted village Chhota Keda.
  - IQAC along with Sociology & B.Ed. department will be conducting extension activities in Anna Nagar slum nearby college.
  - Dr. Rupa Guha Nandi Secretary Alumni Association proposed an Aluminae meet "Parampara Sangam 2021-22" on 05<sup>th</sup> March 2022.
  - Dr. Neena Chatterjee, convenor feedback committee also informed the members of IQAC that the feedback committee is working on making changes in feedback forms therefore the teachers are requested to give their suggestions in this regard.

### Members present in the meeting:-

1. Dr. Asha Agarwal

Chairperson

2. Dr. Renu Mishra

IQAC Coordinator

3. Dr. Neena Arora

IQAC Co-coordinator

4. Dr. Kusum Dixit Chouhan

Member

5. Dr. Smita Nair

Member

*A. Agarwal*  
3.1.22

*R. Mishra*  
03/01/2022

*N. Arora*  
03/11/2022

*K. Dixit*

*S. Nair*

6. Dr. Anupama Chouhan

Member



7. Ms. Chhaya Makhijani

Member



8. Dr. Shikha Mandloi

Member


9. Dr. Soma Nag

Member



10. Dr. Harsha Chaturvedi

Member



11. Dr. Varsha Saxena

Member



12. Dr. Shubha D. Kapdeo

Member



13. Dr. Malti Joshi

Member



14. Dr. Neena Chatterjee

Member

15. Dr. Rupa Guha Nandi

Member

(ALUMINAE)

### Minutes of the Meeting Held on 29/03/2022

The fourth meeting of IQAC for the session 2021-22 was held on 29/03/2022. The agenda of the meeting was –

- Review the activities (Seminars, Webinars, Workshops, Skill development programmes) undertaken by IQAC during the session.
- Plan for the activities for the next upcoming session.

#### The minutes of the meeting are as follows: -

- IQAC Coordinator Dr. Renu Mishra read out in brief about the Webinars, Workshops, Skill development programmes, extension activities undertaken by IQAC during the session.
- She congratulated the members of IQAC and other members of the college for successful implementation of activities that IQAC had planned for the session 2021-22.
- Members after discussion decided that for the next session more student oriented programmes would be organised.
- Dr. Renu Mishra also conveyed that IQAC is also planning to organise a International Conference, National Seminar and Workshops for the session 2022-23. She urged to the members of the cell to explore areas and topics regarding the national seminar.

#### Members present in the meeting: -

1. Dr. Asha Agarwal	Chairperson	<i>Asha Agarwal</i> 29.3.22
2. Dr. Renu Mishra	IQAC Coordinator	<i>Renu</i>
3. Dr. Neena Arora	IQAC Co-coordinator	<i>Neena</i> 29.3.22
4. Dr. Kusum Dixit Chouhan	Member	
5. Dr. Smita Nair	Member	<i>Smita</i> 29/3/22
6. Dr. Anupama Chouhan	Member	<i>Anupama</i> 29.3.22
7. Ms. Chhaya Makhijani	Member	<i>Chhaya</i> 29/3/22
8. Dr. Shikha Mandloi	Member	<i>Shikha</i> 29/3/22
9. Dr. Soma Nag	Member	<i>Soma</i>
10. Dr. Harsha Chaturvedi	Member	<i>Harsha</i>
11. Dr. Varsha Saxena	Member	<i>Varsha</i> 29/3/22



Plan of action chalked out according to IQAC meeting minutes during the academic year 2021-22 towards quality enhancement and the action taken:

<b>Plan of Action</b>	<b>Action Taken</b>
<b>In view of pandemic scenario IQAC proposed to organise seminars using virtual platforms for faculties and students.</b>	<p>National Webinar on Analysis of Union Budget 2022-23.</p> <p>Webinar on IPR.</p> <p>Webinar on fundamental Rights and Duties.</p> <p>National Webinar on Sexual Harassment gender sensitization.</p> <p>National Webinar on Enhancing speaking &amp; listening skills through story telling.</p> <p>National Webinar on Environmental sustainability.</p> <p>National Webinar on Solid, BioMedical, e-waste management.</p> <p>National Webinar on Indian Culture and Spirituality.</p>
<b>Organisation of Online training programme/workshops for students for skill development was proposed by IQAC.</b>	6 days workshop for skill development.
<b>Orientation Programme for students.</b>	<p>Orientation Programme for students of I Year on NEP.</p> <p>Orientation Programme on Code of Conduct welfare schemes for students &amp; Best Practices.</p>
<b>Organize FDP for teachers.</b>	<p>5 days FDP capacity Building for teachers.</p> <p>Preparation of sample papers for I Year UG in perspective of NEP.</p>

<b>Workshop for Class IV Employees.</b>	Basket making from bamboo.
<b>Extension Activities.</b>	<p>One day camp on Environment protection and personal hygiene at Godgram - Tola Chota Kheda.</p> <p>One day camp on child right and child right protection was organised at Godgram- Tola Chota Kheda</p> <p>One day camp on Nutrition Awareness at Godgram Tola Chota Kheda, Distribution of fruit tree samplings</p> <p>Toiletries in the village Tola Chota Kheda.</p>
<b>Organizing Expert Lectures for Students.</b>	Many expert lectures were organised for career guidance, personality and skill development



**Dr. Renu Mishra**  
**IQAC-Coordinator**  
**Sri Sathya Sai College**  
**for Women, Bhopal (M.P.)**



**PRINCIPAL**  
**Sri Sathya Sai College**  
**For Women, Bhopal (M.P.)**