

Estd. : 1971



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J.D. WOMEN'S COLLEGE, PATNA

PATNA-800 023

(CONSTITUENT UNIT OF PATLIPUTRA UNIVERSITY)

NAAC RE-ACCREDITED GRADE 'B'(2019)

OFFICE OF THE PRINCIPAL

Ref.No.JDWC/

Date: - 04/07/2023

Minutes of Meetings

IQAC meeting for Strategic Planning

Agenda

1. Data collection with supporting documents till 10/08/2023.
2. Criterions Convenor Strategy - Criteria I to VII.
3. Activity Calendar to be made from 1st July 2023 to 30th June 2024 to celebrate the important days.

Name of Teachers:

- | | |
|------------------------|-------------------------------------|
| 1. Dr. Meera Kumari | (Principal) Chairperson |
| 2. Dr. Malini Verma | Co-ordinator, IQAC |
| 3. Dr. Sumita Singh | Co-ordinator, NAAC & Convenor - III |
| 4. Dr. Rekha Mishra | Bursar |
| 5. Dr. Kumkum Kumari | Convenor - I |
| 6. Dr. Ira Yadav | Convenor - II |
| 7. Dr. Kumkum Kumari | Convenor - IV |
| 8. Dr. Madhu Kumari | Convenor - V |
| 9. Dr. Poonam Kumari | Convenor - VI |
| 10. Dr. Reeta Das | Convenor - VII |
| 11. Dr. Rahmat Yunus | Dept. of Urdu |
| 12. Dr. Nidhi Sinha | Dept. of Home Science |
| 13. Dr. Brajbala Sah | Dept. of Psychology |
| 14. Dr. Jyotima Pandey | Dept. of Psychology |
| 15. Dr. Heena Rani | Dept. of Philosophy |
| 16. Dr. Laxmi Kumari | Dept. of History |
| 17. Dr. Kumari Suman | Dept. of Philosophy |
| 18. Dr. Shelu Kumari | Dept. of Botany |
| 19. Dr. Shushma Kumari | Dept. of Zoology |
| 20. Dr. Priyanka Singh | Dept. of Economics |
| 21. Dr. Smriti Anand | Dept. of Hindi |
| 22. Dr. Ansheeka Gupta | Dept. of Pol. Science |
| 23. Dr. Meenu Gupta | Dept. of Botany |
| 24. Dr. Vijay Laxmi | Dept. of Home Science |

- The Departmental Heads were asked to submit the data of the year 2022-2023 in the IQAC office.
- The Convenors of the seven criterions of NAAC discussed the points of various metrics and the decided to collect data accordingly.
- The IQAC team prepared the activity calendar and distributed it to all the departments.

Malini Vener
04.07.2023
IQAC Co-ordinator

Principal
04.07.23
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Date: - 01/08/2023

Minutes of Meeting

IQAC meeting for Course Planning

Agenda

1. To plan for arrangement of classes of Major Course, Minor Course, Ability Enhancement Compulsory Course, Skill Enhancement Course & Value Addition Course (VAC) - (Four-year degree course).
2. Meeting of the respective committees to be updated - Convenors of the various committees were asked to give the details.
3. Departmental Induction Meet to be arranged by the respective departments for B.A. I Sem. (Major 2023-2027) students and PG I Sem (2023-2025).

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- | | |
|------------------------|-------------------------------------|
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| 2. Dr. Malini Verma | Co-ordinator, IQAC |
| 3. Dr. Sumita Singh | Co-ordinator, NAAC & Convenor - III |
| 4. Dr. Rekha Mishra | Bursar |
| 5. Dr. Kumkum Kumari | Convenor - I |
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| 11. Dr. Rahmat Yunus | Dept. of Urdu |
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| 15. Dr. Heena Rani | Dept. of Philosophy |
| 16. Dr. Laxmi Kumari | Dept. of History |
| 17. Dr. Kumari Suman | Dept. of Philosophy |
| 18. Dr. Shelu Kumari | Dept. of Botany |
| 19. Dr. Shushma Kumari | Dept. of Zoology |

20. Dr. Priyanka Singh
21. Dr. Smriti Anand
22. Dr. Ansheeka Gupta
23. Dr. Meenu Gupta
24. Dr. Vijay Laxmi
25. Shri. Anant Kumar

Dept. of Economics
Dept. of Hindi
Dept. of Pol. Science
Dept. of Botany
Dept. of Home Science
Dept. of MBA

- All the teachers were asked to submit data according to Criterion within two weeks.
- All the Convenors of the different committees were requested to give details of the work done by the committees.
- Departmental Induction Meet for the new course to be held within a fortnight. Specific Charge was given to all the departmental heads to hold the Induction Meet

Malini Verma
01/08/2023
IQAC Co-ordinator

Principal
01/08/23
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OFFICE OF THE PRINCIPAL

Ref.No.JDWC/.....

Date: - 09/01/2024

Minutes of Meetings

IQAC members meeting with Faculty

Agenda

1. To start National Eligibility Test guidance classes for the PG students of our College.
2. To encourage Faculty Members to hold workshop/seminar/guest lecture on Intellectual Property Right and Research Methodology.
3. To initiate MoUs with various organizations.

Name of Teachers:

1. Dr. Meera Kumari	(Principal) Chairperson
2. Dr. Malini Verma	Co-ordinator, IQAC
3. Dr. Sumita Singh	Co-ordinator, NAAC & Convenor - III
4. Dr. Rekha Mishra	Bursar
5. Dr. Kumkum Kumari	Convenor - I
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7. Dr. Kumkum Kumari	Convenor - IV
8. Dr. Madhu Kumari	Convenor - V
9. Dr. Poonam Kumari	Convenor - VI
10. Dr. Reeta Das	Convenor - VII
11. Dr. Rahmat Yunus	Dept. of Urdu
12. Dr. Nidhi Sinha	Dept. of Home Science
13. Dr. Brajbala Sah	Dept. of Psychology
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23. Dr. Meenu Gupta	Dept. of Botany
24. Dr. Vijay Laxmi	Dept. of Home Science
25. Shri. Anant Kumar	Dept. of MBA

- Concerning the preparation of students for the National Eligibility Test (NET), the committee discussed the need for organizing preparatory classes. Members emphasized the importance of involving experienced faculty members and creating a structured curriculum. It was agreed that a schedule would be prepared and shared with students and progress assessments would be conducted.

Molini Vasee
09.01.2024
IQAC, Co-ordinator

[Signature]
Principal
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Date: - 22/04/2024

Minutes of Meeting

IQAC meeting held on 22/04/2024 in the conference hall of Administrative Block at 10:30am.

Agenda I

1. Personal profile management.
2. NAAC data collection for activities of 2023-2024 (Revised).

Name of Teachers:

26. Dr. Meera Kumari	(Principal) Chairperson
27. Dr. Malini Verma	Co-ordinator, IQAC
28. Dr. Sumita Singh	Co-ordinator, NAAC
29. Dr. Rekha Mishra	Bursar
30. Dr. Kumkum Kumari	Convenor - I
31. Dr. Ira Yadav	Convenor - II
32. Dr. Kumkum Kumari	Convenor - IV
33. Dr. Madhu Kumari	Convenor - V
34. Dr. Poonam Kumari	Convenor - VI
35. Dr. Reeta Das	Convenor - VII
36. Dr. Rahmat Yunus	Dept. of Urdu
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43. Dr. Shelu Kumari	Dept. of Botany
44. Dr. Shushma Kumari	Dept. of Zoology
45. Dr. Priyanka Singh	Dept. of Economics
46. Dr. Smriti Anand	Dept. of Hindi
47. Dr. Ansheeka Gupta	Dept. of Pol. Science
48. Dr. Meenu Gupta	Dept. of Botany
49. Dr. Vijay Laxmi	Dept. of Home Science

- 1) It was decided that an expert will give power point presentation and explain to all the teachers about Personal Profile Management at 02:00pm on 22/04/2024 was fixed for this training programme on Personal Profile Management.
- 2) Data collection for NAAC: - A notice was issued to all the Heads of Department requesting them to submit the data of activities of their respective departments with supporting documents.

Malini V...
22.04.2024
IQAC Co-ordinator

[Signature]
22.04.24
Principal
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Plan of Action

Plan of Action	Achievements/Outcomes
1. To sign MoU's with Institution for Academic Development, Skill Development and Infrastructural upgradation	One International MoU Signed and 5 MoU's signed
2.To organize more career-oriented seminars/ workshops/ placement drive training programme through placement cell	5 Seminars/Workshop/Placement drive/Training Programme organized through various det. IQAC and placement cell
3. Formation of Mental Wellness Club for reducing stress and anxiety among students. To hold workshop and lectures for awareness	Mental Wellness Club formed and awareness programmes held
4. Career Guidance classes to be started to help the students willing to sit in NET/JRF/Set Exams.	Classes organized for NET/JRF. Workshop for Career Guidance.
5. To promote faculty members to attend Orientation/Refresher/ FDP programme	More than 10 teachers took part in Refresher Programme
6. Electoral Literacy Club work to spread awareness among students.	5 Electoral Literacy Club (ELC) held a program of Voting Rights for students

Malini V...
25.01.2025

Co-ordinator,

IQAC

[Signature]
25.01.2025

Principal

Principal

J D WOMEN'S COLLEGE
PATNA

