

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 11-09-2023

Internal Quality Assurance Cell (IQAC)

Action Taken


Action taken report of IQAC meeting No. 1 (2023-24) conducted on 08 August 2023 at 12:30 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	Approval of IQAC Activity Calendar for the Academic Year 2023-2024	The IQAC Activity Calendar for the Academic year 2023-2024 was proposed to the Committee and approved by the members. The Calendar includes various activities such as workshops on usage of e-resources, communication skills, FDP and the subsequent IQAC meetings, the academic administration audits also lined up, and also activities related to ranking and accreditation such as NIRF.	IQAC	IQAC calendar was finalized, approved and circulated to all departments. Departments have began implementing activities as per the schedule.
2	Quality Enhancement	Members are sincerely agreed to enhance and develop a Quality Benchmark for different types of academic and administrative activities of our prestigious college.	IQAC, All In-charge of the Departments/ Committee/ Cell	<ul style="list-style-type: none">Launched certificate courses on-<ol style="list-style-type: none">1. Foundation Course in Career Counselling" (Add- on)2. Bharat ka Puratan Vigyan (Certificate Course)3. Certificate Course on "Data Entry Skills"4. Add-on Course on "Bhartiya Gyan Evam Yog Parampara". Students provided with completion certificates.Faculty capacity building programs organized workshops on modern participated, sessions highly appreciated.Enhancing students participation in research. Encouraged students to present papers at seminars.Upgraded ICT facilities in classrooms. Faculty and students reported improved teaching experiences.

3	To discuss and approve the organogram of College	The College has prepared the organogram under the guidance of Principal. The IQAC committee suggested some modification and it was decided to finalize it in the upcoming committee meeting	IQAC, Stakeholders	A detailed organogram is prepared that clearly defines the structure of the college, including : Administrative hierarchy, Academic hierarchy, Non-academic staff roles, committees and clubs. Principal made necessary changes based on feedback to ensure the organogram reflect the needs and goals of the institution. Finalized organogram was approved by management.
4	To collect the details of the passed-out students	The Principal asked the office superintendent Mr. Yogendra to collect the details of the passed put students. Details such as their place of work or the college in which they are pursuing the higher studies, the designation of their current position their phone numbers, their residential address etc.	IQAC, In-charge of the Departments, Alumni	Work is assigned to a team under Mr. Yogendra for collecting and managing the data. Collaborated with the Alumni Association to gather details and reach out to pass out students. Team used various communication channels to collect data such as Email, Social media platform, college website, phone calls etc. Lastly consolidated the information into a secure data base.
5	Departmental Action Plan & Maintenance and updating Academic Records	Resolved to prepare Departments action plans and to update all the academic records.	In-charge of the Departments	Each department prepared a detailed action plan for the academic year 2023-24. In-charge conducted meeting with their faculty to craft the plan. Action plans were reviewed in a meeting of all In-charge with the Principal or IQAC coordinator. Departments also conducted an audit of students' academic records.
6	Review the overall progress of the academic co-curricular, extracurricular, research activities and extension activities	The Coordinator briefed about various ongoing activities in the campus and motivated and guided IQAC to maintain the quality culture in the college.	IQAC	Collected progress reports from all departments and committees including curricular, co-curricular and administrative activities. Highlighted key achievements, ongoing projects and challenges in academics, administration and extracurricular activities. Identified areas where targets were met or excluded and where improvements are needed.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 14-10-2023

Internal Quality Assurance Cell (IQAC)

Action Taken


Action taken report of IQAC meeting No. 2 (2023-24) conducted on 13 September 2023 at 12:30 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	Resolving the student's grievances related to the University.	Many students of Urdu department have complained that the marks sheets have not come though they had finished their studies, some students have complained that they are marked absent in internal examination. IQAC members asked the office staff to resolve these issues at the earliest.	Grievances Cell (Dr. Pooja Rai)	Sent formal communication to the University detailing the specific grievance, supported by evidence or documentation provided by students and requested a timeline for resolution from the university.
2	To conduct academic and extension activities throughout the year.	All the In-charge of department were instructed to propose their programmes to be conducted in the session 2023-24	NSS/ Rangers/ In-charge of the Departments/ Committee/ Cell	Prepared an annual academic calendar with planned activities and conducted accordingly including- <ul style="list-style-type: none">• Guest lectures by subject expert.• Skill development programme and certificate courses.• Community outreach programme such as literacy drives, health awareness camps and environment clean-up drives.• Activities with NSS Unit and rangers to engage students in social responsibility.• Signed Memorandums of understanding (MoUs) with local organization for joint academic and extension initiatives.• Motivated faculty members to organize subject-specific workshop and engage in extension activities as mentors.
3	To start certificate course in	It was guided and suggested by the Principal and IQAC Coordinator that all In-charge should start Certificate /Value added and Add on Course	IQAC, In-charge of the Departments	Conducted a survey among students and faculty to interest. Drafted detailed proposals and conducted new certificate course. Incorporated

	academic year 2023-24	(those already have passed by IQAC committee) for students.		practical and project based learning components in curriculum. Promoted the course through college notice boards, website and social media platforms. Offered flexible schedules for classes to encourage maximum students participation.
4	To organize activities under MOUs	It is ensured that all the MOUs are active. It was suggested that In-charge prepare the activities under MOUs and submit the report to IQAC.	In-charge of the Departments	<ul style="list-style-type: none"> Organized joint workshop and training session on topics such as digital literacy, spoken English, personality development and entrepreneurship with partner institution/organization. Facilitated internship for students with MoUs partners in industries, research institution and NGOs. Conducted guest lectures by experts from partner institution. Organized outreach activities such as health camps, environmental drives or awareness campaign in collaboration with community focused organization.
5	Students Induction Programme	Resolved to conduct the student Induction Programme for 2023-24.	Student Welfare Committee (Dr. Ekta Chaudhary)	<p>Organized a formal welcome address by the Principal and faculty, introducing the institution's history, vision and mission-</p> <ul style="list-style-type: none"> Familiarized students with the campus facilities, departments and support services. Provided detailed information about the curriculum, credit system, attendance requirements and evaluation process.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 20-11-2023

Internal Quality Assurance Cell (IQAC)

Action Taken

Action taken report of IQAC meeting No. 3 (2023-24) conducted on 11 October 2023 at 2:00 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	Result Analysis	Resolved to analyze the result analysis subject wise and course wise. Result was analyzed and overall pass percentage of different courses are as follows- 1-B.A. – 90% 2-B.Com.- 90.41 % 3-B.Sc. – 90.90 % 4-M.A. (Hindi) – 88.88 % 5- M.A. (Sans) – 88.87% 6- M.A. (Urdu) – 100 % 7- M.A. (English)- 92.85%	IQAC	Collected data or subject performance in each subject for all courses and programme. • Consolidated result to analyze performance trends across undergraduate and postgraduate programme. • Calculated pass percentage, identifying courses or subjects with the highest failure rates.
2	Discussion relating to up-gradation for college website.	For the up gradation of the college website certain changes made to the college website. 1-Changes in the design of the college website making it more appealing and user friendly 2- Increase in the size of space for uploading of documents to be reflect on college website.	Website In-charge	Prepared a detailed proposal for upgradation including technical requirements, design enhancements and cost estimates. • Initiated website development/ upgradation work as per the approved plan. • Assigned responsibilities to ensure timely updates of content e.g. event calendars, results, notices. • Launched the upgraded website with an announcement through collage notice boards and social media.
3	Discussion on Internal Examination and Assessment of	Internal examinations were conducted by each department. On the basis of assignment, attendance and Viva-Voce, students' performance in classes were assessed.	Examination Committee / All In-charge of Departments'	Examination committee to over saw the planning and execution of internal examination and assessment. Member included faculty representatives from

	student performance.			<p>all departments and examination committee in-charge</p> <ul style="list-style-type: none"> Guidelines for question paper setting were issued to ensure alignment with the curriculum and learning outcomes. <p>Introduction multiple methods of evaluation such as :</p> <ul style="list-style-type: none"> Written tests, class presentation, group discussion, practical lab assignments. Weightage for each component was clearly communicated to students. <p>Maintained proper records of :</p> <ul style="list-style-type: none"> Examination schedule. Question Papers. Answer script and result sheets.
4	Appraisal of the Preparation for NAAC and Advisory by the Hon'ble Management members	Members suggested improving the quality of supporting documents, recommended consolidating institutional policies and guidelines into well documented formats. Secretary assured of support in terms of resources, approvals and strategic guidance.	IQAC/ All In-charge of the Departments'	<p>NAAC steering committee chaired by the Principal assigned specific criteria and metrics to faculty members. A timeline for the completion of NAAC related activities was established.</p> <ul style="list-style-type: none"> Assigned responsibility to individual department for completing pending data and supporting documents for respective metrics. Centralized all documentation to retrieval. Discussed progress report in governing council and IQAC meeting.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 20-12-2023

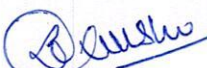
Internal Quality Assurance Cell (IQAC)

Action Taken

Action taken report of IQAC meeting No. 4 (2023-24) conducted on 16 November 2023 in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	Preparation and submission of AQAR 2022-2023	It is resolved to submit AQAR by 15 th March (Preparation of IQAR is under progress)	IQAC	Assigned specific metrics to team members for data collection and verification. <ul style="list-style-type: none">• Distributed a standardized data collection format to all departments.• Cross-checked data provided by departments to ensure consistency and accuracy.• Organized a review meeting with IQAC members and the Principal to evaluate the draft AQAR. Incorporated suggestions and finalized the report.• Uploaded the report along with all necessary supporting documents.• Received confirmation of successful submission from the NAAC portal.
2	Progress of IIQA	It is resolved to submit IIQA after the submission of 2022-2023.	IQAC	Verified the institution's compliance with the eligibility requirements for NAAC accreditation. Complied and reviewed key data such as- <ul style="list-style-type: none">• Student strength.• Programme and courses offered.• Governing body details and affiliation status.• Compiled the IIQA submission.
3	Preparation for III cycle of NAAC Accreditation	In order to strengthen the preparation for III Cycle of NAAC accreditation, the Principal highlighted that meeting with the criterion coordinators are to be conducted on a weekly basis to	IQAC	Analyzed the Peer Team Report from the II cycle to identify strengths, weakness and recommendation.

		review the progress of both Qualitative and Quantitative metric. (ATR) Weekly meetings criterion coordinators were conducted to review progress in SSR Preparation. Criterion 3rd were taken up for discussion and scrutinized.		<ul style="list-style-type: none"> • Began drafting adequacy of Physical and ICT infrastructure to meet NAAC requirements. • Strengthened collaboration with industry and academic institution through MoUs. • Collected structured feedback from students, alumni, faculty and parents. • Maintained a timeline for each activity to ensure adherence to deadline.
4	Enhancing extracurricular activities through Electoral Literacy Club, Road Safety Club and Prahari Club	The Electoral Literacy Club will organize voter awareness campaigns. The Road Safety Club will conduct traffic awareness workshop in collaboration with the local authorities. The Prahari Club will organize self-defense workshop for the students.	Electoral Literacy Club / Road Safety Club / Prahari Club	<ul style="list-style-type: none"> • The Electoral Literacy Club organize Voter Registration Camps, Voter Awareness Rallies. The Road Safety Club conducted a Road Safety Workshop, rallies in collaboration with the traffic police department. • Recognized the club structures to include students representatives- • Partnered with government bodies, NGOs and local authorities for expert guidance and resources. • Participated in relevant observance days such as: <ul style="list-style-type: none"> • National Voters' Day • Road safety week • Promoted the activities of the club through website, social media, notices.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 16-01-2024

Internal Quality Assurance Cell (IQAC)

Action Taken

Action taken report of IQAC meeting No. 5 (2023-24) conducted on 11 December 2023 at 12:00 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	Status report of various criteria and further Action Plan.	Prof. Deepti Kaushik addressed the faculty members to collect and complete the data of all the criteria related to NAAC. Each criteria head updated regarding data collection and remaining task in criteria allotted to them. She also shared the urgency to work and shared the evaluation of college for NAAC.	IQAC / All Criteria Heads	Documentation aligned with accreditation requirements <ul style="list-style-type: none">• Done clear distinction of activities aligned with sub-metrics; Data prepared for presentation.• Regular meeting and activities recorded with photographic and documentary evidence.• Smooth functioning resumed and all reports submitted with deadlines.• Enhanced communication with students, faculty and parents to align goals with expectations.
2	Data management of all documents in Drive and shared folders.	The meeting concluded with a request from Dr. Swarna to generate all the data and documents in various criteria and share with the faculties so that the data can be verified and added by all the concerned faculties. Also the data in various categories to be organized in common drive and in one folder for easy access. The meeting ended with a vote of thanks to the chair.	IQAC	Created a standardized folder structure for all documents categorized by academic year, criterion and activity. <ul style="list-style-type: none">• Conducted an initial audit to identify missing or duplicate documents.• Deleted unnecessary duplicates, consolidated fragmented data and ensured compliance with documentation standards.
3	Discuss the problems faced by non-teaching staff during preparation of SSR	Principal asked the non-teaching staff to clarify any doubts or problems which they are facing while giving data for filling up of the SSR. The members discussed the problems faced in calculating students numbers under categories	IQAC / Non-Teaching Staff	Conducted meetings with non-teaching staff to understand specific issues they faced during SSR preparation such as : <ul style="list-style-type: none">• Lack of clarity regarding data requirements for specific metrics.• Difficulty in compiling and verifying extensive documentation.

				<ul style="list-style-type: none"> • Shared templates and guidelines for preparing reports and data logs. • Majority of the staff are now comfortable handling basic data management tasks.
--	--	--	--	---

Deepti Kaushik

Prof. Deepti Kaushik
IQAC Coordinator



Anita Rath

Prof. Anita Rath
Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inmpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 16-04-2024

Internal Quality Assurance Cell (IQAC)

Action Taken

Action taken report of IQAC meeting No. 6 (2023-24) conducted on 15 March 2024 at 12:00 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	To fill IIQA for NAAC	Hon'ble Principal Prof. Anita Rathi, verify all the documents prepared for IIQA submission. After discussion with IQAC Coordinator Prof. Deepti Kaushik and all In-charge of Departments IIQA submission is scheduled in May 2024.	IQAC / All In-charge of the Departments	<ul style="list-style-type: none">Gathered all necessary institutional information and supporting documents.Cross verified data with official records and prior accreditation submission.All documents uploaded on May 3, 2024, approval received.
2	To review prepared documents of NAAC	Principal Prof. Anita Rathi and IQAC Coordinator Prof. Deepti Kaushik reviewed all documents prepared for NAAC.	IQAC	<p>Assigned criterion specific responsibilities to faculty document review to ensure focused evaluation. They :</p> <ul style="list-style-type: none">Highlighted discrepancies or gaps in data and requested correction.Cross-checked documents against the NAAC manual.Validated evidence with students lists, activities reports and photos for authenticity.Organized all documents into digital folders or shared drives for easy access during submission.Conducted training session for staff involved in documentation.
3	To discuss about SSR submission.	After discussion it was decided to finalize the document for SSR submission.	IQAC	<ul style="list-style-type: none">Committee members compiled all supporting documents required for SSR submission.Responsibilities for drafting, reviewing and submitting the SSR were clearly assigned.

				<ul style="list-style-type: none"> Reviewed their complete draft of the SSR. Draft finalized pending final approval from the Head of the institution. External feedback incorporated.
4	To review all committee and its report.	The review of all committees is taken by the Principal and IQAC coordinators. The detailed report of each committee is submitted to IQAC.	IQAC	<ul style="list-style-type: none"> Verified whether each committee is active and functioning as per its assigned roles. Requested all committees to submit their actively reports for the current academic year. Reports from most committees collected; pending submission tracked. Ensured that all activities are properly mapped to respective NAAC metrics and key indicators.
5	Conduction of International Conference.	It was resolved that International Conference will be held on May 05, 2024. Dr. Swarna was instructed to take review of necessary preparation.	IQAC/ Dr. Swarna	<p>Established an organizing committee with defined roles and responsibilities-</p> <ul style="list-style-type: none"> Selected a theme and sub-themes for the conference aligned with emerging trends and institutional focus areas. Organized International Conferences successfully on May 05, 2024. Conferences well attended and feedback positive.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal

Estd:1962



Principal (O): 4303100

Fax: 4300443

Email: inpgcollegemeerut@yahoo.com

Website: inpgcollege.org

ISMAIL NATIONAL MAHILA (P.G.) COLLEGE, MEERUT

~ Empowering Young Women ~

(Affiliated with C.C.S. University, Meerut)

Re-accredited by NAAC with A Grade in 2nd Cycle 2015

CPE Status ; College of Excellence : 2010

Date: 13-05-2024

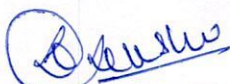
Internal Quality Assurance Cell (IQAC)

Action Taken

Action taken report of IQAC meeting No. 7 (2023-24) conducted on 12 April 2024 at 1:00 pm in the Principal office.

Sr. No.	Agenda	Action Suggested	Responsible Person / Committee/ Cell	Action Taken
1	To discuss about the NIRF evaluation process.	The members discussed about the NIRF ranking evaluation process and the members gave few suggestions such as quality of publications, sponsored such as quality of publication, sponsored projects and perceptions etc. for improving the NIRF ranking of the Institution.	IQAC, Faculty	<ul style="list-style-type: none">Gathered and complied data for all NIRF parameters.Shared NIRF guidelines and timelines with all stakeholders. Verified data for accuracy, consistency and compliance with NIRF guidelines.
2	Internal and External Academic and Administrative Audit.	Resolved to conduct Internal and External Academic and Administrative Audit in the college. The Department shall be asked to prepare data and external team also be arranged in this regard. It was also decided to conduct a Departmental level NAAC Coordinator meeting before the academic audit.	IQAC	Established committee for academic and administrative audit comprising faculty members, department heads and IQAC representative to review academic activities, teaching standards, curriculum delivery and student performance.
3	Financial support to faculty members for attending Seminar/Conferences/Workshop/FDP/Refresher/Orientation/Short term courses.	Decided to provide financial support to the faculty members for attending Seminar/ Conferences/ Workshop/ FDP/ Refresher/ Orientation/ Short term courses. (ATR sent to Principal/Management for approve)	IQAC	<ul style="list-style-type: none">Developed a clear and transparent policy for providing financial support to faculty members for attending seminars, conferences and workshops.Policy developed and communicated to faculty members.Ensured a fair and transparent system for distributing the available funds among faculty members based on the number

				<p>of requests and the academic importance of the event.</p> <ul style="list-style-type: none"> Budget allocation finalized funds distributed.
4	NSS Camp should be organized in Rural Areas for spreading awareness	The Principal instructed to the programme officers of NSS to organize a camp in the rural areas for spreading awareness towards health and hygiene etc.	NSS Officers	<ul style="list-style-type: none"> Conducted a survey to identify rural areas in need of awareness campaign. Collaboration with local govt. bodies NGOs and community leads to select suitable location for the NSS camps. Conducted the NSS camp in rural areas where volunteers carried out: Health and hygiene awareness programme. Environmental activities. Awareness campaign on social issues. Camp successfully executed, positive response from the community.


Prof. Deepti Kaushik
 IQAC Coordinator




Prof. Anita Rathi
 Chairperson Principal