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12-07-2023

## **IQAC MEETING**

### **NOTICE**

All the members of the IQAC Committee are requested to meet in the **Conference Room** on **15-07-2023** at **11:00 AM** to discuss the following issues:

1. Student briefing for filling out the Student Satisfaction Survey (SSS)
2. Submission of SSR for the first cycle of NAAC inspection
3. Preparation of departmental presentations for NAAC inspection
4. Records to be maintained in departments on the day of the NAAC inspection
5. Maintenance and Review of college infrastructure

  
(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

15-07-2023

A meeting of the IQAC members was held on 15-07-2023 at 11:00 AM in the Conference Room and the following suggestions were given by the committee members:

1. **Discussion:** Members discussed the importance of students filling out the SSS accurately and honestly. The role of faculty in guiding students through the process was emphasized.

### Action Points:

- Faculty to be briefed about their role in motivating students to complete the survey.
  - Teachers to organize orientation sessions for students explaining the purpose and procedure of the SSS.
2. **Discussion:** The final draft of the Self Study Report (SSR) was reviewed. It was noted that all departments had submitted their data, and only minor revisions remained.

### Action Points:

- IQAC Coordinator to incorporate the final feedback and submit the SSR by 9<sup>th</sup> Aug 2023.
  - Department Heads and IQAC members to cross-check the accuracy of submitted data.
3. **Discussion:** The committee discussed the preparation of departmental presentations for the NAAC inspection. Each department is required to highlight its academic achievements, student outcomes, research activities, and best practices. It was suggested that:

### Action Points:

- The final presentations must be ready and submitted to the IQAC for review.
  - Departments must prepare visually appealing presentations.
  - A common template will be shared to maintain consistency.
4. **Discussion:** The required records and documentation for each department were discussed. These include student records, faculty achievements, department activities, and infrastructure details.

### Action Points:

- A checklist of records will be shared with all departments.



- Department Heads to ensure all records are updated and available for inspection.
- 5. **Discussion:** Infrastructure needs, including classroom facilities, lab equipment, and campus cleanliness, were discussed in preparation for the NAAC visit.

**Action Points:**

- Maintenance staff to complete all necessary repairs and upgrades.
- IQAC to coordinate with the administration for a thorough review of campus infrastructure.

The meeting concluded with the finalization of deadlines for the action points. The members agreed to hold a follow-up meeting on 14 August 2023 to review the progress.





11-08-2023

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **Conference Room** on **14-08-2023** at **12:00 noon** to discuss the following issues:

1. Formation of different college committees and cells
2. Planning of cocurricular activities for academic session 2023-24
3. Promoting Research Culture
4. Planning about activities to be conducted under the MoUs signed
5. Maintenance and Review of college infrastructure



(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

14-08-2023

A meeting of the IQAC members was held on 14-08-2023 at 12:00 noon in the Conference Room and the following suggestions were given by the committee members:

1. The meeting began with a discussion on the formation of various committees and cells for the smooth functioning of the college. The IQAC coordinator proposed a detailed list of committees and cells such as:

- Anti-Ragging Committee
- Research Committee
- Cultural Committee
- Grievance Redressal Cell

It was resolved that the committees would be finalized by 16<sup>th</sup> Aug 2023, with faculty nominations for each position.

2. The committee emphasized the importance of planning co-curricular activities that align with the academic calendar. It was decided that:
  - Regular seminars and workshops should be conducted in various disciplines.
  - Interdepartmental competitions and student-driven initiatives should be encouraged.
  - An annual cultural festival will be planned for January 2024.
3. To enhance the research environment in the college, the committee discussed the following initiatives:
  - Encouraging faculty and students to apply for research grants from UGC and other funding bodies.
  - Organizing research methodology workshops for faculty and students.
  - Publishing a bi-annual college research journal.
4. The committee reviewed the existing MoUs signed with various academic and industrial organizations. It was decided to organize:
  - Guest lectures by industry experts.
  - Joint research projects with partner institutions.



- Exchange programs for students and faculty.
- 5. The committee discussed the current state of the college infrastructure and identified key areas that require immediate attention, including:
  - Renovation of laboratories and classrooms.
  - Upgrading IT infrastructure to support digital learning.
  - Regular maintenance of sports facilities and libraries.

The meeting concluded with the decision that the next IQAC meeting would be held on 2<sup>nd</sup> September 2023 to review progress on the decisions made. The members expressed their commitment to implementing the discussed initiatives for the betterment of the college.



- Exchange programs for students and faculty.
- 5. The committee discussed the current state of the college infrastructure and identified key areas that require immediate attention, including:
  - Renovation of laboratories and classrooms.
  - Upgrading IT infrastructure to support digital learning.
  - Regular maintenance of sports facilities and libraries.

The meeting concluded with the decision that the next IQAC meeting would be held on 2<sup>nd</sup> September 2023 to review progress on the decisions made. The members expressed their commitment to implementing the discussed initiatives for the betterment of the college.







विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर — 251001

(मों शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

0131-2604053  
0131-2602354

सन्दर्भ सं० / Ref. No. ....

Dated ..16-08-2023

#### IQAC Committee

1. Prof. Sudhir Kumar Pundir (Chairman)
2. Shri Akhilesh Datt, Hony. Secy. & Manager
3. Dr. Ajay Singh, Industrialist and Social Worker
4. Dr. S.P. Agarwal, Retired Principal
5. Prof. Alka Bansal, Convener
6. Dr. Mamta Shyam, Member
7. Dr. Rimple Pundir, Member
8. Dr. Pratibha Chaudhary, Member
9. Ms. Aashna Gupta, Member
10. Ms. Shivani Morya, Member
11. Dr. Arun Ratn, Member
12. Dr. Neha Kanojiya, Member
13. Dr. Pritam Singh, Member
14. Ms. Sonakshi, Member
15. Shri Sukhpal Singh, Offg. O.S.
16. Shri Anupam Jain
17. Ms. Richa, Student Representative

#### ✓ Research, Conference and Seminar Committee

1. Dr. Shekhar Chand, Convener
2. Dr. Piyush Sharma
3. Dr. Pratibha Chaudhary
4. Dr. Khusbu Yadav
5. Dr. Arun Ratn
6. Dr. Neha Kanojiya
7. Shri Sukhpal Singh, Offg. O.S.

#### ✓ Alumni Association Committee

1. Prof. Arunima Rani, Convener
2. Prof. Suchi Agarwal
3. Dr. Sanjay Kumar Arora
4. Dr. Arvin Panwar
5. Dr. Savita
6. Ms. Shivani Morya
7. Sri Anjul Bhushan
8. Sri Sudhir Kumar Bansal

#### ✓ Women's Grievance Cell

1. Dr. Shuchi - Convener
2. Prof. Vijay Laxmi
3. Dr. Sangita Singhal
4. Dr. Rimple Pundir
5. Dr. Savita
6. Smt. Priti Rani Shukla (Office)

#### ✓ General Zorawar Singh Rover/ Ranger Crew

1. Dr. Khusbu Yadav
2. Sri Arvind Kumar
3. Sri Shashank Agarwal (Office)

#### ✓ Anti Ragging Cell

1. Prof. Alka Bansal - Convener
2. Prof. Danvir Singh
3. Dr. Vikas Verma
4. Dr. Rimple Pundir
5. Dr. Arvin Panwar
6. Dr. Savita
7. Dr. Babita Gupta ✗
8. Sri Sukhpal Singh ✗

#### Cultural Activity Committee

1. Prof. Niketa - Convener
2. Prof. Vijay Laxmi
3. Dr. Nisha Chauhan
4. Smt. Payal Chaudhary
5. Smt. Shubhi Chaurasia
6. Dr. Babita Gupta (SFC)
7. Dr. Dheeraj Girdhar (SFC)
8. Dr. Anshul Sharma (SFC)

#### Career Counselling & Placement Cell

1. Shri Dhruv Kumar Gupta - Convener
2. Shri Mohd. Saleem
3. Ms. Aashna Gupta
4. Shri Pawan Kumar Tiwari
5. Dr. Sudhir Kumar
6. Shri Sudhir Kumar Bansal (Office)

#### SC/ST Cell/NET/SET Cell

1. Dr. Vikas Verma
2. Dr. Anil Kumar
3. Shri Anjul Bhushan
4. Shri Anupam Jain

#### Health and Dispensary Committee

1. Prof. Alka Bansal
2. Dr. Arvin Panwar
3. Shri Mohd. Saleem
4. Dr. Nitin Kumar
5. Shri Sudhir Kumar Bansal

#### Press Committee

1. Prof. Vishwambhar Pandey
2. Dr. Arvin Panwar
3. Dr. Anshul Sharma
4. Shri Anupam Jain

#### Staff and Students Welfare Board

1. Prof. Alka Bansal-D.S.W.
2. Prof. Danvir Singh
3. Dr. Vikas Verma
4. Dr. Rimple Pundir
5. Sri Anjul Bhushan

*Handwritten signature and date 16/08/23*



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सन्दर्भ सं० / Ref. No. ....

Dated 16-08-2023

#### Principal's Advisory Committee

1. Prof. Alka Bansal
2. Dr. Mamta Shyam
3. Prof. Danvir Singh
4. Dr. Rajesh Kumar
5. Dr. Ajaypal Singh
6. Dr. Rimple Pundir
7. Sri Anjul Bhushan
8. Sri Sukhpal Singh

#### College Development and Estate Committee

1. Dr. Vikas Verma -Convener
2. Dr. Sanjay Kumar Arora
3. Shri Sukhpal Singh
4. Shri D.K. Jain

#### Library Committee

1. Prof. Sudhir Kumar Pundir, Principal (Chairman)
2. Dr. Sarita Dhaka - Prof-incharge (Library)
3. Dr. Mamta Shyam, HoD, H.Sc.
4. Prof. Alka Bansal, HoD, English
5. Prof. Danvir Singh, HoD, Pol.Sc.
6. Dr. Shuchi, Prof.-Incharge, Botany
7. Prof. Niketa, HoD, Hindi
8. Prof. Neelam Singh, HoD, Physics
9. Prof. Vijay Laxmi, HoD, Sanskrit
10. Prof. Ajaypal Singh, HoD, History
11. Dr. Basant Kumar, HoD, Drawing
12. Dr. Vikas Verma, HoD, Commerce
13. Dr. Sangita Singha, HoD, Economics
14. Dr. Shekhar Chand, HoD, Zoology
15. Shri Praveen Kumar, HoD, Geography
16. Dr. Sanjay Kumar Arora, HoD, Chemistry
17. Dr. Rimple Pundir, HoD, Mathematics, Prof.-Incharge, Stat., Comp. Appl.
18. Dr. Babita Gupta, HoD, Commerce-SFC
19. Smt. Meenakshi Bhardwaj, HoD, M.Sc. (F&N)-SFC
20. Smt. Pavi Saini, HoD, M.Sc. (C&T)-SFC
21. Ms. Sonakshi, HoD, B.Voc.-IT
22. Dr. Anshul Sharma, HoD, B.P.Ed.

#### National Social Service (NSS)

1. Dr. Sanjay Kumar Arora
2. Shri Vijendra Singh
3. Dr. Babita Gupta
4. Sri Rahul Mishra

#### Waste Disposal Committee

1. Dr. Vikas Verma
2. Dr. Sanjay Kumar Arora
3. Sri Sukhpal Singh
4. Sri D.K. Jain
5. Sri Rajbir Singh

#### I.T. Cell

1. Ms. Sonakshi
2. Mr. Ankur Tayal
3. Smt. Komal
4. Ms. Jyoti Rathi

#### उन्नत भारत अभियान

1. Dr. Sarita Dhaka
2. Dr. Naveen Kumar
3. Shri Vipin Kumar
4. Dr. Gaurav Yadav
5. Ms. Priti Tyagi

#### Games & Sports Committee

1. Prof. Sudhir Kumar Pundir, Principal (Chairman)
2. Prof. Ajay Pal Singh, Secretary
3. Shri Nitin Kumar Singh, Offg. HoD
4. Prof. Ashok Tripathi
5. Dr. Shekhar Chand
6. Dr. Arvin Panwar
7. Dr. Savita
8. Shri Ajay
9. Dr. Arun Ratn
10. Dr. Nagendra
11. Dr. Anshul Sharma
12. Dr. Sandeep Kumar
13. Dr. Chandramani
14. Dr. Karamjeet Kaur

#### Eco-Club

1. Dr. Naveen Kumar-Coordinator
2. Dr. Sarita Dhaka
3. Dr. Arun Ratn
4. Shri Shiv Kumar
5. Ms. Shalini Kushwaha

#### प्रहरी क्लब

1. Dr. Sarita Dhaka
2. Dr. Naveen Kumar
3. Dr. Savita
4. Ms. Subhi Chaurasia
5. Shri Pawan Kumar

*[Handwritten signature]*  
16/08/23



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Dated 16-08-2023

**UGC Advisory Committee**

1. Prof. Satish Kumar, Convener
2. Prof. Ajay Pal Singh
3. Prof. Vishwambhar Pandey
4. Prof. Suchi Agarwal
5. Dr. Piyush Sharma
6. Sri D.K. Jain
7. Sri Anupam Jain

**Students Grivance Committee**

1. Dr. Mahima- Convener
2. Dr. Vishwambhar Pandey
3. Smt. Payal Chaudhary

  
16/08/23  
Principal  
S. D. COLLEGE  
Muzaffarnagar





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सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023...

डा० सरिता ढाका,  
असिस्टेंट प्रोफेसर, रसायन विज्ञान विभाग  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदया,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “शिक्षक प्रशिक्षण प्रकोष्ठ (Teachers' Re-skilling Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. डा० पीयूष शर्मा, असिस्टेंट प्रोफेसर, जन्तु विज्ञान विभाग
2. डा० अरुण रत्न, असिस्टेंट प्रोफेसर, जन्तु विज्ञान विभाग
3. श्री अरविन्द कुमार, असिस्टेंट प्रोफेसर, भूगोल

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* शिक्षकों के प्रशिक्षण कार्यक्रम का वार्षिक कैलेंडर तैयार कराना ।
- \* शिक्षकों के प्रशिक्षण कार्यक्रम आयोजित करना ।
- \* शिक्षकों को विभिन्न प्रकार के क्षेत्रीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय प्रशिक्षण कार्यक्रम से अवगत कराना ।
- \* भविष्य में प्रयोग होने वाली शिक्षण तकनीकी से शिक्षकों को अवगत कराना ।

धन्यवाद,

भवदीय,

(डा० सुधीर कुमार पुण्डरी)  
प्राचार्य

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को





विद्यया मृतमश्नुते

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Dated 16.08.2023....

डा० अरुण रत्न,  
असिस्टेंट प्रोफेसर, जन्तु विज्ञान विभाग  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “संस्थागत विकास योजना प्रकोष्ठ (Institutional Development Plan (IDP) Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. श्री पवन कुमार, असिस्टेंट प्रोफेसर, रसायन
2. श्री अनूप पटेल, असिस्टेंट प्रोफेसर, वाणिज्य
3. सुश्री पायल चौधरी, असिस्टेंट प्रोफेसर, वाणिज्य

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* संस्था के लघु एवं दीर्घ उद्देश्यों (Annual, Five Year Plan upto 15 Years) पर आधारित “संस्थागत विकास योजना” तैयार करना ।
- \* संस्था की IIC (Institution Innovation Council) स्थापित करना ।
- \* भारत सरकार के दिशा निर्देशों के अनुरूप संस्था का पर पंजीकरण सुनिश्चित करना तथा उसके अनुरूप IIC (Institution Innovation Council) कार्य करना ।
- \* संस्था का ARIIA (Atal Ranking of Institute on Innovation Achievements) में प्रतिभाग सुनिश्चित करना ।
- \* संस्था का ARIIA (Atal Ranking of Institute on Innovation Achievements) में प्रतिभाग सुनिश्चित करना ।
- \* संस्थान, शिक्षक एवं छात्र मूल्यांकन के लिए नीति तैयार करना तथा उसके अनुरूप सतत मूल्यांकन करना ।
- \* संस्था का NIRF में प्रतिभाग करना ।

धन्यवाद,

भवदीय,

(डा० सुधीर कुमार पुण्डरीर)  
प्राचार्य

प्रतिलिपि -

1. डा० अलका वंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को



विद्यया मृतमश्नुते

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0131-2604053  
0131-2602354

सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023...

डा० शेखर चन्द,  
विभागाध्यक्ष, जन्तु विज्ञान विभाग  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “अनुसंधान एवं विकास प्रकोष्ठ (Research Development Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. डा० पीयूष शर्मा, असिस्टेंट प्रोफेसर, जन्तु विज्ञान
2. डा० प्रतिभा चौधरी, असिस्टेंट प्रोफेसर, वाणिज्य
3. डा० अरुण रत्न, असिस्टेंट प्रोफेसर, जन्तु विज्ञान
4. डा० खुशबू यादव, असिस्टेंट प्रोफेसर, रसायन विज्ञान
5. डा० नेहा कनौजिया, असिस्टेंट प्रोफेसर, भौतिक विज्ञान
6. श्री सुखपाल सिंह, कार्यवाहक कार्यालय अधीक्षक

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* उच्च गुणवत्ता के शोध हेतु दिशा-निर्देश तैयार करना ।
- \* शिक्षकों / विद्यार्थियों को शोध योजना बनाने में मदद करना ।
- \* विभिन्न प्रकार की शोध अनुदान योजनाओं से शिक्षकों/विद्यार्थियों को अवगत कराना ।
- \* शोध हेतु उद्योगों/अन्य शिक्षण संस्थानों के साथ अनुबन्ध करना ।
- \* राष्ट्रीय / अन्तराष्ट्रीय स्तर पर द्विपक्षीय शोध करना
- \* शोध हेतु कार्यशालाओं का आयोजन करना ।

धन्यवाद,

भवदीय,

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को

(डा० सुधीर कुमार पुण्डिर)  
प्राचार्य





विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर – 251001

(मॉ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

0131-2604053  
0131-2602354

सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023...

प्रो० अरुणिमा रानी  
संस्कृत विभाग  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदया,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “भारतीय भाषा, संस्कृति एवं कला प्रकोष्ठ (Indian Language, Culture and Arts Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. डा० बसन्त कुमार, विभागाध्यक्षा, चित्रकला
2. डा० सविता, असिस्टेंट प्रोफेसर, हिन्दी
3. श्री मौ० सलीम, असिस्टेंट प्रोफेसर, वाणिज्य
4. डा० प्रमोद कुमार मिश्रा, असिस्टेंट प्रोफेसर, हिन्दी
5. सुश्री शिवानी मौर्या, असिस्टेंट प्रोफेसर, वाणिज्य

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* क्षेत्रीय संस्कृति एवं कला की पहचान कर उन पर कार्यक्रम आयोजित करना ।
- \* क्षेत्रीय संस्कृति एवं कला को पाठ्यक्रम से जोड़ना ।
- \* क्षेत्रीय, राष्ट्रीय एवं अन्तराष्ट्रीय संस्कृति एवं कला महोत्सवों में छात्रों को प्रतिभाग कराना ।
- \* क्षेत्रीय, राष्ट्रीय एवं अन्तराष्ट्रीय संस्कृति एवं कला महोत्सव आयोजित करना ।
- \* भारतीय भाषा विकास क्लब की स्थापना करना तथा इससे विभिन्न भारतीय भाषा जानने वाले शिक्षकों एवं विद्यार्थियों को जोड़ना ।
- \* छात्रों को विभिन्न भारतीय भाषाओं को ऑनलाइन/ ऑफ लाइन माध्यम से सीखने में मदद करना ।

धन्यवाद,

भवदीय,

प्रतिलिपि -

1. डा० अलका वंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को

(डा० सुधीर कुमार पुण्डिर)  
प्राचार्य



विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर — 251001

(मॉ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

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सन्दर्भ सं० / Ref. No. ....

Dated ..... 16.08.2023

डा० राजेश कुमार,  
एसोसिएट प्रोफेसर, राजनीति विज्ञान  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “दिव्यो ग सहायता एवं वंचित समूह सहायता योजना प्रचार-प्रसार प्रकोष्ठ (Cell for Differently abled Students and SEDGs)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. डा० अनिल कुमार, असिस्टेंट प्रोफेसर, राजनीति विज्ञान
2. डा० संजय कुमार अरोरा, असिस्टेंट प्रोफेसर, रसायन विज्ञान
3. श्री अनूप पटेल, असिस्टेंट प्रोफेसर, वाणिज्य
4. सुश्री शुर्भा चौरासिया, असिस्टेंट प्रोफेसर, वाणिज्य
5. डा० प्रीतम सिंह, असिस्टेंट प्रोफेसर, अर्थशास्त्र

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* वंचित समूहों को संस्था की विभिन्न गतिविधियों में प्रतिभाग करने के लिए प्रेरित करना ।
- \* वंचित समूहों के लिए हेल्प-डेस्क की स्थापना करना ।
- \* वंचित समूहों के लिए चल रही योजनाओं से उन्हें अवगत कराना तथा योजनाओं का लाभ प्राप्त करने में उनकी मदद करना ।
- \* दिव्यो गों के लिए हेल्प-डेस्क की स्थापना करना ।
- \* संस्था में दिव्यो ग आवश्यकताओं को सुनिश्चित करना ।
- \* दिव्यो गों के लिए आवश्यक कार्य कराने हेतु संस्था प्रमुख को अवगत कराना ।
- \* दिव्यो गों के लिए चल रही योजनाओं से उन्हें अवगत कराना तथा योजनाओं का लाभ प्राप्त करने में उनकी मदद करना ।

धन्यवाद,

भवदीय,

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को

(डा० सुधीर कुमार पुण्डिर)  
प्राचार्य





विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर – 251001

(मॉ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

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सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023...

डा० विकास वर्मा,  
एसोसिएट प्रोफेसर, वाणिज्य संकाय  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “अन्तर्राष्ट्रीय छात्र सहायता प्रकोष्ठ (International Students Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. प्रो० शुचि अग्रवाल, संस्कृत विभाग
2. डा० संगीता सिंघल, एसोसिएट प्रोफेसर, अर्थशास्त्र विभाग
3. डा० राजेन्द्र कुमार, असिस्टेंट प्रोफेसर, भौतिक विज्ञान विभाग

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* अन्तर्राष्ट्रीय छात्रों की सहायता करना ।
- \* सरकार द्वारा अन्तर्राष्ट्रीय छात्रों की दी जा रही सुविधाओं से अवगत कराना ।
- \* अध्ययन वीजा दिलाने में मदद करना ।
- \* वेबसाइट पर अन्तर्राष्ट्रीय छात्रों के लिए FQA अपलोड कराना ।

भवदीय,

(डा० सुधीर कुमार पुण्डीर)  
प्राचार्य

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को



विद्यया गृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर – 251001

(मॉ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

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डा० सविता

असिस्टेंट प्रोफेसर, हिन्दी

एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदया,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “एक्टिविटी क्लब (Activity-Club)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. श्री अजय, असिस्टेंट प्रोफेसर, वाणिज्य
2. सुश्री शिवानी मौर्या, असिस्टेंट प्रोफेसर, वाणिज्य
3. डा० गौरव भारती, असिस्टेंट प्रोफेसर, भौतिक विज्ञान
4. श्रीमती पायल चौधरी, असिस्टेंट प्रोफेसर, अर्थशास्त्र
5. डा० बबीता गुप्ता, एसोसिएट प्रोफेसर, वाणिज्य (स्व:वित्त पोषित)
6. श्री अंजुल भूषण, आशुलिपिक
7. श्री अनुपम जैन, कार्यालय सहायक

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* संस्था में विभिन्न प्रकार की गतिविधियों आयोजित करना तथा संस्था के छात्रों को क्षेत्रीय, राष्ट्रीय एवं अन्तराष्ट्रीय स्तर पर आयोजित हो रही गतिविधियों में प्रतिभाग करने के लिए प्रेरित करना ।
- \* संस्था के छात्रों को सामुदायिक सेवा के लिए प्रेरित करना ।
- \* सामुदायिक सेवा हेतु वार्षिक कैलेंडर तैयार करना ।
- \* संस्थान द्वारा किसी गाँव को गोद लेकर उसके विकास में मदद करना ।
- \* पर्यावरण जागरूकता एवं संरक्षण अभियान चला कर विद्यार्थियों/स्थानीय लोगों को पर्यावरण संरक्षण के प्रति जागरूक करना ।
- \* संस्था की वार्षिक ग्रीन आडिट रिपोर्ट तैयार कर उसके वेबसाइट पर प्रदर्शित करना ।
- \* संस्था के अंदर पर्यावरण संरक्षण (रेन वाटर हार्वेस्टिंग, अक्षय ऊर्जा, वर्मीकम्पोस्ट, जल संरक्षण, पेपर री-साईक्लिंग आदि) के उपाय करना ।
- \* संस्था के विद्यार्थियों के लिए भ्रमण कार्यक्रम आयोजित करना ।
- \* विद्यार्थी भ्रमण के लिए विभिन्न सरकारी / गैर सरकारी योजनाओं से छात्रों को अवगत कराना तथा उसका लाभ लेना ।

धन्यवाद,

भवदीय,

(डा० सुधीर कुमार पुण्डीर)  
प्राचार्य

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को





विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर – 251001

(मॉ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

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सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023....

डा० पीयूष शर्मा,  
असिस्टेंट प्रोफेसर, जन्तु विज्ञान विभाग  
एस०डी० कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “उद्योग - अकादमी एकीकरण एवं कौशल विकास प्रकोष्ठ (Industry-Academia Integration and Skill Development Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. श्री पवन कुमार, असिस्टेंट प्रोफेसर, रसायन विज्ञान
2. श्री अनूप पटेल, असिस्टेंट प्रोफेसर, वाणिज्य
3. डा० प्रीतम सिंह, असिस्टेंट प्रोफेसर, अर्थशास्त्र
4. सुश्री शालिनी कुशवाह, असिस्टेंट प्रोफेसर, भौतिक विज्ञान

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* माध्यमिक, पौलीटेक्निक, आई.टी.आई. के साथ उच्च शिक्षा का समन्वय स्थापित करना ।
- \* व्यवसायिक एवं कौशल शिक्षा के क्षेत्रों की पहचान करना ।
- \* व्यवसायिक एवं कौशल शिक्षा के प्रायोगिक भाग / इंटर्नशिप के लिए MOU करना ।
- \* कौशल विकास के लिए स्थानीय उद्योगों के साथ मिलकर पाठ्यक्रम तैयार करना ।
- \* स्थानीय व्यवसायिक एवं कौशल शिक्षा के क्षेत्रों से छात्रों को अवगत कराना ।
- \* छात्रों को आन लाईन व्यवसायिक एवं कौशल शिक्षा कोर्स करने के लिए मदद करना ।
- \* क्षेत्रीय उद्योगों/संस्थाओं के साथ समन्वय स्थापित कर (MOU) करना ।
- \* क्षेत्रीय उद्योगों/संस्थाओं की पहचान कर अध्ययनरत विद्यार्थियों को इंटर्नशिप हेतु उनमें भेजना ।
- \* संस्था के समझौता - ज्ञापन (MOU) का ड्राफ्ट तैयार करना ।
- \* संस्था के हित में विभिन्न प्रकार के समझौता-ज्ञापन MOU पर हस्ताक्षर करना ।
- \* समझौता-ज्ञान (MOU) की क्रियाशीलता सुनिश्चित करना ।

धन्यवाद,

भवदीय,

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को

(डा० सुधीर कुमार पुण्डरीर)  
प्राचार्य



विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुजफ्फरनगर – 251001

(मौ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

0131-2604053  
0131-2602354

सन्दर्भ सं० / Ref. No. ....

Dated 16.08.2023...

डा० महिमा  
एसोसिएट प्रोफेसर, अंग्रेजी  
एस०डी० कॉलेज, मुजफ्फरनगर ।

महोदया,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “मेन्टरिंग एवं मनोवैज्ञानिक परामर्श प्रकोष्ठ (Mentoring and Counselling Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. प्रो० अरुणिमा रानी, संस्कृत विभाग
2. डा० अरविन पंवार, असिस्टेंट प्रोफेसर, रसायन विज्ञान
3. श्री पवन कुमार तिवारी, असिस्टेंट प्रोफेसर, वाणिज्य
4. सुश्री निकिता, असिस्टेंट प्रोफेसर, भूगोल

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* संस्था के छात्रों के लिए मनोवैज्ञानिक परामर्श कार्यशालायें आयोजित करना ।
- \* मनोवैज्ञानिक समस्याओं से जूझ रहे छात्रों को मनोवैज्ञानिक मदद देना तथा उनके परिवार को अवगत कराना ।
- \* प्रत्येक छात्र के लिए प्रवेश के समय एक शिक्षक को मेंटर नियुक्त करना ।
- \* संस्था को मेंटर-मेंट्री पॉलिसी तैयार करना ।
- \* छात्रों को व्यवसायिक सहायता देना ।
- \* छात्रों के व्यक्तित्व विकास में मदद करना ।
- \* छात्रों में जीवन कौशल एवं व्यक्तित्व विकास के लिए कार्यक्रम आयोजित करना ।

धन्यवाद,

भवदीय,

(डा० सुधीर कुमार पुण्डिर)  
प्राचार्य

प्रतिलिपि -

1. डा० अलका बंसल, संयोजक, आई०क्यू०ए०सी०
2. उपर्युक्त सभी को





विद्यया मृतमश्नुते

सनातन धर्म कॉलेज, मुज़फ़्फ़रनगर — 251001

(मौ शाकुम्भरी विश्वविद्यालय, सहारनपुर से सम्बद्ध)

S.D. COLLEGE, MUZAFFARNAGAR - 251001

0131-2604053  
0131-2602354

सन्दर्भ सं०/Ref. No. ....

Dated 16.08.2023...

श्री अनूप पटेल

असिस्टेंट प्रोफेसर, वाणिज्य

एस0डी0 कॉलेज, मुज़फ़्फ़रनगर ।

महोदय,

महाविद्यालय में राष्ट्रीय शिक्षा नीति-2020 के क्रियान्वयन हेतु “ऑनलाईन शिक्षा एवं LMS प्रकोष्ठ (Online Education and LMS Cell)” का संयोजक नियुक्त किया जाता है तथा इस हेतु निम्नलिखित को सदस्य के रूप में नामित किया जाता है -

1. श्री अजय, असिस्टेंट प्रोफेसर, वाणिज्य
2. सुश्री निकिता, असिस्टेंट प्रोफेसर, भूगोल
3. श्री विपिन कुमार, असिस्टेंट प्रोफेसर, भौतिक विज्ञान

उपरोक्त प्रकोष्ठ के कार्य निम्न प्रकार होंगे -

- \* संस्था में 30% ऑनलाईन शिक्षा नीति के अनुरूप विभिन्न कार्य करना ।
- \* विभिन्न ऑनलाईन पाठ्यक्रमों से छात्रों को अवगत कराना तथा उसके लिए उन्हें प्रेरित करना ।
- \* संस्था का LMS (Learning Management System) तैयार कर उसका संचालन सुनिश्चित करना ।
- \* संस्था के समस्त कार्यालयी कार्यों को डिजिटल माध्यम से कराना ।
- \* पुस्तकालय में प्री-लोडेड टेब्स उपलब्ध कराना ।
- \* संस्थान में ई-लर्निंग पार्क की स्थापना करवाना ।
- \* अपने क्षेत्रान्तर्गत अथवा संस्था के अंदर पी.पी.पी. के आधार पर ई-सुविधा केन्द्र की स्थापना करना जिससे छात्रों को न्यूनतम दर पर 24x7 कम्प्यूटर एवं इंटरनेट की सुविधा प्राप्त हो सकें ।
- \* ई-सुविधा केन्द्र के विभिन्न कार्यों की दर सुनिश्चित करना (कैन्टीन की तरह) जिससे छात्रों को शोषण से बचाया जा सके ।
- \* ऑनलाईन पाठ्यक्रमों के क्रेडिट ट्रांसफर में छात्रों की मदद करना ।

धन्यवाद,

भवदीय,

प्रतिलिपि - उपर्युक्त सभी को

1. डा0 अलका वंसल, संयोजक, आई0क्यू0ए0सी0
2. उपर्युक्त सभी को

(डा0 सुधीर कुमार पुण्डरीर)  
प्राचार्य

01-09-2023

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **Committee Room** on **02-09-2023** at **11:00 AM** to discuss the following issues:

1. Discussion of points under Data Validation and Verification (DVV)
2. Review and Preparation of departmental presentations
3. Documentation in support of DVV (DVV Clarification)
4. Discussion of the proposal for the new IQAC room
5. Maintenance and Review of college infrastructure



(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC





## MINUTES OF THE IQAC MEETING

02-09-2023

A meeting of the IQAC members was held on 02-09-2023 at 11:00 AM in the Conference Room and the following suggestions were given by the committee members:

**1. Discussion of Points Under Data Validation and Verification (DVV):** The meeting started with a detailed discussion on the Data Validation and Verification (DVV) process as part of the NAAC assessment. The IQAC coordinator highlighted critical areas where data discrepancies occurred and emphasized the need for accuracy in documentation. The following actions were proposed:

- Cross-verification of student and faculty data in alignment with the SSR submission.
- Ensuring that all departments submit verified data with supporting documents to avoid DVV queries.

**2. Review and Preparation of Departmental Presentations:** The IQAC reviewed the current status of departmental presentations prepared for the NAAC Peer Team visit. Members provided feedback on the drafts submitted by various departments. It was decided that:

- Departments must ensure presentations highlight key achievements, research, and student outcomes.
- Each department must adhere to the standardized template provided by the IQAC to ensure uniformity.

**3. Documentation in Support of DVV (DVV Clarification):** The committee discussed the importance of providing complete and accurate documentation for DVV clarifications. Each department was instructed to ensure all necessary documents, including student progression data,



faculty research publications, and minutes of meetings, are well-organized and readily available. It was suggested that:

- IQAC members assist departments in preparing comprehensive documentation to support the data submitted during the DVV process.

**4. Discussion of the Proposal for the New IQAC Room:** The committee discussed the proposal to establish a dedicated room for IQAC activities. The proposed room would serve as a central location for meetings, documentation, and future planning. The following points were considered:

- The location and size of the new room.
- Required infrastructure and IT setup for the room.

**5. Maintenance and Review of College Infrastructure:** A review of the college infrastructure was conducted to ensure it is in optimal condition ahead of the NAAC Peer Team visit. Key areas discussed included:

- Cleanliness of classrooms, laboratories, and common areas.
- Repairs and upgrades to IT infrastructure.
- Ensuring the campus is well-maintained and presentable.

The meeting concluded with all members expressing their commitment to ensuring that preparations for the upcoming NAAC Peer Team visit are completed in a timely and efficient manner.






04-11-2023

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **Conference Room** on **08-11-2023** at **11:00 AM** to discuss the following issues:

1. Review and finalization of departmental presentations
2. Internal assessment of documentation in departments by IQAC committee members
3. Discussion of content for IQAC presentation
4. Discussion of content for Principal presentation
5. Beautification of the college campus
6. Preparation of Cultural Program on the day of the Peer Team Visit

  
(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

08-11-2023

A meeting of the IQAC members was held on 08-11-2023 at 11:00 AM in the Conference Room and the following suggestions were given by the committee members:

**1. Review and Finalization of Departmental Presentations:** The meeting began with a discussion of departmental presentations, focusing on the upcoming Peer Team visit. Each department was requested to submit its draft presentations for review by IQAC members. It was decided that:

- Each presentation should include department highlights, achievements, student performance data, and best practices.
- The presentations should be standardized and visually appealing to ensure consistency across departments.

**2. Internal Assessment of Documentation in Departments by IQAC Committee Members:** The committee discussed the importance of ensuring that each department has properly maintained documentation in line with NAAC requirements. IQAC members were assigned to conduct internal assessments of each department's records and suggest improvements if necessary.

**3. Discussion of Content for IQAC Presentation:** The content for the IQAC presentation during the Peer Team visit was discussed in detail. It was agreed that the presentation would focus on:

- IQAC initiatives and outcomes over the past few years.
- Quality enhancement measures implemented at the institutional level.
- Future goals and initiatives to promote continuous improvement.



**4. Discussion of Content for Principal's Presentation:** The committee discussed the key points to be covered in the Principal's presentation during the Peer Team visit. The presentation will include:

- An overview of the college's growth and development.
- Academic and co-curricular achievements.
- Infrastructure improvements and plans.

**5. Beautification of the College Campus:** Beautification efforts for the college campus were discussed, particularly in preparation for the Peer Team visit. Suggestions included:

- Enhancing the landscaping around the entrance and main pathways.
- Installing additional signage for easier navigation.
- Ensuring that all classrooms and common areas are clean and well-maintained.

**6. Preparation of Cultural Program on the Day of the Peer Team Visit:** The committee proposed organizing a cultural program on the day of the Peer Team visit to showcase the talent of the students. The following decisions were made:

- The cultural program will include performances representing Indian traditions and art forms.
- Faculty members will be appointed to coordinate the event, ensuring that it runs smoothly.

The meeting concluded with the IQAC members expressing their commitment to ensuring that all preparations for the Peer Team visit are completed promptly.






06-12-2023

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **Conference Room** on **07-12-2023** at **10:30 AM** to discuss the following issues:

1. Preparation of Mock Visit
2. Preparation of Peer Team Visit (14 & 15 December 2023)
3. Discussion of points for Alumni and Parent interaction with Peer Team
4. Finalization of IQAC and Principal presentations
5. Discussion of points for the meeting of the Management Committee regarding the NAAC Peer Team Visit
6. Discussion of points for students on the day of the Peer Team Visit
7. Discussion of points for the ministerial staff on the day of the Peer Team Visit

  
(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

07-12-2023

A meeting of the IQAC members was held on 07-12-2023 at 10:30 AM in the Conference Room and the following suggestions were given by the committee members:

1) **Discussion:** It was decided that a full-scale mock visit will be conducted on 9<sup>th</sup> December 2023 by Prof. H.S. Singh, Honorable Vice Chancellor of Maa Shakumbhari University, and Prof. Mridul Kr. Gupta, Coordinator IQAC, CCSU, Meerut. The planned activities will be rehearsed to ensure readiness for the Peer Team Visit.

### Action Points:

- IQAC Coordinator to draft a detailed schedule for the mock visit.
- Each department to finalize their presentations and documentation for the mock visit.

2) **Discussion:** A detailed timeline of events for both days of the Peer Team Visit was reviewed. Critical interaction points with the Peer Team were discussed, including the role of faculty, students, and support staff.

### Action Points:

- Event coordinators to ensure logistics, hospitality, and technical arrangements are made.
- Student volunteers to be briefed about their roles in assisting the Peer Team.

3) **Discussion:** It was agreed that alumni and parents should highlight their experiences with the institution, focusing on improvements in infrastructure, curriculum, and student support systems.

### Action Points:

- IQAC will draft talking points and share them with alumni and parent representatives in advance.
- A meeting with alumni and parent representatives with the Peer Team will be scheduled on 13 December 2023.

4) **Discussion:** The final draft of the IQAC and Principal's presentations was reviewed, and a few revisions were suggested. Emphasis was placed on the institution's strategic plans, quality initiatives, and future goals.

### Action Points:



- IQAC to finalize the revised presentations by 10 December 2023.
  - IQAC Coordinator and Principal to review the final draft and practice the delivery before the mock visit.
- 5) **Discussion:** The agenda for the Management Committee's meeting was reviewed. The key focus was on the institution's governance, financial management, and future expansion plans.

**Action Points:**

- IQAC to finalize and circulate discussion points to the management by 11 December 2023.
  - The Management Committee meeting will be held on 12 December 2023 after the mock visit.
- 6) **Discussion:** It was decided that students will be briefed about the Peer Team's visit and their role in showcasing the institution's strengths.

**Action Points:**

- Teachers to hold a preparatory meeting with students on 8<sup>th</sup> December 2023.
  - Students to be reminded of the importance of discipline and proper representation during interactions.
- 7) **Discussion:** The role of the ministerial staff in assisting the Peer Team during their visit was discussed, with an emphasis on efficiency, record management, and coordination.

**Action Points:**

- Ministerial staff to undergo a briefing session on 8<sup>th</sup> December 2023.
- Specific tasks will be assigned to ensure smooth operations during the Peer Team's visit.

The meeting concluded with a review of the action points and confirmation of follow-up meetings before the Peer Team's visit.






08-01-2024

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **IQAC Room** on **10-01-2024 at 10:30 AM** to discuss the following issues:

1. To organize an event to celebrate the accreditation result by NAAC
2. To plan for "NAAC Manthan – Phase 4"
3. To prepare the NAAC Peer Team Visit Report
4. To discuss the suggestions provided by the Peer Team

  
(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

10-01-2024

A meeting of the IQAC members was held on 10-01-2024 at 10:30 AM in the IQAC Room and the following suggestions were given by the committee members:

### Proceedings:

#### 1: Organizing an event to celebrate the NAAC accreditation result

- The committee agreed to host an event celebrating the successful accreditation result.
- The date, venue, and invitees for the event were discussed.
- A subcommittee was formed to oversee the arrangements.

#### 2: Planning for "NAAC Manthan – Phase 4"

- Discussions were held on how to initiate Phase 4 of "NAAC Manthan."
- Prof. Sudhir Kumar Pundir emphasized the importance of continuous improvement in teaching-learning processes, research, and institutional development.
- A roadmap will be prepared, and each department will be required to contribute action plans to align with Phase 4 objectives.

#### 3: Preparation of NAAC Peer Team Visit Report

- The committee reviewed the key points that must be included in the NAAC Peer Team Visit Report.
- Members were assigned different sections of the report to draft and compile. Prof. Alka Bansal will coordinate the compilation and final review of the report.

#### 4: Discussion on suggestions provided by the Peer Team

- The Peer Team's suggestions were analyzed and discussed in detail.
- The committee identified actionable steps to address areas for improvement, including enhancing research output and improving student support systems.
- A follow-up action plan will be created to ensure these suggestions are implemented before the next NAAC cycle.



- IQAC members assist departments in preparing comprehensive documentation to support the data submitted during the DVV process.

**4. Discussion of the Proposal for the New IQAC Room:** The committee discussed the proposal to establish a dedicated room for IQAC activities. The proposed room would serve as a central location for meetings, documentation, and future planning. The following points were considered:

- The location and size of the new room.
- Required infrastructure and IT setup for the room.

**5. Maintenance and Review of College Infrastructure:** A review of the college infrastructure was conducted to ensure it is in optimal condition ahead of the NAAC Peer Team visit. Key areas discussed included:

- Cleanliness of classrooms, laboratories, and common areas.
- Repairs and upgrades to IT infrastructure.
- Ensuring the campus is well-maintained and presentable.

The meeting concluded with all members expressing their commitment to ensuring that preparations for the upcoming NAAC Peer Team visit are completed in a timely and efficient manner.





09-03-2024

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **IQAC Room** on **11-03-2024** at **10:30 AM** to discuss the following issues:

1. To plan FDP and MDP for the current academic session
2. To promote activities under Mission Shakti Abhiyaan
3. To promote activities under Unnat Bharat Abhiyaan
4. To accelerate the procedure of promotion of teachers for different grades
5. To boost student participation in sports activities



(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

11-03-2024

A meeting of the IQAC members was held on 11-03-2024 at 10:30 AM in the IQAC Room and the following suggestions were given by the committee members:

### Proceedings:

#### 1. Planning FDP and MDP for the Current Academic Session

- The members deliberated on organizing Faculty Development Programs (FDP) and Management Development Programs (MDP) for the current academic year.
- It was decided to identify key areas of development and assign responsibilities to respective departments for organizing sessions.
- The tentative schedule for FDPs and MDPs was discussed, and it was agreed that the first set of programs would be held in the second quarter of the year.

#### 2. Promotion of Activities under Mission Shakti Abhiyaan

- The committee discussed strategies to strengthen initiatives under the Mission Shakti Abhiyaan, with a focus on empowering women and promoting gender equality.
- Suggestions were made to collaborate with local NGOs and government bodies to launch more impactful campaigns.
- A decision was taken to organize workshops and awareness sessions on women's safety and health in collaboration with internal and external stakeholders.

#### 3. Promotion of Activities under Unnat Bharat Abhiyaan

- The members emphasized the need to actively participate in the Unnat Bharat Abhiyaan (UBA) by engaging with rural communities.
- It was decided that the institution would adopt additional villages for UBA projects and focus on areas like sustainable farming practices, education, and health.

#### 4. Initiating the Procedure for Teacher Promotions

- The procedure for the promotion of teachers to different grades was discussed.



- The members agreed to initiate the formal process and follow the prescribed guidelines for promotions.
- It was decided to constitute a review committee to evaluate eligible faculty members based on their academic and research contributions.

#### 5. Boosting Student Participation in Sports Activities

- The committee recognized the importance of enhancing student participation in sports and physical activities.
- Proposals were made to organize inter-college sports events and improve existing sports facilities on campus.
- A plan was devised to encourage students to take part in both indoor and outdoor sports, with a focus on identifying and nurturing talent for competitive events.

#### Conclusion:

The meeting concluded with a vote of thanks to the Chair. The next meeting will be scheduled based on the progress of the above initiatives.





15-05-2024

## IQAC MEETING

### NOTICE

All the members of the IQAC Committee are requested to meet in the **IQAC Room** on **18-05-2024 at 11:30 AM** to discuss the following issues:

1. To discuss about HOI annual report
2. To prepare an Action Taken Report for feedback collected from different stakeholders
3. To prepare an Academic and Administrative Audit (AAA) report
4. To prepare an annual IQAC report of the current session
5. To analyze the Grievances collected from students



(Prof. Alka Bansal)  
Coordinator, IQAC

**Copy to:**

1. Shri Akhilesh Datt – Honorary Secretary & Manager
2. Prof. Sudhir Kumar Pundir – Principal and Chairman, IQAC



## MINUTES OF THE IQAC MEETING

18-05-2024

A meeting of the IQAC members was held on 18-05-2024 at 11:30 AM in the IQAC Room and the following suggestions were given by the committee members:

### Proceedings:

#### 1. HOI Annual Report:

- The committee reviewed the draft of the Head of the Institution's annual report, highlighting key institutional achievements, challenges, and future goals.
- Members suggested some updates to ensure that the report accurately reflects the performance metrics for the academic year.

#### 2. Action Taken Report for Feedback:

- Feedback from different stakeholders (students, faculty, employer and parents) was analyzed, and the committee discussed the action steps taken in response to the suggestions.
- It was decided that a formal Action Taken Report should be compiled and shared with the respective stakeholders to ensure transparency.

#### 3. Academic and Administrative Audit (AAA) Report:

- The committee reviewed the processes involved in the Academic and Administrative Audit, including data collection, documentation, and departmental evaluations.
- It was emphasized that the report must reflect both academic performance and administrative efficiency to ensure continuous improvement.

#### 4. Annual IQAC Report:



- The committee discussed the structure and content of the annual IQAC report, which would highlight the IQAC's activities, initiatives, and achievements for the current session.

**5. Grievance Analysis:**

- The committee analyzed the grievances submitted by students, categorizing them by type and urgency.
- Key issues included requests for better infrastructure, mental health support, and improved communication between students and administration.

**Conclusion:**

The meeting concluded with all agenda points discussed and action items assigned.





## ANNUAL REPORT OF IQAC

2023 – 2024

### Introduction

The Internal Quality Assurance Cell (IQAC) at Sanatan Dharm College plays a pivotal role in fostering a culture of quality and accountability within the institution. This report summarizes the major discussions, action points, and outcomes of IQAC meetings held throughout the academic year 2023-2024. These efforts aimed to prepare for the NAAC Peer Team Visit, enhance institutional practices, and promote overall development.

### Key Meetings and Outcomes

#### 1. Preparations for the NAAC Peer Team Visit (December 2023)

Several meetings between July and December 2023 focused on ensuring that the institution was ready for the upcoming NAAC Peer Team visit:

**Mock Visit:** A full-scale mock visit was scheduled for 9th December 2023, led by Prof. H.S. Singh, Vice Chancellor of Maa Shakumbhari University, and Prof. Mridul Kr. Gupta, Coordinator IQAC at CCS, University Meerut. Each department was tasked with preparing presentations and documentation to rehearse the peer team interactions.

**Outcome:** Departments completed preparations, and the mock visit helped identify areas for improvement, ensuring a smooth actual visit.

**Peer Team Visit:** Interaction points with the Peer Team were outlined, involving faculty, students, and alumni, with an emphasis on demonstrating institutional improvements and future goals.

**Outcome:** Events and logistics were organized with the help of student volunteers and department heads thoroughly briefed.

**Presentation Review:** IQAC and Principal's presentations underwent multiple reviews. Final drafts were refined to highlight quality initiatives, strategic plans, and future objectives.

**Outcome:** Revised presentations were completed on time and showcased institutional strengths.



**Campus Beautification and Cultural Program:** Efforts were made to beautify the campus and prepare a cultural program reflecting Indian traditions, adding a vibrant touch to the Peer Team visit.

**Outcome:** Campus improvements were noted, and the cultural program was well-received.

## **2. Self-Study Report (SSR) and Data Validation and Verification (DVV)**

Throughout July and September 2023, significant progress was made in completing the SSR and preparing for the Data Validation and Verification (DVV) process.

**SSR:** All departments submitted data for the SSR, and minor revisions were incorporated. The final SSR was submitted on 9th August 2023.

**DVV:** The committee worked on cross-verifying data to ensure accuracy and transparency in the documentation for the DVV process.

**Outcome:** SSR and DVV preparations were completed, with comprehensive documentation ready for NAAC assessment.

## **3. Formation of Committees and Enhancement of Research and Cultural Activities**

In August 2023, the IQAC emphasized the creation of functional committees to oversee important areas of college governance and extracurricular activities.

**Committees Formed:** Anti-Ragging, Research, Cultural, and Grievance Redressal Committees were established by 16th August 2023.

**Co-curricular and Research Initiatives:** The committee prioritized organizing guest lectures, seminars, workshops, and career counselling sessions. A cultural festival was planned for January 2024.

**Outcome:** Various research initiatives were launched, including the promotion of faculty and a National Seminar by the Department of Sanskrit, funded by Sanskrit Sansthan, U.P. Government. A cultural program entitled "HARSHOTSAVA" was organized on 12-01-2024.

## **4. Infrastructure Development and Upgrades**





Infrastructure was a recurring topic across several meetings, with emphasis placed on ensuring that classrooms, laboratories, and the IT infrastructure were upgraded and maintained.

**Outcome:** Upgrades were completed in time for the NAAC visit, enhancing the institution's overall learning environment.

#### 5. Post-NAAC Accreditation Initiatives

Following the NAAC visit, the IQAC shifted focus to post-accreditation activities:

**Celebration and NAAC Manthan:** Plans for a celebration event following the accreditation result were discussed. "NAAC Manthan - Phase 4" was initiated to ensure continuous institutional improvements in teaching, research, and infrastructure and create awareness among other Principals and members affiliated with Maa Shakumbhari University regarding the accreditation process.

**Outcome:** A roadmap for the next phase of quality enhancement was prepared, focusing on future goals aligned with NAAC recommendations.

#### Additional Activities

- **Mission Shakti Abhiyaan:** The IQAC undertook several initiatives to promote women's empowerment through workshops, safety programs, and collaborations with local NGOs.
- **Unnat Bharat Abhiyaan:** The college continued its participation in the Unnat Bharat Abhiyaan by adopting additional villages and launching projects on sustainable development, health, and education.
- **Faculty Development Programs (FDPs):** FDPs and Management Development Programs (MDPs) were organized to enhance faculty skillsets and promote best practices in teaching and administration.
- **Sport Activities:** Active student participation was observed in Intercollegiate sports competitions organized by Maa Shakumbhari University & Khelo India. A student from NCC 82 Battalion was selected for the RDC Parade. An athletic meet was also organized from 02<sup>nd</sup> April 2024 to 03<sup>rd</sup> April 2024.





- **NSS, NCC and Rover Rangers:** Several activities in collaboration with NSS, NCC and Rover Rangers like drills, camps, plantation drives, awareness programs etc were organized.

#### **Action Taken Reports**

Feedback and Grievance Redressal: Based on stakeholder feedback, improvements in infrastructure, student support, and faculty-student communication were implemented. A formal Action Taken Report was shared with stakeholders to ensure transparency.

**AAA Report:** The Academic and Administrative Audit (AAA) process was completed, focusing on both academic performance and administrative efficiency, ensuring continuous improvements across departments.

#### **Conclusion and Future Goals**

The IQAC has been instrumental in steering Sanatan Dharm College toward academic and institutional excellence. The successful completion of the NAAC Peer Team visit and accreditation process marked a significant achievement in the form of “A” grade, but continuous improvement remains the focus moving forward. Future plans include strengthening research outputs, upgrading infrastructure, enhancing student support systems, and continuing faculty development programs.

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