



# SHYAMLAL SARASWATI MAHAVIDYALAYA (P.G)

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

Rajju Bhaiya Saraswati Vihar, Shikarpur, Bulandshahr (U.P.) Pin Code- 203395

Ref. No. SSMV/IQAC/2024-25

Dated : ...05/07/24....

## SHYAMLAL SARASWATI MAHAVIDYALAYA, SHIKARPUR(BULANDSHAHR)

### COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Mail id- [iqac@ssmvcllg.com](mailto:iqac@ssmvcllg.com)

Phone number- 9258321276

Subject – composition of IQAC committee of session 2024-25

The National Assessment and Accreditation Council (NAAC) advocates the establishment of INTERNAL QUALITY ASSURANCE CELL (IQAC) by the institution imparting higher education for speedy, efficient, smooth function.

#### IQAC CONTRIBUTIONS -;

- Development and application of quality parameters for the various academic and administrative activities of institute.
- To determine or estimate the significance, quality or value of assessment.
- Preparation of the Annual Quality Assurance Report (AQAR) for onward submission to NAAC based on the quality parameters.
- Motivation to faculty and non teaching staff.
- Advanced and slow learners.
- Inclusivity with diversity.

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Ref. No. SSMV/IOAC/2024-25

Dated : 05/07/24

As per the guidelines of NAAC composition of INTERNAL QUALITY ASSURANCE COMMITTEE OF SESSION 2024-25 is as follows;

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
4.	MEMBER	MR AKASH CHAUHAN	
5.	MEMBER	DR HEMA RAGHAV	
6.	MEMBER	DR ANSHUL MISHRA	
7.	MEMBER	DR JITENDRA SINGH	
8.	MEMBER	MR. PRADEEP SHARMA	
9.	MANAGER	MR. ANURAG GOYAL	
10.	EDUCATIONIST	DR. RUP NARAYAN	
11.	SOCIALIST	MR SANJAY SHARMA	
12.	INDUSTRIALIST	MR. ASHOK KUMAR MITTAL	
13.	STUDENT	MR SAMEER	
14.	ALUMNI	MR. GIRISH SHARMA	
15.	O.S.	MR.GUNESH KUMAR	



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Ref. No. ...SSM/IQAC/2024-25

Dated : ...03/07/24

## Notice for first meeting of IQAC

All the IQAC members of Shyamlal Saraswati Mahavidyalaya, Shikarpur are hereby informed that a meeting of IQAC is scheduled on 05/07/24 AT 4:00 P.M. at Principal room of college to discuss about the re-composition of IQAC cell.

All the members are requested to kindly make it convenient to attend the meeting.  
the agenda of meeting is as under-;

1. Composition of IQAC cell.
2. To take the review of progress of last session.
3. NAAC progress and preparation for peer team visit.
4. Preparation of academic calendar for session 2024-25.
5. Committee composition of new session.
6. Curriculum transaction.
7. Admission process.
8. Quality enhancement.
9. Any other matter with the permission of chair.

### NEW COMPOSITION OF IQAC CELL-

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
4.	MEMBER	MR AKASH CHAUHAN	
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8.	MEMBER	MR. PRADEEP SHARMA	
9.	MANAGER	MR. ANURAG GOYAL	
10.	EDUCATIONIST	DR. RUP NARAYAN	
11.	SOCIALIST	MR SANJAY SHARMA	
12.	INDUSTRIALIST	MR. ASHOK KUMAR MITTAL	
13.	STUDENT	MR SAMEER	
14.	ALUMNI	MR. GIRISH SHARMA	
15.	O.S.	MR. GUNESH KUMAR	



Ref. No. SSMV/IQAC/2024-25

Dated : 05/07/24

### MEETING MINUTES OF IQAC- 1<sup>st</sup> MEETING

A meeting of IQAC members with the Principal was held on 5<sup>TH</sup> July-2024 at the Principal room at 4:00 pm. The meeting was started with the warm welcome of all the members by the Principal and IQAC coordinator. The following agenda points were discussed:

1. All the members were asked for the new composition of IQAC cell and with the consent of all members Dr Neeraj Kumar, was suggested for the IQAC coordinator.
2. He mentioned that the prime objectives of IQAC is to assure the quality of academic through various measures.
3. Principal DR. LALIT KUMAR GUPTA suggested to all HODs of various departments should be part of the IQAC, as the instructions and suggestions given by IQAC will be implemented through the respective departments.
4. As we know that DVV process of NAAC has been completed and we are waiting for the onsite visit of PEER TEAM at our institute so all the faculties of SSMV should complete their tasks and should be ready for peer team visit.
5. As college has already finalised vision and mission of college so there was also a discussion about the vision and mission that we will change it or will continue for this. With the suggestion of all the members it was decided that we will continue for the past vision and mission of college.
6. All the departments also final the mission and vision of their departments aligned with the vision and mission of college.
7. IQAC coordinator further suggested that academic calendar of session 2024-25 should be prepared by IQAC so all the HODs submit the departmental activities of their departments.
8. The composition of various committees should be finalised by IQAC by that all the activities of college can be completed timely.
9. He further suggested that there should be academic audit in all the departments. All the departments should start necessary preparation for the effective teaching and learning process for the coming semester.
10. IQAC will be responsible for the lecture plan and course file of all the faculty members, department wise and subject wise.



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Ref. No. SSMV/ IQAC/2024-25

Dated : 05/07/24

The course file will be comprise of the following-

- Vision and mission of college
- Vision and mission of departments
- Program outcomes
- Course outcomes
- Syllabus
- Last 3-4 years question papers
- Lesson plans
- List of students
- Assignments
- Tutorial sheet
- List of topics delivered through PPT
- Topics beyond syllabus

11. Further there was discussion about the admission process of UG and PG of session 2024-25.

12. Dr Neeraj will be incharge of admission committee and Miss Reshu Bhardwaj will be admission coordinator for session 2024-25. Admission coordinators have to finalised the class incharges for the academic session.

13. As a quality initiative it is proposed to develop a "Faculty Evaluation Form" which gives platform for all the faculties to show their activities carried out during Academic year.

14. Dr Neeraj kumar, IQAC coordinator proposed the date for next meeting and unanimously decided in the 2<sup>nd</sup> week of august.

15. The meeting ended with the formal vote of thanks by IQAC coordinator.



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Ref. No. SSMV/TAAC/2024-25

Dated : 05/07/24

Following members were attended the meeting-

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
4.	MEMBER	MR AKASH CHAUHAN	
5.	MEMBER	DR HEMA RAGHAV	
6.	MEMBER	DR ANSHUL MISHRA	
7.	MEMBER	DR JITENDRA SINGH	
8.	MEMBER	MR. PRADEEP SHARMA	
9.	MANAGER	MR. ANURAG GOYAL	
10.	EDUCATIONIST	DR. RUP NARAYAN	
11.	SOCIALIST	MR SANJAY SHARMA	
12.	INDUSTRIALIST	MR. ASHOK KUMAR MITTAL	
13.	STUDENT	MR SAMEER	
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15.	O.S.	MR. GUNESH KUMAR	



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Ref. No. SSMV/IQAC/2024-25

Dated : ....12/08/24.....

## Notice for 2<sup>nd</sup> meeting of IQAC

All the IQAC members of Shyamlal Saraswati Mahavidyalaya, Shikarpur are hereby informed that a meeting of IQAC is scheduled on 13<sup>th</sup> August 2024 at 2:30 P.M. at IQAC office.

All the members are requested to kindly make it convenient to attend the meeting.

the agenda of meeting is as under-;

1. Reviews of the 1<sup>st</sup> meeting of IQAC.
2. NAAC visit preparation
3. Independence day celebration
4. Laboratory and Library audit
5. Student orientation program for students admitted in the session 2024-25
6. Survey of canteen
7. Upgradation of ICT
8. Any other issue with the consent of Chair

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
4.	MEMBER	MR AKASH CHAUHAN	
5.	MEMBER	DR HEMA RAGHAV	
6.	MEMBER	DR ANSHUL MISHRA	
7.	MEMBER	DR JITENDRA SINGH	
8.	MEMBER	MR. PRADEEP SHARMA	
9.	MANAGER	MR. ANURAG GOYAL	
10.	EDUCATIONIST	DR. RUP NARAYAN	
11.	SOCIALIST	MR SANJAY SHARMA	
12.	INDUSTRIALIST	MR. ASHOK KUMAR MITTAL	
13.	STUDENT	MR SAMEER	
14.	ALUMNI	MR. GIRISH SHARMA	
15.	O.S.	MR. GUNESH KUMAR	



Ref. No. SSMV/IQAC/2024-25

Dated : .....13/08/24.....

## Meeting minutes of IQAC -2<sup>nd</sup> meeting

1. The meeting was conducted on 13<sup>th</sup> August 2024 in IQAC office at 2:30 pm.
2. Meeting was started on a welcome note by IQAC coordinator Dr Neeraj Kumar followed by his presentation on objectives which include basic purposes, activities and functions of IQAC.
3. The chairperson requested all the members for the open discussion on academic excellence.
4. All the HODs should prepare the time table and departmental Calander of session 2024-25. All the classes of UG must run in a proper way and new students must be known regarding the uniform and other necessary information related to college.
5. There was a brief discussion regarding the preparation of Independence day. All the members were requested to attend your responsibilities to make the event successful.
6. A brief study of SSR was analysed and area of improvements for the departments were discussed.
7. With the suggestions of all the IQAC committee the Chairperson decided the incharges for the 7-point criteria who will work criteria wise for the NAAC peer team visit. The observation and suggestions for departmental improvements are taken by all the criterion heads.
8. To enhance the research in faculty it was decided to form a **RESEARCH INNOVATION CELL** in college, in this cell one of qualified faculty will be appointed as the coordinator of cell and he/she will be free to select the team according to the skills.
9. Principal, DR Lalit Kumar Gupta suggested for the orientation program for the students who are admitting in 1<sup>st</sup> year of UG classes in the first week of September. All the departmental heads should take the responsibility to conduct the orientation program.
10. All the HODs are requested to make a schedule of orientation and to inform all the students.
11. Survey of canteen also be started by the committee decided for the survey, they will check the quality of food serving to students and faculties, cleanliness of canteen.
12. All the laboratories and library will be audited by the concerned faculties of SSMV.
13. With the permission of Chairperson meeting was ended with the vote of thanks by IQAC Coordinator and he proposed the next meeting in the 2<sup>nd</sup> week of September.



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Ref. No. SSMV/IQAC/2024-25

Dated : ...13/08/24.....

The meeting was attended by the following members of IQAC -

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
4.	MEMBER	MR AKASH CHAUHAN	
5.	MEMBER	DR HEMA RAGHAV	
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Ref. No. IQAC/2024/25

Dated : .....05/11/24...

## Notice for third meeting of IQAC

All the IQAC members of Shyamlal Saraswati Mahavidyalaya, Shikarpur are hereby informed that a meeting of IQAC is scheduled on 08/11/24 AT 2:00 P.M. at conference room of college.

All the members are requested to kindly make it convenient to attend the meeting.

The agenda of meeting is as under-;

1. Presentation of NAAC peer team report.
2. To take the review of progress of last meeting.
3. Curriculum transaction.
4. Internal examination
5. Any other matter with the permission of chair.

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
3.	MEMBER	MISS RESHU BHARDWAJ	
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### Meeting minutes of IQAC -3<sup>rd</sup> meeting (2024-25)

1. The meeting was conducted on 8th November 2024 in conference room at 2:00 pm.
2. Meeting was started on a welcome note by NAAC coordinator Miss Reshu Bhardwaj followed by her presentation on NAAC peer team visit report.
3. A brief study of Peer Team Report and Grade sheet was analysed and area of improvements were discussed.
4. There was also discussion about the shortcomings pointed out by Peer team members. All the faculties were requested to take all the shortcomings so seriously and all of us should try to overcome these all.
5. Following shortcomings were pointed out:-
  - Academic flexibility
  - More number of certificate/ value added courses in all the departments.
  - Feedback system should be more effective and on regular basis.
  - Employers/ alumni feedback should be more.
  - Student's participation in project work/field works and experiential learning.
  - CBCS
  - Curriculum delivery
  - Less number of students in PG courses in comparison of sanctioned seats.
  - Involvement of faculties in university evaluation/practical and BOS.
  - SSS- (student satisfaction survey)
  - Faculties must use more ICT enabled tools, experiential learning, game based learning, participative learning.
  - Attainment of Cos, Pos.
  - Mechanism of internal exam assessment.
  - Research must.
  - Faculties must publish at-least 2 research papers in UGC and SCOPUS.
  - Books/ chapters by faculties.
  - Awards of faculties.
  - Workshops/ seminars attended by faculties.
  - Establishment of IPR/ IKS/ research methodology
  - Incubation centre
  - Extension activities should increase.
  - Village adaptation/ student adaptation.
  - MOUs – at state and national level, activities under MOUs
  - Laboratories updation with advanced tools/instruments.
  - Yoga centre
  - Faculties/Students/non teaching staff must have the knowledge of computers.
  - Students must know about the software what they are using.
  - Student progression
  - Capacity building and skill enhancement activities.
  - Alumni engagement

- Awards and medals of students in sports and cultural activities at state/ national level.
  - More participation of students in sports.
  - Placement of students
  - Career counseling/ guidance sessions
  - Language skills.
  - Activities by students.
  - Governing body details
  - Office documents should arranged in proper manner.
  - All the registers should be authenticate by Principal sign and stamp.
  - Service books must updated.
  - Office MOMs
  - Master plan/ progress report of office
  - Percentage of teachers must be increased for participating in FDPs/ professional developments.
  - All the activities must run by NAAC/ IQAC team.
  - Gender equity events
  - Activities reports
  - Annual reports
  - Quality audits
  - Best practices should strong
  - Environmental initiatives
6. There was also discussion about the short comings pointed out by Peer team members. All the faculties were requested to take all the short comings so seriously and all of us should try to overcome these all.
  7. All the faculties must consider their research area. It was decided by the Management that it is mandatory to publish atleast 2 research papers per session.
  8. As per the suggestion by NAAC report we have to enhance our academic and personal growth.
  9. All the laboratories and library will be set up as for the advanced instrumentation.
  10. Library incharge was suggested to make a requirement of competition books that is necessary for the growth of students and faculty also.
  11. Faculties must participate in FDPs and other personality grooming programs.
  12. Next discussion was about the internal examination, all the HODs will make a plan to conduct the second internal examinations for the odd session of 2024-25.
  13. With the permission of Chairperson meeting was ended with the vote of thanks by IQAC Coordinator and he proposed the next meeting in the 2<sup>nd</sup> week of December.

The meeting was attended by the following members of IQAC -

S.N	DESIGNATION	NAME	SIGNATURE
1.	CHAIRPERSON: HEAD OF THE INSTITUTION	DR. LALIT KUMAR GUPTA	
2.	COORDINATOR	DR. NEERAJ KUMAR	
3.	MEMBER	DR. RAJ KUMAR SINGH	
4.	MEMBER	MR. SAMBHAV SINGHAL	
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13.	STUDENT	MR SAMEER	
14.	ALUMNI	MR. GIRISH SHARMA	
15.	O.S.	MR. GUNESH KUMAR	

16. Shukuman
17. Piyush Mohan
18. Mukta Anur
19. Bhola Singh
20. Bhavna
21. Nidhi Gupta
22. Anita Bhardwaj
- 23- Kavita Rani
24. Ruchi Raghav
25. Dhiraj Kumar
26. Dr. Kajal Tomar
27. Pooja