



SRI KRISHNA DUTT ACADEMY

Recognized by NCTE & Affiliated to University of Lucknow

2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596

Session 2024-25

Date 03.08.2024

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Friday, 09th August, 2024 in the Principal's room at 12:30 pm.

Agenda:

1. Preparation for Peer Visit Team



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow



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INTERNAL QUALITY ASSURANCE COMMITTEE

MINUTES OF NAAC IQAC COMMITTEE MEETING IN PRINCIPAL'S ROOM

Conduct of the Meeting:

Meeting of IQAC Committee Meeting held on dated 9th August, 2024 at Principal's Room at 4:00 PM.

Dr. Nishtha Shukla	Principal <i>Nes</i>
Dr. Manjari Shukla	Coordinator <i>Manjari</i>
Dr. Krishna Kant Gupta	Special Invitee <i>Krishna Kant</i>
Dr. Anshul Pant	Teacher Member (Science) <i>Anshul</i>
Dr. Krishna Kumar	Teacher Member (Commerce) <i>KK</i>
Dr. Rohit Jain	Teacher Member (Education) <i>Rohit</i>
Dr. Ravindra Pratap	Teacher Member <i>Ravindra Pratap</i>

The IQAC Coordinator opened the meeting by greeting all members.

The Chairman welcomed everyone and highlighted the successful submission of the SSR on the NAAC portal on June 19, 2024, attended by the Honorable Director, committee members, the Administrative Officer, the Finance Officer, and the Controller of Examinations. All faculty members subsequently reviewed and verified the submitted data.

In light of the upcoming NAAC peer team visit, it was decided to assign technical staff from the ERP center to create videos, presentations, short films, and criterion-wise booklets, as well as progression documents, prior to the visit.

Additionally, the academic audit team will conduct thorough visits to each department to check documentation and verify the availability of facilities and ambience, providing guidance for necessary preparations ahead of the NAAC peer team visit.

The meeting concluded with a vote of thanks to the Chair. The meeting ended with vote of thanks to the chair.



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



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Session 2024-25

Date 03.09.2024

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Saturday, 7th September, 2024 in the IQAC room at 4:30 pm.

Agenda:

1. Preparation for Peer Visit Team

COORDINATOR



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



SRI KRISHNA DUTT ACADEMY

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MINUTES OF NAAC IQAC COMMITTEE MEETING IN PRINCIPAL'S ROOM

Conduct of the Meeting:

Meeting of IQAC Committee Meeting held on dated 7th September, 2024 at Principal's Room at 4:00 PM.

Dr. Manjari Shukla	Coordinator	
Dr. Krishna Kant Gupta	Special Invitee	
Dr. Anshul Pant	Teacher Member (Science)	
Dr. Krishna Kumar	Teacher Member (Commerce)	
Dr. Rohit Jain	Teacher Member (Education)	
Dr. Ravindra Pratap	Teacher Member	

Co-ordinator IQAC greeted all the members. The following points were discussed regarding peer-team visit.

The preparations regarding peer team visit was briefed;

1. The preparations regarding NAAC peer team visit scheduled for first week of October were briefed to the chair.
2. The other members updated the coordinator regarding the preparations of the presentations of their respective criterion in terms of posters, documents and reports.
3. The power-point presentations to be done by IQAC coordinator during the peer visit was discussed.

The meeting ended with the vote



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



INTERNAL QUALITY ASSURANCE COMMITTEE

MINUTES OF NAAC IQAC COMMITTEE MEETING IN PRINCIPAL'S ROOM

Conduct of the Meeting:

Meeting of IQAC Committee Meeting held on dated 7th October, 2024 at Principal's Room at 4:00 PM.

Dr. Narendra Kumar Sharma	Principal	
Dr. Manjari Shukla	IQAC Coordinator	
Dr. Krishna Kant Gupta	Special Invitee	
Dr. Anshul Pant	Teacher Member (Science)	
Dr. Krishna Kumar	Teacher Member (Commerce)	
Mr. Vishal Sharma	Member (Librarian)	
Dr. Yogendra Nath Tiwari	Teacher Member (Education)	
Ms. Rabi Singh	Alumni Member	
Mr. Subhash Chandra Tiwari	Administrative Officer	

The IQAC Coordinator opened the meeting by greeting all members.

Agenda:

1. Preparation of Peer Team Visit on 9th-10th October, 2024
2. Duty Allotment

Welcome Committee Formation

The committee for welcoming the NAAC peer members was officially formed. The members are as follows:

NAME	DUTY
Ms. Aarti Singh	Digital Banner
Ms. Jaya Singh	Cultural events rehearsal
Ms. Tanu Singh	Overall Decoration
Dr. Anshul Pant (Science)	Departmental presentations
Dr. Rohit Jain (Education)	
Mr. Ajay Kumar Pal (Commerce)	
Mr. SD Tripathi	Transportation
Mr. Subhash Tiwari	Lunch & Snacks of Peer Team
Mr. Yogendra Nath Tiwari	Discipline maintenance



2. Review of Welcome Activities

- A detailed plan for welcoming Dr. P. Subhramaniam Yadapadithya, Dr. Pratibha Sharma, and Dr. Lata More was discussed.
- Key activities include:
 - Welcome on October 9, 2024
 - Tour of the campus facilities
 - Scheduled meetings with faculty, Students, Alumni and Employers
 - Cultural program in the evening

3. Assignment of Responsibilities

- Hon'ble Dr. N.K Sharma, Chairperson will handle the welcome speech and introductory session.
- Dr. Manjari Shukla, IQAC Coordinator is responsible for organizing the campus tour.
- Ms. Aarti Singh will coordinate meetings with faculty members.
- Mr. SD Tripathi will arrange refreshments and meals.
- Mr. Jaya Singh and Ms. Roshni Yadav will oversee the cultural program and manage participants.

4. Discussion on Logistics

- Transportation arrangements for the peer members were confirmed.
- Accommodation details are shared, and confirmation of their arrival times will be received soon.
- Necessary materials and documents for presentations were assigned to Mr. Subhash Tiwari.
- Technology setup for presentations and meetings was discussed and will be checked prior to the visit.

5. Q&A Session

- Open floor for questions regarding any aspect of the visit preparation.
- Addressed concerns regarding timing and availability of faculty members for the meetings.

Adjournment:

The meeting was adjourned at 5:30 pm with wishing good luck to all.



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow

The Institution has to make local transportation arrangements from the hotel / place of stay to Institution and back for the Peer Team members during the visit period. Institution shall also arrange lunch and snacks during the visit. The expenditure thus incurred is to be fully borne by the Institution (not reimbursable).

For Communication

Sri Krishna Dutt Academy

Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh

AISHE-ID: C-71535 & TRACK-ID: UPCOGN116375,

Accreditation Cycle: 1

Visit Date: 09/10/2024 to 10/10/2024

Prof. P Subrahmanya Yadapadithaya (Former Vice Chancellor, Mangalore University, Dakshina Kannada- 574199, Mangaluru, Karnataka) Res: House No. 206, Laxminagar Apartments, K R Rao Road, Near PVS Circle, Kodialbai, Dakshina Kannada- 575003, Mangaluru, Karnataka	Chairperson (Male)	Mob.: 9449207503 Email: yadapadithayaps@gmail.com
Prof. Pratibha Sharma Professor, School of Chemical Sciences, Devi Ahilya University, Indore- 452001, Madhya Pradesh	Member Coordinator (Female)	Mob.: 9425187226/ 9131719322 Email: drpratibhasharma@yahoo.com
Dr. Lata More Principal, Sane Guruji Vidya Prabodhini Comprehensive College of Education, Khiroda, Jalgaon- 425504, Maharashtra	Member (Female)	Mob.: 9421884125 Email: more_lata@rediffmail.com

At HEI:

Dr. Narendra Kumar Sharma Principal, Sri Krishna Dutt Academy, Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh	Mob.: 9413135301 Email: info@skdacademy.co.in
Dr. Manjari Shukla IQAC / CIQA coordinator, Sri Krishna Dutt Academy, Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh	Mob.: 8218751325/ 8840112734 Email: tripathiskd@gmail.com

At NAAC :

Dr. B. S. Ponmudiraj Adviser, National Assessment and Accreditation Council (NAAC), Jnana Bharathi Road, P. B. No. 1075, Nagarbhavi, Bengaluru - 560 072, Karnataka	Tel.: 080-23005133(D), 135 Mobile.: 9449002745 Fax: 080-23210270 E-mail: bs.ponmudiraj@naac.org.in Web: www.naac.gov.in
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Reg: For Communication Sri Krishna Dutt Academy

1 message

Dr. B.S. Ponmudiraj <bs.ponmudiraj@naac.org.in>

Mon, Oct 7, 2024 at 12:45 PM

To: info@skdacademy.co.in, "S.D Tripathi" <tripathiskd@gmail.com>

Cc: yadapadithayaps@gmail.com, drpratibhasharma@yahoo.com, more_lata@rediffmail.com, "B. S. Ponmudiraj" <bs.ponmudiraj@naac.gov.in>

The Institution has to make local transportation arrangements from the hotel / place of stay to Institution and back for the Peer Team members during the visit period. Institution shall also arrange lunch and snacks during the visit. The expenditure thus incurred is to be fully borne by the Institution (not reimbursable).

For Communication

Sri Krishna Dutt Academy
Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh
AISHE-ID: C-71535 & TRACK-ID: UPCOGN116375,
Accreditation Cycle: 1

Visit Date: 09/10/2024 to 10/10/2024

Prof. P Subrahmanya Yadapadithaya (Former Vice Chancellor, Mangalore University, Dakshina Kannada- 574199, Mangaluru, Karnataka) Res: House No. 206, Laxminagar Apartments, K R Rao Road, Near PVS Circle, Kodialbai, Dakshina Kannada- 575003, Mangaluru, Karnataka	Chairperson (Male)	Mob. : 9449207503 Email: yadapadithayaps@gmail.com
Prof. Pratibha Sharma Professor, School of Chemical Sciences, Devi Ahilya University, Indore- 452001, Madhya Pradesh	Member Coordinator (Female)	Mob. : 9425187226/ 9131719322 Email: drpratibhasharma@yahoo.com
Dr. Lata More Principal, Sane Guruji Vidya Prabodhini Comprehensive College of Education, Khiroda, Jalgaon- 425504, Maharashtra	Member (Female)	Mob. : 9421884125 Email: more_lata@rediffmail.com

At HEI:

Dr. Narendra Kumar Sharma Principal, Sri Krishna Dutt Academy, Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh	Mob. : 9413135301 Email: info@skdacademy.co.in
Dr. Manjari Shukla IQAC / CIQA coordinator, Sri Krishna Dutt Academy, Plot no- 2D/HS-1 Vrindavan Yojna Raebareli Road, Lucknow- 226025, Uttar Pradesh	Mob. : 8218751325/ 8840112734 Email: tripathiskd@gmail.com

At NAAC :

Dr. B. S. Ponmudiraj Adviser, National Assessment and Accreditation Council (NAAC), Jnana Bharathi Road, P. B. No. 1075, Nagarbhavi, Bengaluru - 560 072, Karnataka	Tel. : 080-23005133(D), 135 Mobile. : 9449002745 Fax: 080-23210270 E-mail: bs.ponmudiraj@naac.org.in Web: www.naac.gov.in
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2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7060111596

Session 2024-25

Date: 1.12.2024

NOTICE

All the members of IQAC are requested to attend the meeting of IQAC scheduled on Thursday, 7th December 2024 in the IQAC room at 4:00 pm.

Agenda:

The following agenda items are proposed for discussion in the upcoming meeting:

1. Welcome and celebration of achieving NAAC Grade 'A' in the first cycle.
2. Upgradation of the college letterhead.
3. Submission of NIRF data by December 31st, 2025.
4. Sending documents addressing discrepancies in ITEP.
5. Preparation of the tentative schedule for the Sports Annual Meet.

Your participation and input will be greatly appreciated.

11/12/24
Coordinator



Tanu Singh
Tara Singh

Dr. Anshul Pant
Neha Gupta

Krishna
(Krishna K. K. K. K.)
Prakash Singh

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



SRI KRISHNA DUTT ACADEMY

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Accredited GRADE "A" by NAAC

2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Ref.:

Date : 04/03/2025..

Session 2024-25

NOTICE

Dear members of IQAC,

This is to inform you that the next meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for Wednesday, 12th March 2025, at 4:00 pm in the IQAC Room. Your presence and participation are highly appreciated.

Agenda:

1. Preparation of the college for the upcoming inspection related to the implementation of ITEP (Old)
2. Review and feedback analysis of various events celebrated:
 - o Workshop
 - o Job Fair
 - o Science and Women's Day Celebrations
 - o Annual Sports Meet
3. Review of Semester-End Exam Results (Odd Semester)
4. Preparation for the National Seminar scheduled on 21st and 22nd March 2025
5. Course Completion Status of different programs run
6. Strategies to address the learning needs of slow learners versus advanced learners

Please make sure to attend and come prepared to discuss the above points.

Your participation and input will be greatly appreciated.

Best regards,

IQAC Coordinator

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow

04.03.2025
Ranu Singh 04/03/25
Joy Singh 04/03/25
Ank 4/3/25
Zapach 4/03/25
Ugr 04/03/25
Krish 4/03/25
SRI KRISHNA DUTT ACADEMY
LUCKNOW





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2D/HS-1, Vrindavan Yojana, Raebarell Road, Lucknow (U.P.) - 226025

INTERNAL QUALITY ASSURANCE COMMITTEE

MINUTES OF NAAC, IQAC COMMITTEE MEETING IN IQAC ROOM

Conduct of the Meeting:

Meeting of IQAC Committee Meeting held on dated 22nd January, 2025 at IQAC Room at 2:30 PM.

Members present:

The members were present in the meeting are as per the attendance sheet.

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Navin Kumar Kulshreshtha	Principal, Chairman	
2	Mr. S.D. Tripathi, Nodal Officer	Management Representative	
3	Dr. Manjari Shukla	Coordinator	
4	Dr. Anshul Pant	Teacher Member	
5	Dr. Tanu Singh	Teacher Member	
6	Dr. Madhu Gupta	Teacher Member	
7	Dr. Yogendra Nath Tiwari	Teacher Member	
8	Mr. Subhash Chandra Tiwari, Office Superintendent	One Nominee from Administartive staff	
9	Ms. Rabi Singh, Member	Nominee from Alumni	

1. Confirmation of Minutes from the Meeting held on 7th December 2024:

The minutes of the meeting held on 23rd January, 2025 were confirmed without any amendments.

2. Finalization of Dates for Workshops/Seminars/FDPs for the period January 2025 – May 2025:

- The proposed dates for various workshops, seminars, and faculty development programs (FDPs) for the period January 2025 to May 2025 were discussed.
- The following tentative dates were finalized:
 - Job Fair: 28th -29th Jan, 2025
 - Workshop on Bioinformatics & Data Sciences: 31st Jan-1st Feb, 2025
 - Seminar on Mutual Funds & Securities Market: 18th Feb-19th Feb, 2025
 - FDP on Research methodologies:
- Organizers (each department) will send out invitations and final schedules to the concerned participants by a week.

3. Identification of Students as per Psychometric Analysis: Slow Learners and Fast Learners:

- It was agreed that the psychometric analysis for identifying slow and fast learners will be carried out by each department.
- The process will involve evaluating students based on recent performance in the assessments taken and psychometric assessments.
- A report on the identified students will be shared with the faculty for targeted interventions and support programs by 3rd Feb, 2025.

4. Completion of AISHE Data Entry on the Portal:

- The AISHE (All India Survey on Higher Education) data entry process is ongoing.
- Ms. Raveena Singh has been tasked with completing the data entry by 31st January. Dr. Manjari Shukla and Ms. Rabi Singh will ensure all details are accurate and up-to-date.
- A reminder will be sent to the respective departments for any pending data.

5. Preparation of Schedule for the Upcoming In-Campus Job Fair:

- The preparations for the in-campus job fair were reviewed.
- The event will take place on 28th -29th January, 2025. The schedule for the day will include:
 - Registration: 9:00 AM
 - Employer Presentations: 10:00 AM- 11:00 AM
 - Interviews and Networking: 11:30 onwards
 - An offline and two online written tests will be taken on day 1 and selected candidates will be interviewed on day 2 for final selection
- Mr. Subhash Tiwari and Ms. Tanu Singh will be coordinating logistics, student registration, and employer participation.

6. Enrollment of Faculty and Students in NPTEL Courses on Swayam Portal:

- It was noted that the NPTEL (National Programme on Technology Enhanced Learning) courses on the Swayam portal are open for enrollment.
- Faculty and students are encouraged to enroll for relevant courses.
- A support team will assist with registration and provide guidance on course selection.
- The last date for enrollment is by the end of January month.

7. Any Other Issues with the Permission of the Chair:

- Academic Calendar of each department was discussed and it was decided that the Master Academic cum Activity Calendar would be framed by end of January for further follow up and the academic calendar must be updated on Google Calendar.

Conclusion:

The meeting was concluded at 3:30 PM. The Chair-person thanked all participants for their contributions and efforts. The next meeting is scheduled for.

Action Items:

- Completion of AISHE data entry by 31st January, 2025
- Finalization of detailed schedules for workshops, seminars, and FDPs by 28th January, 2025
- Identification and report of slow/fast learners by 3rd Feb, 2025
- Coordination for the job fair event by 25th January, 2025
- Faculty and student enrollment for NPTEL courses by 30th January, 2025.


Signature:
Dr. Mangari Shukla
IQAC Coordinator


Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



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2D/H.S.-1, Vrindavan Yojana, Raebareilly Road, Ph. : +91 7754852224, 7080111596

29th April, 2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held as per the details below:

Date: 1st May, 2025

Time: 2:00 PM

Venue: IQAC Room

Agenda:

1. Review of previous meeting minutes
2. Progress on AQAR preparation
3. Planning for upcoming academic audit
4. Syllabus completion report
5. College preparation as Examination Centre for Semester-end University exam starting from 3rd May, 2025
6. Suggestions for quality enhancement initiatives
7. Any other matter with the permission of the Chair

All members are requested to attend the meeting punctually.

Coordinator, IQAC

Rabindra
Ramesh Singh
Tanya Singh



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



Minutes of the Meeting

Date: 19th March, 2025

Time: 4:00 pm

Venue: IQAC Room

Members present:

The members were present in the meeting are as per the attendance sheet.

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Navin Kumar Kulshreshtha	Principal, Chairman	
2	Mr. S.D. Tripathi, Nodal Officer	Management Representative	
3	Dr. Manjari Shukla	Coordinator	
4	Dr. Anshul Pant	Teacher Member	
5	Dr. Tanu Singh	Teacher Member	
6	Ms. Jaya Singh	Teacher Member	
7	Dr. Yogendra Nath Tiwari	Teacher Member	
8	Mr. Subhash Chandra Tiwari, Office Superintendent	One Nominee from Administrative staff	
9	Ms. Rabi Singh, Member	Nominee from Alumni	

1. Confirmation of Minutes from the Meeting held on 22nd January, 2025:

The minutes of the meeting held on 22nd January, 2025 were confirmed without any amendments.

2. Preparation of the college for the upcoming inspection related to the implementation of ITEP (Old).

The team discussed the upcoming ITEP inspection and reviewed all necessary details and documentation. A thorough inspection of all documentation was carried out, and it was

found that everything is complete and in order. The relevant registers were submitted to the management for final verification.

3. Review and Feedback Analysis of Various Events Celebrated:

1. Workshop:

The workshop was highly successful, with participants appreciating the fact that it was executed within a very short time frame. This quick execution allowed the information to be disseminated efficiently to other colleges, encouraging greater participation from students.

2. Job Fair:

The job fair was a success, with 8 students receiving job offers after the final interviews. There is a recognized need for more job fairs targeting different streams. It has been decided to organize an additional round of the job fair, either by the end of April or mid-May, to provide more opportunities for students.

3. Science and Women's Day Celebrations:

- **Science Day:** This year, the Science Day celebrations were conducted with great enthusiasm, fostering a spirit of scientific inquiry among students.
- **Women's Day:** A symposium was organized for Women's Day, where various team leaders addressed queries related to women's health, stress management, and financial empowerment, offering valuable insights and support.

4. Annual Sports Meet:

The Annual Sports Meet was successfully held from 12th February to 15th February 2025. All students actively participated in a variety of outdoor games, including badminton, volleyball, kho-kho, kabaddi, race, and shot put, contributing to the vibrant atmosphere and fostering teamwork and sportsmanship.

5. Review of Semester-End Exam Results (Odd Semester):

The students performed exceptionally well in the final exams. For those who achieved less than 50 percent, their mentors provided counselling sessions to address the challenges they faced. Actions will be taken to help these students improve their performance in future assessments.

6. Preparation for the National Seminar scheduled on 27th and 28th March, 2025:

The multidisciplinary seminar, initially planned for an earlier date, has been rescheduled to take place on the 27th and 28th of March, 2025. Preparations for the seminar are underway to ensure its success.

7. Course Completion Status of Different Programs:

Classes for the even semester began on 3rd February. As of now, nearly 50% of the course has been completed in the B.Sc. and B.Com. programs. In the B.Ed. program, approximately 15% of the course has been completed, with ongoing activities contributing to the progress.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

24th MAY, 2025

IQAC MEETING NOTICE

Dear Members of IQAC,

This is to inform you that the next meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for Monday, 26th May, 2025, at 2:00 pm in the IQAC Room. Your presence and participation are highly appreciated.

Date: 26th May 2025

Time: 2:00 PM

Venue: IQAC Room

Agenda:

1. Confirmation of minutes of the previous meeting
2. Review of final AQAR draft before submission
3. Report on academic audit observations and follow-up action
4. Review of semester-end examination arrangements
5. Discussion on implementation of proposed quality enhancement initiatives
6. Planning of Faculty Development Programmes (FDPs) and student enrichment activities for the upcoming semester
7. Feedback collection process: students, alumni, and parents
8. Any other matter with the permission of the Chair

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[Signature]

[Signature]



[Signature]

[Signature]

[Signature]

[Signature]

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojna
Raibareilly Road, Lucknow



SRI KRISHNA DUTT ACADEMY

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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Minutes of the Meeting

Date: 1st May, 2025

Time: 2:00 PM

Venue: IQAC Room

Chairperson: Dr. Navin Kumar Kulshreshtha

Members Present:

The members were present in the meeting are as per the attendance sheet.

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Navin Kumar Kulshreshtha	Principal, Chairman	
2	Mr. S.D. Tripathi, Nodal Officer	Management Representative	
3	Dr. Manjari Shukla	Coordinator	
4	Dr. Anshul Pant	Teacher Member	
5	Dr. Tanu Singh	Teacher Member	
6	Ms. Jaya Singh	Teacher Member	
7	Dr. Yogendra Nath Tiwari	Teacher Member	
8	Mr. Subhash Chandra Tiwari, Office Superintendent	One Nominee from Administrative staff	
9	Ms. Rabi Singh, Member	Nominee from Alumni	

Agenda:

1. Review of previous meeting minutes
2. Progress on AQAR preparation
3. Planning for upcoming academic audit
4. Syllabus completion report
5. College preparation as Examination Centre for Semester-end University exam starting from 3rd May, 2025
6. Suggestions for quality enhancement initiatives
7. Any other matter with the permission of the Chair

Minutes:

1. Review of Previous Meeting Minutes

The minutes of the previous meeting were read and confirmed by the members. No corrections or modifications were suggested.

2. Progress on AQAR Preparation

The IQAC coordinator presented the current status of AQAR preparation. Most departmental data has been collected. Members were requested to submit any pending documentation by 25th May. Final compilation will begin by 1st June, 2025.

3. Planning for Upcoming Academic Audit

The committee discussed the internal academic audit scheduled for 28th May, 2025. Departments were advised to update records, maintain course files, and ensure documentation of all academic and co-curricular activities. A checklist will be shared by the IQAC shortly.

4. Syllabus Completion Report

Heads of Departments reported satisfactory progress on syllabus completion. All departments are expected to complete the syllabus by the second week of April 2025 which was followed by revision and Pre-University Examination. All faculties were advised to update the dates for examination.

5. College Preparation as Examination Centre

Detailed discussions were held regarding the upcoming semester-end exams starting from 3rd May 2025. The Examination Committee shared the requirements for infrastructure, manpower, and materials. Departments were

instructed to ensure classrooms are cleaned and all equipment is functional.
Duty lists will be circulated soon.

6. Suggestions for Quality Enhancement Initiatives

Several suggestions were made including:

- Organizing faculty development workshops
- Promoting student research activities
- Strengthening mentoring systems
- Encouraging use of ICT tools in teaching

IQAC will prioritize and plan implementation based on feasibility and resources.

7. Any Other Matter

With the permission of the Chair, the following additional matters were discussed:

- Proposal for establishing a Language Lab was tabled for future discussion.
- It was suggested to initiate alumni feedback collection online before the end of the academic year.

The next meeting is scheduled to be held after 26th May at the same stipulated time in the IQAC Room

Meeting Adjourned at: 4:00 PM

Minutes Prepared by:



Dr. Madan Shukla,
Co-ordinator


Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yoina
Raibareilly Road, Lucknow



INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the Meeting

Date: 26TH May, 2025

Time: 2:00 PM

Venue: IQAC Room

Chairperson: Dr. Navin Kumar Kulshreshtha

Members Present:

The members were present in the meeting are as per the attendance sheet.

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Navin Kumar Kulshreshtha	Principal, Chairman	
2	Mr. S.D. Tripathi, Nodal Officer	Management Representative	
3	Dr. Manjari Shukla	Coordinator	
4	Dr. Anshul Pant	Teacher Member	
5	Dr. Tanu Singh	Teacher Member	
6	Ms. Jaya Singh	Teacher Member	
7	Dr. Yogendra Nath Tiwari	Teacher Member	
8	Mr. Subhash Chandra Tiwari, Office Superintendent	One Nominee from Administartive staff	
9	Ms. Rabi Singh, Member	Nominee from Alumni	

Agenda:

1. Confirmation of minutes of the previous meeting
2. Review of final AQAR draft before submission
3. Report on academic audit observations and follow-up action
4. Review of semester-end examination arrangements
5. Discussion on implementation of proposed quality enhancement initiatives
6. Planning of Faculty Development Programmes (FDPs) and student enrichment activities for the upcoming semester
7. Feedback collection process: students, alumni, and parents
8. Preparation of Academic Calendar for the upcoming academic year
9. Any other matter with the permission of the Chair

Minutes:

1. Confirmation of Minutes of the Previous Meeting

The minutes of the previous meeting were read and confirmed. No corrections were noted.

2. Review of Final AQAR Draft Before Submission

The final Outline of the AQAR was reviewed by the members as the new format is still under preparation, the documentation is completed. Minor refinements were suggested, particularly in the documentation of **extension activities** and **best practices**. In alignment with the recommendations of the NAAC Peer Team, the **Program Outcomes (POs)** and **Course Outcomes (COs)** framework has been updated to follow **Bloom's Taxonomy**. Additionally, the data regarding **student placements and job allocations** is still in progress, as admissions for the current cycle are ongoing. The revised and complete AQAR draft will be finalized and submitted by the stipulated deadline.

3. Report on Academic Audit Observations and Follow-up Action

Observations from the recently conducted academic audit were discussed.

Departments requiring improvements in documentation and learner-centric practices were identified. The IQAC will provide support to ensure compliance.

4. Review of Semester-End Examination Arrangements

The Examination Committee confirmed that all preparations for the exams starting on

3rd May 2025 were complete. Seating plans, invigilation duties, and stationery supplies were reviewed.

5. Discussion on Implementation of Proposed Quality Enhancement Initiatives

Approved initiatives include:

- Faculty workshop on Outcome-Based Education (OBE)
- Rollout of a Faculty Mentoring Handbook
- Setting up a Language Lab, with a proposal to be finalized by July

6. Planning of FDPs and Student Enrichment Activities

Two Faculty Development Programmes (FDPs) were proposed for the next semester—on ICT integration and research skill development. Departments were requested to propose student enrichment events with themes aligned to NEP guidelines.

7. Feedback Collection Process: Students, Alumni, and Parents

The committee agreed to conduct feedback collection through Google Forms. Templates will be standardized across departments. The deadline for report submission is 20th June 2025.

8. Preparation of Academic Calendar for the Upcoming Academic Year

It was resolved that the Academic Calendar for 2025–26 shall be drafted by the IQAC in coordination with department heads. Members were asked to submit key dates for academic events, internal assessments, and extracurricular activities by 5th June 2025.

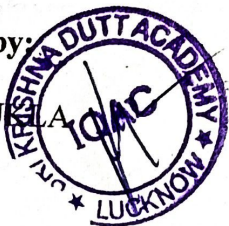
9. Any Other Matter with the Permission of the Chair

- A proposal for initiating inter-departmental student research projects was tabled.
- Suggestions were made to document and publish a compendium of best teaching practices from each department.

Meeting Adjourned at: 3:45 pm

Minutes Prepared by:

DR. MANJARI SHUKLA
CO-ORDINATOR




Principal
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