

## Establishment Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is a statutory body was established in 2021 in Sanskriti College to promote and ensure quality in higher education institutions. The IQAC is responsible for developing and implementing a quality assurance system in the institution, which includes planning, monitoring, and evaluation of academic and non-academic activities.

The IQAC is headed by the Principal of the institution and has a team of members drawn from faculty, students, and non-teaching staff. The IQAC meets regularly to discuss and review the progress of the quality assurance system.

The IQAC has the following functions:

- To develop and implement a quality assurance system in the institution.
- To plan, monitor, and evaluate academic and non-academic activities.
- To identify and address areas of improvement.
- To promote a culture of continuous improvement in the institution.
- To prepare and submit an annual quality assurance report to the UGC.

The IQAC plays an important role in ensuring the quality of education in higher education institutions. The IQAC's activities help to improve the quality of teaching, learning, and research in the institution. The IQAC also helps to promote a culture of continuous improvement in the institution.

The following are the steps involved in the establishment of an IQAC:

- The Principal of the institution constitutes the IQAC.
- The IQAC invites applications from faculty, students, and non-teaching staff for membership.
- The IQAC shortlists the applications and selects the members.
- The IQAC holds its first meeting and elects the office-bearers.
- The IQAC develops and implements a quality assurance system in the institution.
- The IQAC is a valuable resource for higher education institutions. The IQAC's activities help to improve the quality of education and promote a culture of continuous improvement in the institution.

Initiative taken by IQAC:-

- To establish student developed cell
- Decide to organized International /National Seminar/ Workshop/Conferences
- Establishment of sports Board to encourage students in taking participation at International /National/ State Level in different sports



  
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- To provide Internal scholarship for Economical Weeks students and sports achievers
- To Constitutions of Internal committee and decide their objectives and responsibilities
- Address all the committee coordinators to organized events and activities throw out the year




  
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Ref.No. SANS/IQAC/2022/01

Date: 04/03/2022

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 09/03/2022 at 11:00 am in Seminar Room. All the members are requested to attend the same.



Head IQAC

CC:-

1. Principal
2. All members of IQAC



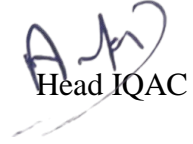
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Ref.No.: SANS /IQAC/2022/01

Date: 06/03/2022

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 09/03/2022 at 11:00 am in Seminar Room to discuss about the formation of various committees for session 2022-23 which will be responsible for the planning of different activities and orientation program. All the members are requested to attend the same on time and contribute to the discussion.



Head IQAC

CC:-

1. Principal
2. All members of IQAC

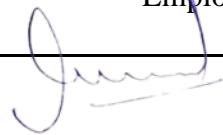


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**IQAC Members called for the meeting:**

S. No.	Name	Designation
1	<b>Dr Manisha Sharma</b>	Principal & Chairperson <b>IQAC</b>
2	Mr. Ankit Sharma	Head & Convener <b>IQAC</b>
3	Mr. Alok Sharma	Academic Advisor
4	Dr. Sumit Kumar Gupta	Industrial Advisor
5	Mr. Sushil Sharma	Management Nominee
6	Dr. Deepika Sharma	Department of Science
7	Mr. Jay deep	Department of Arts
8	Dr. Neelu Lamba	Department of Commerce
9	Dr. Nimit Jain	Department of Maths
10	Mr. Kanaram Saini	HOD, Department of Chemistry
11	Mr. Manish Kumar	HOD, Department of Physics
12	Ms. Seema Grover	Office Incharge
13	Payal Saini	Student Nominee
14	Bharat Khatri	Alumni
15	Ms. Shaeely bafna	Stake Holder
16	Ms. Rajshree	Employer



  
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## Minutes of Meeting

Date: March 9, 2022

Time: 1:00 PM - 2:00 PM

Location: Conference Room

Attendees:

S.No.	Name	Designation	Signature
1.	Dr Manisha Sharama	Principal & Chairperson IQAC	
2.	Mr. Ankit Sharma	Head & Convener IQAC	
3.	Mr. Alok Sharma	Academic Advisor	
4.	Dr. Sumit Kumar Gupta	Industrial Advisor	
5.	Mr. Sushil Sharma	Management Nominee	
6.	Dr. Deepika Sharma	Department of Science	
7.	Mr. Jaydeep	Department of Arts	
8.	Dr. Neelu Lamba	Department of Commerce	
9.	Dr. Nimit Jain	Department of Maths	
10.	Mr. Kanaram Saini	HOD, Department of Chemistry	
11.	Mr. Manish Kumar	HOD, Department of Physics	
12.	Ms. Seema Grover	Office Incharge	
13.	Payal Saini	Student Nominee	
14.	Bharat Khatri	Alumni	
15.	Ms. Shaeely bafna	Stake Holder	
16.	Ms. Rajshree	Employer	



  
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Agenda:


- To establishment of internal committee
- To establish student development cell
- To organize academic activities
- To organize cultural activities
- to organized International /National Seminar/ Workshop/Conferences
- Discussion of progress on quality assurance initiatives
- Review of upcoming events and deadlines
- Open discussion

Action Items:

- Mr Ankit discussed timeline for the establishment of internal committee
- He has given proposal for the upcoming quality assurance workshops.
- The principal assigned Dr Deepika head Dept of botany to organize international conference this year.
- The IQAC head has appointed Mr Jaydeep as coordinator student development cell and asked him to decide member for the cell.
- She has discussed about implementation of the new quality assurance processes.
- The IQAC head has given targets to organize academic activities and cultural activities in the session 2022-23.

Adjournment:

The meeting was adjourned at 2:00 PM with vote of thanks.

  
IQAC head

Cc to:-

Principal



  
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## Internal Quality Assurance Cell (IQAC) Report Summary

**2022 - 2023**

The Internal Quality Assurance Cell (IQAC) of Sanskriti College was founded in 2021 as a quality enhancement and maintenance measure mandated by the NAAC. From the beginning, IQAC has played a crucial role in creating a system for the deliberate, ongoing, and catalytic enhancement of the College's overall performance. The IQAC is dedicated to helping higher education internalize and institutionalize quality improvement programs. It supports the organization's monitoring and planning efforts. Additionally, IQAC allows a cross-sectional participation of stakeholders in the institution's quality development initiatives, including students, teachers, parents, alumni, funding agencies, and the community.

### QUALITY INITIATIVES OF IQAC:

- **SSR Preparation**
- **Mock Team Visit**
- **Student Induction Programme**
- **Faculty Development Programme**
- **Faculty Orientation/Refresher Programme:**
- **Curriculum development**
- **National Conferences/Seminars**
- **Research Development**
- **Science Exhibition**
- **IQAC Bulletin**
- **IQAC Workshops**
- **Feedback Analysis**
- **Infrastructural Facilities**



  
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- Awareness Programmes
- IQAC Meetings

**SSR Submission:**

Self-Study Report preparation for accreditation was initiated in March 2022.

**Mock Team Visit:**

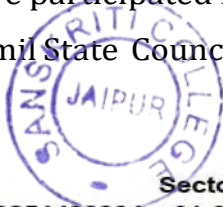
IQAC has conducted a NAAC Mock Team Visit on 25.08.22 & 26.08.22. The Mock Team members are: (i) Dr. A. K Sninha C.S.M University, Mumbai, (ii) Professor Rhymend Uthariraj, Dean, B S Abdur Rahaman Crescent Institute of Science and Technology, Chennai and (iii) Rev. Dr. Xavier Vedam, General Secretary, AIACHE, New Delhi). The Mock Team Visit members had shared their feedback to faculty members and this practice trained the departments for Peer Team Visit

**Student Induction Programme:**

The Students Service Committee conducted the Student Induction Programme on 13<sup>th</sup> and 14<sup>th</sup> of September 2022, which included Orientation for Fresher"s, online introduction meeting with College Officials, course orientation, CBCS registration, Part V courses orientation and selection for NSS, RRC The community college orientation for B.Com and BBA courses was conducted on 25-10-2021.

**Faculty Development Programme:**

IQAC facilitated the faculty members to participate in faculty development programme. 24 faculty members have attended the Online and Face-to-face Faculty Development Programme, during this academic year. 66 faculty members have participated in two days In-Service Teacher Training Programme hosted by Tamil State Council for Higher Education. IQAC and the Commerce department



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has organised a Faculty Development Programme , faculty members have benefitted from this programme.

### Faculty Orientation/Refresher Programme:

IQAC facilitated the following faculty members to attend the orientation and refresher courses conducted by UGC- HRDC of Universities.

S.No	Faculty Development Programme	Name of Faculty Member
1	Orientation/Faculty Induction Programme	Dr Muktika Ahaskar
		Swati Solanki
		Anubhav Sharma
	Refresher Course	Manish Kumar Bhargava Dr Nimit Jain Dr Kavita Yadav Kanha ram saini Dr Deepika Sharma Dr Muktika Ahaskar Swati Solanki Anubhav Sharma Ranjula Gupta Tanya Arora Faizeen Raza Jitendra Soni Dr Chanchal Sharma Astha Sharma Nidhi Sharma Pooja Sharma Dr. Neelu Lamba Urvashi Kumawat Ankit Sharma Ankush Gupta Gaurav Vyas Stuti saxena Swati Mehta Anirban Ghosh Vishvnath Pathak



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### **Curriculum Development:**

The Dean for Curriculum Development & Research encouraged the Faculty and Students to get actively involved in the process of Curriculum development with the focus on outcome based education. The Programme Structure and Curriculum for UG courses were revised and approved by the Academic Council. Programme Structure and Curriculum

### **Introduction of New courses:**

The Dean for Curriculum Development & Research was instrumental in the introduction of new course, B.Sc. Bio Technology. Program structure and curriculum was placed & approved by the Academic council. MHRD has approved the LSC (Logistic Skill Council of India) programme to our college, Bachelor of Management Studies, a three-year degree programme. This course is a specialization in Maritime Logistics. For that, the college administration signed a MOU with the LSC of India. NCC Navy and NCC Air wing were sanctioned to the college to be offered under Part V in Undergraduate Courses.

### **International Conferences/ Seminars:**

International Virtual Conference on „Interdisciplinary Innovation in Academic Research“ was organised by the department of Business Administration on 2 November 2022. The Department of Mathematics conducted a two days International Workshop on „Innovative Resource and IPR in Research“ on 8th and 9th of October, 2022.



  
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### **Science Exhibition:**

Science departments of the college organised a science exhibition for three days between 24<sup>th</sup> and 26<sup>th</sup> of February, 2022. Six thousand school children attended the exhibition and got benefitted.

### **IQAC Bulletin:**

IQAC bulletin was published highlighting the college activities in academic year. The bulletin serves as the source of information to all stakeholders thereby enhancing the academic progress.

### **IQAC Workshops:**

The Postgraduate Department of Chemistry & American College Central Instrumentation Centre jointly organised a three-day In-house Workshop on Skills Development in Analytical Techniques from 14<sup>th</sup> to 16<sup>th</sup> of December, 2021. Department of Science organized a Workshop on DNA Amplification Techniques on 07.05.2022.



  
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**DATE: - 08.08.2023**

**NOTICE**

Students of UG (2nd and 3rd year) and PG (Previous/Final) are invited to a seminar on “Skill Development “. The session will be held on 12th August 2023, at 2:00 PM at the Seminar Hall.

**Coordinator**

(Training and placement cell)



**Principal**



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**16 September, 2023**

**NOTICE**

**COMMITTEE FOR THE PREVENTION OF SEXUAL  
HARRASMENT OF WOMEN (CPSHW)**

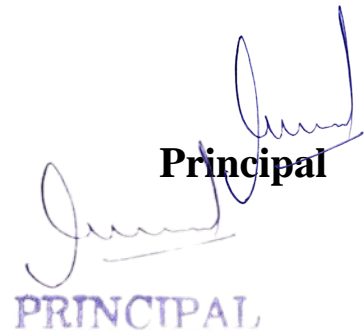
Our college follows a zero-tolerance policy towards harassment. The Ministry of Women and Child Development has notified the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (Rules). In pursuance of this act and office orders, a meeting will be held on 16 September, 2023. The chair person will be Dr. Manisha Sharma, Principal Sanskriti College. Information of committee members are following:

Coordinator            Dr Deepika Sharma  
Member                Dr. Muktika Ahaskar  
                                  Ranjula Gupta  
                                  Dr Chanchal Sharma

**Coordinator**



**Principal**



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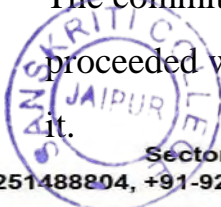
**COMMITTEE FOR THE PREVENTION OF SEXUAL  
HARRASMENT OF WOMEN (CPSHW)**

**CIRCULAR**

A meeting has been held of Anti Sexual Harassment Committee on 16 September, 2019. The person (students, faculty members and non-teaching staff members) who becomes victim of any act of sexual harassment should report to the chairperson or members of the complaint committee. The chairperson will also work as counselor in this regard.

The committee will process individual grievances concerning any kind of harassment and take suitable actions in the manner and mode provided as under:

- Any employee or student will file a complaint concerning any sexual harassment.
- Such a complaint may either be oral or in writing.
- If the complaint is oral, the same shall be put in writing (in detail) by the counselor and will read out to the complainant and will not be acted upon till the same is signed by the complainant.
- The complainant shall be afforded full secrecy at each stage.
- The chairperson will convene a meeting of the committee at the earliest but within a period of one week from the date of such complaint.
- Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard.
- The committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.



  
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- Based on the inquiry made by the complaint committee and also evidences presented, the committee will give its final report including the recommendations of the penalty to be imposed to the Provost.
- Penalties: The penalties may be minor or major depending upon the nature of guilt for the employees and the students as the case may be as per the Discipline Appeal Rules and Maintenance of Discipline of the Students on the campus respectively.

NOTE: All Heads of the Institution, Heads of the Department are here by requested to kindly bring this to the notice of all the employees and students of the Institutions/ Sections concerned.

**Coordinator**



**Principal**




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**NOTICE**

**STAFF SELECTION COMMITTEE (SSC)**

A meeting was held to determine the way of selection and recruitment of teaching and non-teaching staff separately on June 12, 2024. It is to assure that the college appoints only renowned subject experts and specialists to maintain quality education and friendly environment for the holistic development of students.



**Principal**



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## NOTICE


### COLLEGE MAGAZINE CLUB

Our college publishes a journal and magazine once in a year. This is to inform students we are collecting material to be published in that magazine. It is an open invitation to all the students of every stream and every UG year to contact members of the club to collect the complete information. Instructions to the students are following:

1. Students interested can receive guidance from their mentors for the material which can be any editorial, article, research paper or any related activity.
2. Students can also collect the information in depth from college website and check old magazines for the ideas.
3. Students have to submit their entries for the same latest by 15 September, 2023.

As for the info of members of the club, is following:

1. Chief Editor - Dr Neelu Lamba
2. Coordinator Dr. Aditi Joshi
3. Faculty Coordinators Dr Chanchal Sharma  
Dr. Nimit Jain  
Mr. Jaydeep Sharma



**Principal**  
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