

**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,  
GORAKHPUR**



**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 17**

**PLACE- IQAC OFFICE  
C.R.D.A.M P.G. COLLEGE  
GORAKHPUR**

**DATE-27/July//2018  
TIME-2:00 PM**

**AGENDA –1 To Discuss About Recent Changes in NAAC Guidelines**

**AGENDA –2 Preparation for IQA Detail and SSR for NAAC Assessment**

Today on dated 27/July/2018, a meeting of IQAC was held in IQAC office under chairmanship of the Principal at 02:00 PM in which following members were present-

1. Dr. Aparna Mishra, Principal / chairperson IQAC
2. Dr. Rekha Srivastva, Coordinator IQAC
3. Dr. Vijyalaxmi Mishra, Member of IQAC
4. Dr. Chakra Pani Pandey, Member IQAC (Vice President of managing community)
5. Dr. Sarika Jaiswal , Member of IQAC
6. Dr. Preeti Tripathi , Member of IQAC
7. Dr. Priyatosh Mishra Member of IQAC
8. Dr. Suman Singh, Asst. Prof.( Hindi Department)
9. Dr. Rekha Rani Sharma , Member of IQAC
10. Dr. Astha Prakash, Asst. Prof.( Education Department)
11. Mrs. Priyambada Tripathi, Asst. Prof. (Home Science Department)
12. Anuradha Suman, Student Member of IQAC

## Suggestions and Decisions Taken in the Meeting-

### AGENDA – 1

To Discuss About Recent Changes in NAAC Guidelines.

1. Firstly, the Coordinator of IQAC reviewed the previous meeting held on 27/April/2018 and presented a report.
2. All IQAC members have discussed the changes in assessment and accreditation process introduced by NAAC in July 2017 on the proposal of principal, a decision was taken that the coordinator of IQAC will inform all the teachers and other staff about the new guidelines through a power point presentation.
3. An other decision was taken with the consent of IQAC members to make this institute as per new NAAC guidelines.

### AGENDA – 2

Preparation for IIQA Detail and SSR for NAAC Assessment.

1. An other discussion was held on the necessary documents for IIQA status like -2F & 12 B Certificate, DCF uploading Certificate, latest Affiliation Letter, latest Grant Certificate and other documents and it was decided that it should be prepared before 20<sup>th</sup> /Sep/ 2018.
2. For SSR preparation, it was decided that group of 4 teachers each, will be formed and they will be given all the seven criteria and they will have to prepare documentation, keeping the directions in mind given by NAAC.
3. On the basis of the suggestions, it was decided that all seven criteria will be distributed amongst the in-charges like this-

#### **Criteria**

#### **Coordinator**

- |  |                          |
|--|--------------------------|
| 1. Curricular Aspects                    | Dr. Virendra Kumar Gupta |
| 2. Teaching, Learning & Evaluation       | Mr. Anant Pathak         |
| 3. Research Consultancy & Extension      | Dr. Sarika Jaiswal       |
| 4. Infrastructure and Learning Resources | Dr. Astha Prakash        |
| 5. Student Support & Progression         | Dr. Suman Singh          |
| 6. Governance & Leadership               | Dr. Preeti Tripathi      |
| 7. Innovations & Best Practices          | Dr. Rekha Rani Sharma    |

**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,  
GORAKHPUR**



**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 18**

**PLACE- IQAC OFFICE  
C.R.D.A.M.P.G. COLLEGE  
GORAKHPUR**

**DATE-26/Oct//2018  
TIME-2:30 PM**

**AGENDA –1 To Discuss about Organizing Various Co-curricular and Extra Curricular Competitions for the Talent Development of the Students**

**AGENDA –2 Nomination of New Faculty Members in IQAC**

**AGENDA –3 To Reestablish the Various Committees and Cells Established in the College and the Nomination of the New Members**

Today on dated 26/Oct/2018, a meeting of IQAC was held in IQAC office under chairmanship of the Principal at 02:30 PM in which following members were present-

1. Dr. Aparna Mishra , Principal / Chairperson IQAC
2. Dr. Vijyalaxmi Mishra, Member of IQAC
3. Dr. Rekha Srivastava, Coordinate IQAC
4. Dr.Sarika Jaiswal , Member of IQAC
5. Dr. Virendra Kumar Gupta Asst. Prof. M.Ed. Department
6. Shri Anant Kumar Pathak, Asst. Prof. B.Ed. Department
7. Smt Anjali Shukla(Asst. Prof. Computer Department)
8. Smt Shalinee Srivastava Asst. Prof. Political Science Department
9. Miss .Divya Sharma, Asst. Prof. English Department
10. Miss. Priya, Asst. Prof. Sociology Department
11. Mrs. Sarita Tripathi, Asst. Prof. M.Ed. Department
12. Dr. Vikash Kumar Sravastava, Asst. Prof. B.Ed. Department
13. Shri Narendra Singh Rawat Office Superintendent
14. Muskan Singh, IQAC Student Member

## Suggestions and Decisions Taken in the Meeting-

<p><b><u>Agenda -1</u></b> To Discuss about Organizing Various Co- curricular and Extra Curricular Competitions for the Talent Development of the Students -</p>	<p>1. Firstly, the Coordinator of IQAC reviewed previous meeting held on dated 26/July/2018, and presented a report-</p> <p>2. A discussion was held for the development of the talent of the students and on the suggestions of the members presented in the meeting, it was decided that for the development of the speaking skill, news reading competition in Hindi as well as in English will be organized in the college. Along with this, an other competition i, e. Food without fire was also decided to be organized. The Schedule of these competitions is as follows-</p> <p>3.</p>																				
<table border="1"> <tr> <td data-bbox="391 750 470 974">A.</td> <td data-bbox="470 750 1029 974">English News Reading Competition</td> <td data-bbox="1029 750 1444 974">Date -25<sup>th</sup>/10/18 Time-12:30 PM Place- College Campus Coordinator- Smt. Shalinee Srivastava</td> </tr> <tr> <td data-bbox="391 974 470 1198">B.</td> <td data-bbox="470 974 1029 1198">Hindi News Reading</td> <td data-bbox="1029 974 1444 1198">Date -25<sup>th</sup>/10/18 Time-11:00 AM Place- College Campus Coordinator- Smt. Shalinee Srivastava</td> </tr> <tr> <td data-bbox="391 1198 470 1388">C.</td> <td data-bbox="470 1198 1029 1388">English Speech Competition</td> <td data-bbox="1029 1198 1444 1388">Date -31<sup>st</sup>/10/18 Time-11:00 AM Place- College Campus Coordinator- Miss Ruchi Tripathi</td> </tr> <tr> <td data-bbox="391 1388 470 1579">D.</td> <td data-bbox="470 1388 1029 1579">Hindi Debate Competition</td> <td data-bbox="1029 1388 1444 1579">Date -15/10/18 Time-11:00 AM Place- College Campus Coordinator- Dr. Suman Singh</td> </tr> <tr> <td data-bbox="391 1579 470 1758">E.</td> <td data-bbox="470 1579 1029 1758">Quiz Competition</td> <td data-bbox="1029 1579 1444 1758">Date -22<sup>th</sup>/12/18 Time-11:00 PM Place- College Campus Coordinator- Mr. Brijendra Tripathi</td> </tr> <tr> <td data-bbox="391 1758 470 1937">F.</td> <td data-bbox="470 1758 1029 1937">Computer Quiz</td> <td data-bbox="1029 1758 1444 1937">Date -25<sup>th</sup>/01/19 Time-11:00 PM Place- College Campus Coordinator- Mrs. Anjali</td> </tr> <tr> <td data-bbox="391 1937 470 2027">G.</td> <td data-bbox="470 1937 1029 2027">Sanskrit Speech Competition</td> <td data-bbox="1029 1937 1444 2027">Date -15<sup>th</sup>/11/18 Time-11:00 AM</td> </tr> </table>	A.	English News Reading Competition	Date -25 <sup>th</sup> /10/18 Time-12:30 PM Place- College Campus Coordinator- Smt. Shalinee Srivastava	B.	Hindi News Reading	Date -25 <sup>th</sup> /10/18 Time-11:00 AM Place- College Campus Coordinator- Smt. Shalinee Srivastava	C.	English Speech Competition	Date -31 <sup>st</sup> /10/18 Time-11:00 AM Place- College Campus Coordinator- Miss Ruchi Tripathi	D.	Hindi Debate Competition	Date -15/10/18 Time-11:00 AM Place- College Campus Coordinator- Dr. Suman Singh	E.	Quiz Competition	Date -22 <sup>th</sup> /12/18 Time-11:00 PM Place- College Campus Coordinator- Mr. Brijendra Tripathi	F.	Computer Quiz	Date -25 <sup>th</sup> /01/19 Time-11:00 PM Place- College Campus Coordinator- Mrs. Anjali	G.	Sanskrit Speech Competition	Date -15 <sup>th</sup> /11/18 Time-11:00 AM
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G.	Sanskrit Speech Competition	Date -15 <sup>th</sup> /11/18 Time-11:00 AM																			

		Place- College Campus Coordinator- Mr. Arun Mani Tripathi
H.	Food Without Fire Competition	Date – 17/11/18 Time-12:00 PM Place- College Campus Coordinator- Home Science Department
I.	Mehandi Competition	Date -26 <sup>th</sup> /10/18 Time-11:00 AM Place- College Campus Coordinator- Dr. Shweta Verma
J.	Rangoli Competition	Date -23/10/18 Time-11:00 AM Place- College Campus Coordinator- Dr. Rekha Rani Sharma

<b>Agenda -2</b> Nomination of New faculty Members in IQAC.	4. On the basis of the suggestions regarding this agenda, the decided new list of the members is as follows-																											
	5. <table border="1"> <thead> <tr> <th>New Members</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Dr. Aparna Mishra</td> <td>Principal</td> </tr> <tr> <td>Dr. Rekha Srivastava</td> <td>Coordinator</td> </tr> <tr> <td>Dr. Vijaylaxmi Mishra</td> <td>Member in IQAC</td> </tr> <tr> <td>Dr. Sarika Jaiswal</td> <td>Member in IQAC</td> </tr> <tr> <td>Dr. Virendra Kumar Gupta</td> <td>M.Ed. Dept.</td> </tr> <tr> <td>Mr. Anant Pathak</td> <td>B.Ed. Dept.</td> </tr> <tr> <td>Mrs. Shalinee Srivastava</td> <td>Political Science Dept.</td> </tr> <tr> <td>Mrs. Anjali Shukla</td> <td>Computer Dept.</td> </tr> <tr> <td>Miss. Divya Sharma</td> <td>English Dept.</td> </tr> <tr> <td>Dr. Chakra Pani Pandey,</td> <td>Member IQAC (Vice President of managing community)</td> </tr> <tr> <td>Shri Narendra Singh Rawat</td> <td>(Office Suprintendent )</td> </tr> <tr> <td>Shri. Pushpdant Jain,</td> <td>member IQAC (Chairperson of managing community)</td> </tr> <tr> <td>Miss. Muskan Singh</td> <td>Student</td> </tr> </tbody> </table>	New Members	Department	Dr. Aparna Mishra	Principal	Dr. Rekha Srivastava	Coordinator	Dr. Vijaylaxmi Mishra	Member in IQAC	Dr. Sarika Jaiswal	Member in IQAC	Dr. Virendra Kumar Gupta	M.Ed. Dept.	Mr. Anant Pathak	B.Ed. Dept.	Mrs. Shalinee Srivastava	Political Science Dept.	Mrs. Anjali Shukla	Computer Dept.	Miss. Divya Sharma	English Dept.	Dr. Chakra Pani Pandey,	Member IQAC (Vice President of managing community)	Shri Narendra Singh Rawat	(Office Suprintendent )	Shri. Pushpdant Jain,	member IQAC (Chairperson of managing community)	Miss. Muskan Singh
New Members	Department																											
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Miss. Muskan Singh	Student																											
	6. The name of all these members was included in the IQAC which was recommended by the principal and they were made to know the objectives of IQAC.																											
<b>Agenda -3</b> To Reestablish	7. A proposal for the reestablishment of various committees and cells already established in the college, was kept in the meeting and according to the suggestions given in the meeting, it was decided to reestablish the cells and																											

the various committees and cells established in the college and the Nomination of the new members.

re-elect the coordinators of these cells. The new format of the structure of the cells is like this-

<b>S.NO.</b>	<b>Committees</b>	<b>Coordinators</b>
1.	Library Advisory	Mrs. Shraddha Srivastava
2.	Admission Cell	Dr. Vikas Kumar Srivastava
3.	Alumni	Mrs. Sarita Tripathi
4.	Grievance Redressal Cell	Mrs. Priyambada
5.	Environment Protection Cell	Miss. Priya
6.	Language Development Cell	Miss. Ruchi Tripathi
7.	Sports Committee	Dr. Amita Aggrawal
8.	Parent-Teacher Committee	Dr. Rekha Rani Sharma
9.	Feedback Cell	Dr. Rekha Srivastava
10.	Guidance & Counseling Cell	Dr. Sarika Jaiswal
11.	Women Protection & Anti-Ragging Cell	Dr. Preeti Tripathi

C.R.D. ARYA MAHILA P.G. COLLEGE

**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,  
GORAKHPUR**



**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 19**

**PLACE- IQAC OFFICE  
C.R.D.A.M.P.G. COLLEGE  
GORAKHPUR**

**DATE-28/Jan//2019  
TIME-02:00 PM**

**AGENDA –1 To Conduct Internal Academic Audit by IQAC**

**AGENDA –2 Promote the use of N-List (Inflibnet)**

Today on dated 28/Jan/2019, a meeting of IQAC was held in IQAC office under the chairmanship of the Principal at 02:00 PM in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Coordinate IQAC
3. Dr. Vijyalaxmi Mishra, Member of IQAC
4. Dr. Sarika Jaiswal , Member of IQAC
5. Dr. Virendra Kumar Gupta (Asst. Prof. M.Ed. Department)
6. Anant Kumar Pathak(Asst. Prof. B.Ed. Department)
7. Smt Anjali Shukla (Asst. Prof. Computer Department)
8. Smt Shalinee Srivastava (Asst. Prof. Political Science Department)
9. Miss Divya Sharma (Asst. Prof. English Department)
10. Miss. Priya, (Asst. Prof. Sociology Department)
11. Dr. Vikash Kumar Srivastava, (Asst. Prof. B.Ed. Department)
12. Shri Narendra Singh Rawat (Office Superintendent )
13. Muskan Singh (IQAC Student Member)

## **Suggestions and Decisions Taken in the Meeting-**

<p><b><u>Agenda -1</u></b> To Conduct Internal Academic Audit by IQAC</p>	<ol style="list-style-type: none"><li>1. Firstly, the Coordinator of IQAC reviewed previous meeting held on dated 26/Oct/2018, and presented a report which was recommended by the Principal.</li><li>2. In the meeting, a proposal for academic audit was kept so that the necessary suggestions after the inspection of the activities, may be given.</li><li>3. On the basis of the suggestions, it was decided that after the end of the session, academic audit (internal &amp; external, both) will be conducted in the college.</li></ol>
<p><b><u>Agenda -2</u></b> To Promote the use of N-List (Inflibnet)</p>	<ol style="list-style-type: none"><li>4. A Decision related to the registration of the students &amp; the teachers in N-List for the facility of e- learning in the library, was taken on the basis of the suggestions given in the meeting.</li><li>5. Along with this, it was also decided that workshop for two days will be organized so that all members can use N-List well, taking the advantage of the facility of N-List.</li></ol>



**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,  
GORAKHPUR**



**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 20**

**PLACE- IQAC OFFICE  
C.R.D.A.M P.G. COLLEGE  
GORAKHPUR**

**DATE-26/March//2019  
TIME-02:00 PM**

- AGENDA -1 Renovation of the college auditorium and students' & teachers' washrooms.**
- AGENDA -2 Documentation of various activities of departments and committees with the help of IQAC members.**
- AGENDA -3 Checking various stock register with the help of IQAC members.**
- AGENDA -4 Proper preparation regarding NAAC peer team visit.**
- AGENDA -5 Commencement of Diploma and certificate course from the next session.**

Today on dated 26/March/2019, a meeting of IQAC was held in IQAC office under the chairmanship of the Principal at 02:00 PM in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Coordinator IQAC
3. Dr. Vijyalaxmi Mishra, Member of IQAC ( Asst. Prof. M.Ed Department)
4. Dr. Sarika Jaiswal , Member of IQAC( Asst. Prof. Home Science Department)
5. Dr. Virendra Kumar Gupta (Asst. Prof. M.Ed. Department)
6. Anant Kumar Pathak(Asst. Prof. B.Ed. Department)
7. Smt Anjali Shukla (Asst. Prof. Computer Application Department)
8. Smt Shalinee Srivastava (Asst. Prof. Political Science Department)
9. Miss Divya Sharma (Asst. Prof. English Department)
10. Mr. Pushpdant Jain, Member of IQAC ( Management Representative)
11. Dr. Chakrapani Pandey, Member of IQAC (Local Society)
12. Shri Narendra Singh Rawat, Member of IQAC (Office Superintendent )
13. Muskan Singh, Member of IQAC ( Student)

## Suggestions and Decisions Taken in the Meeting-

<p><b><u>Agenda -1</u></b> Renovation of the college auditorium and students' &amp; teachers' washroom</p>	<ol style="list-style-type: none"> <li>1. Firstly, IQAC coordinator presented a review report of the previous meeting held on 28<sup>th</sup> Jan 2019 on which the principal along with all present member of IQAC agreed.</li> <li>2. In the meeting, IQAC coordinator kept a proposal for the renovation of the college auditorium along with the renovation of the was rooms for teachers and students as well IQAC member, Mr. Anant Pathak suggested to provide a new separate toilet for gents and to renovate the old one. .</li> <li>3. Keeping this proposal for consideration, it was decided that the auditorium would be modernized with many facilities and there would be proper arrangement of chairs, tables, lights, sound and projector etc.</li> <li>4. Along with this, it was also decided that the washrooms of teachers and students would be renovated &amp; facilitated with tiles and taps and there would be an arrangement for separate toilets for men on all the floors.</li> </ol>
<p><b><u>Agenda -2</u></b> Documentation of various activities of departments and committees with the help of IQAC members.</p>	<ol style="list-style-type: none"> <li>1. In the meeting, IQAC member, Dr. Vijaylaxmi proposed for the supervision of the activities done by various established committees and departments of the college and proper inspection of their reporting &amp; documentations. It was decided that it would be inspected by IQAC members properly &amp; essential aiding would be given to these committees &amp; departments in their activities &amp; it was also decided that all the documents would be prepared &amp; maintained by 10<sup>th</sup> April.</li> </ol>
<p><b><u>Agenda -3</u></b> Checking various stock register with the help of IQAC members.</p>	<ol style="list-style-type: none"> <li>1. In the meeting, IQAC member, Mr. Pushpdant Jain kept a proposal for proper maintenance and inspection of the stock registers of the college related with all deptt, library and lab and mandatory improvements should be done, if needed.</li> <li>2. For this proposal or suggestion, it was decided that each stock register would be checked and improved with the help of IQAC members by 10<sup>th</sup> of April.</li> </ol>
<p><b><u>Agenda -4</u></b> Proper preparation</p>	<ol style="list-style-type: none"> <li>1. In the meeting, a discussion was held regarding NAAC peer team visit scheduled to be held on 28<sup>th</sup> and 29<sup>th</sup> April and their fooding and lodging were also taken into consideration and along with this, it was also</li> </ol>

<p>regarding NAAC peer team visit.</p>	<p>suggested to give separate individual responsibilities to the teachers keeping these points in mind, it was decided that responsibility of cultural activities would be done by political science deptt. &amp; music deptt, and IQAC and other deptt. would take the responsibility of proper presentation.</p>
<p><b><u>Agenda -5</u></b> Commencement of Diploma and certificate course from the next session.</p>	<ol style="list-style-type: none"> <li>1. In the meeting, a proposal for the commencement of Diploma &amp; certificate course was kept which was agreed by the principal &amp; other present members,</li> <li>2. At last, it was decided that from upcoming session, few diploma and certificate course would be started under correspondence course.</li> </ol>

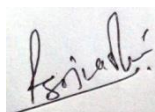
IQAC coordinator  
Dr. Rekha Srivastava

Principal  
Dr. Aparna Mishra

C.R.D. ARYA MAHILA P.G.COLLEGE

## QUALITY INITIATIVES AND ACTION TAKEN REPORT BY IQAC – 2018-19

MEETING DETAILS	SUGGESTIONS & DECISIONS	ACTION TAKEN REPORT BY IQAC
Meet 17 27/07/18	<ul style="list-style-type: none"> <li>To discuss recent changes in NAAC guidelines.</li> <li>To discuss &amp; prepare IQA &amp; SSR for NAAC Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines Discussed</li> <li>Discussed, prepared and submitted on 22 Sep, 2018 &amp; 16 Dec, 2018 respectively.</li> </ul>
Meet 18 26/10/18	<ul style="list-style-type: none"> <li>To discuss about organizing various co-curricular &amp; extra curricular activities/ competitions.</li> <li>To nominate new faculty members in IQAC.</li> <li>To nominate faculty members in various committees &amp; cells of the college with a new structure</li> </ul>	<ul style="list-style-type: none"> <li>Various co-curricular and extra-curricular activities are discussed and organized.</li> <li>New faculty members nominated as IQAC members.</li> <li>New faculty members got nominated in various committees &amp; cells.</li> </ul>
Meet 19 28/01/19	<ul style="list-style-type: none"> <li>To conduct Internal Academic Audit by IQAC.</li> <li>To Promote the use of N-list (Inflibnet )</li> </ul>	<ul style="list-style-type: none"> <li>It is conducted in an informal manner.</li> <li>It is promoted.</li> </ul>
Meet 20 26/03/19	<ul style="list-style-type: none"> <li>To renovate the college auditorium and washrooms of students and teachers.</li> <li>Documentation of various activities of deptt. &amp; committees with the help of IQAC members.</li> <li>Checking various stock registers with the help of IQAC members.</li> <li>Preparation regarding NAAC peer team visit.</li> <li>Commencement of diploma &amp; certificate course from the next session.</li> </ul>	<ul style="list-style-type: none"> <li>Auditorium &amp; washrooms got renovated.</li> <li>Documentation of the activities of various deptt. &amp; committees are done properly before 10<sup>th</sup> April 2019.</li> <li>Various stock registers are checked properly &amp; necessary improvements have also been done with the help of IQAC members.</li> <li>Preparation regarding NAAC peer team visit discussed and separate responsibilities have been given to many teachers for proper presentation before NAAC peer team</li> <li>The suggestion discussed and is in progress.</li> </ul>



IQAC coordinator

**Dr. Rekha Srivastava**

12



Principal

**Dr. Aparna Mishra**