

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



INTERNAL QUALITY ASSURANCE CELL

MEETING 03

**PLACE- STAFF ROOM
C.R.D.A.M.P.G. COLLEGE
GORAKHPUR**

**DATE-24/JAN/2015
TIME-02:00 PM**

AGENDA –1 To Organize Various Competitions for Capability Development of the Students

AGENDA –2 To Discuss About the Redressal of the Students' Grievances

Today on dated 24/Jan/2015, a meeting of IQAC was held in Staff room under the chairmanship of the Principal Dr. Ranjana at 02:00 PM in which following members were present-

1. Dr. Ranjana, Principal / Director IQAC
2. Dr. Rekha Srivastava, Coordinator IQAC
3. Dr. Vijaylaxmi Mishra, Member IQAC
4. Dr. Aparna Mishra, Member IQAC
5. Dr. Jyotsana Tripathi, Member IQAC
6. Dr. Suman Singh, Member IQAC
7. Dr. Sarika Jaiswal, Member IQAC
8. Shri. Narendra Singh Rawat, Member IQAC (Office Superintendent in administrative Department)
9. Shri. Pushpdant Jain, Member IQAC (President of College management committee)
10. Dr. Meetu Singh Asst. Prof. (Education Department)
11. Dr. Vijaylaxmi Singh Asst. Prof. (Sanskrit Department)
12. Dr. Astha Prakash Srivastava Asst. Prof. (Education Department)
13. Dr. Nisha Srivastava, Asst. Prof. (Music Department)
14. Miss. Priyambada Tripathi, Asst. Prof. (Home Science Department)
15. Dr. Preeti Tripathi Asst. Prof. (Political Science Department)
16. Miss Tulika Tripathi Asst. Prof. (English Department)

Suggestions and Decisions Taken in the Meeting-

<u>AGENDA –1</u> To Organize Various Competitions for Capability Development of the Students	<ol style="list-style-type: none">1. Firstly, Coordinator IQAC reviewed previous meeting held on dated 29/Oct/2014, decisions taken into account were implemented and a brief report about committees and their objectives was presented by coordinator IQAC. The members present approved the report.2. IQAC team decided to organize various competitions every year for the academic development of the students and everyone agreed on this proposal. The Schedule of these competition is as follows-
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English Debate Competition –	1. Date 21/Dec/2015 Time- 01:30 pm Place – Hall -2 Coordinator- Miss TulikaTripathi
General Knowledge Competition –	2. Date 22/Dec/2015 Time- 01:30 pm Place – Hall -2 Coordinator- Mr. Brijendra Tripathi
Hindi Debate Competition –	3. Date 23/Dec/2015 Time- 01:30 pm Place – Hall -2 Co-ordinator- Dr. Suman Singh
Quiz Competition –	4. Date 24/Dec/2015 Time- 01:30 pm Place – Hall -2 Coordinator- Dr. Amita Singh
Computer Quiz Competition –	5. Date 26/Dec/2015 Time- 01:30 pm Place – Hall -2 Coordinator- Miss Anjali Shukla
Sanskrit Speech Competition -	6. Date 27/Dec/2015 Time- 01:30 pm Place – Hall -2 Coordinator- Dr. Vijalaxmi Singh

<u>AGENDA –2</u> To Discuss about the Redressal of the Students' Grievances	1. A discussion was held to resolve the grievances of the students and to understand their needs and after taking the suggestion from the members, it was decided to Introduce suggestion boxes on all the three floors of the college, along with this, it was also decided to run remedial classes at least for 15 days for the welfare of the students.
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**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,
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INTERNAL QUALITY ASSURANCE CELL

MEETING 04

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

**DATE-27/April/2015
TIME-2:30 PM**

AGENDA –1 To Prepare Records of the Students' Achievements in Various Fields

AGENDA –2 To Initiate Gender Equity Promotion Activities

Today on dated 27/April/2015, a meeting of IQAC was held at 02:30 pm in Principal office under the chairmanship of the Principal Dr. Ranjana 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
- 4- Dr. Aparna Mishra, Member IQAC
- 5- Dr. Ramraksha Pandey, Member IQAC
- 6- Shri. Pushpdant Jain, Member IQAC (President of College Management Committee)
- 7- Dr. Suman Singh, Member IQAC
- 8- Dr. Sarika Jaiswal , Member of IQAC
- 9- Dr. Amita Agrawal, (An sent History Department)
- 10- Dr. Preeti Tripathi , Member of IQAC
- 11- Dr. Tulika Tripathi , Member of IQAC

12- Dr. Meetu , Asst. Prof. (Education Department)

13- Dr. Astha Prakash, Asst. Prof.(Education Department)

Suggestions and Decisions Taken in the Meeting-

<u>AGENDA –1</u> To Prepare Records of the Students’ Achievements in Various Fields	<ol style="list-style-type: none">1- Firstly, IQAC Coordinator reviewed the previous meeting held on dated 24/Jan/2015 and presented a report. which was recommended by the principal and agreed by the members.2- A discussion was held on the achievements of the students in various fields as – N.S.S, NCC, rowers and rangers, sports, cultural activities and academic achievements etc.3- It was decided in the meeting that the proper records of the students’ achievements in all fields mentioned above, will be maintained and it was also decided that the folders will be given to the related teachers in which they can keep the paper cuttings with date, photos and news cuttings of the achievements of the students and they were told to submit the records to the IQAC office. The list of the teachers who were given this responsibility is as follows-<ol style="list-style-type: none">1) National Service Scheme (NSS) - Dr. Suman Singh2) National Cadet Core (NCC) - Dr. Aparna Mishra3) Cultural Activity Report - Dr. Preeti Tripathi4) Academic Achievement - Dr. Sarika Jaiswal of the Students5) Co-Curricular Activity Report - Dr. Astha Prakash6) Achievements in the field of Sport - Miss Sugandha Pandey7) Rowers and Rangers - Dr. Rekha Rani Sharma
<u>AGENDA –2</u> To Initiate Gender Equity Promotion Activities	<ol style="list-style-type: none">1. A discussion was held on the activities increasing gender equity and following suggestions and decisions have been taken-<ol style="list-style-type: none">I. Training of Judo-karate should be given to the students so that the skill of self – defense can be developed in them. Thus it was decided that the free training of Judo-karate will be provided at least once in a session.II. Various competitions like debate, speech and news reading competitions should be organized, so it was decided that each dept.

will organize such competition from July 2016.

- III. Along with this, it was also decided to develop Anti- Ragging Cell in the next meeting of July 2016 on the suggestions given by the members of IQAC.

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INTERNAL QUALITY ASSURANCE CELL

MEETING 05

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

**DATE-24/July/2015
TIME-02:30 PM**

AGENDA –1 To Discuss About NAAC Guidelines and to Take Suggestions and Decisions

AGENDA –2 To Establish Anti-Ragging Cell

Today on dated **24/July/2015**, a meeting of IQAC was held in IQAC office under chairmanship of the Principal Dr. Ranjana, at 02:30 PM in which following members were present-

1. Dr. Ranjana, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Coordinator IQAC
3. Dr. Vijyalaxmi Mishra, member of IQAC
4. Dr. Aparna Mishra, Member IQAC
5. Dr. Suman Singh, Member IQAC
6. Shri. Pushpdant Jain, Member IQAC President of College Management Committee)
7. Dr. Amita Agrawal, Asst. Prof. (Assent History Department)
8. Dr. Sarika Jaiswal ,member of IQAC
9. Dr. Deepshikha Mishra, Asst. Prof. (Home Science Department)
10. Miss. Sugandha Pandey, Game Teacher
11. Dr. Astha Prakash, Asst. Prof.(Education Department)

12. Dr. Preeti Tripathi, Asst. Prof. (Political Science Department)

13. Mrs. Sarita Tripathi, Student

Suggestions and Decisions Taken in the Meeting-

AGENDA –1

To Discuss About
NAAC Guidelines and
to Take Suggestions
and Decisions

1. Firstly, Coordinator of IQAC reviewed previous meeting held on dated **27/April/2015** and presented a report.
2. In the meeting, all the seven criteria given by NAAC i.e.
 - (i) Curricular Aspects, (ii) Teaching Learning Evaluation, (iii) Research Consultancy and Extension, (iv) Infrastructure and Learning Resources, (v) Students support & Progression, (vi) Governance and Leadership , (vii) Innovations and Best Practices , - was discussed and following suggestions & decisions were taken the meeting.
 - a) Games and sports activities require more attention so that the students may participate in various sports activities. For this purpose, it was decided that regular practice will be provided to the students and indoor and outdoor sports facilities will be increased.
 - b) Inter Disciplinary Programmes should be organized to strengthen the knowledge of the students. For this, the teachers were told to give lectures in other departments also keeping their specialty in the mind.
 - c) Library operation should be computerized and it has to be managed properly. For this, the librarian was told to maintain Accession Register in proper way and it was also decided to computerize the entire library so that the students may be benefited by the books as much as possible and along with this, it was also decided to install at least 5 computers in the library.
 - d) The College should maintain Internal Evaluation Record like unit tests and Pre–University Examinations. For this, it was decided that each department will maintain the record of the unit-test and Pre- University exams and they will submit the records to IQAC Office.
 - e) Health Care Centre should be established in the college for the health care of the students, so it was decided to develop a health care center in the college in which first aid box, almirah, bed and other necessary machines will be provided to the students.
 - f) The Students should be provided with the facility of campus placement so that they can be self- dependent. So the decision was taken to give the campus placement facility to the students and a proper record will be maintained for those, who have already got the placement in the college.

AGENDA –2

To Establish Anti –
Ragging Cell

The establishment of Anti – Ragging cell was announced in the meeting and Dr. Preeti Tripathi was elected as the coordinator of this cell. The purpose and the function of the cell were highlighted and she was told to nominate the members of the cell and get that recommended by the Principal

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INTERNAL QUALITY ASSURANCE CELL

MEETING 06

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

**DATE-15/Oct/2015
TIME-2:00 PM**

AGENDA –1 To Motivate and Encourage Teaching Staff for Orientation Refresher Course

AGENDA –2 To Maintain Academic and Non-Academic Record of all the Departments in Proper Way

Today on dated 15/Oct/2015, a meeting of IQAC was held at 2:00 PM in the Principal office under the chairmanship of the Principal Dr. Ranjana in which the following member were present -

1. Dr. Ranjana, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Co-ordinator IQAC
3. Dr. Aparna Mishra, member IQAC
4. Shri. Narendra Singh Rawat, Member IQAC (Office Superintendent in administrative Department)
5. Dr. Sarika Jaiswal, member of IQAC
6. Dr. Jyotsana Tripathi, member of IQAC
7. Dr. Astha Prakash, Asst. Prof.(Education Department)
8. Mrs. Priyambada Tripathi, Asst. Prof. (Home Science Department)
9. Dr. Anita Singh, (Home Science Department)

10. Mrs. Sarita Yadav, Asst. Prof. (B.Ed. Department)

11. Miss. Anjali Shukla, Asst. Prof. (Computer Application Department)

12. Mrs. Sarita Tripathi, Student member of IQAC

Suggestions and Decisions Taken in the Meeting-

<u>AGENDA –1</u> To Motivate and Encourage Teaching staff for Orientation Refresher Courses	<ol style="list-style-type: none">1. Firstly, the IQAC Coordinator reviewed the previous meeting held on dated 24/Jul/2015 and presented a report.2. A discussion was held on the Teaching Profile of the staff and who ever had done refresher and orientation course, they were told to make a list, It was also decided that the staffs who have not done these courses, they will have to do these courses in this session.3. Along with this, Teachers were suggested by the IQAC team to enhance their participation in national and International seminars and workshops and it was decided that every teacher will try to attend at least two National Seminars and workshops in a session.
<u>AGENDA –2</u> To Maintain Academic and Non- Academic Records of all the Department in Proper Way	<ol style="list-style-type: none">1. In the meeting, suggestions were sought from all present members to keep the academic and non-academic records in the proper way and the following decisions were taken on the basis of the suggestions.<ol style="list-style-type: none">I. It was decided that Attendance Register, Students Achievement Record, Co-curricular Activities Record Internal & External Evaluation Record, Extra-curricular Record etc. should be maintained properly and these records will be evaluated in July 16.II. Along with this, a discussion was held to prepare Teachers Profile and Students profile in the meeting. It was decided that for maintaining teachers profile, a format was developed as- teacher's name, designation, department, gender, adhaar no., DOB, category, E- mail ID, qualification achievement, No. of published paper, No. of attended seminars / workshops, date of joining and mobile no. For students' profile and their achievement, a format was

	developed as-Name of the student, father's name, DOB, date of admission, category, address, adhaar no., mob. no., E-mail Id and achievements etc.
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C.R.D. ARYA MAHILA P.G.COLLEGE