

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



**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 07**

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

**DATE- 28/Jan/2016  
TIME-02:00 PM**

**AGENDA –1 To Discuss and Evaluate Activities of Various Committees**

**AGENDA –2 To Discuss about the Facilities and Problems of Clerical Staff**

Today on dated 28/Jan/2016, a meeting of IQAC was held in Principal office at 02:00 PM under the chairmanship of the Principal Dr. Ranjana in which the 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- Mrs. Priyambada Tripathi, Asst. Prof. Home Science Department
- 6- Dr. Preeti Tripathi, Asst. Prof. Political Department
- 7- Dr. Sarika Jaiswal, Asst. Prof. Home Science Department
- 8- Dr. Vijaylaxmi Singh, Asst. Prof. Sankrit Department)
- 9- Dr. Suman Singh, Asst. Prof. Hindi Department
- 10- Mrs. Shraddha Mishra, Library
- 11- Dr. Tulika Tripathi, Asst. Prof. English Department
- 12- Miss. Pragati Dubey, Asst. Prof. Sociology Department
- 13- Shri. Narendra Singh Rawat, Member IQAC Office Superintendent in administrative Department
- 14- Mrs. Manju Driwadi, Office Superintendent

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

<p><b><u>AGENDA -1</u></b></p> <p>To Discuss and Evaluate Activities of Various Committees.</p>	<ol style="list-style-type: none"><li>1. Firstly, Coordinator of IQAC reviewed the previous meeting held on dated 15/Oct/2015 and presented a report.</li><li>2. In the meeting, the activities of various established committees and their progress report were seen and they were suggested to maintain the records in proper way and following decisions were taken, on the basis of the suggestions given by the members-<ol style="list-style-type: none"><li>I. The Guidance and Counseling Committee was told to organize Guest Lectures for the personal and career counseling of the students.</li><li>II. Grievance Redressal Cell was suggested to take the students' suggestions and complaints seriously and to take them to IQAC office.</li><li>III. Feedback Cell was suggested to take immediate actions for the removal of the complaints given by various stakeholders.</li><li>IV. Environment Protection Committee was also told to organize different sorts of awareness program for environment protection like Rally, National festivals as-15<sup>th</sup> August, 26<sup>th</sup> January, 2<sup>nd</sup> Oct etc.</li><li>V. Language Development committee was suggested to conduct debate, group discussion, speech etc. in all the three languages i.e. Hindi, Sanskrit and English and they were also told to enhance such type of language activities.</li><li>VI. Women Protection and Anti-Ragging Cell was to train the students through organizing Judo-karate practice and they were also suggested to organize various competitions like, debate and speech competition on the subjects related to women empowerment.</li></ol></li></ol>
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**AGENDA –2**

To Discuss about the  
Facilities and Problems of  
Clerical Staff

A Discussion was held in the meeting about the problems arising in the work of clerical staffs and following suggestions and decisions were taken-

- I. It was suggested by the clerical staffs to increase the number of the counters in the office so it was decided to construct at least three counters in the office.
- II. For the proper maintenance of the documents, it was suggested and decided to increase the numbers of almirah and drawers and, to have labeling on them.
- III. To avail the facility of computer for office staff so that the operation of any task may be easier. For this, it was decided to install computers for all office staffs.
- IV. To appoint another office staff who knows about computer very well. So it was decided to appoint a trained person in the computer and it was also decided to run computer training program for the clerical staffs.

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**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 08**

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

**DATE-28 /April/2016  
TIME-02:30 PM**

**AGENDA –1 To Discuss about Starting Personality Development Classes for the Students of the College**

**AGENDA –2 To Discuss about Various Programmes for Students Welfare and Maintenance of the Records**

Today on dated 28/April/2016, a meeting of IQAC was held in IQAC office under the chairmanship of the Principal Dr. Aparna Mishra at 02:30 pm in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Coordinator IQAC
3. Dr. Sarika Jaiswal, Member of IQAC
4. Dr. Suman Singh, Member of IQAC
5. Shri. Pushpdant Jain, Member IQAC (Chairperson of managing community)
6. Dr. Chakra Pani Pandey, Member IQAC (Vice President of managing community)
7. Dr. Tulika Tripathi , Asst. Prof.(English Department)
8. Dr. Astha Prakash, Asst. Prof.(Education Department)
9. Dr. Deepshikha Pandey, Asst. Prof.( (HOD) Home Sociology Department)
10. Shri. Narendra Singh Rawat, Member IQAC ( Office Superintendent in administrative Department)
11. Miss. Anjali Shukla, Asst. Prof.(Computer Department)
12. Mrs.Anita Singh, Asst. Prof. (Home Science Department)
13. Mrs. Sarita Tripathi , Student

## Suggestions and Decisions Taken in the Meeting-

<p><b><u>AGENDA –1</u></b></p> <p>To Discuss about Starting Personality Development Classes for the Students of the College.</p>	<ol style="list-style-type: none"><li>1. Firstly, Coordinator of IQAC reviewed previous meeting held on dated <b>28/Jan/2016</b> and presented a report.</li><li>2. A discussion was held on the various programmes for the overall development of the students and it was decided to run G.K. classes, classes related to communication skill, spoken English Classes and fashion Designing Training classes on the basis of the suggestions given by the members of IQAC.</li></ol>
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<p><b><u>AGENDA –2</u></b></p> <p>To discuss about Various Programme for Students' Welfare and Maintenance of the Records.</p>	<ol style="list-style-type: none"><li>3. In the meeting, a discussion was held on the welfare programmes of the students and following decisions were taken-<ol style="list-style-type: none"><li>I. It was decided to give free education to economically weak students.</li><li>II. It was decided to provide scholarships to the students for their excellent achievements in any field by the college management.</li><li>III. It was also decided to reward the students with gold medal and cash for obtaining highest marks in various courses.</li><li>IV. On the suggestion for the establishment of book bank in the library for the welfare of the students, it was decided to provide extra books to economically weak students as well as to the students of SC/ST Category.</li></ol></li></ol>
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**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE,  
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**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 09**

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

**DATE- 27/JULY/2016  
TIME-02:30 PM**

**AGENDA-1 To Nominate New Faculty Members in IQAC**

**AGENDA-2 Development of Smart Class and New Sports Facilities**

Today on dated 27/July/2016, a meeting of IQAC was held in IQAC office under chairmanship of the Principal Dr. Aparna Mishra at 02:30 PM in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr. Rekha Srivastava, Coordinator IQAC
3. Dr. Vijaylaxmi Mishra, Member of IQAC
4. Dr. Sarika Jaiswal, Member of IQAC
5. Dr. Jyotsana Tripathi Member of IQAC
6. Dr. Suman Singh, Member of IQAC
7. Shri. Pushpdant Jain, Member IQAC (Chairperson of Managing Community)
8. Shri. Narendra Singh Rawat, Member IQAC ( Office Superintendent in Administrative Department)
9. Dr. Astha Prakash, Asst. Prof.(Education Department)
10. Dr. Etendra Dhar Dubey, Asst. Prof.(B.Ed. Department)
11. Dr. Priyosh Mishra Asst. Prof.(Commerce Department)
12. Dr. Preeti Tripathi Asst. Prof.(Political Science Department)
13. Dr. Rekha Rani Sharma, Asst. Prof.( Fine Art Department)

## Suggestions and Decisions Taken in the Meeting-

<p><b>AGENDA-1</b> To Nominate New Faculty Members in IQAC</p>	<ol style="list-style-type: none"><li>1. Firstly, Coordinator of IQAC reviewed the previous meeting held on dated 28/April/2016, and presented a report-</li><li>2. On the basis of the suggestions, the name of the new members instead of old members was presented by IQAC members in IQAC team which was recommended by the principal and accepted by all the members.<ol style="list-style-type: none"><li>1. Dr. Tulika Tripathi, Asst. Prof. ( English Dept.)</li><li>2. Dr. Priyatosh Mishra, Asst. Prof. ( Commerce Dept.)</li><li>3. Dr. Preeti Tripathi, Asst. Prof. (Political Science Dept.)</li><li>4. Dr. Rekha Rani Sharma, Asst. Prof. ( Fine Art Dept.)</li><li>5. Miss Anuradha , Student.</li></ol></li></ol>
<p><b><u>Agenda -2</u></b> Development of Smart Classes and New Sports Facilities</p>	<ol style="list-style-type: none"><li>3. A discussion was held on the condition of LCD projectors in the lecture room and it was decided to convert an other room into a smart class and it was also decided to renovate the playground and to construct a basket ball court under the sports facilities.</li></ol>

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**INTERNAL QUALITY ASSURANCE CELL**

**MEETING 10**

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

**DATE- 25- Oct- 2016  
TIME-02:30 PM**

**AGENDA – 1 To Increase Departmental Facilities and Activities for Departmental Growth**

**AGENDA – 2 To Promote the use of ICT Tools in Teaching for Enhancement of Teaching  
Quality**

Today on dated- 25 Oct-2016 a meeting of IQAC was held under the chairmanship of the principal Dr. Aparna Mishra in IQAC office at 02:30 PM in which following members were present-

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



## Suggestions and Decisions Taken in the Meeting-

<b><u>Agenda-1</u></b>  To Increase Departmental Facilities and Activities for Departmental Growth	<ol style="list-style-type: none"><li>1. Firstly, Coordinator of IQAC reviewed the Previous meeting held on 27 /July/2016 and Presented a Report.</li><li>2. A discussion was held on different sorts of programmes and activities for departmental growth in the meeting and the decision was taken that every department has to conduct at least one activity per month according to the syllabus, as –Group Discussion, Seminar, Workshop, Guest Lecture Exhibition etc. And they were directed to submit the report to IQAC office.</li></ol>
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<b><u>Agenda -2</u></b>  To Promote the use of ICT Tools in Teaching for Enhancement of Teaching Quality.	<ol style="list-style-type: none"><li>1. An other discussion was held on the enhancement and improvement of teaching quality in the meeting and it was decided that use of ICT is must by every teacher in accordance with the need.</li><li>2. A proposal for the arrangement of LCD in other lecture rooms, was kept by IQAC team which was recommended by the principal and accepted by all the members.</li><li>3. It was also decided to organize a workshop on “Power Point Presentation” for the teachers so that they can present their lectures with the help of PPT Presentation.</li></ol>
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