

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



INTERNAL QUALITY ASSURANCE CELL

MEETING 11

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

**DATE- 28/Jan/2017
TIME-02:00 PM**

AGENDA –1 To Improve Infrastructure Facility-

Today on dated 28/ Jan /2017, a meeting of IQAC was held at 02:00 PM in IQAC office under chairmanship of the Principal Dr. Aparna Mishra 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. Suman Singh, Member of IQAC
5. Dr. Sarika Jaiswal , Member of IQAC
6. Dr. Preeti Tripathi , Member of IQAC
7. Dr. Tulika Tripathi , Member of IQAC
8. Dr. Priyatosh Mishra, Member of IQAC
9. Dr. Rekha Rani Sharma, Member of IQAC
10. Shri. Pushpdant Jain, member IQAC (Chairperson of managing community)
11. Shri. Narendra Singh Rawat, Member IQAC (Office Superintendent in administrative Department)
12. Dr. Chakra Pani Pandey, Member IQAC (Vice President of managing community)

Suggestions and Decisions Taken in the Meeting-

<p><u>Agenda –1</u> To improve Infrastructure facility</p>	<ol style="list-style-type: none">1. Firstly, the Coordinator of IQAC reviewed the previous meeting held on 25 Oct-2016 and presented a report.2. After discussion, on the basis of the suggestions, it was decided that the proper arrangement of the water purifier, extra water taps, extra washrooms, bicycle stand, extra computers in computer lab and facilities of Wi-Fi and construction of multi purpose hall in the college will be done so that the cultural programmes may be performed easily.3. Along with this, a guideline was given to the Grievance Redressal Cell by IQAC to open the suggestion boxes every weekend and point out the complaints mentioned by the students and submit them to the IQAC office.
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C.R.D. ARYA MAHILA P.G.COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

MEETING 12

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

**DATE-27/April/2017
TIME-02:00 pm**

AGENDA – 1 To Develop Library as a Learning Resource

AGENDA – 2 Digitalization of Campus Library

Today on dated 27/April/2017, a meeting of IQAC was held in IQAC office under the chairmanship of the Principal Dr. Aparna Mishra at 02:00 pm in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr. Rekha Sriyastva, Coordinator IQAC
3. Dr. Vijyalaxmi Mishra, member of IQAC
4. Dr. Preeti Tripathi , member of IQAC
5. Dr. Tulika Tripathi , member of IQAC
6. Dr. Priyatosh Mishra, member of IQAC
7. Dr. Rekha Rani Sharma , member of IQAC
8. Dr. Chakra Pani Pandey, Member IQAC (Vice President of managing community)
9. Mrs. Priyambada Tripathi, Asst. Prof. (Home Science Department)
10. Mrs. Anita Singh, Asst. Prof. (Home Science Department)
11. Anuradha Suman, Student member of IQAC

Suggestions and Decisions Taken in the Meeting-

<p><u>Agenda -1</u></p> <p>To Develop Library as a Learning Resource</p>	<ol style="list-style-type: none">1. Firstly, Coordinator of IQAC reviewed the previous meeting held on 28-Jan-2017 and presented a report.2. In the meeting, a discussion was held on the current condition of the central library and a decision was taken to develop it. A proposal for the development of integrated library system was given which was recommended by all present members.3. It was also decided that the arrangement of a separate study room in the library will be done and the numbers of newspapers, magazines and journals will be increased and for their proper management, the facility of shelves will also be provided along with the arrangement of a long table for reading the newspapers.
<p><u>Agenda -2</u></p> <p>Digitalization of Campus Library</p>	<ol style="list-style-type: none">4. A discussion was held to digitalize the campus library and it was decided that the institution will try to get the facility of INFLIBNET from July, 2017 so that the students may get the subject- matters quickly through e-books, e-journals and electronic data base etc. and along with this, it was also decided that a photo copy machine will be installed in the library and there will be the arrangement of departmental library in each department.

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INTERNAL QUALITY ASSURANCE CELL

MEETING 13

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

**DATE-27/July/2017
TIME-2:30 PM**

**AGENDA –1 To Aware Teaching Staffs About Quality Parameters in Higher Education
2 To Develop Academic Calendar of the Institute**

Today on dated 27/July/2017, 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 Srivastva, Coordinater IQAC
3. Dr. Vijayluxmi Mishra, Member of IQA
4. Dr. Preeti Tripathi , Member of IQAC
5. Dr. Priyatosh Mishra, Member of IQAC
6. Dr. Rekha Rani Sharma , Member of IQAC
7. Shri. Pushpdant Jain, Member IQAC (Chairperson of managing community)
8. Miss. Anuradha Suman, Student Member of IQAC
9. Shri. Narendra Singh Rawat, Member IQAC (Office Superintendent in administrative Department)
10. Mrs. Priyambada Tripathi, Asst. Prof. (Home Science Department)
11. Dr. Tulika Tripathi, Asst. Prof. (English Department)

Suggestions and Decisions Taken in the Meeting-

<p><u>Agenda -1</u></p> <p>To Aware Teaching Staffs About Quality Parameters in Higher Education</p>	<ol style="list-style-type: none">1. Firstly, Coordinator of IQAC reviewed the previous meeting held on 27/April/2017 and presented a report.2. To bring awareness among teachers of the institution about quality parameters a decision was taken to organize a workshop about Power Point Presentation to enhance teaching quality and we should proceed through a series of presentation as soon as possible.3. A guideline was given to the teachers that they should attend minimum two seminars / workshop / short team courses so that they may update themselves and improve their teaching quality.4. A decision was taken that the teachers must organize departmental seminars and workshops and they must motivate the P.G. students to participate in seminars/ workshops organized in the college or outside the college.5. The teachers of all departments were directed to organize expert lecture in their honorable departments and an emphasis was laid on the use of different sort of new teaching methods like use of projectors, group discussion and quiz etc.
<p><u>Agenda -2</u></p> <p>To Develop Academic Calendar of the Institute</p>	<ol style="list-style-type: none">1. On the proposal of IQAC team, it was decided that annual academic calendar of the Institute must be formulated to ensure minimum 180 days of actual teaching. And it was also decided that every department will make their own departmental Academic Calendar separately.

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INTERNAL QUALITY ASSURANCE CELL

MEETING 14

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

**DATE-28- Oct-2017
TIME- 02:30 PM**

AGENDA –1 To Aware Teachers to Maintain Departmental Documents

**AGENDA –2 To Provide Computers & Pen drives with Internet Facility to Each
Department**

AGENDA –3 To Aware Clerical Staff to Maintain Office Documents Properly

Today on dated **28- Oct-2017** a meeting of IQAC was held in IQAC office under the chairmanship of the Principal at 02:30 PM in which following members were present-

1. Dr. Aparna Mishra, Principal / Chairperson IQAC
2. Dr.Rekha Srivastva, Coordinater 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. Shri. Narendra Singh Rawat, Member IQAC (Office Superintendent in administrative Department)
10. Mrs. Anita Singh, Asst. Prof. (Home Science Department)
11. Dr. Chakra Pani Pandey, Member IQAC (Vice President of managing community)
12. Anuradha Suman, Student member of IQAC

Suggestions and Decisions Taken in the Meeting-

<p><u>AGENDA – 1</u></p> <p>To Aware Teachers to Maintain Departmental Documents</p>	<ol style="list-style-type: none">1. Firstly, Coordinator of IQAC reviewed previous meeting held on dated 27/July/2017 and presented a report.2. In the meeting, it was decided by IQAC members that each department will maintain the records folders of the department for the last 3 years and they will also keep the soft copy of all academic and non-academic activities. These records are admission records, examination records, curricular and co-curricular activities records and achievement records of their departments.3. Along with this, it was also decided that all these records have to be prepared and submitted to IQAC office.
<p><u>AGENDA – 2</u></p> <p>To Provide Computer & Pen drives with Internet Facility to Each Department</p>	<ol style="list-style-type: none">1. It was also decided that each department will be provided with computer, laptop and pen drive from the college to increase the quality of teaching so that they may also give online material and reference videos at the same time.
<p><u>AGENDA – 3</u></p> <p>To Aware Clerical Staff to Maintain Office Documents Properly.</p>	<p>A discussion was held with the office staff in the meeting and it was decided on the basis of the suggestions that a training related to the general knowledge of the MS Word, MS Excel etc will be given to them so that they may prepare a soft copy of the records.</p>