

INTERNAL QUALITY ASSURANCE CELL

Session: 2019-20

MEETING 01

PLACE- PRINCIPAL CHAMBER C.R.D.A.M.P.G. COLLEGE GORAKHPUR DATE-02/July/2019 TIME-11:30 AM

<u>AGENDA – 1.</u> Discussion on Annual Action Plan. 2. Discussion on Academic Calendar.

Today on dated 02/July/2019, a meeting of IQAC was held in Principal room under the chairmanship of the Principal at 11:30 AM in which following members & Spokespersons were present-

- 1- Dr. Aparna Mishra, Principal / Chairperson of IQAC.
- 2- Dr. Rekha Srivastava, Coordinator IQAC
- 3- Dr. Vijaylaxmi Mishra, Member IQAC
- 4- Mr. Anant Kumar Pathak, Member IQAC
- 5- Mrs. Anjali Shukla, Member IQAC
- 6 Miss Divya Sharma, Member IQAC
- 7- Dr. Virendra Kumar Gupta, Member IQAC
- 8- Dr. Sarika Jaiswal, Member IQAC
- 9- Dr. Rakesh Mishra, Member IQAC (Management Representative)
- 10-Mr. Pushpdant Jain, Member IQAC (Local Society/Community Representative).
- 11- Vijaylakshmi Singh, Member IQAC (Alumni Representative)
- 12-Dr. Ashwini Kumar Mishra, Member IQAC(Administrative Officer)
- 13-Miss. Shweta Member IQAC (Student Representative)

<u>AGENDA –1</u> Discussion about	1. Firstly, in the meeting, IQAC coordinator presented the review report of meeting held on March 26, 2019, on which the Principal gave her recommendation and all the present members agreed.
Annual Action Plan	2. In the meeting, the college Principal sought suggestions related to the annual college activities from all the present members. Everyone put forward plans for their departmental activities, as well as many suggestions were put forward by the IQAC Team.
	 Keeping all the suggestions in mind, It was decided that the draft of action plan would be prepare by IQAC by 7th July, 2019 and it would be presented in the IQAC meeting to be held next week.
AGENDA – 2 Discussion about Academic	1- Academic Calendar 2019-20 was also discussed in the meeting and IQAC was directed to present it in the meeting to be held next week.
Calendar.	
	ARAMAHILA
C.R.D	



INTERNAL QUALITY ASSURANCE CELL

MEETING 02

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

AGENDA – 1

- 1- To Discuss About Mentor System
- 2- To Discuss About establishment of other Committees In The College.
- 3- To Organize National Seminar/Workshop.
- 4- To Strengthen the N.S.S.& NCC Units of The College.
- 5- To Promote Clean And Green Campus And Plastic Free Zone.

Today On Dated 09/07/2019 A Meeting Of IQAC was held In IQAC office Under Chairmanship of The Principal At 02:00 Pm In Which Following member were Present.

- 1- Dr. Aparna Mishra : Principal/Chairperson of IQAC
- 2- Dr. Rekha Srivastava : Coordinator IQAC
- 3- Dr. Vijaylakshmi Mishra : Member IQAC
- 4- Dr. Virendra Kumar Gupta : Member IQAC
- 5- Dr. Sarika Jaiswal: Member IQAC
- 6- Mr. Anant Kumar Pathak : Member IQAC
- 7- Mrs. Anjali Shukla : Member IQAC
- 8- Miss. Divya Sharma: Member IQAC
- 9- Dr. Rakesh Mishra, Member IQAC (Management Representative)
- 10-Mr. Pushpdant Jain, Member IQAC (Local Society/Community Representative).
- 11-Dr. Vijaylakshmi Singh : Member IQAC (Alumni Representative)
- 12-. Dr. Ashwini Mishra: Member IQAC(Administrative Office)
- 13-Dr. Suman Singh Asst. Prof. Hindi Dept.

DATE-09/JULY/2019 TIME-02:00 PM

AGENDA –1	1. Firstly the coordinator of IQAC presented the review report of the
	meeting held on march 26, 2019, which was recommended by the
To Discuss about	Principal and agreed by the members.
Mentor System.	2. In the meeting, the IQAC coordinator proposed to give special
	attention to the weak students and to implement the Mentor System in
	the college with aim of their all round development, on which all the
	members agreed.
	3. Keeping the proposal in mind, it was decided that by July 31, 2019 on
	the draft of the Mentor diary would be prepared and implemented in
	this session. In the diary, along with the progress report of the
	students, a provision for their personal counseling would also be kept.
<u>AGENDA –2</u>	1- In the meeting, discussion were held about on all Committees/Cells
	established in the college, After that IQAC member Miss Divya
To Discuss about	Sharma emphasized on the other committees and proposed the
establishment of other	establishment of Research Committee, the Purchase Committee and
committees in the	also Mr. Anant Kumar Pathak proposed the reorganization and
college.	efficient operation of the Placement Committee. 2- Keeping the proposal in mind, It was decided that by august 10,
	research committee and Purchase Committee will be constituted in
	the college and Placement committee will be reconstituted and
	guidelines will be given for its efficient operation.
	guidennes win de given for its effetent operation.
AGENDA –3	1. In the meeting, regional higher education officer Dr. Ashwini Mishra
<u>MOLINDIA 5</u>	while discussing the organization of a National Seminar/ Workshop
To organize National	in college, proposed to organize it.
Seminar/ Workshop	2. Keeping the proposal in mind, it was decided that the department of
	education and Home Science will prepare the draft of the Seminar on
	a topic on august 31. It will be organized by November 30.
AGENDA –4	1. In the meeting Dr. Virendra Kumar Gupta proposed to strengthen the
	NSS and NCC units in the college on which all the members agreed.
To strengthen the NSS	
& NCC unit of the	2. Keeping the proposal in mind, it was decided that all the volunteers
college.	and cadets will be encouraged to participate in community activities
	and efforts would be made by giving them continuous training,
	encouragement and guidance. They will be encouraged to participate
	in Pre R.D and R.D parades along with it was also decided that by
	organizing a workshop on water conservation by NCC, all the cadets
	volunteer and students will be made aware of water conservation, by
	motivating them for blood donation and SHRAMDAN community
ACENDA 5	spirit will be developed in them.
<u>AGENDA –5</u>	1. In the meeting, IQAC member Dr. Sarika Jaiswal proposed to plant
To promote alass as -	some medicinal plants and flower plants with the aim of making the
To promote clean and	college campus clean & green. Along with this, NSS program officer
green campus and plastic free zone.	Dr. Suman Singh proposed that no member of the college will bring plastic, polythene etc. In the college campus in order to promote
plastic II ce Zulle.	prastic, porythetic cic. In the conege campus in order to promote

	plastic free zone. Along with this, a public awareness rally was also
2	proposed with the aim of making everyone aware of using hand made bags.Keeping all the proposals in mind, it was decided that more and more plants full of medicinal properties and fragrant flowers would be
	plants full of medicinal properties and fragrant howers would be planted in the college campus this year so that the campus would be green and clean.
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INTERNAL QUALITY ASSURANCE CELL

MEETING 03

PLACE- IQAC OFFICE C.R.D.A.M.P.G. COLLEGE GORAKHPUR DATE-23/OCT/2019 TIME-02:00 PM

<u>AGENDA –1</u> To Organize guest lecture in all departments of the college.

<u>AGENDA –2</u> Attempting to increase enrollment in various certificate and diploma courses of the college run by Rajarshi Tondon Open University.

<u>AGENDA –3</u> To organize various types of competition for talent development in Students.

<u>AGENDA –4</u> Conducting workshop on the topic related to intellectual property rights.

<u>AGENDA –5</u> To organize Alumni & Parents teacher meet.

Today on dated 23/OCT/2019, a meeting of IQAC was held in IQAC Office under the chairmanship of the Principal at 02:00 PM, in which following members Spokes Persons were present

- 1. Dr. Aparna Mishra, Principal / Chairperson of IQAC.
- 2. Dr. Rekha Srivastava, Coordinator IQAC
- 3. Dr. Vijaylaxmi Mishra, Member IQAC
- 4. Dr. Virendra Kumar Gupta, Member IQAC
- 5. Dr. Sarika Jaiswal, Member IQAC

6. Mr. Anant Kumar Pathak, Member IQAC

7. Mrs. Anjali Shukla, Member IQAC

- 8. Miss. Divya Sharma, Member IQAC
- 9. Shri. Pushpdant Jain, Member IQAC
- 10. Dr. Suman Singh, Asst. Prof. (Hindi Deptt)
- 11. Dr. Astha Prakash, Asst. Prof.(Education Department)
- 12. Mrs. Anita Singh, Asst. Prof. (Home Science Deptt)
- 13. Dr. Amita Agrawal Asst.Prof.(Ancient History)

<u>AGENDA –1</u>	1. Firstly, IQAC coordinator presented the review report of the
	meeting held on July 09, 2019 which was recommended by the
To Organize guest lecture in	principal and agreed by all the present members.
all department of the college.	2. The quality of teaching was also discussed in the meeting on
	which the IQAC coordinator proposed to conduct guest lectures
	by subject experts in all departments so that the students would
	get the benefit of special lectures by experts.
	3. Keeping the proposal in mind, it was decided that by the end
	month of February one special lectures in all the departments will
	be conducted by the subject experts.
	be conducted by the subject expens.
AGENDA –2	1. In the meeting, the Courses conducted by Rajarshri Tandon open
To Conduct Certificate and	University in the college were reviewed and the number of
Diploma Courses for Skill	student registered in it was considered. IQAC member Dr.
Development of Student.	Vijayluxmi Mishra Proposed to start Some value added courses
	for Skill development of Students.
	2. Keeping in view the Suggestions it was decided that from the
	month of November it was decided to offer 03month certificate
	courses like Basic Computer Application course, Art and Craft
	Certificate course, Cookery & Bakery Certificate Course, Food
	Preservation Certificate course will be Conducted.
<u>AGENDA –3</u>	1. In the meeting various Co-Curricular & Extra Curricular
To organize various types of	activities were discussed and the college principal suggested to
competitions for talent	conduct various competitions so that the inherent abilities and
development in Girls.	talents of the students could be developed, and skills could be
	developed in them. IQAC member Mrs. Anjali Shukla
	Suggested to organize computer quiz competition as well as
	other members suggested to organize speech competition, essay
	writing, general knowledge competition as well as rangoli,
	mehandi and food without fire competition.
	2. Keeping all the suggestions in mind, it was decided to organize
	it within the month of February. For the purpose of organizing
	each competition in the most successful manner, the principal
	the teacher's coordinators and directed them to organize the
	competitions on scheduled date.
AGENDA 4	1. In the meeting, discussions were held more on organizing
Conducting workshop on	seminars and workshops in various departments and all the
topic related to intellectual	departmental seminars and workshops in various departments and an me
property rights.	year were reviewed. The IQAC Coordinator proposed to
property rights.	
	organize a seminar/workshop on topics related to intellectual
	property rights, on which everyone agreed.
	2. Keeping the proposal in mind, it was decided that a
	seminar/workshop would be organized by the department of
	commerce and department of computer on the subject related to
	IPR by December 31.

AGENDA –5 To organize Alumni and Parents teacher meet.	1. In the Meeting, it was thought to organize a meeting of the Alumnus with the aim of giving necessary suggestion in the functioning and activities of the college. Along with this the Parent teacher meeting was also considered so that the parents	
		could be informed about the progress of the students and their parents could be counseled along with them for the educational improvement of the students. All the members present in the meeting gave their suggestion to organize it in a successful manner.
	2.	Keeping all the suggestions, in mind it was decided to organize Alumnus meet and the parent-teacher meet till 28- 02-2020

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INTERNAL QUALITY ASSURANCE CELL

MEETING 04

PLACE- IQAC OFFICE C.R.D.A.M.P.G. COLLEGE GORAKHPUR DATE-26/NOV/2019 TIME-2:00 PM

<u>AGENDA –1</u> To organize awareness programme related to environment and social issues.

AGENDA –2 To Emphasize on organizing departmental seminar and workshop.

<u>AGENDA –3</u> Discussion on evaluation of activities of various committees established in the college.

Today on dated **26/Nov/2019**, a meeting of IQAC was held in IQAC Office under the chairmanship of the principal Dr. Aparna Mishra, at 02:00 PM, in the meeting, following members & Spokespersons were present-

- 1- Dr. Aparna Mishra, Principal / Chairperson IQAC
- 2- Dr. Rekha Srivastava, Coordinator IQAC
- 3- Dr. Vijyalaxmi Mishra, Member of IQAC
- 4- Dr. Virendra Kumar Gupta, Member of IQAC
- 5- Dr. Sarika Jaiswal, Member of IQAC
- 6- Shri. Anant Kumar Pathak, Member of IQAC
- 7- Mrs. Anjali Shukla, Member of IQAC
- 8- Miss. Divya Sharma, Member of IQAC
- 9- Shri. Pushpdant Jain, Member IQAC (Local Society/Community Representative)
- 10-Dr. Anita Singh, Asst. Prof. (Home Science Deptt.)
- 11-Miss. Pooja Gupta, Asst. Prof. (Home Science Deptt.)
- 12-Dr. Astha Prakash, Asst. Prof. (Education Deptt.)
- 13-Mrs. Swapnil Pandey, Asst. Prof. (Political Science Deptt.)
- 14-Dr. Suman Singh, Asst. Prof. (Hindi Deptt.)
- 15-Dr. Rekha Rani Sharma Asst. Prof. (Visual Art Deptt.)
- 16-Miss. Priya, Asst. Prof. (Sociology Deptt.)

17-Km. Shweta, Member of IQAC (Student Representative)

<u>AGENDA –1</u>	1- Firstly, IQAC coordinator submitted the report on 23 rd October 2019, on
To organize awareness	which the principal gave her recommendation and all the present
progamme related to	members gave their consent.
environment and social	2- In the meeting keeping the environmental protection in mind discussions
issues.	were held to spread awareness in the society about the campaign of
	other social issues like awareness of AIDS, awareness of Citizenship
	Amendment Act (CAA), Woman Safety and Respect, Beti Bachao Beti
	Padhao Campaign etc. Programme officer of National Service Scheme,
	Dr. Suman Singh proposed the distribution of hand made bags in slums
	area and awareness rally for environmental protection. She also
	proposed to make the people aware, by taking out a rally for the
	prevention of AIDS. College principal Dr. Aparna Mishra proposed to
	organize seminar/workshop for plastic waste disposal on behalf of NCC.
	3- Keeping all the proposals in mind, it was decided that by organizing
	poster competitions, essay competition etc based on the damage caused
	by water, noise and air pollution, efforts will be done to make the
	students and the people aware through street plays etc. With all this, it
	was also decided that the people would be made aware of AIDS by
	taking out a rally on world AIDS day on 1 st December.
	Along with this, it was also decided to organize a seminar on
\cap	plastic waste disposal on 13 th December 2019 under Swachhata
	Pakhwara.
AGENDA –2	1. In the meeting, there was discussion on organizing departmental co-
Emphasize on	curricular activities and on organizing departmental seminars and
Organizing	workshops. IQAC member Dr. Sarika Jaiswal Proposed to organize
Departmental Seminar	workshop in Home Science department and Mrs. Anjali Shukla
and Workshops.	proposed to organize workshop in Computer Application Department.
	keeping all the proposals in mind, decision was taken for organizing the
	workshop in the first week of december in Computer Application
	department and till the month of 31 January in Home Science
	1

AGENDA -3

Discussion on Evaluation of Activities of Various Committees. Department, Visual Art Department and in Political Science Department, it was also decided to organize seminar on Human Rights Day on 10th December, Seminar in B.Ed. department in third week of December.

 In the meeting, during the discussion on the activities of various cell and committees conducted in the college, Principal proposed to organize the activities by all the committees and prepare their report immediately. IQAC member. Dr. Vijaylaxmi Mishra proposed to conduct guest lecture by the old students in the courtesy of the alumnus association. Along with this alumnus member, Dr. Aastha Prakash proposed to organize an intercollegiate speech competition. Dr. Rekha Srivastava proposed to give guidance through counselor by organizing a workshop on "Career Counseling and Guidance for Career Success" by The Guidance and Counseling Cell. Dr. Suman Singh suggested the magazine editing committee for editing the college magazine. The activities of the Environment Protection committee were discussed and the activities of the women's cell and Anti-Ragging cell were also discussed.

Keeping all the suggestions in mind it was decided that in the last week of November, a Speech Competition, Guidance Programme would be organized by the Alumnus Council and Career Counselling Cell. Efforts will be made by the Environment Protection Committee to spread awareness for environmental protection through plantation and Poster Competition,

Along with this, it was also decided that the magazine editing committee would get the magazine edited by the first week of february, and it would be released in the annual festival.



INTERNAL QUALITY ASSURANCE CELL

MEETING 05

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

AGENDA –1 Organizing Annual Festival.

<u>AGENDA –2</u> Awarding meritorious students in the Annual Festival.

<u>AGENDA – 3</u> To release the college magazine "AGRIMA" in the Annual Festival.

Today on dated **31/JAN/2019**, 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 & Spokespersons were present-

DATE-31/JAN/2019

TIME-02:00 PM

- 1. Dr. Aparna Mishra Principal / Chairperson IQAC
- 2. Dr. Rekha Srivastava, Coordinator IQAC
- 3. Dr. Vijyalaxmi Mishra, Member of IQAC
- 4. Dr. Virendra Kumar Gupta, Member of IQAC
- 5. Dr. Sarika Jaiswal, Member of IQAC
- 6. Mr. Anant Kumar Pathak, Member of IQAC
- 7. Mrs. Anjali Shukla, Member of IQAC
- 8. Dr. Astha Prakash, Asst. Prof.(Education Department)
- 9. Dr. Amita Agrawal, Asst. Prof. (Ancient History Department)
- 10. Dr. Rekha Rani Sharma, Asst. Prof. (Visual Art Department)
- 11. Dr. Rakesh Mishra, Member IQAC (Management Representative)
- 12. Shri. Pushpdant Jain, Member IQAC (Local Society/Community Representative).

AGENDA –1 To Organize Annual Festival	 Firstly, IQAC Coordinator Dr.Rekha Srivatava presented the review report of the meeting held on dated 26/Nov/2019, which was recommended by the principal and agreed by all the present member. In the meeting college principal Dr. Aparna Mishra proposed to organize an annual festival in the month of february. Keeping the proposal of the principal in mind, it was decided that the annual festival will be organized on 19th February 2020. In this, the Vice Chancellor of D.D.U. Gorakhpur University Gorakhpur will be invited as the Chief Guest.
AGENDA –2 Awarding the meritorious Students in the Annual Festival.	 In the meeting, during the discussion on the organization of the annual festival, Dr. Amita Agrawal, Coordinator of the Sports Committee in the college, proposed to honor the best performing student in Sports. Dr. Vijaylakshmi Mishra proposed to reward meritorious students. Keeping all the proposals in mind, it was decided that the students who scored highest marks last year in all the courses would be rewarded and honored by giving them gold medals and certificates along with cash money. Along with sports and various competitions organized by the college, such as General Knowledge Competition, Speech Competition, Essay, Rangoli, Mehandi competitions etc. with the students who have scored the highest marks in all the competitions, will also be rewarded and honored. In the meeting, after the discussion on various activities to be done in the
AGENDA –3 To Release the college magazine "AGRIMA" in the Annual Festival.	 annual festival, the Coordinator of the Magazine Editorial Committee, Dr. Rekha Srivastava, proposed to release the annual magazine "Agrima" through the hands of the Vice- Chancellor in the Annual Festival. Keeping her proposal in mind, it was decided that by the first week of
in the Annual Festival.	

Quality Initiatives & Action Taken Report By IQAC 2019-20

Meeting Details	Suggestions / Proposals & Decisions	Action taken report by IQAC		
Meet 01 02 July 2019	 Prepare the Annual Action Plan and Academic Calendar for the Current Session by 7th July 2019 	 The Annual Action Plan & Academic Calendar was prepared and presented in the IQAC meeting held on 9th July 2019. 		
Meet 02 D9 July 2019	 Drafting the Mentor System & Implementing it from the current session Establishment of some other Committees in the college 	 diary has been prepared and it has been implemented from 1st Sep 2019 Research Committees, 		
C.R.D	 Organizing National Seminar/Workshop 	 Two days National Seminar was organized on 31 Oct. & 1 Nov. 2019 under the joint aegis of Home Science Department and IQAC 		
	 Strengthening the NSS/ NCC Units of the college Promotion of Clean and 	NCC/NSS units were strengthened.In order to make the		
	Green campus & Plastic free zone.	college campus clean and green, more &		

		more plants full of medicinal properties were planted.
Meet 03 23 Oct 219	• Organizing Guest Lecture in all departments of the college.	• Guest Lectures were successfully organized by subject experts in all the departments of the college.
	 Introducing some Certificate courses for the skill development of the students. Conducting workshop on the topic related to 	 Four certificate courses were introduced. Computer Application Department organized
	 the topic related to Intellectual Property Right. Organizing Alumni and Parents-Teacher meet 	 Department organized a two days workshop on working with HTML. Alumni meet and Parents-Teacher meet were successfully
Meet 04 26 Nov 2019	 Organizing Awareness program related to environment & social issues. 	 organized. Various types of awareness programs like rally on World AIDS Day, seminar on Plastic Waste Disposal & seminar on Citizenship Amendment Act (CAA) were organized.
	• Emphasize on organizing departmental seminar and workshop.	 It was organized by different departments.

	 Evaluating the activities of Committees set up in the college. The activities of committees were evaluated and necessary suggestions were given to them.
Meet – 05 31 Jan 2020	 Organizing Annual Function and Awarding meritorious students in it. Annual function was organized on 19th Feb 2020 & students who made their best contribution in various fields were rewarded with medals and certificates.
	Releasing college Magazine was released magazine "AGRIMA" in annual function
C.R.P.	ARVANNA

Quality Initiatives & Action Taken Report By IQAC 2019-20

Meeting Details	Suggestions / Proposals & Decisions	Action taken report by IQAC
Meet 01 02 July 2019	 Prepare the Annual Action Plan and Academic Calendar for the Current Session by 7th July 2019 	• The Annual Action Plan & Academic Calendar
Meet 02 09 July 2019	 Drafting the Mentor System & Implementing it from the current session Establishment of some other Committees in the college Organizing National Seminar/ Workshop 	 has been prepared and it has been implemented from 1st Sep 2019 Research Committees, Purchase Committees
	 Strengthening the NSS/ NCC Units of the college Promotion of Clean and Green campus & Plastic free zone. 	 NCC/NSS units were strengthened. In order to make the college campus clean and green, more &

		more plants full of medicinal properties were planted.
Meet 03 23 Oct 219	• Organizing Guest Lecture in all departments of the college.	• Guest Lectures were successfully organized by subject experts in all the departments of the college.
	• Introducing some Certificate courses for the skill development of the students.	• Four certificate courses were introduced.
	• Conducting workshop on the topic related to Intellectual Property Right.	• Computer Application Department organized a two days workshop on working with HTML.
	• Organizing Alumni and Parents-Teacher meet	• Alumni meet and Parents-Teacher meet were successfully organized.
Meet 04 26 Nov 2019	 Organizing Awareness program related to environment & social issues. 	awareness programs like
	• Emphasize on organizing departmental seminar and workshop.	

	• Evaluating the activities of Committees set up in the college.	• The activities of committees were evaluated and necessary suggestions were given to them.
Meet - 05	Organizing Annual	• Annual function was
	Function and Awarding	organized on 19th Feb
31 Jan 2020	meritorious students in it.	2020 & students who
		made their best
		contribution in various
		fields were rewarded
		with medals and
	6	certificates.
	• Releasing college	• Magazine was released
	magazine "AGRIMA"	-
	in	
	annual function	

annual function