

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



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**

**AGENDA – 1. 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)

Suggestions and Decisions Taken in the Meeting-

<u>AGENDA –1</u> Discussion about Annual Action Plan	<ol style="list-style-type: none">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.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.3. 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.
<u>AGENDA – 2</u> Discussion about Academic Calendar.	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.

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



INTERNAL QUALITY ASSURANCE CELL

MEETING 02

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

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

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.

Suggestions and Decisions Taken in the Meeting-

<u>AGENDA –1</u> To Discuss about Mentor System.	<ol style="list-style-type: none">1. Firstly the coordinator of IQAC presented the review report of the meeting held on march 26, 2019, which was recommended by the Principal and agreed by the members.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> To Discuss about establishment of other committees in the college.	<ol style="list-style-type: none">1- In the meeting, discussion were held about on all Committees/Cells established in the college, After that IQAC member Miss Divya Sharma emphasized on the other committees and proposed the establishment of Research Committee, the Purchase Committee and also Mr. Anant Kumar Pathak proposed the reorganization and 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.
<u>AGENDA –3</u> To organize National Seminar/ Workshop	<ol style="list-style-type: none">1. In the meeting , regional higher education officer Dr. Ashwini Mishra while discussing the organization of a National Seminar/ Workshop in college, proposed to organize it.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.
<u>AGENDA –4</u> To strengthen the NSS & NCC unit of the college.	<ol style="list-style-type: none">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.2. Keeping the proposal in mind, it was decided that all the volunteers 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 spirit will be developed in them.
<u>AGENDA –5</u> To promote clean and green campus and plastic free zone.	<ol style="list-style-type: none">1. In the meeting, IQAC member Dr. Sarika Jaiswal proposed to plant some medicinal plants and flower plants with the aim of making the college campus clean & green. Along with this, NSS program officer Dr. Suman Singh proposed that no member of the college will bring plastic, polythene etc. In the college campus in order to promote

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

AGENDA -1 To Organize guest lecture in all departments of the college.

AGENDA -2 Attempting to increase enrollment in various certificate and diploma courses of the college run by Rajarshi Tondon Open University.

AGENDA -3 To organize various types of competition for talent development in Students.

AGENDA -4 Conducting workshop on the topic related to intellectual property rights.

AGENDA -5 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)

Suggestions and Decisions Taken in the Meeting-

<p><u>AGENDA –1</u></p> <p>To Organize guest lecture in all department of the college.</p>	<ol style="list-style-type: none"> 1. Firstly, IQAC coordinator presented the review report of the meeting held on July 09, 2019 which was recommended by the principal and agreed by all the present members. 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.
<p><u>AGENDA –2</u></p> <p>To Conduct Certificate and Diploma Courses for Skill Development of Student.</p>	<ol style="list-style-type: none"> 1. In the meeting, the Courses conducted by Rajarshri Tandon open University in the college were reviewed and the number of student registered in it was considered. IQAC member Dr. 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.
<p><u>AGENDA –3</u></p> <p>To organize various types of competitions for talent development in Girls.</p>	<ol style="list-style-type: none"> 1. In the meeting various Co-Curricular & Extra Curricular activities were discussed and the college principal suggested to conduct various competitions so that the inherent abilities and 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, mehendi 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.
<p><u>AGENDA –4</u></p> <p>Conducting workshop on topic related to intellectual property rights.</p>	<ol style="list-style-type: none"> 1. In the meeting, discussions were held more on organizing seminars and workshops in various departments and all the departmental seminars and workshops that were organized last year were reviewed. The IQAC Coordinator proposed to 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**

AGENDA –1 To organize awareness programme related to environment and social issues.

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

AGENDA –3 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.)

Suggestions and Decisions Taken in the Meeting-

<p><u>AGENDA –1</u></p> <p>To organize awareness programme related to environment and social issues.</p>	<p>1- Firstly, IQAC coordinator submitted the report on 23rd October 2019, on which the principal gave her recommendation and all the present members gave their consent.</p> <p>2- In the meeting keeping the environmental protection in mind discussions 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.</p> <p>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 1st December.</p> <p>Along with this, it was also decided to organize a seminar on plastic waste disposal on 13th December 2019 under Swachhata Pakhwara.</p>
<p><u>AGENDA –2</u></p> <p>Emphasize on Organizing Departmental Seminar and Workshops.</p>	<p>1. In the meeting, there was discussion on organizing departmental co-curricular activities and on organizing departmental seminars and workshops. IQAC member Dr. Sarika Jaiswal Proposed to organize workshop in Home Science department and Mrs. Anjali Shukla 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</p>

	<p>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.</p>
<p><u>AGENDA –3</u></p> <p>Discussion on Evaluation of Activities of Various Committees.</p>	<p>1. 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.</p> <p>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,</p> <p>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.</p>

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INTERNAL QUALITY ASSURANCE CELL

MEETING 05

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

**DATE-31/JAN/2019
TIME-02:00 PM**

AGENDA –1 Organizing Annual Festival.

AGENDA –2 Awarding meritorious students in the Annual Festival.

AGENDA –3 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-

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).

Suggestions and Decisions Taken in the Meeting-

<p><u>AGENDA –1</u></p> <p>To Organize Annual Festival</p>	<ol style="list-style-type: none"> 1. 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. 2. In the meeting college principal Dr. Aparna Mishra proposed to organize an annual festival in the month of february. 3. 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.
<p><u>AGENDA –2</u></p> <p>Awarding the meritorious Students in the Annual Festival.</p>	<ol style="list-style-type: none"> 1. 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. 2. 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, Mehendi competitions etc. with the students who have scored the highest marks in all the competitions, will also be rewarded and honored.
<p><u>AGENDA –3</u></p> <p>To Release the college magazine “AGRIMA” in the Annual Festival.</p>	<ol style="list-style-type: none"> 1. In the meeting, after the discussion on various activities to be done in the 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. 2. Keeping her proposal in mind, it was decided that by the first week of february, the work of magazine editing would be completed, so that its release could be possible 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	<ul style="list-style-type: none"> • Prepare the Annual Action Plan and Academic Calendar for the Current Session by 7th July 2019 	<ul style="list-style-type: none"> • The Annual Action Plan & Academic Calendar was prepared and presented in the IQAC meeting held on 9th July 2019.
Meet 02 09 July 2019	<ul style="list-style-type: none"> • Drafting the Mentor System & Implementing it from the current session • Establishment of some other Committees in the college • Organizing National Seminar/ Workshop • Strengthening the NSS/ NCC Units of the college • Promotion of Clean and Green campus & Plastic free zone. 	<ul style="list-style-type: none"> • The draft of Mentor diary has been prepared and it has been implemented from 1st Sep 2019 • Research Committees, Purchase Committees were constituted • Two days National Seminar was organized on 31 Oct. & 1 Nov. 2019 under the joint aegis of Home Science Department and IQAC • 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 2019	<ul style="list-style-type: none"> Organizing Guest Lecture in all departments of the college. Introducing some Certificate courses for the skill development of the students. Conducting workshop on the topic related to Intellectual Property Right. Organizing Alumni and Parents-Teacher meet 	<ul style="list-style-type: none"> Guest Lectures were successfully organized by subject experts in all the departments of the college. Four certificate courses were introduced. Computer Application Department organized a two days workshop on working with HTML. Alumni meet and Parents-Teacher meet were successfully organized.
Meet 04 26 Nov 2019	<ul style="list-style-type: none"> Organizing Awareness program related to environment & social issues. Emphasize on organizing departmental seminar and workshop. 	<ul style="list-style-type: none"> Various types of awareness programs like rally on World AIDS Day, seminar on Plastic Waste Disposal & seminar on Citizenship Amendment Act (CAA) were organized. It was organized by different departments.

	<ul style="list-style-type: none"> Evaluating the activities of Committees set up in the college. 	<ul style="list-style-type: none"> The activities of committees were evaluated and necessary suggestions were given to them.
Meet - 05 31 Jan 2020	<ul style="list-style-type: none"> Organizing Annual Function and Awarding meritorious students in it. Releasing college magazine "AGRIMA" in annual function 	<ul style="list-style-type: none"> Annual function was organized on 19th Feb 2020 & students who made their best contribution in various fields were rewarded with medals and certificates. Magazine was released