

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



INTERNAL QUALITY ASSURANCE CELL

SESSION: 2020 – 21

MEETING – 01

PLACE – IQAC OFFICE

DATE – 04.07.2020

C.R.D.A.M. P.G. COLLEGE

TIME – 11:00 AM

GORAKHPUR

AGENDA –

1. Discussion about Annual Action Plan of the session 2020 – 21.
2. Discussion about Preparing and Submission of AQAR 2018 – 19 and 2019 – 20.
3. Discussion about the Reporting of IQAC Initiatives and Activity (2019 – 20).
4. Discussion regarding organizing Workshop on Stress Management and E-Content Development keeping in views the COVID pandemic.

Today, on dated 4th July 2020, the IQAC meeting was held in the College's IQAC office at 11:00 a.m., which was presided over by the Principal Dr. Aparna Mishra. The following IQAC members were present in the meeting:

IQAC Members Present In the Meeting –

- | | | |
|-----------------------------|---|---|
| 1. Dr. Aparna Mishra | : | Chairperson/ Principal |
| 2. Dr. Rekha Srivastava | : | Coordinator IQAC |
| 3. Dr. Vijaylaxmi Mishra | : | Member IQAC (Management Representative) |
| 4. Dr. Virendra Kumar Gupta | : | Internal Member IQAC |
| 5. Dr. Sarika Jaiswal | : | Internal Member IQAC |
| 6. Shri Anant Kumar Pathak | : | Internal Member IQAC |
| 7. Smt. Anjali Shukla | : | Internal Member IQAC |

8. Miss Divya Sharma : Internal Member IQAC
9. Shri Pushpdant Jain : Member IQAC (Management Representative)
10. Dr. Vijaylaxmi Singh : Member IQAC (Alumni Representative)
11. Aparna Dubey : Member IQAC (Student Representative)

Suggestions and Decisions Taken in the Meeting –

AGENDA – 1

Discussion about
Annual Action
Plan of session
2020 – 21

1. In the meeting, first the IQAC coordinator presented the review report of the meeting held on January 30th 2020, for which the former members of the group also agreed with the Principal.
2. In the meeting, the college Principal while discussing the Annual Action Plan 2020 – 21, focused on the future activities to be done by IQAC and asked to organize more and more online Workshops, Webinar, Guest lectures, Extracurricular and Training Programs etc. She also questioned the feedback process and stressed on inclusion of the online Student Satisfaction Survey in the Annual Action Plan. While discussing the Innovative Teaching – Learning process, all the teachers were emphasized on developing E – content and stressed on **“STUDENT SUPPORT AND RESEARCH ACTIVITY WORK AND PROJECT WORK”**.
3. Keeping in view all the proposal of the Principal, it was decided that at least one online Workshop, Webinar or Guest Lecture would be conducted by all the departments. Along with this, Student Satisfaction Survey and E – content development plan will be included in the Annual Action Plan. Apart from this, it was decided to include skill development courses and various types of competitions for the talent development of students in the Annual Action Plan.

AGENDA – 2

Discussion about
Submission AQAR

1. In the meeting, the college manager Dr. Vijaylaxmi Mishra discussed the Annual Quality Assurance Report for the year 2018 – 19 and 2019 – 20 and asked its progress. The college Principal proposed to prepare AQAR in the last week of July.
2. The decision was taken keeping in view the proposal that in the last week of July (AQAR 2018 – 19) report will be prepared and from 23rd July to 28th July. It will be kept before Statutory Body. Also, it has been decided to prepare AQAR for 2019 – 20 by 31st December.

AGENDA – 3

Discussion about
The IQAC initiatives,
Action taken report
And IQAC activity
Report of 2019 – 20

1. IQAC initiatives and Action taken Report was discussed for the session 2019 – 20 in the meeting. The college Principal proposed to present the IQAC initiatives Action taken Report and Activity Report from July 2019 to June 2020 in the next Academic council meeting. Keeping this in mind it was decided that Action taken Report and Activity Report on IQAC meetings and whatever initiatives have been taken in 2019 – 20 would be prepared by 30th July.

AGENDA – 4

Discussion about
Online Workshop,
Webinar and
Guest lectures

1. In the meeting, the impact of COVID pandemic on a person, society and institution was discussed. IQAC member Dr. Sarika Jaiswal proposes to organize a workshop on the impact of COVID on students and society and how to avoid these tensions. Mrs. Anjali Shukla proposed to organize a workshop on E – content development under Innovative Teaching Learning Methodology.
2. Keeping in view all the proposals, it has been decided that three days online workshop will be organized very soon, whose subject will be Managing Stress and Sustaining well – being of the students and society during and after Pandemic period. In addition to this, in the month of July itself, it was decided to conduct a workshop on the topic E – content development.

AGENDA – 5

Creating healthy
Environment in
Campus due
To COVID 19

1. In the meeting, the discussion was made on issues related to COVID 19 and to make the campus healthy.
2. After the discussion it was decided to sanitize the entire College campus every week.
3. 'No mask no entry' banner will be put up at the entry gate.
4. By putting a hand sanitizer at the entry gate, everyone will be sanitized and then only entry will be given in the College.
5. Free mask will be distributed to class fourth employees and students.
6. Awareness programs will be organized by various departments for awareness about COVID 19 through Seminars, Webinars, Guest Lectures and Workshop etc.

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MEETING – 2

PLACE – IQAC OFFICE

DATE – 28.10.2020

C.R.D.A.M. P.G. COLLEGE

TIME – 02:00 PM

GORAKHPUR

AGENDA –

1. Consideration of departmental Academic Audit.
2. Discussion on Students Satisfaction Survey.
3. Discussion on Online National Webinar.
4. Renovation of IQAC Committee.
5. To conduct certificate diploma courses for skill development of students.

Today, on dated 28th October 2020, at 2:00 p.m. at IQAC office, the IQAC meeting was completed, which was presided over by the Principal Dr. Aparna Mishra. The following IQAC members were present in the meeting:

IQAC Members and Teachers present –

- | | | |
|-----------------------------|---|---|
| 1. Dr. Aparna Mishra | : | Chairperson/ Principal |
| 2. Dr. Rekha Srivastava | : | Coordinator IQAC |
| 3. Dr. Virendra Kumar Gupta | : | Internal Member IQAC |
| 4. Dr. Sarika Jaiswal | : | Internal Member IQAC |
| 5. Dr. Anant Kumar Pathak | : | Internal Member IQAC |
| 6. Mrs. Anjali Shukla | : | Internal Member IQAC |
| 7. Mrs. Sarita Tripathi | : | Asst. Professor M.Ed Department |
| 8. Dr. Anita Singh | : | Asst. Professor Home Science Department |
| 9. Dr. Reeta | : | Asst. Professor Home Science Department |
| 10. Dr. Vijaylaxmi Mishra | : | Internal Member |
| 11. Dr. Astha Prakash | : | Asst. Professor Education Department |
| 12. Dr. Suman Singh | : | Asst. Professor Hindi Department |
| 13. Mrs. Swapnil Pandey | : | Asst. Professor Political Science |
| 14. Dr. Preeti Tripathi | : | Asst. Professor Political Science |
| 15. Miss Pooja Gupta | : | Asst. Professor Home Science |
| 16. Aparna Dubey | : | Member IQAC (Student Representative) |

Suggestions and Decisions taken in the meeting –

AGENDA – 1

Consideration

On departmental

Academic Audit

1. In the meeting, first the IQAC coordinator presented the review report of the meeting held on July 4th 2020, on which the college Principal gave her recommendation and all the members present agreed.
2. In the meeting, the college manager Dr. Vijaylaxmi Mishra, proposed a departmental Academic Audit and said to make an internal team and include the head of all departments (HOD).
3. Keeping in mind her proposals, it was decided that together with the IQAC team, including the head of all departments will do the various Academic Audit of the team. It was decided to conduct departmental internal Academic Audit in the last week of April.

AGENDA – 2

Discussion on

Student Satisfaction

Survey

1. In the meeting, IQAC coordinator Dr. Rekha Srivastava asked for Student Satisfaction Survey on the Teaching – Learning process and College facilities. It was proposed to conduct an online survey for this, on which all the members expressed their co – operation.
2. Keeping in view the proposals, it was decided that in the month of November, the IQAC would develop the format of Online Satisfaction Survey keeping in mind the criteria of NAAC and to complete the online survey till the last week of November and December.

AGENDA – 3

Discussion about

Online National

Webinar

1. In the meeting, the College Principal Dr. Aparna Mishra put forward a proposal Webinar on Online National Level, which was asked to be completed by January.
2. Keeping in mind the proposal, it was decided that IQAC will conduct National Webinar on the topic “**NEW EDUCATION POLICY 2020**” which will be completed till December.

AGENDA – 4

Renovation of
IQAC committee

1. After leaving of the some of the IQAC members from the organization, Anant Kumar Pathak talked about the reorganization of the IQAC committee which was recommended by all.
2. Keeping in mind the proposal, it was decided to reorganize the IQAC Cell in the month of November.

AGENDA – 5

To conduct
Certificate
Diploma courses
For skill
Development
Of students

1. In the meeting, the courses conducted in the College by “**RAJARSHI TANDON OPEN UNIVERSITY**” were reviewed and the number of students registered in it was considered. IQAC member Dr. Vijaylaxmi Mishra proposed to start some value added courses for the development of skills in students.
2. Keeping in view the suggestion, it was decided that like last year, this year also in the month of November a three month course certificate (30 hour) like – “**BASIC COMPUTER APPLICATION COURSE, ART & CRAFT CERTIFICATE COURSE, COOKERY & BAKERY CERTIFICATE COURSE, FOOD PRESERVATION CERTIFICATE COURSE**” will be operated.

The following Professors were made the coordinator:

1. Basic Computer Application Course: - Shri Shankar Thapa and Anjali Shukla
2. Art and Craft Certificate Course: - Dr. Rekha Rani Sharma
3. Food Preservation Certificate Course: - Dr. Sarika Jaiswal
4. Cookery and Bakery Certificate Course: - Dr. Anita

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MEETING – 3

PLACE – TEACHING STAFF ROOM

DATE – 25.01.21

C.R.D.A.M. P.G. COLLEGE

TIME – 01:00 PM

GORAKHPUR

AGENDA –

1. Organizing Faculty Development Program on MOOCS, OER and Google Tools.
2. Organizing Seminar/ Workshop related to intellectual property rights subject.
3. Discussion about the progress of uploading E – content on the college websites.
4. Discussion about the preparing documents related to AQAR (2019 – 20).

IQAC Members and Teachers present –

1. Dr. Aparna Mishra : Chairperson/ Principal
2. Dr. Rekha Srivastava : Coordinator IQAC
3. Dr. Virendra Kumar : Internal Member IQAC
4. Mrs. Anjali Shukla : Internal Member IQAC
5. Dr. Reeta : Internal Member IQAC
6. Dr. Anant Kumar Pathak : Internal Member IQAC
7. Dr. Vijaylaxmi Mishra : Member IQAC (Management Representative)
8. Shri Pushpdant Jain : Member IQAC (Local Society Community Representative)
9. Shri Narendra Singh Rawat : Member IQAC (Office Superintendent)
10. Mrs. Swapnil Pandey : Asst. Professor (Political Science)
11. Dr. Nisha Srivastava : Asst. Professor (Performing Art)
12. Dr. Astha Prakash : Asst. Professor (Education)
13. Dr. Suman Singh : Asst. Professor (Hindi)
14. Dr. Shivani Srivastava : Asst. Professor (Education)
15. Dr. Priyambada Tripathi : Asst. Professor (Home Science)
16. Ms. Archana Srivastava : Asst. Professor (Home Science)
17. Ms. Reena : Asst. Professor (Home Science)
18. Ms. Ambika : Asst. Professor (Visual Art)
19. Dr. Rekha Rani Sharma : Asst. Professor (Visual Art)
20. Shri Pawan Kumar : Asst. Professor (Education)

21. Shri Arun Mani Pandey	:	Asst. Professor (Sanskrit)
22. Dr. Preeti Tripathi	:	Asst. Professor (Political Science)
23. Shri Vivek Kumar Shukla	:	Asst. Professor (Political Science)
24. Dr. Amita Agrawal	:	Asst. Professor (History)
25. Ms. Ankita Upadhyaya	:	Asst. Professor (Commerce)
26. Dr. Priyatosh Mishra	:	Asst. Professor (Commerce)
27. Dr. Dheeraj Kumar	:	Asst. Professor (Commerce)

Suggestions and Decisions taken in the meeting –

AGENDA – 1

Organizing Faculty

Development

Program on

Online Teaching

Learning Methodology

1. In the meeting, first the IQAC coordinator presented review report dated 28th October 2020, in which she told that due to COVID pandemic, the proposal of Academic Audit is still in effect, while the Student Satisfaction Survey was conducted online, as well as the National Seminar was organized on **New Education Policy 2020**, on 18th and 19th December 2020 in which 316 participants participated and experts expressed their views. Other issues which were discussed in the last meeting and she presented the review report on which everyone agreed.
2. In the meeting, IQAC member Dr. Ashwini Kumar Mishra proposed the Faculty Development Program for professional upgradation of the faculty members, in which he emphasized that it is absolutely necessary for the teachers to be aware of **“MASSIVE OPEN ONLINE COURSES”, “OPEN EDUCATIONAL RESOURCES, GOOGLE CLASSROOM, GOOGLE TOOLS AND ONLINE TEACHING METHODS”**. All types of proposals were welcomed and supported.
3. Keeping in view the proposal, it was decided to organize 5 or 7 days Faculty Development Program on the subject of **“TECHNOLOGY ENABLED TEACHING – LEARNING METHODOLOGIES”** to train the faculties.

AGENDA – 2

Organizing seminar

Workshop related

To Intellectual

Property rights

Subject

1. In the meeting of Academic session 2020 – 21, Academic Calendar and Plan of Action were discussed. During the discussion, IQAC member Dr. Virendra Kumar Gupta proposed to organize seminars and workshop on the topic related to intellectual property rights. IQAC coordinator Dr. Rekha Srivastava also discussed many topics for this such as: Ethical Hacking, Cloud Computing, Web Designing, Cyber Crime, Copyright, Plagiarism, GST, etc.
2. After discussing the topic, it was decided that in the month of February, Computer Application Department, Commerce Department and Political Science Department under the joint aegis of IQAC, should organize at least one seminar/ workshop on the subject related to IPR. After discussion it was decided that under the joint aegis of IQAC and Computer Application Department a two days workshop would be organized on the subject **“Practical and Legal issues with next generation Internet”**.

AGENDA – 3

Discussion about
The progress of
Uploading E – content
On the college
Website

1. In the meeting, the college Principal asked the entire present member about the uploading of E – content of teachers on the college website. College Principal ordered to upload more than two E – content to all the teachers.
2. After her instructions, it was decided that before the end of session, at least 5 E – content must be uploaded on the college website by all the teachers.

AGENDA – 4

Discussion about
Preparing documents
Related to
AQAR 2019 – 20

1. In the meeting, Mr. Pushpdant Jain, President of the College Management Committee questioned on the uploading and preparation of the Annual Quality Assurance Report 2019 – 20. In this context, the IQAC coordinator told in detail about the necessary documents and to complete it with the help of all department members and also discussed about the upcoming problems in the process of completion. In the end it was decided that all the documents should be done before April so that they can be uploaded earlier.