

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



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

**MINUTES
OF
MEETING
2024-25**

CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE GORAKHPUR



INTERNAL QUALITY ASSURANCE CELL MEETING – 01

PLACE – IQAC Office

DATE – 04 JULY 2024
TIME – 1:30 PM



AGENDA

1. Discussion on reconstruction of Internal Quality Assurance Cell.
2. Review of preparations of SSR for NAAC cycle 02
3. Discussion on academic and institutional activities
4. Discussion on class test as internal evaluations of odd semester
5. To aware students about Students Satisfaction Survey conducted by NAAC

Today, on 4th July 2024, a meeting of IQAC was held at 1:30 pm in the IQAC office. The meeting was chaired by Dr. Suman Singh, Principal of the College.

The following members were present in the meeting:

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|-----------------------------|---|
| 1. Dr. Suman Singh | : Chairperson IQAC |
| 2. Dr. Rekha Shrivastav | : Coordinator IQAC |
| 3. Dr. Sarika Jayaswal | : IQAC Member (Faculty) |
| 4. Shri Anant Kumar Pathak | : IQAC Member (Faculty) |
| 5. Dr. Virendra Kumar Gupta | : IQAC Member (Faculty) |
| 6. Dr. Anita Singh | : IQAC Member (Faculty) |
| 7. Shrimati Anjali Shukla | : IQAC Member (Faculty) |
| 8. Shrimati Swapnil Pandey | : IQAC Member (Faculty) |
| 9. Dr. Vijay Lakshmi Mishra | : IQAC Member (Management Representative) |
| 10. Shri Pushpdant Jain | : IQAC Member (Industry Representative) |
| 11. Dr. Vijay Lakshmi Singh | : IQAC Member (Alumni Representative) |

12. Dr. Ashwini Kumar Mishra : IQAC Member (Administrative Officer) 
13. Shri Narendra Singh Rawat : IQAC Member (Office Superintendent) 

Proposals presented and decisions taken in the meeting:

<p>Agenda 1</p> <p>Discussion on reconstruction of Internal Quality Assurance Cell</p>	<ol style="list-style-type: none"> 1. The meeting began with the Convener of IQAC, Dr. Rekha Shrivastav, presenting the review report of the meeting held on 30th April 2024, which was appreciated by all. 2. The IQAC Convener proposed the reconstitution of IQAC, which was considered by the principal. The principal announced the newly constituted committee, incorporating new members
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The reconstituted committee is as follows:

1. Dr. Suman Singh : Chairperson IQAC 
2. Dr. Rekha Shrivastav : Convener IQAC 
3. Dr. Virendra Kumar Gupta : IQAC Member (Faculty) 
4. Dr. Sarika Jayaswal : IQAC Member (Faculty) 
5. Dr. Anita Singh : IQAC Member (Faculty) 
6. Dr. Anant Kumar Pathak : IQAC Member (Faculty) 
7. Mrs. Anjali Shukla : IQAC Member (Faculty) 
8. Mrs. Swapnil Pandey : IQAC Member (Faculty) 
9. Dr. Dheeraj Kumar : IQAC Member (Faculty) 
10. Dr. Vijay Lakshmi Mishra : IQAC Member (Management Representative) 
11. Shri Pushpdant Jain : IQAC Member (Industry Representative) 
12. Dr. Ashwani Kumar Mishra : IQAC Member (Administrative Officer) 
13. Shri Narendra Singh Rawat : IQAC Member (Office Superintendent) 
14. Miss. Abhilasha Dubey : IQAC Member (Student Representative) 

Agenda 2

Review Preparations of SSR for NAAC Cycle 02

1. In the meeting, a discussion was held regarding the preparation of the Self-Study Report (SSR). The principal proposed that all criteria coordinators should ensure the preparation of necessary documents, images, proofs, etc., related to their respective criteria by the last week of July.
2. Taking this proposal into account, it was decided that all criteria coordinators must prepare all the required documents and images related to their respective quantitative matrices by the last week of July so that the SSR can be uploaded on time once it is opened.

Agenda 3

Discussion on academic and institutional activities

1. In the meeting, discussions were held on the academic and institutional activities to be conducted in the year 2024-25. Dr. Vijayalakshmi Mishra, College Manager and IQAC member, proposed that the heads of all departments should organize seminars, workshops, guest lectures, and competitions for skill development in their respective departments. She also suggested conducting an induction program for newly admitted students.
2. Based on her proposal, it was decided that each department will organize at least one seminar or workshop. Additionally, all departments will conduct activities like speech competitions, debate competitions, rangoli competitions, essay writing competitions, etc., on contemporary topics.

	Furthermore, induction programs for newly admitted students will also be organized.
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Agenda.4

Discussion on class test as internal evaluations of odd semester

1. In the meeting, the college principal discussed internal evaluation through class tests and pre-university exams. The heads of all departments were instructed to prepare a schedule for conducting class tests for the odd semester in September and October and the pre-test in November.
2. Based on this proposal, it was decided that all department heads must submit the schedule to the principal by August and ensure that the tests are conducted as per the issued dates.

Agenda.5

To aware students about Students Satisfaction Survey conducted by NAAC

1. In the meeting, during the discussion on the Student Satisfaction Survey (SSS), it was mentioned that the survey will be conducted by NAAC after the submission of the SSR. Therefore, it is essential to inform newly admitted students about this so that they regularly check their emails.
2. Based on this proposal, it was decided that all department heads will educate the students in their respective departments about NAAC and create awareness regarding this matter.

CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE GORAKHPUR



INTERNAL QUALITY ASSURANCE CELL MEETING – 02

PLACE – ICT LAB







DATE – 07 Oct. 2024

TIME – 1:30 PM

AGENDA

1. Organizing awareness programs in the adopted village.
2. Organizing Industrial and educational tours.
3. Conducting Value-added courses.
4. Conducting Training Programs for library staff.

On 7th October 2024, an IQAC meeting was held in the ICT Lab under the chairmanship of the college principal, Dr. Suman Singh. The following members were present at the meeting:

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|----|--------------------------|-------------------------|---|
| 1. | Dr. Suman Singh | : Chairperson, IQAC |  |
| 2. | Rekha Srivastava | : Coordinator, IQAC |  |
| 3. | Dr. Virendra Kumar Gupta | : Member IQAC (Faculty) |  |
| 4. | Dr. Sarika Jaiswal | : Member IQAC (Faculty) |  |
| 5. | Dr. Dheeraj Kumar | : Member IQAC (Faculty) |  |
| 6. | Mrs. Anjali Shukla | : Member IQAC (Faculty) |  |

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|---------------------------|---|-----------------------|
| 7. Mrs. Swapnil Pandey | : Member IQAC (Faculty) | <i>Swapnil Pandey</i> |
| 8. Mr. Anant Kumar Pathak | : Member IQAC (Faculty) | <i>AP</i> |
| 9. Dr. Anita Singh | : Member IQAC (Faculty) | <i>AS</i> |
| 10. Dr. Vijayluxmi Mishra | : Member IQAC (Management Representative) | <i>VLM 25</i> |
| 11. Sri. Pushpdant Jain | : Member IQAC (Industry Representative) | <i>Pushpdant Jain</i> |
| 12. Miss Abhilasha Dubey | : Member IQAC (Student Representative) | <i>Abhilasha</i> |

In the meeting, proposals were presented, and decisions were made as follows:

<p>Agenda 01</p> <p>Organizing Awareness programs in the adopted village</p>	<ol style="list-style-type: none"> 1. Dr. Rekha Srivastava, IQAC Coordinator, first presented the review report of the meeting held on 4th July 2024. She informed that the Self-Study Report (SSR) had been sent on 4th September and that verification related to the DVV was also sent on 1st October 2024. All departments have conducted class tests for the internal evaluation of students, and the respective reports have been submitted by everyone. 2. In the meeting, IQAC member Shri Pushpadant Jain proposed organizing awareness programs related to health, education, and employment schemes in the adopted village, Ghunghunkotha. 3. It was decided in the meeting that a survey would be conducted by the NSS, B.Ed., and M.Ed. departments on education, employment, socio-economic status, and awareness about government schemes. Additionally, the Home Science department will organize a health awareness program.
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Agenda-2

Organizing Industrial and educational tours

1. In the meeting, IQAC member Vijayluxmi Mishra proposed organizing industrial and educational visits for students with the objective of providing them with professional and practical knowledge and experience, to which everyone expressed their agreement.
2. Considering her proposal, it was decided that the Departments of B.Com, Computer Application, Ancient History, and Political Science would organize industrial and educational tours for students during October and November.

Agenda -3


Conducting Value-added courses.


1. In the meeting, discussions were held regarding the implementation of value-added courses for the skill development of students. The college principal instructed the IQAC team to prepare a list of various value-added courses and present it by October. It was also proposed that the concerned departments would initiate the implementation of these courses.
2. Based on the proposal, it was decided that the departments would begin conducting value-added courses from October and November.

Agenda-4

Conducting Training Programs for library staff

1. The meeting included a discussion on the library. The IQAC Coordinator proposed registering newly admitted students on the N-list. Additionally, it was proposed that the newly appointed library staff should also undergo training to operate the SOUL software.
2. Based on their proposal, it was decided that IQAC would organize a training program on the SOUL software for library staff in the month of November.


IQAC-Coordinator
C.R.D. Arya Mahila
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INTERNAL QUALITY ASSURANCE CELL

Meeting - 03

Place- IQAC Office

Date- 27/01/2025

Time - 2: 00 P.M.

Agenda:

1. Uploading e-content on the Up Digital Library and MOOC platform
2. Promoting table tennis as an institutional indoor game
3. Development of online resources by faculty members
4. Strengthening the Institutional Innovation Council









On the date 27/01/2025, an IQAC meeting was held at 2:00 PM in the IQAC office, chaired by the principal of the college, Dr. Suman Singh. The following members were present in the meeting:

The members present in the meeting were:

1. Dr. Suman Singh – Chairperson, IQAC

2. Dr. Rekha Shrivastava – Coordinator, IQAC

3. Dr. Virendra Kumar Gupta – Member, IQAC

- 4.Dr. Sarika Jayaswal – Member, IQAC 
- 5.Dr. Dheeraj Kumar – Member, IQAC 
- 6.Mrs. Anjali Shukla – Member, IQAC 
- 7.Mrs. Swapnil Pandey – Member, IQAC 
- 8.Mr. Anant Kumar Pathak – Member, IQAC 
- 9 Dr. Anita Singh – Member, IQAC 
- 10.Dr. Vijaylakshmi Mishra – Member from the Management 
- 11.Mr. Pushpadant Jain – Member from the Local Society 

Proposals Presented and Decisions Taken in the Meeting

<p>Agenda – 01</p> <p>Uploading E-Content on UP Digital Library and MOOC Platform</p>	<ol style="list-style-type: none"> 1. In the meeting, IQAC Coordinator Dr. Rekha Shrivastava first presented the review report of the meeting held on 7th October 2024. She informed that various awareness programs were organized by each department in their adopted villages, and students were taken on industrial and educational visits. Additionally, various value-added courses are also being conducted. The IQAC Coordinator also mentioned that a training program was organized for library staff through software, in which the library staff were present. 2. In the meeting, a request was made to the Principal by all faculty members to obtain login IDs and passwords from the university to enable the uploading of e-content
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	<p>on the UP Digital Library and MOOC platform. The Principal assured that the login credentials would be obtained from the university at the earliest to facilitate the uploading of e-content. It was also decided that a minimum of two e-content materials would be uploaded for each course.</p>
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<p>Agenda -02</p> <p>Promoting table tennis as an institutional indoor game</p>	<p>1. In the meeting, IQAC member Dr. Sarika Jayaswal proposed the inclusion of table tennis as an indoor game to the college management representative, Dr. Vijaylakshmi Mishra. Taking her proposal into consideration, Dr. Mishra assured that table tennis would be included in the list of indoor games at the earliest.</p>
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<p>Agenda - 03</p> <p>Development of online resources by faculty members</p>	<p>1. In the meeting, IQAC Coordinator Dr. Rekha Shrivastava proposed that faculty members should develop maximum online resources so that students can access a wide range of e-learning materials. Taking her proposal into consideration, it was decided that all faculty members would support students by uploading e-learning</p>
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	materials through platforms such as YouTube, WhatsApp, Telegram, etc.
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Agenda - 04 Strengthening the Institutional Innovation Council	<p>1. In the meeting, IQAC Coordinator Dr. Rekha Srivastava proposed to further strengthen the Institutional Innovation Council (IIC) developed by the IQAC and to encourage the participation of more students in it. The principal of the college assured that the Institutional Innovation Council would be made a continuous and active process and further strengthened. It was also decided that the Institutional Innovation Council would be reconstituted, and Assistant Professor of the Commerce Department, Ms. Simran Sharma, would be appointed as its coordinator.</p>
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 IQAC-Coordinator
 C.R.D. Anya Mahila
 P.G. College
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INTERNAL QUALITY ASSURANCE CELL

Meeting – 04




Place-IQAC Office




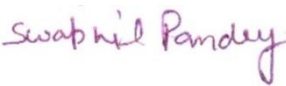




Date- 29/04/2025

Agenda

1. Enrolling students in certificate courses through the online platform
2. Conducting academic and administrative audits for the academic session 2024-25
3. Analyzing feedback received from various stakeholders and taking appropriate action
4. Preparing the academic calendar and action plan for the upcoming session on the date 29/04/2025, a meeting of the IQAC was organized in the IQAC office, chaired by the principal of the college, Dr. Suman Singh. The following members were present in the meeting:

Members present in the meeting:

1. Dr. Suman Singh – Chairperson, IQAC 
2. Dr. Rekha Shrivastava – Coordinator, IQAC 
3. Dr. Virendra Kumar Gupta – Member, IQAC 

4. Dr. Sarika Jayaswal – Member, IQAC 
5. Dr. Dheeraj Kumar – Member, IQAC 
6. Mrs. Anjali Shukla– Member, IQAC 
7. Mrs. Swapnil Pandey– Member, IQAC 
8. Mr. Anant Kumar Pathak– Member, IQAC 
9. Dr. Anita Singh– Member, IQAC 
10. Dr. Vijayalakshmi Mishra – Member from the Management 
11. Mr. Pushpdant Jain – Member from the Local Society 

Agenda- 01

Enrolling students in certificate courses through the online platform

1. In the meeting, IQAC Coordinator Dr. Rekha Shrivastava first presented the review report of the meeting held on 27th January 2025.
2. Dr. Rekha Shrivastava proposed the enrollment of students in certificate courses through online platforms. A decision was taken on her proposal that from the upcoming session, maximum students will be enrolled in certificate courses on online platforms such as SWAYAM, edX, etc.

Agenda -02

Conducting academic and administrative audits for the academic session 2024-25

1. In the meeting, the college management representative proposed the conduct of academic and administrative audits by the IQAC. Principal Dr. Suman Singh instructed that the academic and administrative audits should be completed by the last week of May.

Finally, it was decided that the IQAC will complete the academic and administrative audits by 30th May 2025.

Agenda - 03

Analyzing feedback received from various stakeholders and taking appropriate action

1. In the meeting, college management representative Dr. Vijayalakshmi Mishra emphasized the need to analyze the feedback received from various stakeholders. She also instructed that appropriate action be taken based on the results of the analysis.


In consideration of her directive, the IQAC members decided that the feedback received from various stakeholders will be analyzed soon, and necessary actions will be taken accordingly.

Agenda -04

Preparing the academic calendar and action plan for the upcoming session

1. In the meeting, the principal of the college instructed the preparation of the academic calendar and action plan for the upcoming session.
2. In response to her directive, the IQAC members assured that the academic calendar and action plan for the new session would be prepared by the last week of June.


IQAC-Coordinator
C.R.D. Anya Mahila
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