

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:

Agenda 1 Discussion on reconstruction of Internal Quality Assurance Cell	<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.

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) |  |

7. Mrs. Swapnil Pandey : Member IQAC (Faculty) *Swapnil Pandey*
8. Mr. Anant Kumar Pathak : Member IQAC (Faculty) *AKP*
9. Dr. Anita Singh : Member IQAC (Faculty) *AS*
10. Dr. Vijayluxmi Mishra : Member IQAC (Management Representative) *VLMishra*
11. Sri. Pushpdant Jain : Member IQAC (Industry Representative) *Pushpdant Jain*
12. Miss Abhilasha Dubey : Member IQAC (Student Representative) *Abhilasha*

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. Anya Mahila
P G. College
Gorakhpur



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