

ARYA MAHILA P. G. COLLEGE

CHETGANJ, VARANASI

(Admitted to the privileges of Banaras Hindu University)

Accredited Grade 'A' by NAAC & College with Potential for Excellence (CPE) by UGC

Date: 15th July, 2017

Internal Quality Assurance Cell (IQAC) Meeting

Meeting of Internal Quality Assurance Cell was held on 15th July 2017, Saturday from 03:00 p.m. in IQAC room.

The following agenda was discussed and resolved.

1. Minutes of the last meeting.
2. Discussion on up-gradation in infrastructure.
3. Discussion on new courses introduced.
4. Discussion on NAAC preparation.
5. Discussion on student results.
6. Discussion on student-support facilities – Mentoring, Remedial, Career Coaching, Career Guidance and Counseling.
7. Presentation of purchasing report under CPE.
8. College sponsored research project under CPE programme in 2017-18.
9. Any other matter with the permission of the chair.

The Resolutions of the meeting are:-

1. The minutes of the last meeting were confirmed and passed.
2. The Principal informed regarding the creation and up gradation in infrastructure just as- Language lab, Seminar hall, Gymnasium and Crèche.
3. Under 'CPE' the college initiated few diploma and certificate courses like Diploma in Nutrition & Dietetics, Certificate Course in Child Care & Home Remedy.
4. The IQAC reviewed the progress report of NAAC preparation.

Dr. Bhavana Trivedi, Co-ordinator NAAC informed that NAAC team had adopted a systematic, scientific, transparent and objective, qualitative and quantitative methodology for data collection in NAAC. She further said that data was being collected in hard and soft copy

through e-mail. Whats app group for instant communication with all faculty members and senior office staff including the Manager and Principal had been created.

5. The student-result of all 16 departments of the college was discussed and found satisfactory.
 6. The IQAC members discussed student-support facilities available in the college such as Mentoring, Remedial, Career Coaching, Career Guidance and Counseling and resolved to strengthen these facilities for the welfare of students.
 7. The purchasing report of the items purchased under CPE fund was presented by the Principal.
 8. Dr. Bhavana Trivedi, Member Secretary, CPE suggested that college sponsored research projects under CPE programme should be continued in 2017-18 also the IQAC members welcomed this idea and resolved to refer this subject to CPE Advisory committee.
 9. Under any other subject with the permission of the chair the IQAC resolved to encourage students to participate in National/ International sports, Cultural events and skill development programmes.
 - The IQAC members also resolved that proposed National/International Seminars and Workshops to be organized by different departments of the college. It was resolved that all the departments would have to give their requirements for the same. The IQAC would be mentoring these activities.
- It was also resolved that collaborative activities of the Institution would be conducted and documented properly. The IQAC members would discuss this with the entire faculty.
- The Master time-table, Academic calendar, Feedback from Stake Holders- Students, Parents, Alumni (academic session 2017-18) was also discussed in the meeting and it was resolved that all these will be conducted and documented by the committee and the office.

Dr. Bhanumati Mishra offered vote of thanks.

The following members were present and participated in the discussion:

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|----------------------|----|---------------------------------|-------------------------|
| • Chairperson | : | Prof. Rachana Dubey (Principal) | <i>Rachana Dubey</i> |
| • IQAC, Co-ordinator | : | Ms. Aarti Srivastava | <i>AS</i> |
| • Members (Faculty) | 1. | Dr. Brijbala Singh | <i>Brijbala Singh</i> |
| | 2. | Dr. Chandrakanta Rai | <i>Chandrakanta Rai</i> |
| | 3. | Dr. Bhavana Trivedi | <i>Bhavana Trivedi</i> |
| | 4. | Dr. Namita Sinha | <i>Namita Sinha</i> |
| | 5. | Dr. Bhanumati Mishra | <i>Bhanumati Mishra</i> |
| | 6. | Dr. Meenakshi Bajpai | <i>Meenakshi Bajpai</i> |
| | 7. | Dr. Garima Gupta | <i>Garima Gupta</i> |

- Management Member : Dr. Shashikant Dikshit, (Manager) *Shashikant*
- Administrative Officers : 1. Mr. Sudhakar Shukla (Administrative Officer) *Sudhakar Shukla*
- 2. Mr. Sunil Kumar Pathak (Office Superintendent) *Sunil Kumar*
- Nominee from Local Society : Dr. Shardul Chaubey *Shardul*
- Nominee from Industry : ~~Mr.~~ Adarsh Jhunjhunwala *Adarsh*
- External Expert : Mr. Sanjeev Kumar *Sanjeev Kumar*
- Alumni : Dr. Bindu Lahiri *Bindu*
- Student : Ms. Jaya Jaiswal *Jaya Jaiswal*