

# ARYA MAHILA P. G. COLLEGE

CHETGANJ, VARANASI

(Admitted to the privileges of Banaras Hindu University)

Accredited Grade 'A' by NAAC

Date: 1<sup>st</sup> April, 2017

## Internal Quality Assurance Cell (IQAC) Meeting

Meeting of Internal Quality Assurance Cell was held on 1<sup>st</sup> April 2017, Saturday, from 03:00 p.m. in IQAC room.

Following agenda was discussed and resolved:

1. Minutes of the last meeting.
2. Proposed workshop on 'Excellence for Higher Education'.
3. Discussion on Creation of *Vimarsha – A Forum for Creation and Transfer of Knowledge*.
4. Academic and Administrative Audit of the College (AAA).
5. Internal and External Financial Audit.
6. Discussion on Report of Programme Outcome, Course Outcome & Programme Specific Outcome.
7. Discussion on feedback analysis.
8. Discussion on Student Support Facilities.
9. Presenting SWOC analysis of the college.
10. Any other subject with the permission of the chair.

Ms. Aarti Srivastava, IQAC, Co-ordinator welcomed the guests.

### The Resolutions of the meeting are:-

1. Minutes of the last meeting were read and confirmed.
2. It was resolved that One-Day National Workshop on "Excellence in Higher Education" would be organized by the IQAC. Prof. Rachana Dubey, Principal, informed that for this purpose resource persons Prof. Mohammad Miyan, Ex-V.C. M.A.U. Central University and Prof. K. Ramchandran, Consultant, NUEPA & UNO had given their consent.

3. To promote discourse and interdisciplinary debates in the emerging areas of global relevance, Dr. Bhavana Trivedi suggested to establish a forum '*Vimarsh*'. The IQAC members welcomed the idea and it was resolved that *Vimarsh – A Forum for Creation and Transfer of Knowledge* would be established by the college. The scholars of National and International repute would be invited to share and discuss their knowledge on the platform of *Vimarsh*. The *Vimarsh* would be covering the following areas- Vision & Mission, emerging trends in the concerned discipline, entrepreneurship/life skills, intellectual property rights, human values, national and universal values, conflict resolutions, gender and environmental issues and nation building etc.

The sixteen faculty members (1 from each department)-Dr. Anamika Dixit, Dr. Pushpa Tripathi, Dr. Annapurna Dixit, Dr. Kavita Arya, Dr. Vishwanath Mishra, Dr. Manish Tiwari, Dr. Vandana Chaubey, Dr. Swapna, Dr. Naresh Singh, Dr. Meenakshi Bajpai, Dr. Kaushlendra Singh, Dr. Anamika Singh, Dr. Ruchi Mishra, Dr. Samvedna Singh, Dr. Deepika Baranwal, Dr. Shubham Mishra nominated as committee members. Dr. Bhavana Trivedi, Co-ordinator, NAAC designated as Co-ordinator *Vimarsh*.

4. The IQAC Members recommended to constitute a committee for Academic & Administrative Audit of the college. The committee was constituted with following faculty members- Dr. Bhavana Trivedi, Dr. Ranjana Malviya and Dr. Brijbala Singh (Co-ordinators), and Dr. Meenakshi Bajpai (Member), Dr. Shardul Chaubey (External Expert) and Dr. Sanjeev Kumar (External Expert). The report will be discussed and analyzed in the meeting of the IQAC.
5. The Principal informed about the Internal and External Financial Audit of the college and presented the audit report in the meeting. The audit was conducted by the CA.
6. Discussion on Report of Programme Outcome, Course Outcome & Programme Specific Outcome took place in the IQAC meeting. The Report was prepared by Dr. Kaushlendra Singh & Other Programme Outcome Committee members.
7. Discussion on Student Support Services took place in the IQAC meeting. The Principal informed that coaching for preparations of competitive examinations -



Bank, CAT, and Civil Services Examinations had been started in the college in collaboration with career launcher. Apart from this, college was been running coaching for NET/JRF preparation from 1<sup>st</sup> April to 6<sup>th</sup> May, 2017. This will be continued in coming academic sessions also.

8. The feedback collected from the students on curriculum, infrastructure and faculty was discussed and analyzed in IQAC.
9. SWOC analysis of the college was discussed and resolved.
10. In any other matter, the Principal informed the IQAC members that the Purchase Report of items purchased under the CPE programme would be presented in the next meeting of IQAC. She also informed that a Special lecture on financial Management for teaching and non-teaching staff was held on 13<sup>th</sup> Feb. 2017. She further informed that a lecture on "Excellence towards Higher Education" for teaching and non-teaching staff would be organized on 4<sup>th</sup> April, 2017 under the aegis of IQAC.

The list of seminars, workshops and lectures organized by different departments, cells and committees was presented by IQAC Co-ordinator.

Dr. Bhavana Trivedi 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)
- 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 Chaubey*
- Nominee from Industry : ~~Mr.~~ Adarsh Jhunjhunwala *Adarsh Jhunjhunwala*
- External Expert : Mr. Sanjeev Kumar *Sanjeev Kumar*
- Alumni : Dr. Bindu Lahiri *Bindu Lahiri*
- Student : Ms. Pooja Bharti *Pooja Bharti*