

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: 16th January, 2018

Internal Quality Assurance Cell (IQAC) Meeting

Meeting of Internal Quality Assurance Cell was held on 16th January 2018, Tuesday from 03:30 p.m. in IQAC room. Following members were present and participated in the discussion.

The following agenda was discussed and resolved:

1. Minutes of the last meeting.
2. Proposed seminar and workshop to be organized under the aegis of IQAC.
3. Proposed educational tour of Rajasthan for students in the last week of January under CPE programme.
4. Discussion on registration of alumni association of the college.
5. Discussion on redressal of student grievance system.
6. Review of NAAC preparation Cycle-2.
7. Any other matter with the permission of the chair.

The Resolutions of the meeting are:-

1. Minutes of the last meeting were confirmed and passed.
2. The members of the IQAC reviewed the NAAC preparation Cycle-2 work. Dr. Bhavana Trivedi shared the challenges of data collection according to the new format. She said that college has done plethora of activities but documentation of activities according to the new format has become little challenging and the NAAC team is trying to resolve the problems.
3. The IQAC members discussed the proposed seminar and workshop to be organized under the aegis of IQAC. It was resolved that special lecture on 'Indian Higher Education System: Issues and challenges' would be organized. The Principal informed IQAC members that professor A.K. Sharma former director of NCERT (Ministry of Human

Resource Development, Govt. of India) had given consent to visit the college for this purpose.

4. It was also resolved that a two-day national workshop on 'Quality Assurance in Higher Education with special Reference to New Methodology of NAAC Assessment' would be organized. The proposed resource person would be Prof. John Jacob Kattakaiyam from Kerala University, Prof. K.S. Jaiswal and Dr. Sandeep Giri from Mahatma Gandhi Kashi Vidyapeeth, Varanasi and Prof. Rakesh Raman from Banaras Hindu University.

The Staff Enrichment & Empowerment Committee would be organizing the above mentioned academic programmes.

5. The peer team of NAAC Accreditation Cycle-1 had recommended the registering and strengthening of alumnae association of the college. Following this, Dr. Annapurna Dixit, alumnae representative in IQAC informed that registration process of association was in progress and it would be registered by the first week of April, 2018.
6. Discussion on redressal of student's grievance system took place in IQAC. The Principal informed that student's grievance system was already functioning in the college through Student's Grievance redressal committee, Anti-ragging committee, Anti-ragging squad and Anti sexual harassment committee. Complaint boxes are installed in front of Principal office, college gate and suggestion box in Library, students help desk at the time of admission etc. The members of the IQAC suggested to build more strong mechanism for redressal of student's grievances.
7. The Principal informed regarding the proposed educational tour of Rajasthan for students in the last week of January under CPE programme. Various places of historical and cultural importance as Udaipur, Haldighati, Nathdwara would be visited by the students. IQAC Co-ordinator offered vote of thanks.

The following members were present and participated in the discussion:

- Chairperson : Prof. Rachana Dubey (Principal) *Rachana Dubey*
- IQAC, Co-ordinator : Ms. Aarti Srivastava *AS*
- Members (Faculty)
 1. Dr. Brijbala Singh *Brijbala*
 2. Dr. Chandrakanta Rai *Chandrakanta Rai*
 3. Dr. Bhavana Trivedi *Bhavana Trivedi*
 4. Dr. Namita Sinha *Namita Sinha*
 5. Dr. Bhanumati Mishra *Bhanumati Mishra*
 6. Dr. Meenakshi Bajpai *Meenakshi Bajpai*
 7. Dr. Garima Gupta *Garima Gupta*
- Management Member : Dr. Shashikant Dikshit, (Manager) *Shashikant Dikshit*
- Administrative Officers
 1. Mr. Sudhakar Shukla (Administrative Officer) *Sudhakar Shukla*
 2. Mr. Sunil Kumar Pathak (Office Superintendent) *Sunil Kumar Pathak*
- Nominee from Local Society : Dr. Shardul Chaubey *Shardul Chaubey*
- Nominee from Industry : ~~Mr.~~ Adarsh Jhunjunwala *Adarsh Jhunjunwala*
- External Expert : Mr. Sanjeev Kumar *Sanjeev Kumar*
- Alumni : Dr. Bindu Lahiri *Bindu Lahiri*
- Student : Ms. Jaya Jaiswal *Jaya Jaiswal*