

# 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: 9<sup>th</sup> April, 2018

## Internal Quality Assurance Cell (IQAC) Meeting

Meeting of Internal Quality Assurance Cell was held on 9<sup>th</sup> April 2018, 3:00 p.m. in IQAC room.

The following agenda was discussed and resolved:

### Agenda:

1. Minutes of the last meeting.
2. Discussion on 'Unnat Bharat Abhiyan' launched by the Government of India.
3. Discussion on Academic and Administrative Audit (AAA) of the college.
4. Discussion and analysis of Feedback collected (for faculty, curriculum and infrastructure by students, parents, alumni and other stake holders).
5. Strength, Weakness, Opportunity and Challenge (SWOC) analysis.
6. Discussion on Internal Quality Assurance System (IQAS).
7. Discussion on programme Outcome & Course Outcome.
8. Review of NAAC preparation.
9. Discussion on preparation of AQAR 2016-17 and 2017-18.
10. Discussion on registration of alumni association of the college.
11. Reconstitution of IQAC.
12. 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 Principal informed about the 'Unnat Bharat Abhiyan' launched by Government of India, Ministry of Human Resource Development (MHRD) aiming to connect the Higher Educational Institutions to the villages around for transfer of knowledge to

enrich rural India. The IQAC members resolved to apply in this scheme. This scheme will give good opportunity to students to connect with rural India.

3. IQAC Co-ordinator informed regarding progress work of Academic & Administrative Audit (AAA) and it was found satisfactory.
4. Dr. Garima Gupta, Co-ordinator feedback committee presented the feedback report of the committee. It was followed by discussion and analysis of Feedback collected (for faculty, curriculum and infrastructure by students, alumni, parents and other stake holders). The cell members resolved to collect feedback through e-mail and hard copy in a structure format. It was also resolved that the collection of the feedback method should be more scientific and objective.
5. Strength, Weakness, Opportunity and Challenge (SWOC) analysis was discussed in IQAC and resolved.
6. It was discussed that college has IQAS system. The academic and administrative quality of the college is measured by feedback committee of the college along with this almost all the departments collect formal/informal feedback from the students regarding the functioning of the departments. The faculty members discuss and analyse feedback and resolve to improve the functioning of the department accordingly. The faculty meeting of the college discusses and analyses academic and administrative qualities and challenges of the institution. To improve academic and administrative excellence of the institution, the IQAC members resolved to adopt more accurate, time bound, transparent, IQAS system of the college.
7. The findings of the report of Programme Outcome & Course Outcome was presented and resolved in IQAC.
8. Review of NAAC preparation was done by IQAC and found satisfactory.
9. Discussion on preparation of AQAR 2016-17 and 2017-18 took place in IQAC cell and it was resolved that AQAR of two years should be submitted latest by December 21<sup>st</sup>, 2018 in old format.
10. Dr. Annapurna Dixit alumna of the college informed in the meeting that alumnae association has been registered on 5<sup>th</sup> April 2018, The cell members greeted and



resolved that contributory role of alumnae association should be made in the growth of the college.

11. Reconstitution of IQAC was resolved in the meeting. The new IQAC would be functional from academic session 2018-19. The following are the members :-

Prof. Rachana Dubey, Principal (Chairperson), Dr. Bhavana Trivedi (Director/Coordinator IQAC), Members- Dr. Ranjana Malviya, Dr. Suchita Tripathi, Dr. Anamika Dixit, Dr. Bhanumati Mishra, Dr. Anshul Jaiswal, Dr. Garima Gupta, Dr. Swati S. Mishra, Dr. Anita Singh, Dr. Anamika Singh (Co-operation), Administrative Officers- Mr. Sudhakar Shukla (Administrative Officer), Mr. Sunil Pathak (Office Superintendent), Mr. Ved Prakash Pandey (Section Officer Account), Mr. Anil Yadav (Senior Assistant), Mr. Krishna Das Gujrati (UDC), Prof. P.C. Upadhyay (Nominee from local Society), Mr. Pradeep Agrawal (Nominee from Industry), Dr. Shashikant Dikshit (Representative of Management Committee), Dr. Sangeeta Jain (Alumni), Ms. Anjali (Student).

12. In any other matter the Principal informed that under support services to students coaching for NET/JRF preparation by college and in collaborations with career launcher coaching classes for Bank, CAT and Civil Services Exams is carried out by the college.

The Principal also informed that in faculty/Staff development programme, under the aegis of IQAC, following programmes were held during the session 2017-18:

- National Workshop on Data Analysis with SPSS and R for teaching, non-teaching staff. (6<sup>th</sup> to 12<sup>th</sup> November 2017)
- Indian Higher Education System: Issues and challenges (30<sup>th</sup> March, 2018)
- Two days National Workshop on Quality Assurance in Higher Education with Special Reference to New Methodology of NAAC (23<sup>rd</sup> -24<sup>th</sup> April, 2018).
- Along with this the list of other seminars, workshops and lectures organized under the aegis of IQAC was presented by the Principal.

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 *Aarti*
- Members (Faculty) :
  1. Dr. Brijbala Singh *Brijbala Singh*
  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*