

# 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

### Action Taken Report of IQAC Meetings

#### Session- 2017-18

#### *IQAC - SERVING TO ENSURE QUALITY GROWTH OF THE INSTITUTION*

*1<sup>st</sup> Meeting- 15<sup>th</sup> July, 2017*

#### **Resolution passed**

#### **Action Taken**

1. The minutes of the last meeting 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 cell reviewed the progress report of NAAC preparation.  
Dr. Bhavna Trivedi, Co-ordinator NAAC informed that NAAC team has adopted a systematic, scientific, transparent and objective, qualitative and quantitative methodology for data collection in NAAC. She further said that data is being collected in hard and soft

**Compliance (Resolution -3)** – Diploma in Food Processing & Diploma in Information Technology is initiated.

copy through e-mail. Whatsapp group for instant communication with all faculty members and senior office staff including the Manager and Principal have been made.

5. The students-results of the college was discussed and found satisfactory of all 16 departments of the college.
  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 purchase 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

**Compliance (Resolution -8) -** College sponsored research projects under CPE programme are continued in 2017-18 and referred this subject to CPE advisory committee.

<p>would be conducted and documented properly. The IQAC members would discuss this with the entire faculty.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
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**2nd Meeting- 9<sup>th</sup> October, 2017**

<b>Resolution passed</b>	<b>Action Taken</b>
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<ol style="list-style-type: none"> <li>Minutes of the last meeting were confirmed.</li> <li>Dr. Bhavana Trivedi, Co-ordinator NAAC presented the revised framework of NAAC Accreditation.</li> <li>She read Vision and Mission of NAAC. The Vision as described by NAAC highlights- ‘Quality’ as the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives. The mission statements of the NAAC aim at translating the NAAC’s vision into action plans.</li> <li>The core values of the revised framework of NAAC (since July 2017) were appreciated by IQAC members in the meeting. The five core values of NAAC are – Contributing to National development, Fostering global competencies among students, Inculcating a value system among students, Promoting the use of technology and Quest</li> </ol>	
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for excellence. It was also resolved in the meeting that the college will be incorporating these core values in its journey towards academic excellence. It was also resolved that the Self-Study Report (SSR) of NAAC cycle-2 of the college will be prepared on these lines.

5. The members of IQAC discussed the strength and weaknesses of the teaching and learning process of the college and resolved for complete 100% ICT enabled teaching; more ICT enabled classrooms required. In this connection the Principal informed that the number of student-teacher ratio (mentor: mentee) was not appropriate. She further informed that in order to fill this gap the college had associated part-time faculty with mentoring activity.
6. It was resolved in the meeting that proposal would be send to UGC for more sanctioned posts in various departments of the college.
7. Revised Assessment and Accreditation (A&A) Framework was read and discussed in the meeting by NAAC Co-ordinator, and it was resolved that NAAC preparation would be proceeded further according to the new guidelines of the NAAC.
8. The quality indicator framework as identified in seven criterions by NAAC was also discussed in the meeting and it was resolved that NAAC experts will be invited to deliver lectures on these themes.
9. It was also discussed and resolved that Feedback Committee would be collecting feedback from all concerned departments as per the new feedback format provided by NAAC.
10. Dr. Bhavana Trivedi, NAAC Co-ordinator initiated the discussion on

**Compliance (Resolution -5)** – Initiatives are taken to increase ICT enabled classrooms. As per NAAC guidelines Part-Time Teachers who are fulfilling the norms of Full-Time Teacher are also considered as mentor.

**Compliance (Resolution -6)** – Proposal regarding more sanctioned posts in various departments of the college is sent to UGC.

**Compliance (Resolution -8)** – IQAC is consulting various subject experts in this regard.

**Compliance (Resolution -9)** – The work is in progress.

challenges of data collection according to the new framework of NAAC.

11. The Principal informed that college had applied proposals for new courses-Bachelor and Master degrees in Management Studies (Institute of Management Studies) dated 8th September,2015, Master of Commerce and M.Ed. dated 8th September,2015, B.A. LL.B. (Hons.) (5 Years Course) dated 5th May 2016 and Diploma Course in Computer dated 5th May 2016. She further informed that Vice-Chancellor, BHU had constituted an inspection committee to examine the proposal submitted by the college.

12. With the permission of the chair, Dr. Bhavana Trivedi, Member Secretary, CPE informed that as per the guidelines set by IQAC, the advisory committee CPE had selected eleven colleges sponsored research projects under CPE programme namely - The Religious Renaissance in Bengal: From Rammohan to Aurobindo (Dr. Nityanand Khan, Bengali), Usage of the lexis in Amitav Ghosh's *Ibis Trilogy: A Postcolonial approach* (Ms. Kanchan Yadav, English), Dr. Anupam Gupta, Hindi, हिन्दी साहित्य में व्यंग्य (Hindi Sahitya mein Vyanga) Dr. Sarita Mishra, Hindi), A Study of Nutritional Status, Premenstrual Syndrome and Menstrual Hygiene among adolescent girls (Age Group 14 – 17 years) of Urban Area of Varanasi (Dr. Richa Mishra Home-Science), सितार अधिगम के क्षेत्र में दृश्य एवं श्रव्य सामग्रियों के माध्यम से भावात्मक एवं संज्ञानात्मक विकास का मूल्यांकन(Sitar Adhigam ke Kshetra mein Drishya evam Shravya Samagriyon ke Madhyam se Bhavatmak evam

**Compliance (Resolution -12)** - College has selected 11 more research projects to sponsor under the scheme of CPE.

Sangyanatmak Vikas ka Mulyankan) Dr. Geeta Singh, Music Instrumental, दर्शन परम्परा में सृष्टि प्रक्रिया तथा अभिनव-वैज्ञानिक परिदृश्य। (Darshan Parampara mein Shrishti Prakriya tatha Abhinav-Vaigyanik Paridrishya) Dr. Mamta Gupta, Philosophy, वैदिक-साहित्य में वन एवं कृषि-संरक्षण (Vaidik Sahitya mein Vana evam Krishi-Sanrakshan) Dr. Tripur Sundari, Sanskrit, Effect of Music on Executive Functioning (Dr. Garima Gupta, Psychology), प्राचीन काल में शिक्षा व्यवस्था (छठी शताब्दी ई०पू० से चौथी शताब्दी तक) (Pracheen Kaal mein Siksha Vyavastha (Chathi Shatabdi B.C. se Chauthi Shatabdi tak) Dr. Sweta Kumari, History, शुद्ध पेयजल के प्रबन्धन में वाराणसी नगर-निगम की भूमिका (2010 सेवर्तमान तक) (Shuddh Peyajal ke Prabandhan mein Varanasi Nagar-Nigam ki Bhumika (2010 se Vartaman Tak) Dr. Rajani Chaubey, Political Science.

13. The meeting resolved that an urgent meeting of NAAC Steering Committee would be called within two days to discuss the issues in detail.

## **Urgent Meeting**

*11<sup>th</sup> October, 2017*

### **Resolution passed**

### **Action Taken**

1. Minutes of the last meeting was confirmed and passed.
2. The IQAC members discussed the new format of NAAC with the Steering Committee members and directed then to collect data according to the new format.

**Compliance (Resolution -2) – The work is in progress.**

<p>3. NAAC Co-ordinator presented the restructured format of departmental profile for data collection it was discussed and approved by IQAC.</p> <p>4. NAAC Co-ordinator presented revised framework of different committees and cells along with addition of some new committees and cells as per the requirement of new format of NAAC. It was discussed and approved by IQAC.</p> <p>5. For Student Satisfaction Survey (SSS), it was resolved that student data base along with Aadhar Number will be prepared by college office.</p> <p>6. On the demand of NAAC Steering Committee, Principal informed that two day national seminar on new methodology of NAAC will be organized very soon under the aegis of IQAC.</p>	<p><b>Compliance (Resolution -5)</b> - Office Personnel were assigned this task.</p>
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**3rd Meeting- 16<sup>th</sup> January, 2018**

<b>Resolution passed</b>	<b>Action Taken</b>
<p>1. Minutes of the last meeting conformed and passed.</p> <p>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.</p> <p>3. The IQAC members discussed the proposed seminar and workshop to be organized under the aegis of IQAC. It was resolved that special</p>	<p><b>Compliance (Resolution -2)</b>- Documentation of College activities is in progress according to the new format of NAAC data templates.</p> <p><b>Compliance (Resolution -3)</b>- Special lecture on ‘Indian Higher Education System: Issues and challenges’ was organized 30 March , 2018.</p>

lecture on 'Indian Higher Education System: Issues and challenges' will be organized. The Principal informed IQAC members that professor A.K. Sharma former director of NCERT(Ministry of Human Resource Development, Govt. of India) has given consent to visit the college for this purpose.

4. It was also resolved that two-day national workshop on 'Quality Assurance in Higher Education with special Reference to New Methodology of NAAC Assessment' will be organized. The proposed resource person will be Prof. Jhon Jacob Katkaiyam 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 will be organizing above mentioned academic programmes.

5. The peer team of NAAC Accreditation Cycle-1 had given recommendation to register and strengthen alumni association on the college. Following this, Dr. Annapurna Dixit, alumni representative in IQAC informed that registration process of association is in progress and it will be register 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 is already functioning in the college through – Student's Grievance redressal committee, Anti ragging committee and Anti ragging squad, Anti sexual harassment committee, complaints box installed in front of principal office and library suggestion box, students help desk at

**Compliance (Resolution -4)-** Two-day National Workshop on 'Quality Assurance in Higher Education with special Reference to New Methodology of NAAC Assessment' was organized on 23-24 April, 2018.

**Compliance (Resolution -5) –** Registration process of Alumni Association is in progress.

**Compliance (Resolution -6) -** Student's grievance system is functioning in the college through – Student's Grievance redressal committee, Anti ragging committee and Anti ragging squad, Anti sexual harassment committee, complaints box installed in front of principal office and library suggestion box, students help desk at the time of admission etc.



<p>the time of admission etc. The members of the IQAC suggested to build more strong mechanism for redressal of student's grievances.</p> <p>7. The Principal informed regarding the proposed educational tour of Rajasthan for students in the last week of January under CPE programme. The places of historical and cultural importance Udaipur, Haldighati, Nathdwara will be visited by the students.</p>	<p><b>Compliance (Resolution -7)</b> – Student visited Rajasthan the place of historical culture with the help of financial assistance from CPE programme.</p>
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**4th Meeting-9<sup>th</sup> April, 2018**

<b>Resolution passed</b>	<b>Action Taken</b>
<ol style="list-style-type: none"> <li>1. Minutes of the last meeting were confirmed and passed.</li> <li>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.</li> <li>3. IQAC Co-ordinator informed regarding progress work of Academic &amp; Administrative Audit (AAA) and it was found satisfactory.</li> <li>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</li> </ol>	<p><b>Compliance (Resolution -2)</b> – College has decided to adopt 05 villages of Varanasi nearby College under the scheme of Unnat Bharat Abhiyan.</p> <p><b>Compliance (Resolution -4)</b> - It was resolved that the collection of the feedback method should be more scientific and objective.</p>

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 analyze 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.

**Compliance (Resolution -5)** - Strength, Weakness, Opportunity and Challenge (SWOC) analysis was discussed in IQAC and resolved.

**Compliance (Resolution -6)** - The academic and administrative quality of the college is measured by feedback from the students regarding the functioning of the departments.

<p>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.</p>	<p><b>Compliance (Resolution -9)</b> - AQAR 2016-17 and 2017-18 is submitted in old format.</p>
<p>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.</p>	<p><b>Compliance (Resolution -10)</b> - Alumnae Association is registered on 5<sup>th</sup> April 2018.</p>
<p>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 :-</p> <p style="padding-left: 40px;">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 form Industry), Dr.</p>	<p><b>Compliance (Resolution -11)</b> - IQAC cell for the session 2018-19 is reconstituted.</p>

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.

**Compliance (Resolution -12) - 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.**

Bhavana Trivedi

IQAC, Coordinator



Principal & Chairperson