

# 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 of IQAC

#### Session- 2018-19

<i>IQAC - SERVING TO ENSURE QUALITY GROWTH OF THE INSTITUTION</i>	
<i>1<sup>st</sup> Meeting- 10<sup>th</sup> July 2018</i>	
<b>Resolution passed</b>	<b>Action Taken</b>
<p>1. Minutes of the last meeting were read and passed.</p> <p>2. The Screening, Assessment and Progress of NAAC preparation was discussed in IQAC and found satisfactory. Dr. Bhavana Trivedi, Co-ordinator NAAC informed the status of data collection and Compilation for NAAC accreditation cycle-2. The challenges and problems in collection of data were also discussed in the meeting. Dr. Shashikant Dikshit, Manager, instructed that all faculty members and office staff have to work with commitment and sincerity for NAAC accreditation. For ensuring accountabilities faculty meetings should be called regularly. Dr. Bhavana Trivedi, Co-ordinator NAAC further informed that collected data is being analyzed for preparation of self-study report.</p> <p>3. NAAC Co-ordinator shared that according to the new guidelines of NAAC AQAR, IQA and SSR is to be submitted online and related links has to be displayed on</p>	<p><b>Compliance (Resolution 2)</b> - Satisfactory progress of NAAC Accreditation Cycle-2 preparation. Faculty meetings were held for the same.</p> <p><b>Compliance (Resolution 3)</b> - Website updating work in progress as per the requirement of NAAC. Revised format circulated to departments and office.</p>

website. The website updating committee of the college is working on updating college website as per the requirement of NAAC.

4. The IQAC members instructed the research cell for mid-term evaluation of research projects sponsored under CPE programme run by the college.
5. As per the resolutions of IQAC, the Principal informed that the college had applied under Unnat Bharat Abhiyan Scheme. It was approved by the Ministry of Human Resource Development (MHRD). The five villages of Vidyapeeth block namely – Bhullanpur, Balipur, Khushipur, Parsapur and Gangapur have been allotted to Arya Mahila P.G. College by district administration in April, 2018. She shared that the primary objective of Unnat Bharat Abhiyan (UBA) is to engage the faculty and students of Higher Educational Institutions in understanding rural realities, identify and select existing innovative technologies, customize and implement as local needs and to allow the Institutions to devise systems for smooth implementation of various government schemes. Unnat Bharat Abhiyan (UBA) has divided institution in two parts- Technical Institution and Non-Technical Institution. The college is under Non-Technical Institution.
6. Discussing the new courses of the college, the Principal informed that the college had applied for new courses of Bachelor and Master degrees in Management Studies (Institute of Management Studies) and Master of Commerce and M.Ed. dated 8th September 2015, B.A. LL.B. (Hons.) (5 Years Course) dated 5th May 2016, Diploma Course in Computer dated 5th May 2016. She further informed that the above mentioned courses would be discussed in the academic council of BHU which is scheduled to be held on 8th

**Compliance (Resolution 4)** - Mid-term evaluation of research projects sponsored under CPE programme was done by research cell.

**Compliance (Resolution 5)** – The college started working under *Unnat Bharat Abhiyan Scheme*.

September, 2018.

7. The proposed seminars, workshops and lectures to be organized under the aegis of IQAC (in the academic session 2018-19) were discussed and resolved in the meeting. The Principal informed that different departments have given their proposals for organizing seminars, workshops and lectures. It was resolved that IQAC would be mentoring these academic activities.
8. It was resolved in the meeting that Parent-Teacher meet, Alumnae meet, meetings with faculty and office would be conducted during the academic session (2018-19) under the aegis of IQAC. Students' participation in academic and administrative governance would be ensured through their nomination (student representative) in various committees of the college.
9. With the objective to ensure social responsibility of the Institution and for all round development of the Institution IQAC resolved that Collaborative programmes and extension/outreach activities would be conducted under the Aegis of the IQAC.
10. The committee members discussed Master time-table, departmental time-table and academic calendar of the college and resolved that all the departments would be instructed to submit these in office. It was also resolved that curricular, co-curricular and extra-curricular activities should be conducted according to the academic calendar of the Institution.
11. Under any other subject with the permission of the chair Induction programme was discussed in the meeting and it was resolved that department wise dialogue with students would be conducted after induction programme.

**Compliance (Resolution 7)** - International and National seminars, workshops and lectures under *vimarsha* have been organized by the different departments (under the Aegis of IQAC) of the college.

**Compliance (Resolution 8)** – Parent- teacher meet, Alumnae meet, meeting with faculty and office were held in the academic session 2018-19.

**Compliance (Resolution 9)** – The college conducted various activities (in campus, extension/outreach) in collaboration with other institutions/organizations.

**Compliance (Resolution 10)** – Master time-table, departmental time-table and academic calendar of the college were prepared and submitted to the office.

**Compliance (Resolution 11)** – Induction programme was held for B.A., B.Com. B.Ed. and P.G. students.



also suggested to place Indian women historical legendary figures in Archaeological museum (under construction) of the college. Prof. Geeta Singh and Dr. Jyoti Juneja visited the campus of the college and appreciated the activities carried out by the college.

4. The Principal informed to the IQAC members that University Grants Commission has given status of “Community College” to the college and sanctioned certificate courses in Food Processing and Information Technology. The IQAC members congratulated and resolved to appoint Dr. Suchi Tiwari as the Nodal Officer of Community College.
5. The discussion on Green Campus initiatives took place in IQAC. It was resolved that the college would be working more for environmental sensitization through its various activities in campus and outreach programmes. The focusing areas would be water conservation, ban on plastic, sensor based energy conservation, solid waste management, plantation, and Clean & Green campus etc. It was also resolved that the college should proceed for ISO certification which will also be helpful in environmental management, green audit and energy audit.
6. Under any other subject with the permission of the chair, proposed workshop was discussed and resolved. The Principal informed that IQAC has planned National Workshop for two days on “NAAC Preparation Challenges and Opportunities”. For this purpose NAAC expert Prof. Nameesh Miglani has been communicated.
  - The ongoing process of Academic and Administrative Audit (AAA) was also discussed and it was resolved that after completion of AAA, the report would be presented in IQAC.
  - The IQAC resolved to organize Training programmes for

**Compliance (Resolution 4)** –The college is running community college successfully.

**Compliance (Resolution 5)** – Under Green Campus initiatives various activities conducted. Training programme on environment and energy management system were held.

**Compliance (Resolution 6)** – National Workshop on “NAAC Preparation Challenges and Opportunities” was organized by IQAC.

- The final report of AAA was presented in IQAC.
- The Training programmes for office i.e. Computer training

<p>office i.e. Computer Training MS Office 2013 and Students Profile software training programme.</p> <ul style="list-style-type: none"> <li>The Principal informed that College Committee has resolved that Code of Conduct of the College would be prepared by Code of Conduct Committee under the Aegis of IQAC.</li> </ul>	<p>MS Office 2013 and students profile software training programme were conducted.</p> <ul style="list-style-type: none"> <li>Code of conducted was prepared.</li> </ul>
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*3<sup>rd</sup> Meeting- 28th February, 2019*

<b>Resolution passed</b>	<b>Action Taken</b>
<ol style="list-style-type: none"> <li>Minutes of the last meeting were read and passed.</li> <li>Dr. Bhavana Trivedi, Director IQAC tabled the agenda of the meeting for discussion. She informed the IQAC members that IQAC has planned an ‘E-Content Development Workshop’ on MOOC and Swayam for faculty members in the first week of March, 2019 to promote Innovation and Creativity in Teaching – Learning. The IQAC has also planned for uploading lectures of faculty members on You Tube and MOOC for the students. Student seminars and workshops are also proposed. She further informed that remedial classes for slow learners and mentoring for all students and e-resources for students and student’s field projects for advanced learners are going on in the college.</li> <li>In this connection while appreciating the efforts of IQAC for slow learners and advanced learners, Prof. P.C. Upadhayay suggested few names of experts for the proposed workshop on e-content development. He suggested the names of Prof. Murindra Agrawal, Prof. Manju Pandey, Prof. A.K. Tripathi, Prof. A.K. Pujari and Prof. Malladatta to be invited as resources persons in the proposed workshop. Dr. Suchita Tripathi and Dr. Garima Gupta were nominated as conveners of the workshop.</li> </ol>	<p><b>Compliance (Resolution 2)</b>– E-Content Development Workshop on MOOC and Swayam was organized. You tube lectures of faculty members were uploaded. Mentoring and remedial classes were conducted. Students seminars, workshops, field projects were accomplished.</p> <p><b>Compliance (Resolution 3)</b> – The resource persons have been communicated .</p>

4. While discussing ICT enabled Classrooms, Mr. Sudhakar Shukla, Administrative Officer (A.O.) of the college informed that college had 12 ICT enabled class rooms. In this connection Mr. Pradeep Agrawal suggested to contact Vedanta Foundation for providing financial assistance for installation of more computers in the college. He further suggested creating a Whats app group of IQAC members for instant communication.
5. The discussion on feedback system of the college (Students, Teachers, Employers, Alumni and Parents) was initiated by Prof. Rachana Dubey, Principal and Chairperson of IQAC. She presented feedback report given by the feedback committee and also informed about the actions taken in this connection. Mr. Pradeep Agrawal, nominee from industry suggested that college should arrange video recording of the parents while taking feedback from them. Prof. P.C. Upadhyay, nominee from local society also suggested that feedback report of students regarding their teachers should be kept confidential and students must be aware of the importance of feedback. It was resolved to include the suggestions of IQAC members.
6. Students Satisfaction Survey under new format of AQAR was also discussed in IQAC meeting. Dr. Bhavana Trivedi, Director, IQAC informed that under the new format of AQAR Students Satisfaction Survey would be essential every year and it has to be web-linked. The committee members resolved to proceed for Students Satisfaction Survey accordingly. Preparation and distribution of the SSS Questionnaire to all 16 departments of the college was given to Dr. Anita Singh, IQAC member. It was also resolved that faculty should train students regarding use of e-mails and

**Compliance (Resolution 4)** - Whatsapp group of IQAC members has been created.

**Compliance (Resolution 5)** – Feedback report of students, teachers, alumnae and parents uploaded on website of the institution.

**Compliance (Resolution 6)** – SSS was conducted on random sampling basis.

departmental notices should be sent to students through e-mails.

7. While discussing proposed Action Plan for Faculty, Office and Library for preparation of NAAC Cycle-2, Dr. Bhavana Trivedi informed that with the objective to achieve Grade- 'A' in NAAC, IQAC is mentoring all the departments as it had prepared and distributed - action plan for Faculty, Office and Library. The members appreciated the initiatives of the IQAC.
8. Regarding attendance of students, it was resolved in IQAC that monthly display of absentees should be displayed on notice board. Letters should be sent to the guardians of absentees. For this purpose there should be a proper mechanism in each department. Attendance of research scholars should also be ensured.
9. The weeding out policy for Books, Number of Reference and Text Books, and user rate of e-resources were also discussed in the meeting. It was resolved that these matters would be referred to library committee of the college to work in detail. The members unanimously resolved to increase user rate of e-resources. Faculty should encourage students for more and more use of e-resources. Prof. P.C. Upadhyay suggested keeping standard books of all subjects in the library.
10. With the permission of the chair, the issues discussed and resolved in the meeting are following –
  - Dr. Bhavana Trivedi, Director, IQAC informed that IQAC is preparing a data base of the college which will include faculty profile, student profile, office and library profile and extension outreach activities of the college.
  - Under Capacity Building Strategies for the students, IQAC resolved Vocational training Programme, Computer Literacy

**Compliance (Resolution 7)** – Action Plan for strengthening departments, office and library was circulated.

**Compliance (Resolution 9)** - This resolution of IQAC was referred to library committee.

**Compliance (Resolution 10)** - Data base of the college was prepared by data base committee.

- Training programme - computer literacy and communicative English programmes were held for the students.

and Communicative English programmes for the students. Dr. Anamika Dixit, Dr. Anamika Singh (computer literacy), Dr. Shuchi Tiwari (Vocational Training) and Dr. Suchita Tripathi (communicative English) have been nominated as co-ordinators. Dr. Swati S. Mishra was given Charge of Extension and Outreach programme.

- Miss. Anjali presented a list of suggestions for the betterment of students. In this connection the issues discussed in IQAC are – Hostel Facility, Canteen, Strengthening of Information circulation system, Online Mechanism for payment of fee, Medical facility on regular basis, Xerox and Print facility in College Campus etc. Prof. P.C. Upadhyay instructed to solve any three problems instantly.
- Regarding e-governance IQAC resolved to work for e-governance in the areas of Planning and Development, Administration, Finance & Accounts, Students Admission and Support. Dr. Shashikant Dikshit instructed Administrative Officer to work in this direction.
- The subjects of Industry Academia Innovative Practices, Industry Sponsored Projects, Outreach Programme conducted in collaboration with Industry, Linkages with Industry for internship on job training, MOU with Industry were also discussed and resolved in IQAC. Dr. Swati S. Mishra would be coordinating with the departments of Economics and Commerce in this regard. Mr. Pradeep Agrawal, industry nominee assured to cooperate for industrial visit and internship with industry of college students.
- To accomplish the task of NAAC preparation, Dr. Shashikant Dikshit, Manager emphasized that faculty members should spent more time in college.

- Canteen, Xerox and print facility, medical facility is strengthened in campus.
- The college is working for e-governance in the areas of Planning and Development, Administration, Finance & Accounts, Students Admission and Support.

*4th Meeting- 3<sup>rd</sup> June, 2019*

<b>Resolution passed</b>	<b>Action Taken</b>
<ol style="list-style-type: none"><li>1. Minutes of the last meeting were read and passed.</li><li>2. The report of Course Outcome and Programme Outcome was discussed and passed in IQAC. It was resolved that the report will be uploaded on college website and the same committee would be working on attainment of POs, PSOs and COs.</li><li>3. The report of Academic and Administrative Audit (AAA) was presented in IQAC and it was resolved that the findings of the report would be discussed by the governing body of the institution for necessary action.</li><li>4. While discussing the SWOC analysis of the institution, it was also resolved by the IQAC committee that Gymnasium, Vertical garden, Crèche, Bank with e-lobby facility should also be included as the healthy practices and affirmative features of the Institution.</li><li>5. Dr. Anita Singh, member IQAC, presented the report of Students Satisfaction Survey which was conducted by the office according to the new format of AQAR under her supervision. She informed that the survey was conducted on random sampling basis. It was resolved by the IQAC that as per the new guidelines of NAAC, posters would be displayed to develop awareness among students regarding Student Satisfaction Survey from the coming academic session 2019-20.</li><li>6. The committee found satisfactory work in the activity report of the institution prepared by the Database Committee under the supervision of IQAC.</li></ol>	<p><b>Compliance (Resolution 2)-</b> The report of Course Outcome and Programme Outcome was uploaded on website. The work on attainments of POs, PSOs and COs started by the committee.</p> <p><b>Compliance (Resolution 3 &amp; 4) -</b> The reports of AAA and SWOC were uploaded on website.</p> <p><b>Compliance (Resolution 5)-</b>The report of Students Satisfaction Survey (SSS) was uploaded on website.</p> <p><b>Compliance (Resolution 6)-</b> Activity report of the institution was prepared and uploaded on website.</p>

7. Discussion on Progress Work of NAAC Cycle – 2 took place in IQAC meeting. It was also found satisfactory. It was also resolved that database committee would work during summer vacation to speed up preparation of NAAC work under the supervision of IQAC.
8. With the permission of the chair, the issues discussed and resolved in any other subject are following:
  - Discussing the Industry- Academia Relationship of the college, Dr. Shashikant Dikshit, Manager informed IQAC that MOU's has been signed with industry namely- J.J. Plast Alloy, Pvt. Ltd. Varanasi on 4<sup>th</sup> March, 2019.
  - Prof. Rachana Dubey, the Principal, informed IQAC that Yoga Classes would also be continued for Staff during summer vacation. She also informed that MOU's with Let's help some 1 (NGO) 'LHS' on 23<sup>rd</sup> October, 2018, Deshpandee Foundation Leaders Accelerating Development (LEAD), Varanasi on 3<sup>rd</sup> October, 2018 and with Medha learning Foundation, Lucknow have been signed on 17<sup>th</sup> May, 2019.
  - The IQAC committee asked Dr. Amit Shukla and Dr. Suchita Tripathi to provide report of Communicative English Programme. Further, to accomplish the task of NAAC preparation, Dr. Shashikant Dikshit, Manager, instructed the faculty members for spending more hours in the college.
  - Dr. Bhavana Trivedi, IQAC Director, presented the list of Seminars, Workshops and Lectures organized by the various departments and cells under the Aegis of IQAC of the college.

**Compliance (Resolution 8)** - International and National Seminars, National and Institutional level workshops and Lectures were organized by the institution.

- Yoga classes for staff were continued during summer vacation.
- Communicative English Programme report was submitted in IQAC. The NAAC work proceeded for cycle-2 accreditation.