

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: 12th Oct.2018

Internal Quality Assurance Cell (IQAC)

Resolutions of IQAC Meeting dated 12th October 2018

Meeting of Internal Quality Assurance Cell was held on 12th October 2018, Friday from 03:00 p.m. in IQAC room. Following members were present and participated in the discussion.

1. Minutes of the last meeting
2. Review of NAAC preparation's progress
3. Discussion on recommendations given by UGC experts in Advisory committee (CPE) meeting of 21st August 2018
4. Discussion on community college granted by UGC
5. Discussion on Green Campus initiatives
6. Any other subject with permission of the Chair

The Resolutions of the meeting are:-

At the outset Prof. Rachana Dubey, the Principal welcomed the members.

1. Minutes of the last meeting were read and passed.
2. Dr. Bhavana Trivedi, Co-ordinator, NAAC presented the progress report of NAAC preparation. She further informed that NAAC Steering Committee has planned data submission in following manner-
 - Annual Quality Assurance Report (AQAR) (2016-17 and 2017-18) submission on 24th December 2018.
 - Institutional Information for Quality Assessment (IIQA) submission (proposed on 16th January 2019).
 - Self-Study Report (SSR) submission (proposed on 30th January 2019).
 - After submission of SSR and student data base NAAC office will start scrutiny of data and third party validation of data. Student satisfaction survey by NAAC is expected in March, 2019. In case the college qualifies all the above mentioned stages, NAAC peer team visit will be held to assess qualitative data.

3. Dr. Bhavana Trivedi, Member Secretary, Advisory Committee, CPE presented Report of Advisory Committee (CPE) held on 21st August, 2018. She said that the UGC nominees, Prof. Geeta Singh and Dr. Jyoti Juneja suggested to work more in the areas of Environmental Conservation, Gender Sensitivity, Values and Ethics in Higher Education, more research work in the Institution, more skill oriented programmes to make students self-reliant, increase women entrepreneurship workshops/programmes, self-defence programmes for girls & NCC, traditional sports etc.

Dr. Bhavana Trivedi further informed that Prof. Geeta Singh 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 office i.e. Computer Training MS Office 2013 and Students Profile software training programme.
 - 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.

Dr. Anamika Dixit offered vote of thanks.

The following members were present and participated in the discussion-

1. **Chairperson** : Prof. Rachana Dubey (Principal) *Rachana Dubey*
2. **Director IQAC** : Dr. Bhavana Trivedi *Bhavana Trivedi*
3. **Members**
 1. Dr. Ranjana Malviya *Ranjana Malviya*
 2. Dr. Suchita Tripathi *Suchita Tripathi*
 3. Dr. Anamika Dixit *Anamika Dixit*
 4. Dr. Bhanumati Mishra *Bhanumati Mishra*
 5. Dr. Anshul Jaiswal *Anshul Jaiswal*
 6. Dr. Garima Gupta *Garima Gupta*
 7. Dr. Swati S. Mishra *Swati S. Mishra*
 8. Dr. Anita Singh *Anita Singh*
4. **Co-operation** : Dr. Anamika Singh *Anamika Singh*
5. **Administrative Officers** :
Sudhkar Shukla (Administrative Officer) *Sudhkar Shukla*
Sunil Pathak (Office Superintendent) *Sunil Pathak*
Ved Prakash Pandey (Section Officer Accounts) *Ved Prakash Pandey*
Anil Yadav (Senior Assistant) *Anil Yadav*
Krishna Das Gujrati (UDC) *Krishna Das Gujrati*
6. **Nominee From local Society** : Prof. P.C. Upadhyay *P.C. Upadhyay*
7. **Nominee From Industry** : Mr. Pradeep Agrawal *Pradeep Agrawal*
8. **Representative of Management Committee** : Dr. Shashikant Dikshit (Manager) *Shashikant Dikshit*
9. **Alumni** : Dr. Sangeeta Jain *Sangeeta Jain*
10. **Student** : Ms. Anjali *Anjali*