

# 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

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Date: 28<sup>th</sup> Feb.2019

## Internal Quality Assurance Cell (IQAC)

### Resolutions of 3<sup>rd</sup> IQAC Meeting dated 28<sup>th</sup> Feb. 2019

The third IQAC meeting of the session 2018-19 was held on 28<sup>th</sup> February 2019 from 3:00 PM onwards in the Meeting room of the college.

Following agenda was discussed and resolved:

1. Minutes of the last meeting.
2. Creativity and Innovation in Teaching – Learning (e-content development by faculty).
3. ICT enabled Classrooms.
4. Student's Feedback.
5. Student Satisfaction Survey under the new format of AQAR.
6. Action Plan for NAAC preparation. (Faculty, Office, Library)
7. Attendance of Students.
8. Discussion on Library. (Weeding out policy for Books, Number of Reference and Text Books, e- resources User rate)
9. Any other subject with the permission of the chair.

#### **Resolutions -**

At the outset, the Principal, chairperson of IQAC welcomed the members.

1. Minutes of the last meeting were read and passed.
2. 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.

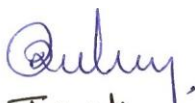
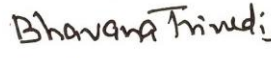


















In this connection while appreciating the efforts of IQAC for slow learners and advanced learners, Prof. P.C. Upadhyay suggested few names of experts for the proposed workshop on e-content development. He suggested the names of Prof. Murindra Agrawal, Prof. Manju Pandey, Prof. A.K. Tripathi, Prof. A.K. 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.

3. 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.
4. 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.
5. 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 departmental notices should be sent to students through e-mails.
6. 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.
7. 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.

8. 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. Upadhayay suggested keeping standard books of all subjects in the library.
9. 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 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. Upadhayay 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.

Dr. Swati S. Mishra offered Vote of thanks.

Following members were present and participated in discussion -

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