



INTERNAL QUALITY ASSURANCE CELL

MEETING 01

PLACE- IQAC OFFICE
C.R.D.A.M P.G. COLLEGE
GORAKHPUR

DATE-30/July/2022
TIME-02:00 PM

AGENDA –1 Restructuring of Internal Quality Assurance Cell.

AGENDA–2 Discussion on the establishment of institution Innovation Council.

AGENDA –3 Discussion on renovation of administrative office.

AGENDA –4 Discussion on the construction of vermin campus tank.

AGENDA –5 Discussion about Value added course.

AGENDA –6 Discussion about Internship and Project Work.

Today on dated 30/July/2022, a meeting of IQAC was held in IQAC office under the chairmanship of

Manager of the college at 02:00.PM in which following members were present-

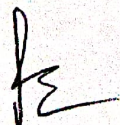
1. Mr. Pushpdant Jain, Member of IQAC (Management Representative) *[Signature]*
2. Dr. Vijyalaxmi Mishra, Member of IQAC *[Signature]*
3. Dr. RekhaSrivastava, Coordinator IQAC *[Signature]*
4. Dr. Virendra Kumar Gupta Member of IQAC (Asst. Prof. M.Ed. Department) *[Signature]*
5. Dr. Sarika Jaiswal , Member of IQAC(Asst. Prof. Home Science Department) *[Signature]*
6. Sri Anant Kumar Pathak Member of IQAC (Asst. Prof. B.Ed. Department) *[Signature]*
7. Smt Anjali Shukla Member of IQAC (Asst. Prof. Computer Application Department) *[Signature]*
8. Dr.Anita Singh Member of IQAC (Asst. Prof. Home Science Department) *[Signature]*
9. Dr.Ashwini Kumar Mishra, IQAC Member as administrative officer. *[Signature]*
10. Shri Narendra Singh Rawat, Member of IQAC (Office Suprintendent) *[Signature]*
11. Sakshi Srivastava, Member of IQAC (Student) *[Signature]*

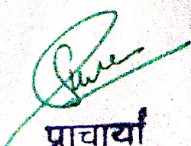
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IQAC-Coordinator
C.R.D. Arya Mahila
P G. College
Gorakhpur

[Signature]
प्राचार्या
मन्त्रकान्ति रमावती देवी आर्य महिला
पी० जी० कालेज, गोरखपुर

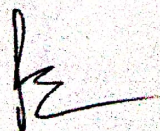
Suggestions and Decisions Taken in the Meeting-

<u>AGENDA-1</u> Restructuring of Internal Quality Assurance Cell.	<p>1-In the meeting first of all the IQAC Coordinator presented the review report of the meeting held on 27-04-22 in which she told that, solar panel installed on date 16-05-22 .A water cooler has also been installed on the second floor. Besides, the construction of the medicinal garden is also going on. The college Principal also agreed with their report.</p> <p>2- In the meeting, the college manager told that on June 1st 2022, Dr.Suman Singh Senior Assistant Professor of the Hindi Department has been selected by the college management committee for the post of acting Principal, the process of her approval is going on by the university. Therefore, the service of former acting principal Dr.Aparna Mishra as acting principal is being terminated with effect from June 1st 2022.She will now work as assistant professor B.Ed. Dept.She proposed the reorganization of Internal Quality Assurance Cell.</p> <p>3-Keeping her proposal in the mind,it was decided to reorganize IQAC.</p>
<u>AGENDA -2</u> Discussion about the establishment of institution Innovation Council.	<p>1-With the aim of encouraging students for startup, IQAC member Dr. Ashwini Kumar Mishra proposed to develop Institution innovation Council in the college. He told that if we want to establish an incubation centre, then first we will have to develop IIC in the college.</p> <p>2- Everyone agreed to his proposal and it was decided that IIC would be established by the end of the session.</p>
<u>AGENDA -3</u> . Discussion on renovation of administrative office.	<p>1-In the meeting IQAC member Sri Pushpadant Jain talked about the improvement of the administrative building and proposed its renovation.</p> <p>2-College Manager Dr. Vijayluxmi Mishra agreed to his proposal and everyone recommended it. Keeping in mind the proposal it was decided that its renewal work will be started in the current session itself.</p>

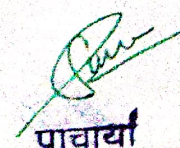

IQAC-Coordinator
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<p><u>AGENDA-4</u> Discussion about the construction of Vermi Compost tank.</p>	<p>1-In the meeting, IQAC member Dr.Sarika Jaiswal proposed the construction of Vermi-Compost tank.Mr. Anant Pathak suggested a place for that in the college field.</p> <p>2-Mr. Anant Pathak suggested the place and proposed to build it behind the Multi Purpose Hall . Keeping in mind everyone's suggestion and proposals, it was decided to build it soon.</p>
<p><u>AGENDA -5</u> Discussion about Value added course.</p>	<p>1-In the meeting, the IQAC coordinator discussed the issue of conducting value added course and asked for the proposal from the members.</p> <p>2- Finally it was decided that value added course like Fashion Designing, Communication Skill, Resume Writing Skill, Computer Basic Skill, Tie and Dye, Fruit Preservation, Yoga and Meditation will be conducted for at least 30 hours.</p>
<p><u>AGENDA -6</u> Discussion about Internship and Project Work</p>	<p>In the meeting, IQAC member Sri Pushpadant Jain, proposed to organize project work and internship activities, so that the students can get maximum practical knowledge.</p> <p>2-Keeping their proposal in mind, it has been decided that Project Work and Assignmments will be given in all the Semesters of all the Courses and Internship will also be conducted so that everyone can gain practical knowledge.</p>



IQAC-Coordinator,
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INTERNAL QUALITY ASSURANCE CELL

MEETING 02








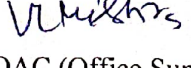

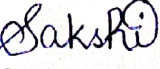



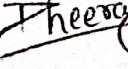
PLACE- PRINCIPAL OFFICE
C.R.D.A.M P.G. COLLEGE
GORAKHPUR

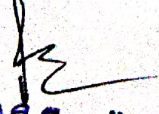
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TIME-01:00 PM

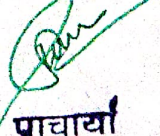
- AGENDA -1** Discussion about organizing Sports and other Competitions for Talent development of the students.
- AGENDA-2** Discussion about organizing Collaborating Activities with other Organization /institutions.
- AGENDA -3** Discussions about ISO Certification.
- AGENDA -4** Discussion about Industrial Training.
- AGENDA -5** Discussion about organizing Awareness Programme in adopted Village

IQAC meeting was held on 31-10-22 at 01.00 pm in the Principal's office which was presided over by Dr. Suman Singh. The following members, were present in the meeting-

Present Members and Teachers-

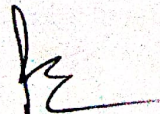
1. Dr. Suman Singh (Chairperson of IQAC) 
2. Dr. Rekha Srivastava, (Coordinator IQAC) 
3. Dr. Virendra Kumar Gupta Member of IQAC (Asst. Prof. M.Ed. Department) 
4. Sri Anant Kumar Pathak Member of IQAC (Asst. Prof. B.Ed. Department) 
5. Dr. Sarika Jaiswal, Member of IQAC (Asst. Prof. Home Science Department) 
6. Dr. Anita Singh Member of IQAC (Asst. Prof. Home Science Department) 
7. Smt Anjali Shukla Member of IQAC (Asst. Prof. Computer Application Department) 
8. Dr. Vijyalaxmi Mishra, Member of IQAC 
9. Shri Narendra Singh Rawat, Member of IQAC (Office Superintendent) 
10. Sakshi Srivastava, Member of IQAC (Student) 
11. Dr. Amita Agrawal Member of IQAC (Asst. Prof. History Department) 
12. Dr. Rekha Rani Sharma Member of IQAC (Asst. Prof. Fine Art . Department) 
13. Dr. Jyotsana Tripathi Member of IQAC (Asst. Prof. Fine Art . Department) 
14. Dr. Dheeraj Kumar Member of IQAC (Asst. Prof. Commerce Department) 

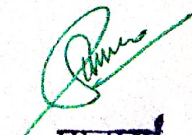

IQAC-Coordinator
C.R.D. Anja Mahila
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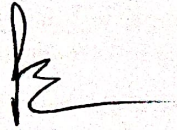
Proposals and Decisions taken in the meeting

<p><u>AGENDA-1</u> Discussion about organizing Sports and Competition</p>	<p>1-In the meeting, the IQAC coordinator presented the review report of the meeting held on 30-07-22 in which she discussed the names of the members of the rescognized IQAC cell. Also establishment of Institutional Innovation Cell and renovation of office is in process, as she informed.</p> <p>2-In the meeting the IQAC coordinator proposed to organize competitions, like sport competition, General Knowledge Competition, Speech Competition, Debate Competition, Quiz Competition, Poster Making Competition, Rangoli and Mehndi Competition etc. for the talent development of students. On her proposal it was decided that all the above mentioned competition would be organized before the end of the session ,and the students securing first, second and third positions in the competition would be rewarded with certificates and medals.</p>
<p><u>AGENDA -2</u> Discussion about organizing Collaborating Activities with other Organization/Institutions</p>	<p>In the meeting, College Manager Dr. Vijaylaxmi Mishra suggested to conduct collaborative programs under the joint aegis of the institutions and organizations with which the college has signed MoU. Agreeing to their suggestion, it was decided that at least two Programs will be organized in a year under the joint aegis of both the institutions.</p>
<p><u>AGENDA -3</u> Discussion about ISO Certification</p>	<p>1-In the meeting, IQAC Coordinator Dr. Rekha Srivastava suggested certification by ISO 9001:2015 & 14001:2015 to check the quality Management System and Environment Management System in the college.</p> <p>2-On her suggestion, it was decided that the college will be certified by ISO on both the above mentioned points by December 2022.</p>

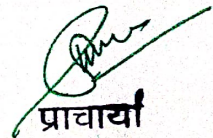

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<p><u>AGENDA -4</u> Discussion on Industrial Training</p>	<p>In the meeting, IQAC member Mrs.Anjali Shukla proposed industrial training by taking the students to various industries with the aim of providing interactive learning and practical knowledge.</p> <p>2-Keeping their proposal in mind, it was decided that Computer Application Department, Home Science Department, Commerce Department and Fine Art Department and some other department will provide industrial training to the concerned students by conducting industrial trips.</p>
<p><u>AGENDA -5</u> Discussion about organizing Awareness Programme in adopted Village .</p>	<p>1-In the meeting, college Principal Dr. Suman Singh, while discussing the community awareness program, proposed to organize an Awareness Program in the adopted village Ghungun Kotha. She suggested that NCC, NSS as well as all the departments would organize various Awareness programs on the subjects of education, health, cleanliness, environment etc..</p> <p>2-Keeping their suggestions in mind, it was decided that along with NCC, NSS and all the departments would visit the village at least once to make the villagers aware about various educational and social issues like education, Health Hygiene, Government Schemes, Voting, Environment , Protection etc.</p>



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INTERNAL QUALITY ASSURANCE CELL

MEETING 03

PLACE- ICT LAB
C.R.D.A.M P.G. COLLEGE
GORAKHPUR

DATE-31/JAN//2023
TIME-12:30 PM

AGENDA –1 Discussion about External Academic and Administrative Audit.

AGENDA –2 Discussion about organizing National and International Seminar, Workshop and Training Programme.

AGENDA –3 Discussion about Documentation required for AQAR (2021-22)

AGENDA –4 Discussion about installation of New Water Cooler in Girls Hostel.

AGENDA –5 Discussions about updating the college Website.

AGENDA- 6 Signing more MoUs from other organization.

Today on dated 30/01/2023 at 12.30 PM, a meeting of IQAC was held in ICT lab which was presided over by college Principal Dr. Suman Singh.

Present Members and Teachers-

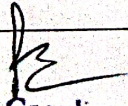
1. Dr. Suman Singh ,Chairperson IQAC
2. Dr.Rekha Srivastava ,Coordinator IQAC.
3. Dr. Vijaylaxmi Mishra ,Member IQAC.
4. Smt. Swapnil Pandey, Member IQAC Asst. Prof. Political Science dept.
5. Dr.SarikaJaiswal, Member IQAC Asst. Prof. Home Science dept.
6. Dr.Anita Singh, Member IQAC Asst. Prof. Home Science dept.
7. Dr.Virendra Kumar Gupta, Member IQA, Asst. Prof. M.Edept.
8. Mrs. Anjali Shukla Member IQAC Asst. Prof.Computer Application dept.
9. Shree Anant Kumar Pathak, Member IQAC Asst. Prof. B.Ed dept.
10. Dr.Dheeraj Kumar , Member IQAC Asst. Prof.Commerce dept.
11. Dr.Rekha Rani Sharma, Asst. Prof Fine Art dept.
12. Dr. Nisha Srivastava,Asst. Prof.Music dept.
13. Miss Sakshi Srivastava, IQAC Member (Student)
14. Shri Narendra Singh Rawat, Member of IQAC (Office Superintendent)

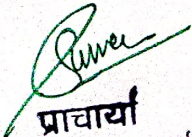
IQAC-Coordinator
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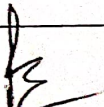
Proposals and Decisions taken in the meeting


<p><u>AGENDA-1</u></p> <p>Discussion about External Academic and Administrative Audit.</p>	<p>1-In the meeting, first of all, the IQAC Coordinator presented the action report of the decisions taken in the meeting held on - 31/10/22, on which all the members expressed their consent.</p> <p>2- External Academic and Administrative Audit was discussed in the meeting. Principal Dr. Suman Singh proposed to conduct Academic and Administrative Audit both internally and externally and asked IQAC to prepare its draft as soon as possible.</p> <p>3-Everyone agreed to her proposal and it was decided that its draft would be proposed by February and the Audit would be completed by the end of the April 2023.</p>
<p><u>AGENDA -2</u></p> <p>Discussion about organizing National and International Seminar, Workshop and Training Programme</p>	<p>1- There was discussion on organizing National Seminar and workshop in meeting. Principal Dr. Suman Singh suggested to organize seminars and workshops on intellectual property rights, research method and other relevant topics.</p> <p>2-Keeping their suggestions in the mind, it was decided that a national seminar and workshop will be organized on relevant subjects by the department of Education, Computer Application, Home Science, Performing Art, B.Ed and M.Ed department under the joint aegies of IQAC.</p>
<p><u>AGENDA -3</u></p> <p>Discussion about Documentation required for AQAR(2021-22)</p>	<p>1-In the meeting,the IQAC Coordinator discussed the necessary documents related to AQAR 2021-22 with all the criteria coordinator and asked everyone to complete it as soon as possible.</p> <p>2-Finally it was decided that all the documents would be prepared by 30-1-23 so that it could be submitted by the end of the session.</p>


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<p>AGENDA -4 Discussion installation of New Water Cooler in Girls Hostel.</p>	<p>1-In the meeting, IQAC member Dr. Anita Singh raised the problem of cold and pure water in the women's hostel and proposed to install additional water coolers in the hostel.</p> <p>2-On her proposal, it was decided that before 15-06-23, a new water cooler would be installed in the hostel so that the students could get clean and cool water.</p>
<p>AGENDA -5 Discussion about updating the college Website.</p>	<p>1-In the meeting, the IQAC coordinator pointed out the shortcomings of the college website and suggested updating it as per the norms of NAAC, to which everyone agreed.</p> <p>2-Keeping their suggestions in mind, it was decided that the website will be updated as soon as possible and it will be developed as per the norms of NAAC.</p>
<p>AGENDA- 6 Signing more MoUs from other organizations</p>	<p>In the meeting, the MoUs signed by the college till 31/12/2022 was discussed, and a proposal was made to enter into MoUs with some other institutions.</p> <p>2. Keeping everyone's suggestion in mind, it was decided that keeping in mind all the subjects like Education literature, Art, Science, Culture, Skill development etc., Atleast 02 MoUs made in a year with various institutions, and collaborative activities with will also be organized.</p>


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INTERNAL QUALITY ASSURANCE CELL

MEETING 04

PLACE- IQAC OFFICE
C.R.D.A.M P.G. COLLEGE
GORAKHPUR

DATE-28/04/2023
TIME-1:30 PM

AGENDA1- Discussion about IQAC year plan for new academic year 2023-2024.

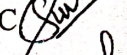
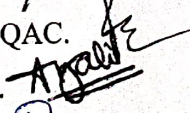


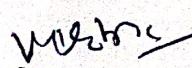

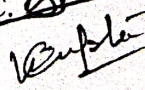
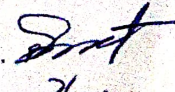
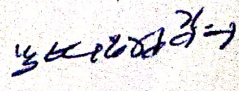
AGENDA2- Discussion about uploading of Annual quality Assurance report session 2021-2022.


AGENDA3- Discussion about student support.

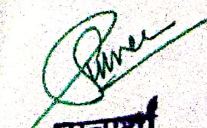
AGENDA4- Discussion about subscription of New Journal and E-Journals.

AGENDA5- Discussion about Coaching and Remedial Classes.

Today on 28 April 2023, IQAC meeting was held under the chairmanship of college Principal Dr. Suman Singh at IQAC Office at 1;30PM, in which following members were present-

1. Dr. Suman Singh ,Chairperson IQAC 
2. Dr.RekhaSrivastava ,Coordinator IQAC.
3. Mrs. Anjali Shukla ,Member IQAC. 
4. Dr. SarikaJaiswal, Member IQAC. 
5. Dr.Anita Singh, Member IQAC. 
6. Dr.Vijaylaxmi Mishra, Member IQAC. 
7. Mrs. SwapnilPandey, Member IQAC. 
8. Dr.Virendra Gupta,Member IQAC. 
9. Narendra Singh Rawat, Member IQAC (Office Superintendent). 
10. Sri Pushpdant Jain, Member IQAC (Local Society). 

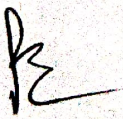

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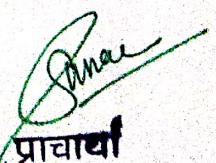

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11. Miss Sakshi Srivastava Member IQAC. *Sakshi*

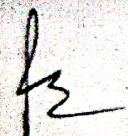
Proposals and Decisions taken in the meeting

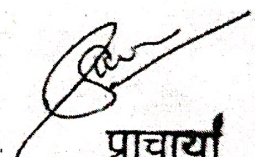
<p><u>AGENDA-1</u></p> <p>Discussion about IQAC year plan for new Academic Year 2023-24.</p>	<p>1-In the meeting, first of all the IQAC Coordinator presented the review report of the meeting held on 31 January 2023. In which she informed that the External Academic and Administrative Audit has been completed on 30 April 2023. Documentation work for AQAR 2021-2022 is on going and MoUs have been signed with several other institutions. Efforts are underway for national seminars and workshops.</p> <p>2-In the meeting Principal Dr, Suman Singh discussed about the annual action plan of IQAC for the session 2023-24. The IQAC committee discussed the annual action plan for the upcoming session and also took online feedback from all stakeholders, students satisfaction survey, national seminar, departmental workshop, academic and administrative audit, renewal of ISO, Green and energy audit certificate, MoUs etc. Also proposed to organize various competitions in the college.</p> <p>3-Keeping everyone's proposal in mind, it was decided that all the above issues will be included in the annual action plan of IQAC and academic calendar till 30 May 2023 should be developed.</p>
<p><u>AGENDA -2</u></p> <p>Discussion about uploading of Annual Quality Assurance Report 2022</p>	<p>1- In the meeting the college principal asked about the progress of AQAR 2021-2022, the IQAC Coordinator said that efforts are on the upload it as soon as possible. Finally it was decided that it would be uploaded by 30 June 2023.</p>


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<p>AGENDA –3 Discussion about student support.</p>	<p>1-In the meeting the IQAC member Dr. Sarika Jaiswal discussed about student support and proposed to waive off tuition fee for economically weaker students, as well as suggested to give them additional assistance. 2-Keeping their suggestions in mind that in year 2023-24, the fees of students will be waived off , and they will be given additional books from Library.</p>
<p>AGENDA 4- Discussion about subscription of New Journal and E-Journals.</p>	<p>1-In the meeting, there was discussion on increasing the number of books and Journals available in the library. member proposed subscription of E-Journals. 2-Finally it was decided that some new books would be ordered in each subject in the next session, and at least two new Journal and E-Journals of subscription will be taken.</p>
<p>AGENDA 5- Discussion about Coaching and Remedial Classes.</p>	<p>1-In the meeting, Principal Dr. Suman Singh, while discussing the free coaching and remedial classes for the preparation of competitive examination proposed to run them better from the next session and also to maintain its records. 2-Keeping her proposal in the mind, it was decided that each department will conduct Remedial classes for slow learners while maintaining the records of slow learners and fast learners on the basis of its internal assessment. Separate classes will be conducted for the fast learner to prepare for the competitive examinations. Besides, all the departments will provide personal and vocational counseling to the students and give them proper guidance.</p>


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