

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- 2016-17

IQAC - SERVING TO ENSURE QUALITY GROWTH OF THE INSTITUTION

1st Meeting- 18th July, 2016

Resolution passed	Action Taken
<p>1. Minutes of the last meeting were confirmed.</p> <p>2. The Principal shared the great achievement of the college and informed that the college has been awarded 'College with Potential for Excellence' (CPE) status during XII Plan period under the CPE scheme for a period of five years from April 01, 2016 to 31st March, 2021.</p> <p>3. The discussion on conduction of more programmes to execute vision and mission of great founders of the institution in areas of academics and administration was held. It was resolved that "<i>Vidyanjali</i>" - a lecture series in</p>	<p>Compliance (Resolution 2) - The college has been awarded 'College with Potential for Excellence' (CPE) status during XII Plan period under the CPE scheme for a period of five years from April 01, 2016 to 31st March, 2021.</p> <p>Compliance (Resolution 3) - Vidyanjali - a lecture series in memory of great founder Smt. Vidya Devi Ji started.</p>

memory of great founder Smt. Vidya Devi Ji will be revived every year on her birthday.

4. Adopting student centric methodology and ensuring to cater student diversity, IQAC resolved that remedial classes, tutorials and mentoring of students will be compulsory for all faculty members. The meeting further resolved that monitoring of these practices will be done time to time by IQAC in formal and informal interactions with the students. The monitoring results will be presented in IQAC meeting.

5. The Principal informed inaugural of new courses and programmes to be run during the session 2016-17-

(a) Mahatma Gandhi Antarrashtriya Hindi Vishvavidyalaya (Wardha) - DCA, Diploma course in Distance Education, Mahatma Gandhi Antarrashtriya Hindi Vishvavidyalaya (Wardha) - PGDJMC, PGDCA.

(b) Proposals are also sent to UGC like diploma in child care & home remedy, diploma in nutrition and dietetics and certificate course in traditional embroidery.

6. The IQAC members discussed the development of infrastructure. It was resolved that a Home Science Lab.

Compliance (Resolution 4) – As per the instructions of IQAC Departments prepared their Mentor – Mentee list and the same has been monitored by IQAC. Departments were instructed to conduct Remedial / Tutorials Classes and mentoring of students mandatorily.

Compliance (Resolution 5) -

- Introduced PGDJMC, PGDCA, DCA, Diploma course in Distance Education, Affiliated to Mahatma Gandhi Antarrashtriya Hindi Vishvavidyalaya (Wardha) in session 2016-17.
- Proposal sent to UGC for diploma in child care & home remedy, diploma in nutrition and dietetics and certificate course in traditional embroidery.

Compliance (Resolution 6) - Established Home Science Lab. in academic session 2016-17.

will be established during this academic session.

7. The members of the IQAC discussed the academic calendar and time-table. It was resolved that activities should be conducted according to the academic calendar of the college. It was also resolved that tutorial classes and PPT classes should also be mentioned in the time-table. PPT classes will be compulsory for all classes from Graduation to Post Graduation.
8. The IQAC Members recommended to constitute a committee for Academic & Administrative Audit. The committee was constituted with following faculty members- Dr. Bhavana Trivedi, Coordinator, Dr. Brijbala Singh, Member, Dr. Ranjana Malviya, (Member).
9. With the permission of the chair it was resolved that CPE action plan will be discussed in details in the next meeting of IQAC.

Compliance (Resolution 7) - All the departments submitted their academic calendar of the department. Tutorial classes and PPT classes mentioned in the time-table.

Compliance (Resolution 8) - Academic & Administrative Audit committee constituted by IQAC.

2nd Meeting- 15th October, 2016

Resolution passed	Action Taken
<p>1. Minutes of the last meeting were confirmed and passed.</p> <p>2. The action plan under CPE was discussed in IQAC and it was resolved that to execute plans, as per UGC norms an advisory committee for CPE and a Purchase Committee for CPE was constituted.</p> <ul style="list-style-type: none"> • The members of the advisory committee CPE will be Prof. Rachana Dubey (Principal), Chairperson, Dr. Bhavana Trivedi, Member Secretary, two UGC nominees, Dr. Namita Sinha, Dr. Amit Shukla, Sri. Sudhakar Shukla, Sri Ved Prakash Pandey as members. • The Purchase Committee consisted of Prof. Rachana Dubey, Chairperson, Dr. Bhavana Trivedi, Member Secretary, Dr. RanjanaMalviya, Dr. Manju Banik, Sri. Sudhakar Shukla, Sri Ved Prakash Pandey. <p>The execution of the action plan under ‘CPE- College with Potential for Excellence’ was discussed and resolved in the meeting in the following manner –</p> <p align="center"><u>Action Plan under CPE Scheme</u></p> <p>1. Strengthening of Existing Learning Resources-</p>	<p>Compliance (Resolution 2) –</p> <ul style="list-style-type: none"> • A letter was sent to UGC to nominate two members as UGC nominee for advisory committee as per the guidelines laid down in CPE manual . • With the permission of Purchase committee various equipments which were required for Laboratories were purchased.

a) Teaching (UG and PG)

- Class rooms equipped with ICT facilities.
- Digital Smart Class rooms equipped with interactive boards, sound proofing, LCD projector, audio system etc.
- Up-gradation of Commerce and B.Ed. Resource Centre.
- To develop Wi-Fi Campus.

b) Research:

- Up-gradation of the existing and creating new research environment in the college.
- Up-gradation & digitization of library with adequate computers and software backup.
- Web-link and regular integration with modern aspects of research.
- Conducting Research based training programmes.

c) Laboratories:

- Up-gradation of Home Science Lab.
- Up-gradation of Psychology Lab.
- Up-gradation of Computer Lab.
- Up-gradation of B.Ed. Lab (Science Lab).

- Establishment of Language Lab.

d) Inclusion of New Learning Resources

- Introduction of new professional courses.
- Remedial classes for SC/ST, OBC & Physically challenged students.
- Establishment of Yoga & Health Centre.

e) Skill Enhancement Programmes for Teachers and Students

- Introduction of Communicative English Programme.
- Computer Literacy Programme for Students and Faculty.
- Entrepreneurship Skill Development Programme.
- Establishment of Competitive Examination Preparation Cell, NET/JRF, UPSC, Bank and Management examination.
- Training programmes of students for online examination system.
- Orientation & Training Workshops for Non-Teaching & Administrative staff.

f) Action Plan (CPE) – Extension

- Capacity Building programme for Students.

- Adoption & Development of a village as ‘Educated, Clean & Healthy Village’.
- Literacy, Health and Hygiene Awareness programme in slum areas.
- Gender Sensitization programme.
- Environment Protection & Cleanliness Awareness programme.
- Programmes for socio-cultural rejuvenation of ancient city Varanasi.

3. It was resolved that under the aegis of IQAC, a workshop on quality improvement in office functioning will be organized. Ensuring ecofriendly and student-friendly measures were resolved that the office will be made paperless and the queries and the problems of the students will be attended speedily and with sensitivity.

Under any other subject with the permission of the chair, proposed collaborative activities of the institution were discussed and resolved.

Dr. Chandrakanta Rai, Dr. Brijbala Singh, Dr. Bhanumati Mishra, Dr. Shardul Chaubey, Dr. Garima Gupta participated

Compliance (Resolution 3) - A 7 day workshop was organized on Latest Technologies including Software & Hardware used for quality improvement in office functioning. Office members were instructed to reduce the use of printouts.

in the discussion.

3rd Meeting-16th January 2017

1. Minutes of the last meeting confirmed.
2. Review of progress work of NAAC steering committee was discussed and found satisfactory. It was resolved that same NAAC Steering Committee will be functioning for NAAC Accreditation Cycle-2.
3. Dr. Bhavana Trivedi, member secretary, CPE informed that as per the guidelines of IQAC of the institution, the college sponsored research projects (of rupees twenty five thousand each) under CPE proramme have been given to four faculty members. The theme of researches are - बौद्ध बिहार प्रबन्धन एक विश्लेषणात्मक अध्ययन (Dr. Sunita Yadav, A.I.H.C. & Arch), हिन्दी उर्दू की साझी विरासत और स्त्री रचनाकार (Dr. Suman Tiwari, Hindi), Dropped out Female Students in Higher Education – A study (Dr. Saroj Upadhyay, Political Science), सामाजिक गतिविधियों पर गंगा जल प्रदूषण के प्रभाव का आँकलन। (Dr. Suman Tiwari, Sociology)
4. Discussion on faculty enrichment and empowerment strategies was held. It was resolved by IQAC that faculty should participate in more faculty development and

Compliance (Resolution 3) - College has sponsored research projects under the CPE scheme to enrich faculty members.

empowerment programmes. The college should strengthen Faculty enrichment and empowerment strategies just as e-resources, ICT enabled training programmes and faculty development programmes capacity building workshops for teaching and administrative staff as well.

- In this connection, it was resolved that Capacity Building Workshops for faculty and research scholars will be organized by the college under the aegis of IQAC. The B.Ed. Department will organize one week national workshop on ‘Understanding self for personality development’.
- It was resolved under CPE programme, two-day national seminar on ‘Quality Assurance in Higher Education’ will be organized under the aegis of IQAC. It was also resolved that a five-day workshop on ‘Corporate Employability’ will be conducted for students. The communicative English classes for students will also be conducted.

5. The IQAC cell appreciated the green initiatives undertaken by college like greening landscaping, rain water roof

Compliance (Resolution 4) –

- One week National Workshop on ‘Understanding self for personality development’ was organized from 17-24 February, 2018 by Department of Education.
- The communicative English classes for students were conducted by the Department of English.

harvesting, use of renewable energy resources, setting up of solar panel, ensuring plastic free campus, plantation drives by different departments and NSS including student-groups of the college. The role of green volunteers of Green Cell in saving water and in power conservation was appreciated as one of the best healthy practices of the institution. The members also suggested to adopt more ecofriendly activities in the college.

6. It was further resolved by IQAC Cell that under the faculty development the programme special lectures on Financial Management: Investors Awareness and Excellence Towards Higher Education will be organized in coming months. The resource persons Namrata Arora, Director Knowise Learning Academy, India Pvt. Ltd. and Dr. Chandrakant Mishra, former President of Arya Mahila P.G. College and Ex. Member of NCERT will be communicated for this purpose. It was also resolved by IQAC that all the above mentioned programmes under CPE will be referred to CPE advisory committee for necessary action and execution. The Advisory Committee CPE will associate Faculty

Compliance (Resolution 6) – A Special lecture on Financial Management: Investors Awareness was organized on 13 February 2017 by Staff Enrichment and Empowerment Committee.

<p>Enrichment & Empowerment Committee of the college in organizing these programmes.</p> <p>7. In any other matters, the principal shared with IQAC members that the college is purchasing furniture made by Prisoners of Central Jail of Varanasi. She also informed that the college is also supporting poor schools situated in remote areas of Varanasi by providing furniture, reading material and other necessary items.</p> <p>The principal informed to IQAC members that Sudhakar shukla, (AO) and Ved Prakash Pandey (SO/AC) participated in the six days Academic Leadership Excellence Program organized by School of Education, Faculty of Education (K), Banaras Hindu University under Pandit Madan Mohan Malviya National Mission for Teachers and Teaching (PMMMNTT Scheme, MHRD) from 04 -09 December, 2017.</p>	
<i>4th Meeting- 1st April 2017</i>	
<p>1. Minutes of the last meeting read and confirmed.</p> <p>2. It was resolved that One Day National Workshop on “Excellence in Higher Education” will be organized by IQAC. Prof. Rachana Dubey, Principal, informed that for</p>	<p>Compliance (Resolution 2) - A Special lecture on Excellence towards Higher Education was organized on 04 April , 2017.</p>

this purpose resource persons Prof. Mohammad Miyan, Ex-V.C. M.A.U. Central University and Prof. K. Ramchandran, Consultant, NUEPA & UNO have given their consent.

3. To promote discourse and interdisciplinary debates in the emerging areas of global relevance, Dr. Bhavana Trivedi suggested to establish a forum '*Vimarsh*: The IQAC members welcomed the idea and it was resolved that "*Vimarsh*" – *A Forum for Creation and Transfer of Knowledge* will be established by the college. The scholars of national and international repute will be invited to share and discuss their knowledge on the platform of *Vimarsh*. The *Vimarsh* will be covering the following areas- Vision & Mission, emerging trends in the concerned discipline, entrepreneurship/life skills, intellectual property rights, human, national and universal values, conflict resolutions, gender and environmental issues and nation building etc.

The sixteen faculty members (1 from each department)-Dr. Anamika Dixit, Dr. Pushpa Tripathi, Dr. Annapurna Dixit, Dr. Kavita Arya, Dr. Vishwanath Mishra, Dr. Manish Tiwari, Dr. Vandana Chaubey, Dr. Swapna, Dr. Naresh Singh, Dr. Meenakshi

Compliance (Resolution 3) - A forum named "*Vimarsh - A Forum for Creation and Transfer of Knowledge*" is established.

16 faculty members of different Departments are nominated to represent their concerned Department to organize Lecture Series / Seminars under the banner of "Vimarsh" Forum.

Bajpayee, Dr. Kaushlendra Singh, Dr. Anamika Singh, Dr. Ruchi Mishra, Dr. Samvedna Singh, Dr. Deepika Baranwal, Dr. Shubham Mishra nominated as committee members. Dr. Bhavana Trivedi, Co-ordinator, NAAC designated as Co-ordinator Vimarsh.

4. The IQAC Members recommended to constitute a committee for Academic & Administrative Audit (AAA) of the college. The committee was constituted with following faculty members- Dr. Bhavana Trivedi, Dr. Ranjana Malviya and Dr. Brijbala Singh (Co-ordinators), and Dr. Meenakhi Bajpai (Member), Dr. Shardul Chaubey (External Expert) and Dr. Sanjeev Kumar (External Expert). The report will be discussed and analyzed in the meeting of the IQAC.

5. The Principal informed the Internal and External Financial Audit of the college and presented the audit report in the meeting. The audit was conducted by CA.

6. Discussion on Report of Programme Outcome, Course Outcome & Programme Specific Outcome was took place in IQAC. The Report was prepared by Dr. Kaushlendra Singh & Other Programme Outcome Committee members.

Compliance (Resolution 4) - A committee for Academic & Administrative Audit (AAA) of the college is established.

Compliance (Resolution 5) - Internal and External Financial Audit of the college is done and audit report is prepared of the session.

Compliance (Resolution 6) - Programme Outcome, Course Outcome & Programme Specific Outcome is prepared by Dr. Kaushlendra Singh & Other Programme Outcome Committee members.

<p>7. Discussion on Student Support Services took place in IQAC. The principal informed that coaching for preparations of competitive examinations- Bank, CAT, Civil Services Examinations has been started in the college in collaboration with career launcher. Apart from this, college is running coaching for NET/JRF preparation from April 1st to May 6th, 2017. This will be continued in coming academic sessions also.</p> <p>8. The feedback collected from the students on curriculum, infrastructure and faculty was discussed and analyzed in IQAC.</p> <p>9. SWOC analysis of the college was discussed and resolved.</p> <p>10. In any other matter, the Principal informed IQAC members that the Purchase Report of items purchased under CPE programme would be presented in the next meeting of IQAC.</p>	<p>Compliance (Resolution 7) - Coaching for preparations of competitive examinations- Bank, CAT, Civil Services Examinations has been started in the college in collaboration with career launcher. Apart from this, college is running coaching for NET/JRF preparation from April 1st to May 6th, 2017.</p> <p>Compliance (Resolution 8) - Students Feedback on curriculum, infrastructure and faculty are collected and analyzed.</p> <p>Compliance (Resolution 9) - SWOC of the College was analyzed.</p>
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Bhavana Trivedi
IQAC, Coordinator


Principal & Chairperson