

# 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- 2019-20

#### ***IQAC - SERVING TO ENSURE QUALITY GROWTH OF THE INSTITUTION***

***1<sup>st</sup> Meeting- 17<sup>th</sup> August, 2019***

<b>Resolution passed</b>	<b>Action Taken</b>
<p>1. Minutes of the last meeting were read and passed.</p> <p>2. The Principal informed that college had applied to Banaras Hindu University for sanctioning of new courses. In response to this, the University has sanctioned M. Ed and Under Graduate Diploma in Computer Application (UGDCA). She further informed that college would be running these courses from the academic session 2019-20.</p> <p>3. IQAC Coordinator Dr. Bhavana Trivedi discussed the progress report of NAAC work. She presented revised format of AQAR. The committee resolved to circulate revised format among departments and prepare departmental profile accordingly.</p> <p>4. Discussion regarding Strengthening of Student Support Services took place in IQAC. It was resolved that college should arrange more coaching and guidance facilities for students who are preparing for</p>	<p><b>Compliance (Resolution 2)</b> – College revived sanction from Banaras Hindu University for opening of new courses M.Ed. and Under Graduate Diploma in Computer Application (UGDCA).</p> <p><b>Compliance (Resolution 3)</b> – The revised format of AQAR was circulated and data collected accordingly.</p> <p><b>Compliance (Resolution 4)</b> – College increased its guidance and coaching facilities for the preparation of competitive exams of students.</p>

competitive examinations.

5. The Proposed Seminars, Workshops and Lectures to be organized in the academic session 2019-20 were discussed in IQAC. In this connection it was resolved that the relevant and focusing areas of Humanities, Social Sciences and Commerce should be covered in proposed academic activities. The debate and discussion on focusing areas such as - water conservation, recycling waste, women security, women health, entrepreneurship, skill oriented programmes, capacity building programmes for girl students and staff are of greater need. The members resolved that IQAC should mentor these activities.
6. Regarding ICT - enabled facilities, A.O. of the college informed that from this session two more ICT enabled class rooms are available for the students. The committee resolved that college should proceed further for e-governance in the areas of Planning, Administration and Finance and new software should be introduced for preparation of data base.
7. The IQAC members resolved to Strengthen IQAS (Internal Quality Assurance System) through stake holders feedback.
8. The IQAC members resolved unanimously that the institution should proceed in the direction of Strengthening Green Infrastructural facilities such as solar panel, solid waste management, E-waste management, waste water recycling etc. The IQAC should send proposal to governing body of the institution regarding arrangement of these practices.

**Compliance (Resolution 5)** – The College has decided that with the help of departments Seminar, Workshops & lectures on relevant and focusing areas of Humanities, Social Sciences and Commerce will be organized. Debate and Discussion on focusing areas such as - water conservation, recycling waste, women security, women health, entrepreneurship, skill oriented programmes, capacity building programmes  
Will be done in this academic session.

**Compliance (Resolution 6)** – The college is progressing towards e-governance in the areas of Planning, Administration and Finance.

**Compliance (Resolution 7)** - Stake holders feedback were collected and analyzed. The Students Satisfaction Survey (SSS) was also done online.

**Compliance (Resolution 8)** – College has decided to put-up proposal to Alumni Association for Solar Panel.

<p>9. The IQAC resolved to conduct online Student Satisfaction Survey of all the students of the college. For this purpose IQAC would be developing questionnaire and ensure procedure Preparation for Student Satisfaction Survey.</p> <p>10. Any other subjects – Innovative practices like Student exchange, faculty exchange, Internship, Field trip, extension and outreach activities,</p>	<p><b>Compliance (Resolution 9)</b> – The Students Satisfaction Survey (SSS) was done online.</p> <p><b>Compliance (Resolution 10)</b> – Student exchange, Faculty exchange Internship, Field trips were not possible due to Nationwide Lockdown because we use to execute them in even Semesters.</p>
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**2nd Meeting- 16<sup>th</sup> November, 2019**

<b>Resolution passed</b>	<b>Action Taken</b>
<p>1. Minutes of the last meeting were read and passed.</p> <p>2. The Preparation of NAAC Cycle-2 was discussed in IQAC. It was resolved that SSR and AQAR would be submitted in January 2020. The IQAC members were instructed to speed-up their work accordingly.</p> <p>3. It was resolved in IQAC that format for data collection 2019-20 would be distributed to all 16 departments, committees and cells.</p> <p>4. In any other subject with the permission of the chair, the issue of ICT enabled teaching was discussed and it was resolved that IQAC would be encouraging and monitoring ICT enabled teaching practiced by all 16 departments of the institution.</p>	<p><b>Compliance (Resolution 2)</b> – AQAR 2018-19 was submitted in March 2020.</p> <p><b>Compliance (Resolution 3)</b> – The format for data collection 2019-20 was circulated to all 16 departments, committees and cells.</p> <p><b>Compliance (Resolution 4)</b> – The practice of ICT enabled teaching was increased in the college.</p>

**3<sup>rd</sup> Meeting- 8th February, 2020**

<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 prepared AQAR (2018-19) was discussed in IQAC. The IQAC resolved to submit AQAR in second week of February 2020.</li> <li>3. The discussion on the revised format of SSR took place in the meeting. It was resolved that data collection would be done in the revised format. For this purpose DVV format would be circulated to all departments and office.</li> <li>4. The IQAC resolved to prepare revised profile for the preparation of data base 2019-20 (Student Profile, Faculty Profile, Activity Report and Office). The revised format would be circulated for data collection from departments, office and library.</li> <li>5. The IQAC coordinator presented the Report of Student Satisfaction Survey (SSS) which was conducted in first semester of 2019-20. She informed that 2782 students of all the departments participated in SSS. The findings of the SSS found satisfactory. The IQAC members resolved that as per the feedback of students, library and office has to be more students friendly. In this connection library committee would be supervising the functioning of the office. It was resolved that SSS would also be conducted in even semester.</li> <li>6. With the permission of the chair, Dr. Bhavana Trivedi presented the report of Internal Expert Committee regarding assessment of SSR. She also informed that suggestions given by the committee have been</li> </ol>	<p><b>Compliance (Resolution 2)</b> – AQAR of 2018-19 was submitted online.</p> <p><b>Compliance (Resolution 3)</b> – Revised DVV format was circulated and material collected accordingly.</p> <p><b>Compliance (Resolution 4)</b> - Revised profile for the preparation of data base 2019-20 (Student Profile, Faculty Profile, Activity Report and Office) was prepared and circulated.</p> <p><b>Compliance (Resolution 5)</b> – Student Satisfaction Survey (SSS) was conducted only in First Semester, SSS in Second Semester was not conducted due to Nationwide Lockdown since 22nd March 2020.</p> <p><b>Compliance (Resolution 6)</b> – With the purpose of external assessment of SSR, 3 Days National Workshop On Assessment of Self Study Report: Problem Solving Methodology &amp; Solutions</p>

<p>incorporated by the Criterion writers.</p> <p>It was also resolved by the IQAC that external assessment of SSR would be done by external experts. For this purpose two external experts Dr. Nameesh Miglani, Founder : STEPS (NGO) : Mentoring Professional Institutions/Universities for Quality Improvement. New Delhi and Dr. B.B. Goel, Retired Professor, Department of Public Administration, Punjab University, Chandigarh will be invited to visit the college and review the SSR report.</p> <ul style="list-style-type: none"> <li>• IQAC members also requested to the Principal to improve the internet facility of the library.</li> </ul>	<p>was organized by IQAC from 18<sup>th</sup> to 20<sup>th</sup> February 2020. The resource person Dr. Nameesh Miglani, Founder, STEPS (NGO) : Mentoring Professional Institutions/Universities for Quality Improvement. New Delhi and Dr. B.B. Goel, Retired Professor, Department of Public Administration, Punjab University, Chandigarh reviewed and discussed the relevant areas of SSR.</p> <ul style="list-style-type: none"> <li>• Dr. Shashikant Dixit, Manager instructed to improve the internet facility of the library.</li> </ul>
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**4th Meeting (Online)- 6<sup>th</sup> April, 2020**

<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. Discussion on online teaching learning took place in IQAC. It was resolved that online teaching learning classes will be conducted by all the departments of the college and feedback of the students regarding online teaching will be taken by the respective departments.</li> <li>3. It was also resolved that website committee will upload teaching material /e-resources/e-lectures/e-content videos on college website for students. The faculty members will provide concerned material to the website committee.</li> <li>4. It was resolved in IQAC that as per UGC guidelines COVID-19 Help Group for mental health, psychosocial concerns and well-being of</li> </ol>	<p><b>Compliance (Resolution 2)</b> - The online classes for students of B.A., B.Com, B.Ed. M.A. and M.Com have been conducted by all sixteen departments of the college.</p> <p><b>Compliance (Resolution 3)</b> - The website committee uploaded relevant teaching material/e-resources/e-lectures/e-content videos on college website for students.</p> <p><b>Compliance (Resolution 4)</b> - As per UGC guidelines COVID-19 Help Group for mental health, psychosocial concerns and well-being of students</p>

students of the college will be constituted.

5. The subject of mentoring and counseling of the students during lockdown period was discussed in IQAC. In this connection it was resolved that all the sixteen departments of the college including Guidance and Counseling Cell run by the department of psychology will be doing online mentoring and counseling of the students. It was also resolved that counseling services AMPGC for Students will be constituted.
6. The UGC notification related to adoption of ICT methodology dated 28<sup>th</sup> March, 2020 was discussed in IQAC. It was resolved that the college will conduct of webinars, online lectures/ guest lectures, Faculty Development programmes and other online activities for the benefit of students, faculty and staff.
7. Under any other subject with the permission of the chair it was resolved that syllabus in all subjects will be completed through online teaching followed by discussion.

Online alumni meet and online parents teachers meet will be organized by the college.

The feedback of the students will also be collected online.

of the college has been formed. This information has been uploaded on college website.

**Compliance (Resolution 5)** – During lockdown period due to pandemic COVID-19, mentoring and counseling of the students have been done by all the departments and Guidance & Counseling Cell. The information regarding constitution of counseling services AMPGC for students has also being displayed on college website.

**Compliance (Resolution 6)** – As per UGC notification, webinars, online lectures/ guest lectures, Faculty Development programmes and other online activities for the benefit of students, faculty and staff were conducted.

**Compliance (Resolution 7)** – The syllabus in all subjects have been completed through online and discussion.

The online alumni meet and parents teacher meet were organized by the college.

The Students feedback also collected online.

*Bhavana Trivedi*

**Dr. Bhavana Trivedi**  
IQAC, Coordinator

*Dubey.*

**Prof. Rachana Dubey**  
Principal & Chairperson