

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC)

Udai Pratap (Autonomous) College, Harwaru' held on 02.05.2018

Present

1. Dr. Vijay Bahadur Singh Principal / Chairman
2. Dr. Kirti Singh Committee nominee Member
3. MR. A. R. Khan Committee nominee Member
4. Dr. Ramesh Singh Teacher Member
5. Dr. Sant Kumar Singh Teacher Member
6. Dr. Ajai Kumar Singh Teacher Member
7. Dr. (Smt.) Geeta Singh Teacher Member
8. Dr. Chandra Prakash Singh Teacher Member
9. Dr. Vihari Bhushan Singh Local community member
10. Dr. Sunanda Dubey Coordinator / Member
11. Prof. K. P. Singh Secretary, IQAC / Special invitee

Agenda: 1 : Confirmation of minutes of Meeting of IQAC held on 04.02.2016

Decision : Members confirmed the minutes of meeting held on 04.02.2016

Agenda: 2 : Compliance report of decision taken in the last meeting of IQAC.

Decision : The report regarding decision taken in the last meeting has been accepted.

Agenda: 3 : Automation of examination wing and student related facilities.

Decision : The members agreed for the proposal. It was decided that Dr. S. K. Singh Head of Department of Agricultural Economics will look into the Automation process of examination system and printing of Aadhar No. & Photograph of the students on their Mark sheet. He will be provided necessary facilities.

Agenda: 4 : Improvement of the Classroom facilities.

Decision : A committee should be formed to categorize the classrooms to be converted into Smart Class, on priority basis one in each faculty can be converted into smart class. Plan and estimated cost should be prepared and put up in the next meeting.

Agenda: 5 : Enhancement of Canteen and Common room facilities.

Decision : For Canteen outsourcing can be done and proposal be sent to the President, Committee of Management. For Common room it was decided that Dr. Madhvi Singh (B.Ed.) appointed as incharge/caretaker. Vending machine for sanitary napkins should be installed.

Agenda: 6: Organization of Seminar/Workshop and Exhibition in the College on issue like Environment and sustainable development.

- Human values and professional ethics.
- ~~Be~~ Truthfulness and righteous conduct.

Decision: It is resolved that each department should conduct two seminar/conferences/workshop every year preferably on "Environmental issues, Human values and Professional ethics".

Agenda: 7: Introduction of Certificate courses on remote sensing, stress counseling and IPR.

Decision: Introduction of Certificate Courses on remote sensing, stress counseling and IPR should be referred to Dean/Department to discuss in Board of Studies meeting regarding its conduction.

Agenda: 8: Construction of modern Seminar hall.


Decision: White board may be installed in each class room.

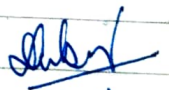
Agenda: 9: Any other matter with the permission of the Chair.

1. Best-teacher recognition Award may be given to teachers based on their performance. A Committee may be constituted for the same.

The meeting concluded with the vote of thanks to the Chairman.

Approved


Chairman


Coordinator

Proceedings of the meeting of Internal Quality Cell (IQAC) Udaipur Pratap
(Autonomous) College, Udaipur held on 22.09.2018

Present

1. Dr. Vijai Bahadur Singh Principal/Chairman
2. Prof. K. P. Singh Committee nominee Member
3. Mr. A. R. Khan Committee nominee member
4. Dr. Radhey Shyam Singh Teacher Member
5. Dr. Sant Kumar Singh Teacher Member
6. Dr. (Smt.) Geetika Singh Teacher Member
7. Dr. Chandra Prakash Singh Teacher Member
8. Dr. Vidhu Bhushan Singh Local Community Member
9. Dr. (Smt.) Sunanda Dubey Coordinator, IQAC/Member

Agenda: 1: Confirmation of minutes of meeting of IQAC held on 02-05-2018

Decision: The proceedings of the meeting held on 02-05-2018 have already been sent to Hon'ble members were confirmed.

Agenda: 2: Compliance report of decisions taken in the last meeting of IQAC.

Decision: For Autonomous outsourcing may be done expenditure related to the automation may be assessed & put up in the committee meeting for suggestion and approval. A committee may be constituted for the same.

Agenda: 3: Enhancement of Laboratory facilities.

Decision: It was decided that keeping in view the NAAC inspection, maintenance of equipments in different labs should be proper & well organized. A list should be prepared for the purchase of Modern equipments, if any and it should be submitted to the IQAC.

Agenda: 4: Rubric for lecture evaluation may be adopted.

Decision: Decided to collect the details from the students regarding teaching methodology and innovations.

Agenda: 5: Organization of lecture series/Seminar on "Mahatma Gandhi, Swami Vivekanand, Animal protection."

Decision: Approved by the Committee.

Agenda : 6 : Constitution of "Udai Pratap P.G. College Old Alumni Association."
Decision : Principal was authorized for the constitution of Degree College Old boys association. A Committee should be formed for this purpose.

Agenda : 7 : Any other matter with the permission of the Chairman.
Decision : ① Decided that every head of the department should prepare the list of the top position holders of students of different classes for displaying in the department. Dr. M. P. Singh, HOD, Department of Botany was nominated to accomplish the task.

② Decision has been taken to frame a Committee for prevention of Sexual Harassment at work place. The composition of this Committee would be as follows:

President / Chairman Teacher — 01

Senior Female Teacher — 01

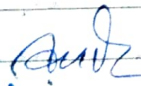
Teacher member — 02


Three students members (if matters is related to students)

Two external members

The meeting concluded with the vote of thanks of the Chairman.

Approved


Chairman


Coordinator

Proceeding of the meeting of Internal Quality Assurance Cell (IQAC) Udaas Prakash
(Autonomous) College, Varanasi held on 19.01.2019

Present

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|------------------------------|--------------------------|
| 1. Dr. Vijai Bahadur Singh | Principal/ Chairman |
| 2. Prof. K. P. Singh | Committee nominee member |
| 3. Mr. A. R. Khan | Committee nominee member |
| 4. Dr. Raddhey Shyam Singh | Teacher member |
| 5. Dr. Sant Kumar Singh | Teacher member |
| 6. Dr. Ajei Kumar Singh | Teacher member |
| 7. Dr. (Smt.) Gasima Singh | Teacher member |
| 8. Dr. Chandra Prakash Singh | Teacher member |
| 9. Dr. Vidya Bhushan Singh | Local Community member |
| 10. Mr. Sunder Kumar Jalan | Accountant/ Member |
| 11. Dr. (Smt.) Saranda Debay | Coordinator/ Member |

Agenda : 1 : Confirmation of minutes of meeting of IQAC held on 22.9.2018.

Decision : The proceedings of the meeting held on 22.09.2018 have been sent to the Hon'ble members, were confirmed.

Agenda : 2 : Compliance report of decisions taken in the last meeting of IQAC.

Decision : Details enclosed (Annexure-1).

Agenda : 3 : Report on work done by IQAC during last academic year.

Decision : Members appreciated the work done by IQAC during last academic year. List of work done is enclosed herewith as Annexure-II.

Agenda : 4 : Outcome of research laboratory and progress report of Research Scholars.

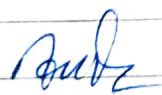
- Decision :
1. Science and Commerce faculty should include project work for M.Sc./M.Com. students in their syllabus through Board of studies.
 2. MoU should be accomplished by all departments with other institutions such as IIR, BHO and other similar prominent institutions/industries as applicable.
 3. IQAC should be informed of all such research projects/publications regularly.

Agenda: 5 : Formation of Departmental Old Student Association.
Decision : Dean and Head will create a database of old students with all relevant details of students. The departments of the college should keep in touch with their past students to help in raising resources for departmental progress. The data will be shared with IGAC.

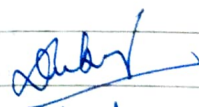
Agenda: 6 : Adoption of e-mail/e-circulars for Communication.
Decision : It was decided that all notices/minutes and all other communications should be done electronically by using e-mail. The departments will also be encouraged to do the same.

Agenda: 7 : Any other matter with the permission of Chairman.
Decision : 1. A committee should be constituted by the Principal for upgradation/extension of existing library and ensure time bound meeting with the committee to look into the upgradation/extension of the existing facilities of the library.
2. Members recommended that a full time person may be appointed for Placement Cell and recommendation should be sent to the Management Committee for approval.
3. Research cell may approach the University for coordinating research work from the college as it was done previously.

The meeting concluded with the vote of thank of the Chairman.


Chairman

Approved


Coordinator