

Proceeding of the meeting of Internal Quality Assurance Cell (IQAC)
Udaipur College (Autonomous), Varanasi held on 19.10.2019

Present

1. Dr. Vijay Bahadur Singh¹ Principal/Chairman
2. Prof. K. P. Singh¹ Committee Member
3. Mr. A. R. Khan Committee Member
4. Dr. Rakesh Shyam Singh¹ Teacher member
5. Dr. Sant Kumar Singh¹ Teacher member
6. Dr. Ajay Kumar Singh¹ Teacher member
7. Dr. Chandra Prakash Singh¹ Teacher member
8. Dr. Vidya Bhusan Singh¹ Local Community member
9. Mr. Sunder Kumar Jalan Accountant member
10. Dr. Sunanda Dubey¹ Coordinator, IQAC, Member

Agenda 1 : Confirmation of minutes of meeting of IQAC held on 19.10.2019

Decision : 1. Research Cell to be proactive in pursuance of possibility of student enrolment in the college.

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

Decision : 1. Every departments are advised to incorporate project in the PG Curriculum.

2. Fresh inputs should be given for MOU Establishment.

3. IQAC should be informed by all the departments regarding research projects & publications at regular intervals.

4. All the Deans should be responsible for collecting and keeping of data to be utilized for Old Student Association.

5. Problem of e-library still not resolved it should be completed with effort from all sources.

6. There should an advertisement for the appointment of placement officer by the Principal because the matter is already approved by Committee of Management.

Agenda 3 : Curriculum revision on regular basis.

Decision : Curriculum should be revised on regular basis for which Board of Studies meeting can be organized twice in a year.

Agenda: 4: Effective curriculum delivery.

- Decision: 1. Lesson Plan be prepared by each and every faculty.
2. Data regarding completion of the curriculum should be prepared monthly.

Agenda: 5: Feed back from students.

- Decision: Feed back forms filled by students at the end of semester/year should be made mandatory and head of the Departments should keep its record confidentially. Suggestions could be made by departments on the basis of feed back analysis.

Agenda: 6: Old student meet.

- Decision: Old students meet may be organized on self funding basis by the Departments.

Agenda: 7: Organization of Conferences/Seminars.

- Decision: 1. Department should be proactive in organizing Seminar/Conference for which fund may provide by DBT.
2. Guest lecturer - that be organized at least four in an academic year.

Agenda: 8: Extension activities for neighborhood community.

- Decision: RAWF, NCC & NSS students should be involved in activities related to local advantage.

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

- Decision: 1. Hostel situation should be upgraded.
2. Meeting of internal members of IQAC should be organized regularly.
3. Placement Cell should give priority to our own students and placement record be given to office.

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

Approved

Anil
2-2-2020
Chairman

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Coordinator

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC)
Udai Pratap (Autonomous) College, Varanasi held on 02.02.2020

Present

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|--------------------------------|--------------------------|
| 1- Dr. Awadhesh Singh | Principal/Chairman |
| 2- Prof. K.P. Singh | Committee Nominee Member |
| 3- Mr. A.R. Khan | Committee Nominee Member |
| 4- Dr. G.S. Rathore | Vice Chairman |
| 5- Dr. Ramesh Dhar Dwivedi | Teacher Member |
| 6- Dr. Raghvendra Pratap Singh | Teacher Member |
| 7- Dr. Manoj Prakash Tripathi | Teacher Member |
| 8- Dr. Devendra Kumar Singh | Teacher Member |
| 9- Dr. Sanjewa Kumar Singh | Teacher Member |
| 10- Prof. Bhaskar Bhattacharya | Special Invitee |
| 11- Dr. Narendra Pratap Singh | Coordinator, IQAC/member |

Agenda: 1: Confirmation of minutes of meeting of IQAC held on 19.10.2019

Decision: :- It was decided that Principal/Incharge, Research Cell will pursue to Mahatama Gandhi Kashi Vidyapeeth, Varanasi to Maximise the enrolment in the Ph.D.

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

Decision: 1: It was decided that each PG Department must include project work in the curriculum of PG Courses with the help of respective Board of Studies up to 30th March, 2020 and get it approved from Academic Council before the beginning of next session.

2: - It was decided that each Department should Prepare a plan regarding the MoU from various Universities/research institutes and necessary formalities should be completed in the current session.

3: - It was decided that the Departments/faculty members must inform the IQAC, about their achievements/Publications/Projects (If any), on regular basis so that the data may be updated in

the IQAC data base.

4:- It was decided that the data of odd students/alumnae should be collected by each Department for last 5 years in the first Phase and the Head of the Department is given the responsibility to complete the task by the end of March, 2020. The data of pass out candidates may be taken from Confidential Section.

5:- It was decided that Library Committee will resolve the matter of e-library urgently and employees working in the library should be trained to handle the e-library software.

6:- It was decided that matter should be kept before the Degree College sub-committee taking the decision for qualification and Salary of Placement officer.

7:- It was decided that minor changes/modification/UP gradation of the Curriculum must be made effective on regular basis in each course and the department must properly inform the IQAC regarding any change.

8:- It was decided that word Lesson plan is not practical at higher education level and this word should be replaced by the word Unit plan and it is made mandatory that each faculty member must submit the unit plan of the course taught by him/her at the beginning of the course. Further data regarding completion of the curriculum/course covered should be prepared by faculty member on monthly basis and send to IQAC in appropriate form provided by IQAC.

9:- It was decided that, at the end of each session, feedback of students should be taken by each department on the form provided by IQAC. It was also decided that the feedback from the students who appeared in the odd semester examination in December, 2019 must be taken by the end of February 2020.

and also feedback from only those students should be taken who has more than 75% attendance.

10! It was decided that Department must Collect the data of the old students and proceed for their meet.

11! (1) - It was decided that departments must prepare for Conference/seminars and send it to the principal for the approval.

(2) - It was decided that each Departments must organized at least two guest lecturer in a session. The expenditure on guest lecture will be met by College provided the Sanction has already been taken from Principal.

12! Students should be involved in activities related to local advantage. It was decided that the detail report with photographs of the activities performed in RAWF, NCC & NSS Programs must be sent to the IQAC.

13! (1) - It was decided that the building committee will take the decision on the matter of Hostel Situation.

(2) - It was decided that at least one meeting of teacher members of IQAC must take place in each month.

(3) - It was decided that matter of placement of students will be considered after appointment of Placement officer.

Agenda: 3 - Establishment of a permanent office for IQAC

Decision: It was decided that well equipped permanent IQAC office to be established in the room in which UGC Cell is working. The office for IQAC and UGC cell should be separated by partition.

Agenda: 4: To Start NET Coaching for the PG Students.

Decision: It was decided that a proper proposal with required expenditure should be prepared.

Agenda: 5: To Start add on courses in the College.

Decision: Decided that a course on CCC (Course on Computer Concept) should be to be started. Also the other proposals like GST etc should be prepared.

Agenda: 6: To Conduct a power point presentation competition for PG Students.

Decision: It was decided that Head of each PG Departments will conduct a power point presentation competition at department level.

Agenda: 7: - To Conduct computer Learning programme for Non-teaching Staff.

Decision: - It was decided that computer training programme should given to each of class-3 employee and it should be managed organized by Computer science section.

Agenda: 8: - To organize a workshop for writing new project proposals and their presentations for teachers and research scholars.

Decision: - It was decided that for new teachers three days workshop should organized in the month of March - 2020.

Agenda: 9: - Formation of Different Committees in College for smooth running of IQAC

Decision: - Decided that different Committees (NAAC Steering Committee, Scholarship Committee, Environmental Committee, Cultural Committee, Committee for Extension and Creative activities, Feedback Committee, Specially abled Committee, Student Advisory Committee, Placement and Career ~~Guidance~~ Guidance Committee, SC/ST welfare Committee, OBC Committee, Minority Committee) should formed and these

Committees will collect the data on regular basis and send to IQAC with their report.

Agenda: 10: Modification/ Upgradation of the College website.

Decision: It was decided that College website must be up graded and managed properly.

Supplementary Agenda: 1: Discussion on the recommendations of the Peer team.

Decision:- The IQAC considered the recommendation of NAAC Peer team and -

1:- It was decided that the Intermediate Principal upgrade the Pavilion with the help of SAI.

2:- It was decided that Self Appraisal of teachers must sent IQAC at the end of session in the prescribe proforma.

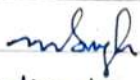
3:- It was decided that examination automation should be done as soon as possible.

4:- It was decided that a language lab must established and this is the curriculum part of B.ed. thus Dr. Ramesh Dhar Dwivedi will make the proposal.

Supplementary Agenda: 2: Discussion on the decisions of the Academic Audit Committee.

Decision:- Matter already discussed on previous agenda.

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


Coordinator

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC)
Udai Pratap (Autonomous) College, Varanasi held on 12.02.2020

Present

- 1- Dr. S.K. KAK
- 2- Dr. Awadhesh Singh
- 3- Dr. G.S. Rathore
- 4- Dr. Narendra Pratap Singh
- 5- Dr. Ramesh Dhar Dwivedi
- 6- Dr. Raghvendra Pratap Singh
- 7- Dr. Manoj Prakash Tripathi
- 8- Dr. Devendra Kumar Singh
- 9- Dr. Sanjewa Kumar Singh

दिनांक 12.02.2020 को अपराह्न 4.00 बजे प्राचार्य कार्यालय में बैंक कमेटी की बैठक में निम्न निर्णय लिए गए।

- 1:- प्रत्येक/सत्र के आरम्भ में महाविद्यालय की आई० व्यू० ए० सी० द्वारा शिक्षण की अंकुरता हेतु मानक स्तर तय कर लिए जाय तथा उन मानकों को प्राप्त करने के लिए निश्चित मापदण्ड तय कर उससे सभी शिक्षकों को अवगत कराया जाय एवं उसके कड़ाई से अनुपालन सुनिश्चित किया जाय।
- 2:- लीचिंग वर्किंग प्रक्रिया को मजबूत करने के लिए कक्षा में दानों को उपस्थापन के अलावा ई-रिसोर्स, इग्न लाइन लेक्चर्स आदि के बारे में जानकारी दी जाय एवं उसके उपयोग हेतु विद्यार्थियों को प्रेरित किया जाय।
- 3:- विद्यार्थियों को ट्यूटोरियल्स, क्लास रूम डिस्कशन, रीमिडियल क्लास आदि की सुविधा प्रदान की जाय।
- 4:- स्नातक तथा स्नातकोत्तर अन्तिम वर्ष के छात्रों को अनिवार्य रूप से प्रोजेक्ट वर्क कराया जाय। इस हेतु अध्ययन समिति के माध्यम से सभी विषयों के पाठ्यक्रम में इसे शामिल किया जाय एवं उसके अंक भी निर्धारित किये जाय। स्नातक अन्तिम वर्ष में विद्यार्थी द्वारा लिये गए दोनो विषयों में से किसी एक विषय में ही प्रोजेक्ट दिया जाय। इसके लिए सकारात्मक में विषयवार छात्र संख्या निर्धारित कर ली जाय।
- 5:- सभी विभाग सेमिनार, क्वान-फ्रेस तथा गेस्ट लेक्चर हेतु एक प्रस्ताव बनाकर प्रायश्चित्त को प्रेषित करेंगे तथा प्रायश्चित्त उसे शर्टनिस्ट कर एवं प्रबन्ध तन्त्र की स्वीकृति प्राप्त कर विभागों को अवगत करायेंगे जिससे अक्टूबर-नवम्बर-2020 तक विभागों द्वारा उक्त कार्यक्रम सम्पादित करा लिये जाय जिससे बैंक प्रोग्राम में सुधार हो सके।

msingh
समन्वयक