

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 09.10.2021 in  
the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Dr. Sant Kumar Singh	Principal/Chairman
2. Dr. Narendra Pratap Singh	Coordinator
3. Dr. Rajeev Krishna Singh	Member
4. Dr. Ajay Prakash Singh	Member
5. Dr. Tumul Singh	Member
6. Dr. Ramesh Dhar Dwivedi	Member
7. Dr. Sanjeeva Kumar Singh	Member
8. Dr. Devendra Kumar Singh	Member
9. Dr. Anoop Kumar Singh	Member

Following decisions have been taken as per agenda

**Agenda 1:** Confirmation of minutes of meeting of IQAC held on 19.01.2021 and 29.06.2021.

**Decision:** Minutes of meeting of IQAC meeting held on 19.01.2021 and 29.06.2021 have been confirmed.

**Agenda 2:** Action taken report on the decision taken in the meeting of IQAC held on 19.01.2021 and 29.06.2021.

**Decision:** The report has been accepted.

**Agenda:** To start Vocational courses in the college.

**Decision :** In NEP 2020, vocational course is compulsory in first 4 semesters of UG programme, so it has been decided to start following vocational courses for students, taking admission under NEP 2020. Other students may also be enrolled in these courses as their add on courses.

1. Basics of Computer Applications
2. Web Designing
3. Basics of Microsoft office
4. Information and Communication Technology
5. Good Laboratories Practice
6. Fisheries
7. Introduction to GST
8. Fundamentals of Insurance
9. Tour and Travel Management
10. Mass Communication in Hindi
11. Guidance and Counselling
12. Retail Management

**Agenda 3:** To start certificate course/Hands on training Programs.

**Decision:** Decided that certificate course/hands on training must be started in Physics, Chemistry, Zoology and Botany Departments for UG II- and III-year students so that students could be benefited and make themselves enable to be more skilled.

**Agenda:** To organize Seminar/conferences in the college.

**Decision:** Members were equivocal on the issue that seminars / workshops are essential part of academic excellence so it has been decided that seminar/conferences (in online/ offline mode) should be organized at regular intervals in the college at department levels.

**Agenda 4:** Discussion about construction of college new website.

**Decision:** The old website of college is using .org domain in its URL. So it is suggested that URL of college website must be changed into .ac.in domain. It is also decided that the website is to be in dynamic mode equipped with all modern necessities of a standard website.

**Agenda 4:** Procuring modern instruments for Science and Agriculture Departments.

**Discussion:** Decided that modern equipments in Science and Agriculture department should be procured. For science Departments, the funds from DBT scheme may be utilized for the purpose of modern equipments as per NEP 2020 syllabus.

**Agenda 5:** Conduct of NAAC Awareness Training / Seminar

**Decision:** Decided to conduct NAAC Awareness Seminar /Training.

**Agenda 6:** To strengthen the mentor-mentee programme.

**Decision:** Importance of mentorship was discussed. It was decided to execute mentorship programme more effectively, wherein each teacher would be given a set of students (mentee) for mentorship in beginning of each session. It has also been decided to frame a policy for mentor mentee programme.

The meeting ended with votes of thanks from the chair.

  
Coordinator

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 23.02.2022 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Dr.Dharmendra Kumar Singh	Principal/Chairman
2. Justice S. K. Singh (Online)	Member (Governing Body)
3. Dr.Narendra Pratap Singh	Coordinator
4. Dr. Manoj Prakash Tripathi	Member
5. Dr. Tumul Singh	Member
6. Dr. Kuldeep Singh	Member
7. Dr. Sanjai Shahi	Member
8. Dr.Devendra Kumar Singh	Member
9. Dr. Abhishek Singh	Member
10. Dr. Sanjeeva Kumar Singh	Member

Following decisions have been taken as per agenda:-

**Agenda 1:** Confirmation of minutes of meeting of IQAC held on 09.10.2021.

**Decision:** Minutes of meeting of IQAC meeting held on 09.10.2021 has been confirmed.

**Agenda 2:** Action taken report on the decision taken in the meeting of IQAC held on 09.10.2021.

**Decision:** The report has been accepted.

**Agenda 3:** Discussion about release of college magazine regularly.

**Decision:** Due to covid epidemic the printing process of college magazine became irregular. So it is resolved that publication of college magazine should take place regularly in each session.

**Agenda 4:** To initiate E-Governance for academic and administrative works.

**Decision:** It has been decided to implement ERP software for academic and administrative works like admission, fee collection, examination, account etc.

**Agenda 5:** To organize gender-based activities.

**Decision:** The discussion took place in the meeting regarding gender-based activities and decided to conduct more activities next academic year.

**Agenda 6:** To approve the following policies

1. Infrastructure Policy
2. Infrastructure Maintenance Policy
3. Research Policy
4. Plagiarism Policy
5. Mentor Mentee Policy
6. Slow and Fast Learner Policy
7. Sustainability and Climate Action Policy
8. Policy for Clean and Green Campus



9. Waste Management Policy
10. Manual on Human Values and Professional Ethics
11. Policy for Zero Tolerance of Sexual Harassment and Gender Discrimination,
12. Policy for Differently-abled (Divyangjan)

**Decision :** It was unanimously decided to implement all the above policies. It has also been decided to upload all the policies on the college website.

**Agenda 7:** Preparation for NAAC accreditation of the college for 4<sup>th</sup> Cycle.

**Decision:** The third cycle of accreditation of the college by NAAC is valid till 29.11.2023, therefore it has been decided that preparation of NAAC accreditation should be started and we have to put all efforts to get good grade from NAAC in 4<sup>th</sup> cycle. For criteria wise preparation of NAAC accreditation, the IQAC members are assigned criteria wise task given as below:

Sr. No.	Criteria	Name
1.	Curricular Aspects	Prof. D. K. Singh
2.	Teaching-Learning and Evaluation	Dr. N. P. Singh and Dr. Tumul Singh
3.	Research, Innovations and Extension	Dr. M. P. Tripathi
4.	Infrastructure and Learning Resources	Dr. Abhishek Kumar Singh
5.	Student Support and Progression	Dr. Sanjewa Kumar Singh
6.	Governance, Leadership and Management	Dr. Kuldeep Singh and Dr. Sanjay Kr. Sahi
7.	Institutional Values and Best Practices	Dr. Tumul Singh and Dr. Deo Narayan Singh

The meeting ended with votes of thanks from the chair.

  
Coordinator

**Combined minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 12.05.2022 and 14.05.2022 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Dr. Narendra Pratap Singh	Coordinator
2. Dr. Manoj Prakash Tripathi	Member
3. Dr. Tumul Singh	Member
4. Dr. Kuldeep Singh	Member
5. Dr. S. K. Sahi	Member
6. Dr. Devendra Kumar Singh	Member
7. Dr. Abhishek Singh	Member
8. Dr. Sanjeeva Kumar Singh	Member

Following decisions have been taken as per agenda: -

**Agenda 1: Confirmation of minutes of meeting of IQAC held on 23.02.2022.**

**Decision:** Minutes of meeting of IQAC meeting held on 23.02.2022.

**Agenda 2: Action taken report on the decision taken in the meeting of IQAC held on 23.02.2022.**

**Decision:** The report has been accepted.

**Agenda 3: Discussion on feedback received from students, parents and Faculty members.**

**Decision:** The feedbacks received from students, parents & faculty members have been analysed and it has been decided that the necessary action is to be taken by the principal to overcome/remove the drawbacks.

**Agenda 4: Discussion about encouraging faculty members to send research project proposals to different government agencies.**

**Decision:** It has been decided that college must facilitate and encourage faculty members to send major and minor research projects to government and other funding agencies. This will enhance the research potential of the teachers and they can fetch sufficient grants for establishing their own experimental labs.

**Agenda 5: Discussion about publication of research papers in journals.**

**Decision :** It has been decided that teachers should be encouraged to publish the research papers only in UGC care listed Journals.

**Agenda 6: Discussion regarding submission of AQAR for sessions 2018-19 to 2021-22**

**Decision:** It is decided that AQAR for different sessions are essential parts of NAAC process and these should be sent to NAAC as per guidelines of UGC.

**Agenda 7: Discussion about running Remedial Coaching Classes.**

**Decision:** It was discussed and decided to continue remedial coaching classes for slow learners from each department.

**Agenda 8:** Plan of action for the academic year 2022-23 towards quality enhancement in the college.

**Decision:** Following plans of action have been decided for academic year 2021-22 towards quality enhancement of the college:

1. To conduct Energy Audit to reduce the consumptions of electrical energy
2. To conduct Green Audit for eco-friendly measures.
3. To Conduct quality audit to ensure a quality system is in compliance with established guidelines, basically determining the effectiveness of the quality system.
4. To purchase the books as per NEP 2020 Syllabus.
5. To purchase the equipments as per NEP 2020 syllabus.
6. To start some new vocational courses.
7. To increase the number of value-added courses/certificates courses
8. To increase number of quality papers in UGC care listed Journals
9. To conduct workshop/lectures on IPR

The meeting ended with votes of thanks from the chair.

  
Coordinator