

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 02.07.2022 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Dr.Dharmendra Kumar Singh	Principal
2. Dr. Narendra Pratap Singh	Coordinator
3. Dr. Manoj Prakash Tripathi	Member
4. Dr. Tumul Singh	Member
5. Dr Kuldeep Singh	Member
6. Dr. Sanjai Kumar Shahi	Member
7. Dr. Devendra Kumar Singh	Member
8. Dr. Abhishek Singh	Member
9. Dr. Sanjeewa Kumar Singh	Member
10. Dr. B. K. Singh	Member
11. Shri Himanshu Shekhar Singh	Member

Following decisions have been taken as per agenda: -

**Agenda 1: Confirmation of combined minutes of meeting of IQAC held on 12.05.2022 and 14.05.2022.**

**Decision:** Combined minutes of meeting of IQAC meeting held on 12.05.2022 and 14.05.2022 has been confirmed.

**Agenda 2: Action taken report on the decision taken in the meeting of IQAC held on 12.05.2022 and 14.05.2022.**

**Agenda 3: Discussion on the preparation of SSR for NAAC accreditation.**

**Decision:** In the meeting elaborate discussion took place regarding preparation of SSR for NAAC accreditation to fill the metric wise criteria in SSR, a task force of following faculties members (criteria wise) was constituted.

1. Dr. Sanjay Kumar Swarnkar- Curricular Aspects
2. Dr. Vijay Kumar- Teaching Learning and evaluation
3. Dr. Naveen Kumar Jha – Research innovation and extensions
4. Dr. Ashwini Kumar Nigan- Infrastructure and learning resources
5. Dr. Atul Kumar Pandey- Student support and progressions
6. Dr. Pushpraj Shivhare- Governance leadership and management
7. Prof. D. K. Singh- Institutional values and best practices.

Various suggestions came from committee members regarding Infrastructure and learning resources criteria and Teaching learning evaluation criteria to improve the NAAC grading of college. Few of the suggestions are as follows:

1. In metric number 4.1.3 it was decided that each PG department must have a room equipped with LCD facility and each room of the department are to be equipped with WI-FI/LAN facility.
2. Regarding metric number 4.1.4 it was decided that proportion of expenditure on infrastructure (of the total expenditure of the college excluding salary) must be increased. This may improve our grading by 30 marks.

3. In metric number 4.2.3 it was suggested that college must purchase some e-journals and e-books.
4. Regarding metric 4.2.4 it has been suggested that perday use perctange of library by teachers and students must be increased. A visit register should be maintained properly in library to record visit of teachers, students, visitors.
5. Regarding metric 4.3.1 it has been decided that and IT policies of the college must be framed covering WI-FI cyber security.
6. Regarding metric 4.3.3 it has been decided that bandwidth of internet connections must have speed of at least 50 MBPS which could provide 40 marks.

**Any other matter**

The IQAC coordinator suggested to introduce additional skill oriented/value added certificate courses for the students;

The meeting ended with votes of thanks from the chair.

  
Coordinator

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 30.07.2022 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

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

Following decisions have been taken as per agenda:-

**Agenda 1: Confirmation of minutes of meeting of IQAC held on 02.07.2022**

**Decision:** Minutes of meeting of IQAC meeting held on 02.07.2022 has been confirmed.

**Agenda 2: Action taken report on the decision taken in the meeting of IQAC held on 02.07.2022.**

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

**Agenda 3: Regarding celebration of 75 years of Independence.**

**Decision:** It is decided that college should run/organize different programs to celebrate Amrit Mahotasva of completion of 75 year of independence These programmes must reflect the Policies launched by central & state governments for betterment of society.

**Agenda 4: Discussion about certificate course for Non-teaching staff.**

**Decision:** It is decided that for non-teaching staff members of the college, certain certificate courses are to be launched which could improve their ability to be more skilled. Such certificate course must include some training based on office usable software.

**Agenda 5: To focus on Improving Teaching learning skills of the faculties.**

**Discussion:** To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching. Teachers from all the departments who have a sound knowledge over ICT train the teachers/students the use of power point presentations, browsing the internet for useful resources, uploading content on the college website etc.

**Agenda 12: Discussion on feedback received from students, parents, Alumni and faculty members for the session 2021-22.**

**Decision:** The feed backs received from students, parents, alumni & 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.

The meeting ended with votes of thanks from the chair.

  
Coordinator

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 28.12.2022 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Dr.Dharemendra Kumar Singh	Principal
2. Dr.Narendra Pratap Singh	Coordinator
3. Dr. Manoj Prakash Tripathi	Member
4. Dr. Tumul Singh	Member
5. Dr. Kuldeep Singh	Member
6. Dr. Sanjeeva Kumar Singh	Member
7. Dr.S.K.Sahi	Member
8. Dr.Devendra Kumar Singh	Member
9. Dr. Abhishek Singh	Member
10. Prof. B.K. Singh (BHU)	Member
11. Mr. Himanshu Shekhar Singh	Member

Following decisions have been taken as per agenda:-

**Agenda 1: Confirmation of minutes of meeting of IQAC held on 30.07.2022.**

**Decision:** Minutes of meeting of IQAC meeting held on 30.07.2022

**Agenda 2: Action taken report on the decision taken in the meeting of IQAC held on 30.07.2022.**

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

**Agenda 6: Discussion about updates on progresses regarding fourth cycle of NAAC-Accreditation process.**

**Decision:** The progress in the direction of fourth cycle of NAAC accreditation was discussed in the meeting.

**Agenda 9: Discussion about organizing faculty development programme for faculty members.**

**Decision:** It is decided that faculty development programmes/orientation course based on Research methodology & other relevant topics should be organized at college level so that our faculty members could be benefitted. Funds should be arranged from UGC and other funding agencies.

**Agenda:** To conduct professional development of Non-teaching staff.

**Decision:** The office staff is associated with use of Microsoft Office, tally etc. software. It is necessary to give hands on training for the staff. Hence IQAC recommended organizing workshops for the administrative staff. Further IQAC also recommended conducting workshop for non-teaching staff on handling of the computers, electric equipments etc.

**Agenda:** Regarding slow and advanced learners.

**Decision:** IQAC members directed the head of the departments to find out slow and advanced learners on last year's result and their performance and to take remedial measures for

slow learners and give additional activities to advanced learners. The reports are to be submitted accordingly to the IQAC and decided that a policy for slow learners and fast learners should be prepared.

**Agenda:** Installation of Smart Interactive boards in the college.

**Decision:** It has been decided that at least 10 smart interactive boards to be installed in the college, in which at least one should be in each faculty.

The meeting ended with votes of thanks from the chair.

  
Coordinator

**Proceeding of the meeting of Internal Quality Assurance Cell (IQAC) held on 13.02.2023 at 12.00 noon in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Prof. Dharmendra Kumar Singh	Principal/Chairman
2. Justice S.K.Singh(Rtd.) (Online)	Committee of Management Member
3. Prof. Narendra Pratap Singh	Coordinator
4. Prof. Manoj Prakash Tripathi	Member
5. Prof. Tumul Singh	Member
6. Prof. Kuldeep Singh	Member
7. Prof. Sanjay Kumar Shahi	Member
8. Prof. Devendra Kumar Singh	Member
9. Dr. Abhishek Singh	Member
10. Prof. Sanjeewa Kumar Singh	Member
11. Prof. Manoj Kumar Singh	Member
12. Prof. V.K.Singh (Alumini UPC)	Member
13. Shri Himanshu Shekhar Singh	Member
14. Ms. Karishma Singh D/o Sri J.N.Singh	Member

Following decisions have been taken as per agenda:-

**Agenda 1 : Confirmation of minutes of meeting of IQAC held on 28.12.2022.**

**Decision:** Confirmed.

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

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

**Agenda 3: To introduce concept of Ancient Indian Knowledge System in the curriculum.**

**Decision :** It was informed that the concept of Ancient Indian Knowledge System has already been introduced in the curricula of few subjects. It has been decided to frame a committee which could further enhance the scope and ambience of Ancient Indian Knowledge System in the curricula of remaining subjects also. This committee will also work in the direction of opening a centre for Indian Knowledge System in the college.

**Agenda 4: To setup Institution's Innovation Council (IIC) in the college.**

**Decision :** It has been decided to setup Institution's Innovation Council (IIC) in the college and it was proposed that the council would be registered on IIC portal of Govt. of India.

**Agenda 5: Discussion on utilization certificates of various grants received from UGC, DST and DBT, New Delhi.**

**Decision :** It was unanimously decided that the income expenditure certificate of all the transactions which were allocated in various schemes for the development of the college from UGC, DST or DBT should be sent to the concerned departments. It was also decided to send new proposals for obtaining funds from different funding agencies/organisations.

**Agenda 7: Proposal for buying plagiarism checking software.**

**Decision:** Approved

**Agenda 8: To establish an audio-visual centre equipped with modern and technologically advanced facilities.**

**Decision:** In the present time of social media and especially in post covid era, when lecture classes/seminars/ conferences are organised in virtual mode, it is immense need of the day that students and faculties members must have the facilities of recording/producing their lectures/talks. So it decided to establish an audio visual centre equipped with modern and technologically advanced facilities.

**Agenda 9: Proposal to obtain certain certificates for maintaining high standards of quality, management and energy systems.**

**Decision:** In the recent past, certain measures were adopted by the college administration for maintaining high standards in quality, environment protection, and energy saving. Therefore, it was decided that college administration should make an effort to obtain various Indian standard organisation certificates like ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environment management system), ISO 5001:2018 (Energy management System).

**Agenda 10: Approval of the Policy for Skill Acquisition Programme.**

**Decision:** It has been decided to implement the policy for Skill Acquisition Programme.

**Agenda 11: Launch of certificate course in various subjects.**

**Decision:** Decided that certificate course/hands on training must be launched under Skill Acquisition Programme by all the Departments during semester break and the course must be of at least 30 hours duration. The certificate course name/syllabus should be decided by faculty members of the department and approval should be taken from Dean of the faculty and Principal. In anticipation of approval from Academic Council, certificate courses should be started from current session.

**Agenda 12: Proposal for generating energy through renewable sources like solar energy, bio gas energy and sensor-based energy conservation.**

**Decision:** The implementation of solar energy solutions, energy-efficient technologies and sensor-based energy conservation practices, college may demonstrate a commitment to environmental sustainability and energy conservation. These initiatives not only benefit our institution but also serve as a model for responsible energy practices for our community therefore the proposal has been approved.

The meetings concluded with the vote of thank to the chair.

  
Coordinator



**Proceeding of the meeting of Internal Quality Assurance Cell (IQAC) held on 27.05.2023 in the UGC Cell, Udai Pratap Autonomous College, Varanasi**

**Present**

1. Prof. Dharmendra Kumar Singh	Principal/Chairman
2. Justice S.K.Singh(Rtd.) (online)	Committee of Management Member
3. Prof. Narendra Pratap Singh	Coordinator
4. Prof. Manoj Prakash Tripathi	Member
5. Prof. Tumul Singh	Member
6. Prof. Kuldeep Singh	Member
7. Prof. Sanjay Kumar Shahi	Member
8. Prof. Devendra Kumar Singh	Member
9. Dr. Abhishek Singh	Member
10. Prof. Sanjeeva Kumar Singh	Member
11. Prof. Manoj Kumar Singh (BHU)	Member
12. Prof. B.K.Singh (Alumini UPC)	Member
13. Shri Himanshu Shekhar Singh	Member

**Agenda 1 : Approval of minutes of previous meeting of IQAC held on 13.02.2023.**

**Decision :** The aforesaid minutes of meeting are approved.

**Agenda 2 : Action taken report (ATR) on the decision taken in the last meeting of IQAC.**

**Decision :** The ATR placed before member and approved.

**Agenda 3 : MOU with other Institutes/Organisation.**

**Decision :** MOU between Udai Pratap College and other institutes/organisation signed till date are approved. Further it was decided that each department must sign at least one MOU with other institute/organisation and the activities under the MOU must be in active mode.

**Agenda 4: Resources and infrastructural requirements of the departments.**

**Decision :** It was resolved that the language laboratory software (LLS) license is to be renewed. Further it is decided that fresh requirements /needs from all department are to be invited and work on them accordingly. Also the laptops allotted to the departments must be kept in the supervision of lab incharge/Second man and should be used for meeting academic/curricular needs.

**Agenda 5: To discuss about increasing the extension activities useful to the neighbouring area/society.**

**Decision :** It was decided that Department of Agriculture & Soil Chemistry, Department of Plant Pathology, Deptt. of Agriculture Extension, N.S.S./NCC/Rower Rangers must increase their extension activities so that the Agriculture knowledge and awareness could be spread over, among the farmers of nearby villages. Prof. Kuldeep Singh, Head, Department of Ag. Entomology has been assigned to organize blood donation camps and eye donation fortnightly programmes with help of NCC & N.S.S. The rowers/rangers departments are required to organize Nukkad Natak, focused on misuse of mobiles and current evils affecting the society.

**Agenda 6: Discussion about placement activities by strengthening the corporate relations.**

**Decision:** The placement cell of the college should be reframed/restructured. The placement cell must enhance its activities by conducting special placement drives and should keep itself in regular touch with corporate organisations for placement of students.

**Agenda 7: To conduct the annual technical events and youth fest.**

**Decision:** It is resolved that departments of the college must organize technical events either separately or in groups/clubs. The events are to be organised in between 16 September-2023 to 30 October, 2023. Further it is decided to organise a Youth festival at the college level in between the aforesaid date.

**Agenda 8: Discussion on the internal and external academic and administrative audits reports of the college.**

**Decision:** The internal and External Academic and Administrative Audits done in 2022 and 2023 respectively have been approved and it has been decided that action should be taken as per recommendations of the audit team.

**Agenda 9: To decide a time line for the fourth cycle of NAAC accreditation of the college.**

**Decision:** The NAAC accreditation of the college is expiring on 29.11.2023 and as per NAAC guidelines, College can submit IIQA (Institutional information for quality assessment) during the last six months of the validity period. In view of these it is decided that IIQA should be submitted in the month of Sept. /Oct.-2023.

**Agenda 10: To establish on Incubation Centre in the College.**

**Decision:** Approved. An incubation centre under the supervision of IIC (Institutional Innovation Council) should be established in the college.

**Agenda 11: To review the performance of faculty members.**

**Decision:** It is decided that faculty members of the College must submit their Self appraisal report of last five years (as per proforma) by the August, 2023.

**Agenda 12: Discussion on feed back received from students, parents and faculty members.**

**Decision:** The feed backs 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 13: Approval of the Annual e-Governance Report of 2022-23.**

**Decision:** Annual e-Governance Report of 2022-23 has been approved.

**Agenda 14: Certificate course for non-Teaching staff.**

**Decision:** It decided that CCC (course on computer concepts) should be launched for non-teaching staff and it is to be made compulsory for class III to complete the CCC.

**Any other matter with the permission of chair:**

The analysis of student Feedback report on Certificate courses was presented in the meeting of IQAC and outcomes were discussed, it was decided to continue certificate courses in next year.

The meetings concluded with the vote of thank to the chair.

Coordinator 