

Minutes of IQAC Annual Planning meeting between 01/07/2019 to 08/07/2019 at Seeta Sabhagar.

Member's present:- Principal and all Faculty members of College.

The following Agenda were taken in the meeting:-

1. The acceptance of previous minute
2. Preparation of Academic calendar
3. Assignment of Responsibilities.
4. Admission and Examination committee.
5. Starting new courses at P.G level.
6. Value Added courses.
7. Capability Enhancement Programs
8. Time Table and Teaching Learning.
9. Library.
10. Laboratory.
11. College Journals and Faculty Publications.
12. Innovations in class teaching.
13. Departmental Plans.
14. Class teaching by Students.
15. Lecture Summary.
16. Saptahik swaichik shramdaan.
17. Prayer meeting.
18. Teachers code of conduct.
19. Feedback from students.
20. Teachers self-evaluation.
21. Lesson Plan.
22. Adopted Students.
23. Adopted Villages.
24. Monthly Evaluation.
25. Introduction of new certificate course
26. Certificate course.
27. Free Tailoring and Embroidery course.
28. Free Computer Course.
29. Students Union.
30. Sports and cultural activities
31. NSS.
32. NCC.
33. Website.
34. Use of ICT.
35. Office culture
36. Dispensary for Poor
37. Promotion of Universal values and ethics

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. The academic calendar consists of five Parts known as Saikshik Panchang. The details of which are as follows:
 - a. Dates of Important programs to be organized by college.
 - b. Dates of programs to be organized at Departmental level.
 - c. Date of programs to be organized by sports Department.
 - d. Dates of programs to be organized by NSS.
 - e. Holiday List

The academic calendar was prepared and uploaded on the website of the college.

- 3 To assign specific role to the faculties, three methods are used. They are
 - (i) The faculty choose their own work and declares it
 - (ii) Some other faculty nominates the name of other faculty for specific work.
 - (iii) The Principal assigns specific task to a faculty.

Adopting all the these methods all the faculty members were assigned a specific work , which is other than the teaching of his/her own subject.

The designated list of faculty members and their assigned task are as follows.

Task Assigned:- Faculty Member

1. Admission and Examination:- Dr Rajesh Shukla
2. Discipline:- Dr. Arti Singh
3. Sanitation/Electrification:- Vinay kumar Singh/Dr Abhishek Singh
4. NAAC and related work:- Dr Vijai Kumar Chaudhary
5. Cultural Program: Ms Dipti Gupta
6. Teaching Learning and Technique Development:- Dr Pradeep Kumar Rao.
7. Website: Dr. Avinash Pratap Singh.
8. Library:- Dr Ramakant Dubey/ Sri Prateek Das.
9. Laboratory:- Dr. Shiv kumar Barnwal.
10. Sports: Dr Pragyesh Kumar Mishra/ Dr Abhishek Singh.
11. NSS:- Dr. Saurabh Kumar Singh/ Kiran Singh
12. Adopted Villages:- Smt Kavita Mandhyan
13. Collective Personality Development scheme:- Dr. Vijai Kumar Chaudhary, Srikant Mani Tripathi
14. Rovers-Rangers:- Sri. Navneet Singh.
15. Students Union:- Sri. Nandan Sharma.
16. Office: Sri. Venkat Raman Pandey
17. Parents Association:- Sri Sanjay Kumar Jaiswal.
18. Alumni Association: Dr. Shiv Kumar Barnwal
19. First Aid Dispensary:- Sri. Subodh Kumar Mishra
20. Tailoring and embroidery:- Apoorva Tripathi
21. Computer Course:- Dr. Ram Sahay
22. Certificate Course:- Smt. Shipra Singh
23. Prathana Sabha : Smt Pushpa Nishad/ Dipti Gupta
24. Information and Counseling:- Dr. Pragyesh Kumar Mishra
25. Baagwani:- Dr. Abhay Kumar Srivastava
26. Research:- Dr. Navneet Kumar
27. Dhyey-Path:- Ms. Shweta Chaubey

28. Chatra samiti:- Smt Maneeta Singh
29. Rakhrakhav evam Bhandaran:- Dr. Arun Kumar Rao
30. EPF:- Dr. Subhash Kumar Gupta/ Dr. Arun Kumar Rao
31. Scholarship:- Dr. Mahendra Pratap Singh
32. Soochna evam prasar:- Dr. Rahul Mishra
33. Uniform:- Dr Anupama Srivastava
34. Polythene Free Campus:- Dr Ajay Nishad
35. Hostel :- Vinay kumar Singh
36. AISHE:- Abhishek verma
37. Purchase :- Dr R N Singh
38. Placement: Sri Virendra kumar Tiwari/ Harvind Srivastava
39. NCC:- Dr Krishna Kumar
40. Guest Attend:- Sri Manjeshwar
41. Disabled student cell: Dr Shailendra kumar Thakur
42. Pramukh Karyakram Evam Ayojan
 - (a) Vyakhyan Mala
 - (b) Independence Day
 - (c) Punyatithi
 - (d) Gandhi Jayanti and Lal Bahadur Jayanti
 - (e) Varshik mahotsav
 - (f) Santhapak Saptah samaroh
 - (g) Bharat Bharti Pakhwara
 - (h) Independence Day

Organizing committee for all these Programs is as follows: Sri Srikant Mani Tripathi

4. Admission committee was reconstituted for the academic session. The committee was headed by Dr Rajesh Shukla. It was decided to complete the admission process till 30th July 2019. It was decided to start Ist Year classes from 1st August and rest other classes from 16th July. It was also decided to start all practical classes of all classes from 16th of August.

To strengthen the students counseling committee, a faculty member was also added to the students counseling committee. It was also decided that first the applicant should interview to student counseling committee and after that he/she should give interview to Teachers admission committee. The admission will be confirmed only after interview with both the committee's. The interview marks for students coming after appearing in university admission test will be 200 and those appearing for direct interview will be 100 marks. All the documents of students like time table, I card, library card and scholarship form will be, made available to the students at the time of admission. The admission session during the current session was done as per schedule and program finalized in the meeting.

5. It was decided to start courses at P.G level. To achieve three new courses at PG level were introduced in the departments of Hindi, History and Home Science.
6. It was decided to start Value-added courses imparting transferable and life skills to students. With this aim in mind many departments started imparting value added courses during current session. The list of value added courses imparted during current session are as follows

Value Added Courses
Computer Training Certificate Course
Yogiraj Baba Gambhirnath Sewing and Embroidery Training Certificate Course
Our Great Men Women Certificate Course
Values of Life Certificate Course
Lectures on Bhagvad Gita
Lab Training Course for M.Sc. Final Students
Training in Accounting
Computer Training
Disaster and Civil Security Management
Introduction of GST and Indirect Tax
Communication Skill Development
Spoken Classes
Bhasha Evam Vyakaran
Certificate course Nutrition Awareness Program
Certificate course World Breast feed Awareness Program
Transportation problem
Personality Development
Counselling Skill Development
Hardware Basics

7. It was decided that departments should start capability enhancement programs like Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc., during the current year. The capability enhancement programs organized by various departments of college are

Name of the capability enhancement scheme
Personal counselling
Personal counselling
General knowledge Awareness
Civil Services and General Studies
Bridge course by physics Department
Bridge course by Mathematics Department
Remedial classes
Micro teaching
Yoga
Meditation
Personnel counseling
Mentoring under Collective personality development scheme
Personnel counseling
Language Lab
Personnel counseling
Personnel counseling
Class Teaching by Students
Monthly Test
International Yoga Day
Prayer meeting

Yoga on each Saturday
Personnel counseling

Lecture series on Bhagwat Geetha

8. It was decided that time table of all classes should be prepared and updated by faculty in charge before start of Admissions. All the difficulties faced in time table should be sorted out amicably. The time table was prepared by concerned faculty members and was printed in hard copy before admission in current session started. The regular classes of undergraduate II and III year and Postgraduate II year should be started on 16th July 2019. The classes of Ist year Undergraduate and Post graduate should be started on 1st August 2019. The Practical classes of all classes should start from 16th August 2019.
9. The library committee was headed by Dr. Ramakant Dubey. It was informed by Dr Ramakant Dubey that stock verification was completed and the library was updated with latest books and publications as per requirements.
10. The laboratory committee was headed by Dr R N Singh. All the laboratories of college should be updated with latest equipment's as per needs of curriculum. It was also decided to make the safety and security of students on priority. The first aid box should be kept in every Laboratory and be used in case of any necessity. It was also decided to purchase the equipment's two times in a year. The first purchase should be done in the month of September and other in the month of January. It was also decided to purchase new equipment's in Physics, Electronics, Zoology, Botany and Defense Studies department. Many departments purchased new equipment's as per their needs and safety measures were taken in all the departments,
11. With the aim to promote research culture, it was decided to continue already running college journals and faculties should be motivated to publish their research articles in reputed national and international journals. Both the Journals "VIMARSH" and "MANVIKI" were running successfully during the current session and Many articles and research papers were published by faculties in reputed national and international journals.

Type	Department	Number of Publication	Average Impact Factor (if any)
National	HISTORY	3	Nil
National	POLITICAL SCIENCE	5	2.5
International	ZOOLOGY	5	2
International	COMPUTER SCIENCE	4	Nil
National	ANCIENT HISTORY ARCHEOLOGY AND CULTURE DEPARTMENT	5	Nil

12. It was decided that all methods of teaching such as green board, chalk duster , chart and model adopted by college in previous years would be continued in this year also. The number of classes having projectors should be increased and teachers should try to adopt innovative and new methods of teaching in classes. The teachers were using the conventional methods as well trying to incorporate novel methods of teaching during the current year. Many new projectors and laptops were also purchased during current year only.

13. It was decided that departments should :-

- (a) Organize Workshops/ Seminars/special lectures and Conferences.
- (b) Organize Field Projects and Tours
- (c) Organize Essay writing, Poster and Debate Competition
- (d) Organize Research Lecture Competition and Educational Exhibitions

The departments should prepare their departmental plans as they were preparing till last years and incorporate schedule of all these activities in their plans. The departmental plans should be updated as per NAAC guidelines. All faculties should also update their resume. The performance of students should be evaluated on the basis of their attendance, monthly evaluation, class teaching, Pre University Examinations, University examinations as well as on the basis of their behavior in classes also.

Workshops/ Seminars/special lectures and Conferences organized by departments during the current session

Title of workshop/seminar	Name of the Dept.	Date
SEVEN DAYS TEACHERS WORKSHOP AND ANNUAL PLANNING MEETING	ALL DEPARTMENTS OF COLLEGE	01/07/2019
TWO DAYS NATIONAL SEMINAR - VAISHVIK URJA PARIDRISHYA EVAM BHARATH UPMAHADWEEP: CHUNOTIYAAN EVAM AVSAR	GEOGRAPHY	05/10/2019
TWO DAYS NATIONAL SEMINAR - BHARTIYA SANSKRITI KA VISHWA MEIN PRASAR	ANCIENT HISTORY ARCHEOLOGY AND CULTURE	03/01/2020
NATIONAL SEMINAR - BHARATH NEPAL SAMBANDH EVAM MAHANT DIGVIJAYNATH	ANCIENT HISTORY ARCHEOLOGY AND CULTURE	14/10/2019
TRANSPORTATION PROBLEM	MATHEMATICS	19/12/2019
NUMERICAL ANALYSIS	MATHEMATICS	20/12/2019
VECTOR SPACE	MATHEMATICS	21/12/2019
WORKSHOP - PREPERATION OF VIVA VOICE IN MATHEMATICAL SCIENCES	MATHEMATICS	31/01/2020

TWO DAYS INTERNATIONAL WEBINAR - TRENDS IN SUSTAINABILITY:REGENERATIVE AGRICULTURE	BOTANY	26/06/2020
MUSHROOM CULTURE	BOTANY	24/12/2019
ENTROPY ENTHALPY AND GIBBS ENERGY	BOTANY	21/09/2019
SEVEN DAYS WORKSHOP- WORLD BREASTFEED AWARENESS WEEK	HOME SCIENCE	01/08/2019
SEVEN DAYS WORKSHOP- NUTRITION WEEK AWARENESS PROGRAM	HOME SCIENCE	01/09/2019
THREE DAYS WORKSHOP- MAHILA UDHYAMITA	HOME SCIENCE	22/01/2020
BALKO MEIN SAMAJIK VIKAS	HOME SCIENCE	10/10/2019
PRASAR SIKSHA MEIN SIKSHAN PRAVATTIYAN	HOME SCIENCE	03/11/2019
BACHHON MEIN SEEKHNE KI PRAKRIYAN	HOME SCIENCE	30/11/2019
UPCHARATMAK AAHAR	HOME SCIENCE	07/12/2019
PARAMPARIK KADHAI	HOME SCIENCE	30/01/2020
BALKON KA PALAN POSHAN	HOME SCIENCE	26/12/2019
ORGANIC EVALUATION	BOTANY	21/09/2019
STEM CELL	BOTANY	13/01/2020
THE CONCEPT OF OPERATIN SYSTEM	COMPUTER SCIENCE	27/01/2020
WORKSHOP ON SUBSTANCE ABUSE AMONG ADOLSENCE	PSYCHOLOGY	20/12/2019
CULTURE AND BEHAVIOUR	PSYCHOLOGY	04/11/2019
STRESS AND PERSONALITY	PSYCHOLOGY	30/12/2019
ONE DAY SEMINAR - AAPADA PRABANDHAN EVAM CHUNOUTIYAAN	GEOGRAPHY	21/01/2020
PARYAVARNIYA AVNAYAN KI SAMASYEIN EVAM CHUNOUTIYON KE SAMADHAAN	GEOGRAPHY	16/01/2020
MANAV EVAM PARYAVARAN ANTARSAMBANDH	GEOGRAPHY	19/01/2020
VEGNAR KA MAHADWIPIYA VISTHAPAN SIDHANT	GEOGRAPHY	23/01/2020
PRAKARTIK SANSADHAN EVAM MANVIYA KRIYAKALP	GEOGRAPHY	29/01/2020
PRINCIPLES OF LEARNING	B Ed	06/08/2019
SEMINAR ON NATIONAL EDUCATION POLICY(2019)WITH REFERENCE TO TEACHER EDUCATION AND SIKSHA	B Ed	20/08/2020
POPULATION EDUCATION	B Ed	28/08/2019
YOGA WORKSHOP	B Ed	21/09/2019

MODEL OF TEACHING	B Ed	25/09/2019
SOCIALIZATION	B Ed	15/10/2019
UTILITY OF STATISTICS IN EDUCATION PSYCHOLOGY	B Ed	19/11/2019
YOGA WORKSHOP	B Ed	23/11/2019
EDUCATIONAL THOUGHTS OF MAHATAMA GANDHI	B Ed	30/11/2019
ACTION RESEARCH	B Ed	23/01/2020
MAHATAMA GANDHI KI 50VI JAYANTI	B Ed	30/01/2020
WORKSHOP ON ROLE OF ART IN TEACHERS TRAINING	B Ed	31/01/2020
PEACE AND EQUALITY	B Ed	18/02/2020
SAMSAMAYIK VIMARSH	B Ed	09/12/2019
SAMAJSHAstra KI PRAKIRTI	SOCIOLOGY	10/08/2020
SANSKAR KA SAMAJSHASTRIYA MAHATVA	SOCIOLOGY	07/09/2019
SAMAJIK ARTHVYAVASTHA	SOCIOLOGY	15/10/2019
SAMAJIK PARISTHITIKI	SOCIOLOGY	07/11/2019
KAMJOR VARGO KE VIKAS ME SAMAJIK NYAY KI BHOOMIKA	SOCIOLOGY	19/12/2019
JANJATIYA SAMASYAEIN	SOCIOLOGY	13/01/2020
WORKSHOP - LOK PRASHASAN MEIN JAWABDEHI	POLITICAL SCIENCE	30/07/2019
JAMMU KASHMIR KA BADALTA PARIDRISHYA : ANUCHED 370SE LEKAR SANGH RAJYA KSHETRA KE VISHESH SANDARBH MEIN	POLITICAL SCIENCE	08/08/2019
WORKSHOP - ANUCHED 370 EVAM 35 A KI SAMAPTI OUR BHARTIYA SANSAD KI KARYAWAHI	POLITICAL SCIENCE	28/08/2019
ANUCHED 370 KI SAMAPTI KE BAAD JAMMU KASHMIR MEIN LOKTRANTRIK PRAKRIYA	POLITICAL SCIENCE	04/09/2019
RAJNITI SHASTRA VISHAY KI UPADDEYATA	POLITICAL SCIENCE	14/10/2019
BHARTIYA SAMVIDHAN SAMBHA MEIN VISHAR VIMARSH	POLITICAL SCIENCE	16/10/2019
RAJYAPAL KI SAMVAIDHANIK EVAM VYAVAHARIK STHITI	POLITICAL SCIENCE	29/11/2019
NAGRIKTA SANSODHAN VIDHEYAK 2019	POLITICAL SCIENCE	18/12/2019
AMERICA IRAN TANAAV	POLITICAL SCIENCE	22/01/2020
DAYA YACHIKA EVAM USKA SAMVAIDHANIK PAHLOO	POLITICAL SCIENCE	27/01/2020

MAKAN SAMPATTI KI AAY KI AADHARBHOOT AVDHARANA	COMMERCE	17/10/2019
BHUMANDALIKARAN KA JEEVAN SHAILI PAR PRABHAV	COMMERCE	18/10/2019
WORSHOP - PARIKSHA MEIN UTTAR KAISE LIKH JAYEIN	COMMERCE	13/01/2020
THREE DAYS WORKSHOP ON PROFESSIONAL WRITING	ENGLISH	25/01/2020
LANGUAGE AS A TOOL OF COMMUNICATION	ENGLISH	07/09/2019
ORIGIN AND GROWTH OF ENGLISH DRAMA	ENGLISH	18/11/2019
INDIANESS IN NIGHT OF SCORPION	ENGLISH	28/01/2020
JANSANKHYA SIKSHA	EDUCATION	28/08/2019
UCHHA SIKSHA MEIN TEESRA AAYAM PRASAR	EDUCATION	15/10/2019
SIKSHA MANOVIGYAN MEIN SANKHYIKI KI PRASANGIKTA	EDUCATION	20/11/2019
CURRENT ENVIRONMENTAL ISSUES: PREDICATION , EFFECT AND SOLUTION	CHEMISTRY	10/08/2019
THE WORLD SHRINKS IN NANO	CHEMISTRY	16/11/2019
FAVORITE DIET OF NORTH EASTERN TRIBES	CHEMISTRY	03/02/2020
GREEN CHEMISTRY	CHEMISTRY	13/02/2020
UNITED NATIONS AND ITS ROLE IN INTERNATIONAL PEACE	DEFENCE AND STARTEGIC STUDIES	23/10/2019
COMMEMORATION OF VIJAY DIWAS	DEFENCE AND STARTEGIC STUDIES	16/12/2019
WORKSHOP - BADHATI JANSANKHYAN KA SANSADHANO PAR DABAAV OUR PARYAVARAN	GEOGRAPHY	18/11/2019
JALIYANWAL BAGH KA NARSANHAR	ANCIENT HISTORY ARCHEOLOGY AND CULTURE	27/08/2019
SAHITYA KA UDHESHYA	HINDI	04/09/2019
SPECIAL LECTURE	HINDI	14/09/2019
DEEN DAYAL UPADHYAYA EVAM EKATMA MANAVTAWAD	HISTORY	25/09/2019
BHARTIYA RASHTRIYA ANDOLAN MEIN SUBHASH CHANDRA BOSE TATHA AZAD HIND FAIJ KA YOGDAAN	HISTORY	21/10/2019

HINDI KI DHWANIYA EVAM UCHHARAN STHAAN	HINDI	31/10/2019
BADHTI JANSANKYA KA SANSADHANO PAR DABAV OUR PARYAVARAN	GEOGRAPHY	18/11/2019
KRANTIKARI ANDOLAN	HISTORY	19/12/2019
BHARTIYA ITIHAAS MEIN MUDRAO KA MAHATWA	ANCIENT HISTORY ARCHEOLOGY AND CULTURE	20/01/2020
WORKSHOP ON IMPORTANCE OF INFLUENTIAL STATISTICS IN SOCIAL SCIENCES	ECONOMICS	22/01/2020
SAHSAMBANDH OUR PRATIMAAN VISHLESHAN	STATISTICS	22/01/2020
TWO DAYS WORKSHOP ON HINDI BHASHA VARTANI EVAM UCHHARAN KA SAHI PRAYOG	HINDI	22/01/2020
MICROWAVE AND SPECTRO WAVE	PHYSICS	23/01/2020
HINDU PAD PADSHAHI	HISTORY	27/01/2020

Field Projects and Tours organized by various departments of college

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	EDUCATION (Educational Tour)	75
BSc	COMPUTER(VOLUNTARY BLOOD DONOR INTRODUCTION AND HISTORY)	2
MSc	CHEMISTRY(Field Visit)	51
BA	GEOGRAPHY (Feild Visit)	28
MA	GEOGRAPHY(Contouring Camp)	14
BEd	Education(Internship)	93
MA	Geography(Socio-economic project National and Regional Area)	14
BA	Geography(Socio-economic project National and Regional Area)	60
BSc	Mathematics (Project work in Mathematics)	52

Essay writing, Poster and Debate Competition were organized by various departments of College during the current session.

14. After every five lecture, one lecture is being allotted for class teaching by students. They deliver lecture on previously allotted topic by teacher. Each student should get opportunity for class teaching and no student should be repeated till each student didn't get a chance for class teaching. The class teaching method continued throughout the year on predefined dates in all the classes of college.
15. It was decided that teacher should give lecture summary on black board, through PPT or through oral methods. The teachers regularly provided lecture summary in their classes through these methods.
16. The main aim of shramdaan is to inculcate a feeling respect towards labor in students as well as in teachers and faculties. Each and every body should be equal and no discrimination should be made on the basis of work assigned to them. It also inculcates a feeling of nearness towards their college. The shramdaan should be done on every Saturday. The timing of shramdaan is 12:10 to 1:10. The four lectures after lunch were curtailed to 40 minutes and interval timing of 20 minutes was added to make shramdaan timing of 1 hour. The shramdaan program was run by NSS and participation of student members of NSS was made compulsory in it. Groups were made and each group consists of 10 member's. Each group was headed by a faculty and they have to work on a pre-decided place.
17. It was decided to add some musical instrument's during prayer meeting. The timing of Prayer meeting will be 15 minutes. The prayer meeting started from 1st August and continued till 31st January in the session.
18. The teacher's code of conduct was prepared and uploaded on website of college. It was also decided that teacher's code of conduct would be enforced on teachers through self-motivation and would not be forced by Administration. But if any teacher violates code of conduct, then it would be automatically revoked upon that faculty member. The teachers code of conduct was prepared and uploaded on college website. The link of teachers code of conduct :- http://mpm.edu.in/FacultyData/MPM_YearPlan_58546353.pdf
19. It was decided to take feedback from students two times in a year. One in first week of September and other in first week of December. The feedback will be taken on formats prescribed by NAAC as well as in format prepared by college itself. The result of feedback, analysis and action taken on students feedback is uploaded on institutional website.
20. The self-evaluation form of teachers will be filled by all teachers of college on every month and will be submitted to the Principal. The teachers of all departments filled there forms and submitted it to the Principal of college in each month.

21. Each faculty prepares lesson plan of papers assigned to them. The process of lesson plan preparation is completed till 15th July. After this lesson plan is uploaded on website of institute for reference of students. Through this lesson plan students can know which teacher is going to teach which topic on a specific day. The students may have the opportunity to prepare well in advance before attending the class. Each faculty of college has to complete their syllabus before 30th January so that students may get ample time for preparation for the Examinations. The lesson plan was uploaded on college website as per schedule and course was completed till 30th January. The web link for Lesson plan is :

[महाराणा प्रताप स्नातकोत्तर महाविद्यालय \(mpm.edu.in\)](http://mpm.edu.in)

22. Adopted Student (Collective Personality development scheme):- In the beginning of the session, each faculty is required to adopt four students of his/her own choice and one student is required to be adopted as per name given by Principal. After this, each teacher makes a complete record of all the adopted students which includes complete bio data, academic records, family background and photograph etc. The teacher develops a harmonious relation with the adopted student which in turn builds a confidence on teachers in students. It was also decided that an adopted student should also be either a member of NSS, a student representative or residing in college hostel. The reason behind this step is that the student must be simultaneously acted by these three to develop to their academic as well personality. Once adopted by a teacher he/she should remain adopted by same teacher till course completion.

23. Social awareness campaign was organized in 29 villages which were already adopted by various departments on four days in the whole year. Around 65 faculties and 500 students were involved in this campaign. Various topics such as Importance of Education, Sanitation, Health and Cleanliness were discussed among villagers during the campaign.

24. Monthly evaluation of students will continue in this year also. The main of monthly evaluation is that the students should be well prepared for their exams. The whole syllabus is being divided in six parts and monthly evaluation happens in month of August, September, October, November, December and January. Each monthly evaluation is of 30 marks each and total is of 180 marks. Five marks for students behavior were also awarded to students. The monthly tests were held in all the classes as per schedule and copies were shown to all the students for the assessment of their performance.

25. It was decided to start two new certificate courses in Home Science Department and two new certificate courses in Commerce department. The college started two new certificate courses in Home Science Department and two new certificate courses in commerce department.

Certificate	Diploma Courses	Dates of Introduction	Duration
NUTRITION AWARENESS PROGRAM	NA	01/09/2019	90
BREAST FEEDING AWARENESS PROGRAM	NA	01/08/2019	90
TRAINING IN ACCOUNTING	NA	16/07/2019	180
COMPUTER TRAINING	NA	16/07/2019	180

26. It was decided to continue the certificate course “Jeevan Mulya and Hamare Mahapurush” which is compulsory for B Ed students and optional for other students. The main aim of both these certificate courses is to develop moral values, culture and nationalistic approach towards nation in students. The courses were successfully completed by targeted students in the current year.

27. It was decided to continue the already running free Tailoring and embroidery course for girls and ladies of adjoining areas. The main of this course is to make the women self-reliant and economically self-dependent. The duration of course is six months and final certification examination is held in the month of February. The college successfully completed the certificate course.

28. It was decided to continue the already running free computer course for students of adjoining areas as well as for college students. The main aim of this computer course is to make the students of adjoin area more aware about computers. The total number of students enrolled of this computer course is 80 which is divided in two parts. The classes of first batch starts on 1st August and the classes of next batch starts on 16th august. The course was started and completed successfully as per schedule.

29. Student Union was constituted as per already constituted ordinance and amended time to time.

30. It was decided to organize sports and cultural activities through out the year in college, so as to give an overall development to students of college. The various sports and cultural activities organized in college campus are as follows

Activity	Level
CHESS COMPETITION	INSTITUTIONAL
CARROM COMPETITION	INSTITUTIONAL
VOLLEY BALL	INSTITUTIONAL
VOLLEY BALL	INSTITUTIONAL
KABBADDI	INSTITUTIONAL
KHO KHO	INSTITUTIONAL

31. The volunteers of NSS will be selected on the basis of interview as done in previous years. Like previous years NSS will conduct Programs and activities on specified and pre decided dates. It was also decided to run “Adarsh Gram Yojna” in Majharaiya by NSS this year.

The various activities organized by NSS are as follows

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Lecture on APJ Abdul Kalam Remembrance day	NSS	5	600
Ravindranath tagore Punyatithi	NSS	5	600
Poudharopan	NSS	5	600
Independence Day Program	NSS	5	900
Swach sarvekshan Grameen Abhiyaan	NSS	5	1000
Saptahik Swaichik shramdaan	NSS	5	700
saksharta Diwas	NSS	5	700
Ozone conservation Day	NSS	5	700
NSS Foundation Day	NSS	5	200
Gandhi Ji Evam Lal Bahadur Jayanti Samaroh	NSS	5	800
Workshop on Single Use Plastic evam Paryavaran	NSS	5	200
Special Lecture on Raktdaan Mahadaan	NSS	5	200
Swaichik Raktdaan Shivir Karyakram	NSS	15	101
Worshop- Samajik samrasta Evam samvidhaan	NSS	5	200
Special Lecture - Samvidhaan Diwas	NSS	5	200
Saptahik Yog Karyashala	NSS	5	700
First One Day Camp	NSS	5	200
Rashtriya Pradooshan Niyantaran Diwas	NSS	5	200
Janjagaran Rally	NSS	5	200
Baba Saheb Ambedkar Punyatithi	NSS	5	700
Yog Karyashala	NSS	5	700
Second One Day Camp	NSS	5	200
Kambal Vitaran Karyakram	NSS	5	200
Mahamana Pandit Madan Mohan Malviya Jayanti	NSS	5	200
Bharat Bharti Pakhwara Udghatana Karyakram	NSS	5	700
Swami Vivekanand Jayanti	NSS	5	700
One Day workshop	NSS	5	200
Poudharopan	NSS	5	600
Janjagaran Rally	NSS	5	200
Mahadev Govind Ranaday Jayanti Samaroh	NSS	5	700
Mahrana Pratap	NSS	5	2000
Punyatithi Samaroh	NSS	5	700
Netaji Subhash Chandra Bose Jayanti	NSS	5	700
Rashtriya Matdata Diwas	NSS	5	700
Independence Day Program	NSS	5	2000
Gorakhnath Maindir me Sewa Karya	NSS	5	700
Third One Day Camp	NSS	5	200
Fourth One Day Camp	NSS	5	200
Seven Day Camp	NSS	5	200
Sanitizer	NSS	5	200
Distribution in nearby Villages after Covid-19			
Poster Pratiyogita	NSS	8	35
VOLLEY BALL	NSS	8	60
NIBANDH	NSS	8	38
Pratiyogita	NSS	8	25
RANGOLI	NSS	8	25
COMPTETION	NSS	8	25
GENERAL KNOWLEDGE COMPTETION	NSS	8	25

32. It was decided to apply for NCC wing by college. The in charges of Boys wing will Dr. K.K.Pathak
33. The website was updated on daily basis by latest happening in the college. Dr. Avinash Pratap Singh was made the in charge of website of college. The website is update and regularly maintained through out the year.
34. Emphasis was placed on use of ICT in teaching by faculties. New projectors were installed in various classrooms and free Wi-Fi Facility was provided to teachers and students in the campus
35. The working of office was made transparent and emphasis was placed on doing the work of students and teachers in least possible time.
36. A dispensary is running in college in which Doctor from Guru Gorakhnath Hospital gives consultancy and medicines to all the students, faculties and poor people living around adjoining areas of college. Free medicines were also provided to the patients who come there for treatment.
37. To promote universal value and ethics among the students of college, it was decided to organize various programs throughout the year in college campus. The various Programs organized in college campus are as follows:-

ACTIVITY	DURATION FROM	DURATION TO	NUMBER OF PARTICIPANTS
BAL GANGADHAR TILAK MAHAPRAYAN DIWAS EVAM PURUSHOTTAM DAS TANDON JAYANTI	01-08-2019	01-08-2019	700
MAITHLI SHARAN GUPT JAYANTI	03-08-2019	03-08-2019	700
RAVINDRANATH TAGORE PUNYATITHI	07-08-2019	07-08-2019	700
BHARAT CHODO ANDOLAN EVAM KAKORI GHATNA SMRITI DIWAS	09-08-2019	09-08-2019	700
AMAR SAHID KHUDI RAM BOSE JAYANTI	10-08-2019	10-08-2019	700
AHILYA BAI HOLKAR PUNYATITHI	13-08-2019	13-08-2019	700
AKHAND BHARAT SMRITI DIWAS	13-08-2019	13-08-2019	1000
SWATANTRATA DIWAS	15-08-2019	15-08-2019	2000
MADAN LAL DHINGRA PUNYATITHI	17-08-2019	17-08-2019	700
RANI PADMINI JOHAR DIWAS	26-08-2019	26-08-2019	700
Major Dhyan Chand Jayanti and Khel Diwas	29-08-2019	29-08-2019	700
TEACHERS DAY	05-09-2019	05-09-2019	700
MAHARSHI DADHICHI JAYANTI	06-09-2019	06-09-2019	700
MAHADEVI VERMA EVAM ACHARYA VINOBA BHAVE JAYANTI	11-09-2019	11-09-2019	700
Vishwakarma Pooja	17-09-2019	17-09-2019	700
GURUNANAKDEV JAYANTI	21-09-2019	21-09-2019	700
Pandit Deen Dayal Upadhyay Jayanti Evam Satish Dhawan jayanti	25-09-2019	25-09-2019	700
Ishwar Chandra Vidyasagar Jayanti	26-09-2019	26-09-2019	700
Raja Rammohan Rai Punyatithi Evam Saradar Bhagat Singh Jayanti	27-09-2019	27-09-2019	700
Annie Beasant Jayanti	01-10-2019	01-10-2019	700
Gandhi Jayanti and Lal Bahadur shastri Jayanti	02-10-2019	02-10-2019	700
Dr Abdul Kalam Jayanti	15-10-2019	15-10-2019	700
Azaad Hind Fouj Sthapana Diwas	21-10-2019	21-10-2019	700
Ashfaq Ullah Khan Jayanti	22-10-2019	22-10-2019	700
United Nations Foundation Day	23-10-2019	23-10-2019	700
Homi jahangir Bhabha Jayanti	30-10-2019	30-10-2019	700
Sardar Vallabh Bhai Patel Jayanti and Indira Gandhi Jayanti	31-10-2019	31-10-2019	700
Raktadaan Shivir	25-10-2019	01-11-2019	700
Guru Govind Singh Jayanti	01-11-2019	01-11-2019	700
Vasudev Balwant Phadke Jayanti	04-11-2019	04-11-2019	700
Vipin chandra Pal , C V Raman evam Kalidas Jayanti	07-11-2019	07-11-2019	700
Acharya Vinoba Bhave Jayanti	15-11-2019	15-11-2019	700
Lala Lajpat Rai Balidaan Diwas	16-11-2019	16-11-2019	700
Rani Lakshmi bai Jayanti	19-11-2019	19-11-2019	700
Veerangana Jhalkari Bai Jayanti	22-11-2019	22-11-2019	700
Dr Jagdish Chandra Bose Jayanti	30-11-2019	30-11-2019	700
Dr Rajendra Prasad Jayanti	03-12-2019	03-12-2019	700
Maharana Pratap Siksha Parishad Sansthapak Saptah Samroh	04-12-2019	10-12-2019	2100
Bhim Rao Ambedkar Parinirvaan Diwas	06-12-2019	06-12-2019	700
Rajendranath Lahiri Bslidaan Diwas	17-12-2019	17-12-2019	700
Pandit Ram Prasad Bismil, Ashfaq Ullah khan, Roshan Singh balidaan diwas	19-12-2019	19-12-2019	700
Chatrasaal Jayanti	20/12/019	20/12/019	700
Pandit Madan Mohan Malviya Jayanti	24/12/019	24/12/019	700
Jorawar Singh evam Fateh Singh Balidaan diwas	26/12/019	26/12/019	700
Maharshi Raman Jayanti	30/12/019	30/12/019	700
Shanti Swaroop Bhatnagar Smriti diwas	01-01-2020	01-01-2020	700
Guru Govind Singh Jayanti	02-01-2020	02-01-2020	700
Dr Hargovind Khurana Evam Sundar lal Bahuguna Jayanti	09-01-2020	09-01-2020	700
Mahadev Govind ranade Jayanti	18-01-2020	18-01-2020	700
Thakur Roshan Singh Jayanti	22-01-2020	22-01-2020	700
Neta ji Subhash Chandra Bose jayanti	23-01-2020	23-01-2020	700
Major Somnath Sharma Jayanti	31-01-2020	31-01-2020	700
Mahant Digvijaynath and Avaidhnath Ji Maharaj Punyatithi	17-09-2019	17-09-2019	700
Independence day	15-08-2019	15-08-2019	2100
Republic Day	26-01-2020	26-01-2020	2100
Samvartan Sankaar	23-02-2020	23-02-2020	2100

Minutes of IQAC meeting held on 28/08/2018 at Library Hall.

Member's present:- Principal and All Faculty members of College.

The following agenda were taken in the meeting:

- (1) The acceptance of previous minute.
- (2) Teaching learning / Progress report
- (3) Discipline in campus
- (4) Any other suggestion.

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. The various methods and techniques involved in whole teaching learning process in college like Class teaching, PPT, Abstract Distribution and monthly evaluation were analyzed and it was decided by all members that all these methods of teaching should continue. A detailed discussion was also made on Progress report of students made by teachers and it was decided that Progress report of each month should be prepared and submitted by 5th of every month by all the teachers.
3. Dr. Arti Singh was being appointed as Proctor of college. He and his team were responsible for maintenance of discipline in campus. The overall situation of discipline was satisfactory and no incidents of indiscipline were reported in any departments. It was decided that the college will continue with same policies and procedures o maintain discipline in college.

Minutes of IQAC Meeting on Implementation of Annual Planning “Tri monthly Evaluation” held on 30/09/2019.

Member’s present:- Principal and All Faculty members of College.

The following agenda were taken in the meeting:

1. The acceptance of previous minute
2. Lesson Plan
3. ICT and development of ICT
4. PPT and Teachers blog
5. Departmental plans and its implementation
6. Assigned work to faculties.
7. Monthly evaluation
8. Village visit
9. Principal Whats app group
10. Departmental whats app group
11. Teachers code of conduct

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. The current situation of teaching and learning in college was reviewed and analyzed. The teachers were taking lectures according to lesson plans.
3. It was decided in the meeting that more emphasis would be given to utilization of ICT resources during the current year. More teaching teaching learning process would done through application of ICT.
4. It was decided that teachers should continue to prepare their PPT and upload it on the website of the college.
5. All the departments were instructed to follow the plans which they have already submitted after the starting of the session.
6. The report of works which were assigned to faculties were discussed and it was found to be satisfactory.
7. The matter of monthly evaluation scheme was discussed in details and it was found to be running satisfactorily.
8. The scheme of village visit was decided to be continued to this year also.
9. To have a better communication between teachers and faculties as well as between different faculties of department it was decided to made a whats app group.
10. It was decided that teachers should behave as per code of conduct available for them at the website of he college.

Minutes of IQAC Meeting held on 31/10/2019.

Member's present:- Principal and All Faculty members of College.

The following agenda were taken in the meeting:

1. The acceptance of previous minute
2. Review of work allotted to faculties
3. Future planning implementation.
4. Sansthapak samaroh saptah
- 5 Any other matter.

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. The review of work allotted to faculties were done in detail and it was found that all faculties were doing their works allotted to them satisfactorily.
3. Future planning was done and decided that it will be implemented as per timing and requirement.
4. Plans were made for the precious occasion of santhapak samarph saptah

Minutes of IQAC Academic Audit meeting held on 23th Nov 2019 at Library Hall.

Member's present:- Principal, Sri Pramath Nath Ji(Member Management Committee) , Prof. Rajendra Bharti and All Faculty members of College.

The following agenda were taken in the meeting:

1. The acceptance of previous minute.
2. Analysis of Academic report put forwarded by Dr. Rajendra Bharti Committee.
3. Analysis of report put forwarded by Sri Pramath Nathi Ji committee, appointed by Maharana Pratap Siksha Parishad.

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. Analysis of Academic report put forwarded by Prof. Rajendra Bharti Committee was done. It was decided to take corrective measures on various issues suggested by the committee.

Analysis of report put forward by Sri Pramath Nath Ji committee was done. It was decided to take corrective measures on various issues suggested by the committee

Minutes of IQAC Meeting held on 19/01/2020.

Member's present:- Principal and All Faculty members of College.

The following agenda were taken in the meeting:

1. The acceptance of previous minute.
2. Teaching learning process and its analysis.
3. Bharat Bharti pakhwara
4. NSS programs
5. Mission manjharaiya
6. Departmental reports
7. Pre University Examinations
8. Samapvartan samaroh

Decisions and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. The whole teaching learning process running was analyzed in details in the meeting. It was concluded that Teaching learning process is running successfully in the college.
3. Planning was done to celebrate Bharat Bharti pakhwara.
4. Like previous years NSS camp was decided to be organized in the campus.
5. Resource location was finalized for mission manjaraiya
6. It was decided that departments of the college would submit their departmental reports within the stipulated time.
7. It was decided to conduct the Pre university Exams as it was conducted last year.
8. It was decided that Samapvartan samaroh would be celebrated with grace as it was conducted during previous years.

Minutes of IQAC Annual Planning analysis meeting held on 2nd May 2019 (online mode)

Member's present:- Principal and all Faculty members of College.

The following Agenda were taken in the meeting:-

1. The acceptance of previous minute.
2. Review of planning meeting between 01/08/2019 to 08/07/2019 at Seeta Sabhagar.
3. Planning for next year.

Decision and Action Taken report:-

1. Proceedings of previous works were cited and it was accepted by all of the members.
2. It was last working day of the session. In this meeting the various policies and procedures which were decided by college in Annual planning meeting held in beginning of session was thoroughly discussed and analyzed. The various schemes for betterment of students and teaching methods adopted during the session was also discussed and analyzed. It was observed that all the system running in college is meeting its aims and objectives.
3. It was decided for next session Dr. Arti Singh was appointed as Proctor of College. The admission and Examination committee would Headed by Dr. Rajesh Shukla. These two faculty members would take incharge of their work when the college would reopen for next session