



Dayanand Anglo-Vedic Post Graduate College

Azamgarh. Uttar Pradesh.

(Affiliated to Maharaja Suheldev State University Azamgarh. Uttar Pradesh.)

INTERNAL QUALITY ASSURANCE CELL

REPORT

The Internal Quality Assurance Cell (IQAC) of **Dayanand Anglo-Vedic Post Graduate College Azamgarh. Uttar Pradesh** was set up as a quality sustenance and enhancement measure on November 27, 2021. The prime task of the IQAC is to develop a system for conscious and consistent improvement in the overall performance of the College. Its work is towards internalization and institutionalization of quality enhancement initiatives. IQAC depends upon all the constituents of the institution and is a facilitative and participative system. At Dayanand Anglo-Vedic Post Graduate College Azamgarh, Uttar Pradesh, the IQAC is a vehicle for ushering in quality enhancement by working out planned interventionist strategies and by constantly monitoring their progress using its arms including the Academic and Administrative Audit (AAA) Cell.

Feedback collection is a key part of the quality assurance process and the IQAC plays a very important role in this regard too. Teacher feedback is taken by the Principal's office twice a semester using anonymous online forms. The IQAC collects feedback on every staff colloquium and research presentation. In addition, the AAA Cell collects feedback on every functional unit of the College once a semester. The AAA Cell and its audit teams also use focus group discussions to understand the issues raised by various stakeholders, especially the students.

Minutes of the IQAC Meetings

The IQAC under the Chairmanship of the Principal has Heads of Departments, external advisors and representatives of the management and other stakeholders as its members. For the academic years 2022-23, Dr. Saumya Sengupta, Professor of History, has been the Coordinator of the IQAC. The IQAC of **Dayanand Anglo-Vedic Post Graduate College Azamgarh**, Uttar Pradesh ordinarily will meet once every month.

The IQAC Cell is an authentic body that records and registers all academic activities of the institution including research publications by its faculty, impartment of quality teaching to the students, maintenance of a sound teacher-student ratio and all other intellectual and cultural activities and outputs by the institution's essential stakeholders that include both teachers and students.

The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Acting as a nodal agency of the institution for quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(Meeting 1 of 2022-23)

Date: January 07, 2022; Venue: Department of History, Virtual Time: 2:00 PM – 4.15 PM

Agenda for the Meeting

1. Welcome remarks by the Chair.
2. Statutory Items.
3. Working of the IQAC - Chair
4. Proposals: Head- IQAC
5. Proper Sanitation facilities for students in the campus.
6. Any other items allowed by the chair.

The meeting commenced at 2:00 PM. The Principal, Prof. Premchandra Yadav, presided over the meeting and the following item was taken up before the agenda: The Principal welcomed all members to the meeting.

Approval of the Previous Minutes

No minutes of the previous meeting held as this is the first meeting of IQAC.

Part-B (Agenda Items)

Topic: Working of the IQAC – Prof. Premchandra Yadav

Discussion Summary:

The Chair urged the members to reflect on what IQAC stands for. He also wanted them to understand the term quality in its entirety. Rather than trying to do things only because NAAC wants it to be done in a particular way, he emphasized on the members individually defining how they could enable the IQAC to enhance quality parameters still further and strengthen it. He wanted the HoDs to ensure that everything that departments have done thus far be reported in AQARs, without missing anything. The Principal also mentioned that the AAA Cell was already on the task of identifying what improvements could be made to the college website.

The Head, IQAC felt that quality enhancement should start from each individual and then pass on to the department and the institution as a whole. If each individual ensures quality, then automatically, the institution would be known for its quality. The chair also felt that ensuring quality for the institution is not the responsibility of any single entity, but a collective responsibility of everyone involved.

Proposals

1. It is proposed that all the Departments should have Computers with net facilities.
2. It is proposed that There should be a computer Lab in the college.
3. It is proposed that there should be a centralized monitoring system of all the class rooms.
4. Proper sanitation facilities for the students.

Conclusion

The members gained clarity on the discussion pertaining to the item on the agenda. Responding to the above listed statements, the Chair firmly stated that the institution was not treating quality enhancement as something driven because of NAAC recommendations or expectations alone. He said that there could be some recommendations of NAAC which given institutional priorities and constraints, may not be feasible to accomplish. At the same time, he made it very clear that there can be no compromise on raising the quality bar still further as the institution wants to accomplish its vision of becoming a globally acclaimed institution. Further, he also felt that the IQAC can only function at its best with the inputs and cooperation of all the HoDs. The Head- IQAC agreed totally with the statements made by the members that quality should indeed begin from individuals to departments and the college as a whole.

Announcement

Principal called for the Next IQAC Meeting. Meeting adjourns.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(Meeting 2 of 2022-23)

Date: February 12, 2022; Venue: Department of History, Virtual Time: 2:00 PM – 4.15 PM

Agenda for the Meeting

1. Welcome remarks by the Chair.
2. Department Strategic Plans
3. Review of preparedness for next academic year.
6. Digitalization of College Library

The meeting commenced at 2:00 PM. The Principal, Prof. Premchandra Yadav, presided over the meeting and the following items were taken up before the agenda. The Principal welcomed all members to the meeting.

Approval of the Previous Minutes. The minutes of the previous meeting held on 20th August 2020 were approved by the members, along with the Action Taken Report.

Part-B (Agenda Items)

Discussion Summary:

The Chair requested the five academic Heads to present their department strategic plans. The primary focus of the Departments was to augment the research and publication contribution of the Department. The Chair asked for further details and the Department agreed to submit a more detailed and actionable plan. The presentation of strategic plans by the Department of Commerce saw members proposing a complete re-look at the strategy to attract more academically-inclined students to Commerce programmes.

Working report on the proposals of the previous meeting

1. Computer facilities were provided to the History Department and Political Science Department. Internet facilities are expected to be given soon.
2. Work is in the process to make a computer Lab in the college.
3. Centralized Monitoring system of the class rooms is about to be completed next month.
4. Work of Lavatories equipped with excellent modern sanitation facilities was completed for Girls and Boys separately.

New Proposals

It was proposed that the student's library in the college campus should undergo full digitization. Water cooler and R.O. System of drinking water for the students was proposed.

Conclusion

The Chair and the External Members appreciated the Heads for coming up with strategic plans for their respective departments. The discussion saw many new ideas emerging. The Chair asked all the Departments to resubmit the plans to the IQAC Coordinator incorporating the inputs from the discussion. Based on the modified plans, IQAC was to come up with the Institutional Strategic Plan 2023.

Announcement

On Best Practices, Head – IQAC felt that the discussion should be postponed to a later meeting as currently online classes were continuing. The meeting agreed that a discussion on Best Practices be held once campus returns to the physical mode and a semblance of normalcy is restored. Principal called for the Next IQAC Meeting. Meeting adjourns.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(Meeting 3 of 2022-2023)

Date: March 10, 2022; Venue: Department of History, Time: 2:30 PM – 5:00 PM

Agenda for the Meeting

1. Welcome remarks by the Chair.
2. Statutory Items.
3. Institutional Strategic Plan 2022-23 Finalization
4. Detailed report of the Departments.
5. Common room for girls.

Part-A (Statutory Items)

The meeting commenced at 2:30 PM. The Principal, Prof. Premchandra Yadav, presided over the meeting and the following items were taken up before the agenda.

The Principal welcomed all members to the meeting.

Approval of the Previous Minutes: The minutes of the previous meeting held on 12/02/2022 were approved by the members, along with the Action Taken Report.

Part-B (Agenda Items)

Discussion Summary:
The Chair appreciated the academic heads for the prompt re-submission of annual departmental plans incorporating the suggestions and inputs of the previous IQAC meeting. . He also appreciated and thanked the IQAC for framing the institutional strategic plan till 2024 based on (a) NAAC Peer Team recommendations, (b) Organizational priorities in line with the vision and mission of the College, and (c) Department strategic plans as discussed in the previous IQAC meeting.
Working report on the proposals of the previous meeting
The process of digitalization of the library with consultation with the experts on the field has started. Water cooler and R.O. System of drinking water for the students was completed.
New Proposals
A detailed report of all the departments is sought from all the heads of the department. The common room for girls was to be renovated.
Conclusion
Head – IQAC spoke about the need to use AAA inputs on student satisfaction in conjunction with the regular teacher feedback that the college collects twice during each semester.
Announcement
The progress of hybrid classes was reviewed. Members felt that it is better to have either physical classes or online classes as coordinating between students attending classes physically and students attending online is becoming difficult. Certain practices that were working well in some classes were suggested. Heads were authorized to review the processes. No other matter was proposed or taken up for discussion.
Deciding the date of the next meeting by Head – IQAC May 27, 2022. The meeting ended at 5 PM with a decision to meet in June or July 2022.

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
(Meeting 4 of 2022-2023)

Date: April 26, 2022; Venue: Department of History, Time: 2:30 PM – 5:00 PM

Agenda for the Meeting

1. Welcome remarks by the Chair.
2. Statutory Items.
3. Institutional Strategic Plan 2022-23 Finalization
4. Detailed report of the Departments.
5. Any other items allowed by the chair.

Part-A (Statutory Items)

The meeting commenced at 2:30 PM. The Principal, Prof. Premchandra Yadav, presided over the meeting and the following items were taken up before the agenda.

The Principal welcomed all members to the meeting.

Approval of the Previous Minutes: The minutes of the previous meeting held on 10/03/2022 were approved by the members, along with the Action Taken Report.

Part-B (Agenda Items)

Discussion Summary:
The Chair appreciated the academic heads for the prompt re-submission of annual departmental plans incorporating the suggestions and inputs of the previous IQAC meeting. . He also appreciated and thanked the IQAC for framing the institutional strategic plan based on (a) NAAC recommendations, (b) Organizational priorities in line with the vision and mission of the College, and (c) Department strategic plans as discussed in the previous IQAC meeting.
Working report on the proposals of the previous meeting
The process of digitization of the library with consultation with the experts on the field has started. Water cooler and R.O. System of drinking water for the students was completed.
New Proposals
A detailed report of all the departments is sought from all the Heads of the department.
Conclusion
In repetition of the previous meeting, the Head – IQAC spoke about the need to use AAA inputs on student satisfaction in conjunction with the regular teacher feedback that the college collects twice during each semester, once again.
Announcement
The college is in the process of making smart classrooms, was announced by the college authorities. Deciding the date of the next meeting by Head – IQAC, May 27, 2022. The meeting ended at 5 PM with a decision to meet in June or July 2022.

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
(Meeting 5 of 2022-2023)
Date: May 27, 2022; Venue: Department of History, Time: 2:30 PM – 5:00 PM

Agenda for the Meeting

1. Welcome remarks by the Chair.
2. Statutory Items.
3. Proposal for developing smart classes
4. Wi-Fi plan for the college campus.
5. Generator facilities for all the wings of the campus.
6. Any other items allowed by the chair.

Part-A (Statutory Items)

The meeting commenced at 2:30 PM. The Principal, Prof. Premchandra Yadav, presided over the meeting and the following items were taken up before the agenda.

The Principal welcomed all members to the meeting.

Approval of the Previous Minutes: The minutes of the previous meeting held on 26/04/2022 were approved by the members, along with the Action Taken Report.

Part-B (Agenda Items)

Discussion Summary:
In repetition of the previous month's discussions, The Chair appreciated the academic heads for the prompt re-submission of annual departmental plans and inputs of the previous IQAC meeting. . He also appreciated and thanked the IQAC for framing the institutional strategic plan based on (a) NAAC recommendations, (b) Organizational priorities in line with the vision and mission of the College, and (c) Department strategic plans as discussed in the previous IQAC meeting.
Working report on the proposals of the previous meeting
The process of digitization of the library with consultation with the experts on the field has started and continuing. The work of making a detailed report of the departments is in the process.
New Proposals
A detailed report of all the departments is sought from all the Heads of the department. Campus Wi-Fi Plan was to be initiated.
Conclusion
Head – IQAC spoke about the need to use AAA inputs on student satisfaction in conjunction with the regular teacher feedback that the college collects twice during each semester.
Work completed
It was announced a week ago that the Assistant Professors of the various departments was to undergo a scrutiny of their forms and credentials who were to submit a copy of their documents required for promotion to 13A from AL 12 and to AL 12 from AL 11, to be verified by the IQAC cell. The verification was done.
Deciding the date of the next meeting by Head – IQAC July 27, 2022. The meeting ended at 5 PM with a decision to meet in July 2022.

Coordinator IQAC

Prof.(Dr.) Saumya Sengupta
Associate Professor and
Head – Department of History

Principal

(Prof. Premchandra Yadav)

Seal of the Institution