



INTERNAL QUALITY ASSURANCE CELL
CHAUDHARY MAHADEO PRASAD COLLEGE
(A Constituent PG College, University of Allahabad, Prayagraj)

Date: 15/6/2023

Minutes of the IQAC meeting held on 15th June 2023

A meeting of IQAC was held on Thursday 15th June 2023 in the conference hall of the College at 11:30 am under the chairmanship of Principal Prof. Ajay Prakash Khare in which following members were present.

Name

1. Ch. Jitendra Nath Singh, President Kayastha Pathshala, Prayagraj
2. Prof. Pankaj Kumar, Dean CDC, University of Allahabad
3. Dr. Neeta Sinha, Vice-principal, CMP Degree College
4. Mr Bhupendra Kumar, Bursar CMP Degree College
5. Dr. Archana Srivastava, DSW, CMP Degree College
6. Dr Archana Tripathi, Chief Proctor, CMP Degree College
7. Dr Babita Agrawal, Coordinator NAAC, CMP Degree College
8. Dr. Puneet Kumar Singh, College Librarian
9. Dr Satyamvada Singh, Associate Professor, Department of English, CMP Degree College, Prayagraj
10. Dr Sanjay Singh Associate Professor, Department of Botany, CMP Degree College, Prayagraj
11. Dr Manish Sinha, Convener Faculty of Commerce, CMP Degree College, Prayagraj
12. Dr Govind Gaurav, Assistant Professor Department of Political Science, CMP Degree College, Prayagraj
13. Dr Sangeeta Singh, Assistant Professor, Department of Physics, CMP Degree College, Prayagraj
14. Dr Deepak Kumar Gond, Assistant Professor, Department of Botany, CMP Degree College, Prayagraj
15. Mr. Ramesh Bharti, Assistant Professor, Department of law CMP Degree College, Prayagraj
16. Dr. Ram Chiranjiv Pal, Assistant Professor, Department of Sociology, CMP Degree College, Prayagraj
17. Dr. Rakesh Kumar, Assistant Professor, Department of Physics, CMP Degree College, Prayagraj
18. Mr. Suresh Kumar Vaishya, JRF, Department of Botany
19. Anup Kumar Giri, JRF, Department of Political Science
20. Mr Shubham Mishra, Ph.D. Scholar Faculty of Commerce
21. Dr. Sarita Srivastava, Co-ordinator IQAC
22. Dr. Nandini Raizada, Co-coordinator IQAC
23. Dr. Priya Soni Khare, Member, IQAC Working Committee
24. Dr Jitendra Kumar, Member, IQAC Working Committee

Sarita Srivastava

Dr. Sarita Srivastava
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Following members could not attend the meeting

Name

1. Dr. Sudhi Srivastava, Member, IQAC Working Committee
2. Mr. Ashwani Sharma, JRF, Department of Chemistry
3. Mr Prashant Kumar Thakur, JRF, Department of Political Science
4. Mrs Garima Singh, Ph.D. Scholar Faculty of Law
5. Mr. Anil Kumar Sahi, Sahi Masala, Naini, Prayagraj

The meeting started at 11:30 am. Dr. Sarita Srivastava, IQAC Coordinator, extended a welcome note to the members of the board. Thereafter with the permission of Chairperson the meeting was brought to order.

1. Confirmation of minutes of previous meeting:

Resolutions: The minutes of the previous meeting held on 05th May, 2022 were read by the coordinator IQAC Dr. Sarita Srivastava and were confirmed by all the honorary members of IQAC. Action taken report of the previous meeting was presented by the IQAC coordinator.

Resolutions:

Regarding the unsettled issue of fellowships of non JRFs, the Dean CDC, Prof. Pankaj Kumar has advised that all constituent colleges should request the University of Allahabad to kindly revise the Ph.D. ordinance so that the admissions shall be done by the University itself and then scholars to be transferred to the colleges.

He also advised that the college canteen must be FSSI certified.

Action taken report of agenda under consideration in the IQAC Meeting held on 5th May 2022

Agenda		Resolutions	ATR
1	Confirmation of Minutes of previous meeting held on 5th May 2022	The minutes of the previous meeting held on 5 th May 2022 was read by the coordinator IQAC Dr Sarita Srivastava.	The minutes were confirmed by the honorary members of IQAC
2	Action taken report on the decisions taken in last meeting of IQAC held on 5th May 2022	The ATR was read out	It was confirmed by the members
2/3	Basic quality assurance		

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2/3a	Conducting CAS for eligible faculty member:	It was resolved that the CAS should be conducted on priority basis subjected to the joining of the New Principal.	After the Joining of New Principal, the process of CAS promotions were taken on top priority and 1. CAS promotions of 109 Assistant Professors from stage I to Stage II was done successfully and the same was approved by the GB meeting of the college held on 26th JULY, 2022 2. A selection committee was approved Chairperson GB and thereafter by the Honble Vice Chancellor was held on 4/4/23 and the CAS promotion of Dr Rakesh Kumar was considered. As per the recommendation of selection committee held for promotion of Dr. Rakesh Kumar, (Department of Physics) from Assistant Professor stage 3 to Associate Professor was approved by the GB meeting held on 3 rd May 2023
2/3b	Adoption of E-governance:	Adoption of e governance was discussed and finally it was resolved that few things could be managed through e-Governance like online admission and digital notices could be taken into practice.	E governance is fully adopted in Admissions, Issue of Online character certificate, Cycle stand fee
2/3c	Strengthening the ICT facility in the campus.	It was resolved that ICT facilities need to be enriched and a Network administrator should be employed to manage the Data and networking issues in the college.	As per the resolutions made advertisements were done for the post of System analyst and the recruitment of Mr Ashutosh Mishra as system analyst was done.
	Establishment of a server room and	The above-mentioned agenda was taken as	Server room is under construction Online UPS is purchased and its

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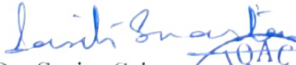





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	Network administrator for management of networking and online classes/ LMS portal	priority to manage the digital platform of CMP College.	installation is subjected to the availability of 3 phase connection in the College Network administrator could not be employed and the services are outsourced as per the requirements
2/4	Academic Quality assurance:		
2/4a	Initiation of a new course		
	5 years integrated BCA MCA course in Department of Computer applications and other proposals	Initiation of New course of 5 years integrated BCA MCA (Data Science) was proposed by the Department of computer application was approved	A proposal of 5 years integrated program on data science was sent to University and after the recommendation of Review committee the course was sanctioned with 30 seats vide letter no: DCD/349/2022 dated 30/11/22
		Also a fresh proposal to start a 3 years Diploma/Degree course in Environmental Science as an interdisciplinary course was discussed and it was unanimously approved by all the members.	PG in environmental science and 4 other UG and PG programs were proposed and the sanction is under process
		It was resolved to initiate other short term 3 month certificate courses by different departments for skill development and employment generation for the students as	15 new short term courses were proposed and were implemented from the session 2022-23 Proposal for more new courses would be taken up in the next session
2/4b	Fellowships for the Non JRFs Ph. D scholars registered in the	The agenda was discussed and it was brought into records by Dr. Sunil Kant Mishra,	The letter was sent to UGC but the matter is still unresolved




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	College	Finance Officer AU that UGC has refused to provide any kind of financial assistance to the students registered in the Colleges. However it was discussed that Our College is a constituent college of University of Allahabad and if Central University rules are followed then we should get an example for Delhi University and its constituent college where the fellowships are given to the students registered for Ph.D. programs even in Colleges.	
2/4c	Extension of infrastructural facilities in different departments specially laboratories in related subjects.	Dr Santosh Kumar Srivastava and Dr Babita Agrawal convenor Chemistry department raised the issue of repair and maintenance of PG laboratory in the Chemistry Department and it was unanimously resolved that owing to the seriousness of the issue the laboratory should be properly maintained in Chemistry Department.	Repair and maintenance of PG laboratory in the Chemistry Department was completed and the inauguration of new Lab in chemistry was done The new building of Botany was inaugurated on the occasion of Mahashivratri Central facility DBT Laboratory with tissue culture facility was developed in the Botany Department. However the Air conditioners are pending to be installed in culture rooms
		The proposal was accepted and it was	


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		unanimously resolved that the PG laboratory repair and maintenance should be taken as priority and budget proposal to be sought for the same by the building committee.	
2/4d	Up-gradation and digitization of Central as well as Departmental library including the library at Law faculty:	<p>In the view of the Coming NAAC inspection upgradation of the central library was discussed and following resolutions were made</p> <p>The problem of water logging in the main library should be solved by shifting the Library to the first floor.</p> <p>Maintenance of digital library and e library facility should be provided to the students with some nominal extra fee of Rs. 100 per student per year</p> <p>Central Library needs to be repaired and a proposal for repair and maintenance was asked by the building committee of the college.</p> <p>It was proposed and unanimously resolved the the library at Law faculty should be managed from the Self finance funds raised by 5 years law course.</p>	<ol style="list-style-type: none">1. Renovation of reading room and establishment of "Learning Resource Centre" The reading room at the first floor of the main library is renovated and established as "Learning Resource Centre" with a capacity of 100 persons at a time. The News Paper and Magazine Section is also set up and opened to use.2. Establishment of Commerce Department Library The departmental library of commerce department is established at the commerce wing of the college.3. Implementation of Barcode Technology in Library: a step towards Library Automation Barcoding of 90% books of main library is completed. The process is going and will end soon. The barcodes will help in error free computerized issue and return of books and it will save the time of user too.


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		<p>The existing library at law faculty should be extended for sitting hall allotted for the course with a separate Assistant Librarian to be appointed</p> <p>There was a proposal for a new separate library at law faculty to be extended in the new building</p>	
2/5	Proposed budget for NAAC in the College		
	An estimated budget for NAAC was proposed appended with an approximate expenditure.	<p>It was unanimously resolved by the members and supported by the Treasures Mr.V.S. Lal that the matter will be taken on priority basis</p>	<p>Taking into consideration the priority of the work to be done, the college has sanctioned the NAAC budget of Rs. 32 lakhs in January 2023 and the same was utilized to purchase and upgrade different facilities in the college as mentioned in the annexure I.</p>
2/6	Infrastructural Quality assurance:		
2/6a	Development of an audio-visual theatre for recording of lectures by the faculty members:	<p>The proposal was discussed and approved by the IQAC committee and it was decided that room number 13 adjacent to the BCA department could be modified into an audio visual theatre cum seminar hall with a sitting capacity of 70</p>	A computer laboratory of 100 computers is under construction above the commerce building. This would help the courses where we require the use of Computers such as Bioinformatics, Physics, etc
2/6b	Dedicated Generator facility for Botany/zoology for uninterrupted power backup for	<p>It was decided that two generator of 125 kva /80 Kva each to be installed one near Botany Zoology and one near Chemistry Department</p>	<p>Steps are taken to provide three phase electricity connections to the College and a dedicated transformer has been installed near Botany North Gate.</p> <p>The dedicated generator would be the next step after establishment of a stable power</p>


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	<p>instruments. Due to increased loads of the instrumentation acquired due to PG and Research, an uninterrupted power back up and a 3 phase connection was proposed</p>	<p>for uninterrupted power backup for the instruments.</p>	<p>supply.</p>
2/6c	<p>Renovation of Hostel and its conversion into Girls hostel</p>	<p>It was put on records by the chairperson Governing Body that the process was initiated previously and it needs to be reinitiated to transform the present Hostel adjacent to the main campus into a Girls hostel. A peer team should be made to take care of this issue on priority.</p>	<p>The agenda is still not completed</p>
2/6d	<p>Aesthetic development of the college campus</p>	<p>A plan for aesthetic development of the campus by increasing the green area cover was proposed by Dr Deepak Kumar Gond and it was approved by all the members. Initiatives were taken to develop green area cover at various places in the college and the same is annexed as Annexure II</p>	<p>Green campus initiatives were taken to plant trees at various sites in the college. Campus cleaning drives were taken by College Beautification committee. Awards were given by the committee to the best maintained departments in the college</p>


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2/6c	Construction of boundary wall and narrow pathway alongside boundary wall added with renovation of outer gates to ensure safety and security issues in the College.	It was considered as priority and was approved by the IQAC members	This is under process
2/6f	Raising the inner circular roads in the main campus with interlocking bricks and lightening of the campus and outer boundary a.	An estimate was given by the convenor of building committee Dr. Rakesh Kumar and it was considered as priority subjected to availability of funds	Tenders have been recently uploaded and the same is under process
2/6g	Development of Playground and development of football and Volley ball court:	The present playground was considered to be good enough for conducting sports and the matter was kept on priority subjected to the availability of funds	The same is still not achieved and is under process
2/6h	Toilets and drinking water facility to be improved	Construction of Pink toilets 4 in main campus and two in the Law faculty was approved and considered as top priority issue by the members and it was approved. Also for a better drinking water facility it was resolved that water coolers need to be installed with aqua guard in different	The toilets were made and maintained in the main campus as well as law and commerce campus

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		faculty.	
2/7	Any other matter Issue of a dedicated canteen in both the campus was proposed by Dr. Sangeeta Singh where students might get lunch at subsidized rates.	It was resolved that a new tender should be given for start of canteen to facilitate the student.	A canteen is working in the campus
	Distribution of responsibilities	It was emphasized that the responsibility should be fixed for each work for smooth execution and monitoring:	Various college committees were set up to execute different work in the college

2. **Basic quality assurance:**

a. **Conducting CAS for eligible faculty member:**

Resolutions: It was resolved that the CAS should be done at the earliest.

b. **Establishment of Wellness Centre in Psychology department in collaboration with education:**

Resolutions: It was resolved that along with wellness centre college should also establish mentor-mentee/ remedial cell in the college.

c. **Establishment of creche.**



Resolutions: It was resolved that Creche should be opened in the college and the space would be provided by the College however a managing committee of Creche will run the crèche on contributory basis where the expenses of availing the creche facility shall be borne by the respective teacher parent. Also, it was suggested by Prof. Pankaj Kumar that guidance may be sought from Ms. Rupa Shankar who is the incharge of Creche in UOA.

d. **Conduction of Green Audit through external agency**

Resolutions: it was resolved that college should pay special attention on Rain water harvesting, solar panel (on-grid) and other environment friendly practices and should conduct green audit by ISO certified institution at the earliest.

e. **LAN networking and online UPS system in ICT/DCA**

Resolution: The student data should be on the College server and which could be accessed by all the administrative offices which must be connected through LAN. Online UPS and Data server should be


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established. The need for a network administrator to manage the LAN networking and the hardware related issues in the College was emphasised.

3. **Academic Quality assurance:**

a. **MOUs with different institutes for collaborative work:**

Resolutions: MOUs with various government and non-government bodies and also to provide consultancy services on payment basis was resolved in the meeting. One proposal of Consultancy service with Prayagraj Smart city regarding Herbal Garden for Urban city was approved for a fee of Rs. 1 lac. p.a.

b. **Initiation of new courses:**

(i) UG & PG courses: B.H.Sc. B.F.A., B.Sc. Statistics, M.Sc. (Environmental Science), M.A./M.Sc. (Defence Studies)

(ii) Certificate/ Add on Courses:

Basics in research, Vedic culture, literature, region, philosophy & values, Yoga & Meditation, Medical Diagnostics & Techniques in Plant Tissue culture, environmental literacy and energy literacy.

Resolutions: The proposal was accepted subject to the approval of the academic council of the UOA/governing body of the college. It was proposed that adequate infrastructure should be developed for the same.

c. **Upgradation & Maintenance of Archaeological Museum**

Resolutions: The proposal was accepted and it was unanimously resolved that the repair and maintenance should be taken as priority and budget proposal to be prepared for the renovation /maintenance of the museum.

d. **Learning resource centre in Law & Commerce**

Resolutions: The proposal was accepted and it was unanimously resolved that a budget proposal to be prepared for the requirements of LRC.

e. **Development of METLAB in Mathematics and remote sensing lab in Geography**

Resolutions: The proposal was accepted for and suggested to include in the supplementary budget of IQAC/NAAC.

f. **Development of MCQ evaluation system for internal assessment and quiz competition**

Resolutions: It was unanimously resolved that for conducting Chaudhary Mahadeo Prasad Quiz competition and other MCQ based assessments, an OMR reader/scanner may be purchased and included in the supplementary budget of IQAC/NAAC.

4. **Proposed budget for conduction of NAAC in the College**

Resolutions: It was resolved that along with the budget of conducting NAAC of Rs. 9,94,500 (NAAC fees), a supplementary budget encompasses repair/renovation/development of infrastructural



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facilities required for NAAC should be prepared by the finance committee of the college to be presented before Chairman, Governing Body Ch. Jitendra Nath Singh ji at the earliest.

5. **Infrastructural Quality assurance:**

- a) Division of College campus in Blocks and development of College Map
Resolution: it was approved and the matter was asked to be taken up by the building committee
- b) Development of an Auditorium of 200 capacity above commerce building
Resolution: the proposal was resolved and a ICT equipped auditorium was approved by the members
- c) Development of room number 12 as a computer laboratory for BCA-MCA integrated 3 years program
Resolution: the matter was taken into consideration subjected to availability of sufficient classrooms for other subjects as room No 12 is shared by other departments as well
- d) Furnishing of New building of Botany with table chairs and ICT facility.
Resolution: The matter was unanimously approved and further proposal was asked by the respective department
- e) Furnishing of smart classroom No.6 of Administrative Arts faculty building with podium, teachers' desk and chairs along with long benches to accommodate large number (approx: 100) of students (present seating capacity with old and mostly damaged benches is approx. 60).
Resolution: the matter was approved by the honorary members and a proposal from the concerned department was asked to be procured by the Central purchase committee
- f) Development of departmental library space/meeting room/conference room in Chemistry department
Resolution: the matter was resolved and approved by the honorary members and the proposal was asked by the chemistry department
- g) Increasing the seating capacity in Learning Resource Centre in Main library for UG and PG students and developing separate research section with ICT facility for Ph.D. students.
Resolution: the proposal was passed by the honorary members
- h) Renovation of Girls Common Room.
Resolutions: the matter was resolved and approved by the honorary members the proposal for the same was asked by the dean Office.
- i) Dedicated Generator facility for Botany, Zoology, Physics and Commerce for uninterrupted power backup research facilities
Resolution: Dedicated generator facility for Botany Zoology and Physics was proposed and resolved. Dean CDC, Prof. Pankaj Kumar suggested that a Solar backup can be helpful for smoothly conducting Physics practical.



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CHAUDHARY MAHADEO PRASAD COLLEGE

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- j) Raising the inner circular roads in the main campus with interlocking bricks and lightening of campus and outer boundary

Resolution: the proposal was unanimously resolved and passed by the members

- k) Development of Ramps and Toilets for Physically handicapped persons

Resolution: the proposal was unanimously resolved and passed by the members

- l) Repair and maintenance of stairs, floors and walls of classrooms

Resolution: the proposal was unanimously resolved and passed by the members

6. Any other matter

1. It was suggested by Prof Pankaj Kumar, Dean CDC, that Fire extinguishers/powder to be kept at the desired places in the campus (especially in the offices and labs). Also, Certificate of fire safety should be availed by the college.
2. Ch. Jitendra Nath Singh ji raised the issue of construction of the inner roads of the Law Faculty and it was resolved to construct it before December 2023.
3. It was suggested by Prof. Pankaj Kumar that the college may contact the Rotary/ Inner wheel/ Lion's club, etc. for installation of Sanitary napkin vending machines,
4. It was suggested by Mr. Bhupendra Bajaj that furnishing of Commerce department (including seminar hall and library and space for research scholars) should be done on priority basis and adequate drinking water facility must be provided for students. The matters were unanimously accepted and resolved that it should be included in supplementary budget.
5. Prof. Pankaj Kumar also advised that for solar lights on poles in the campus, MLA/ MLC may be contacted.
6. It was suggested by Ch. Jitendra Nath Singh that Ch. Mahadeo Prasad Quiz Competition should be organize annually and for this year it may be organized in the month of September.
7. It was also suggested by Ch. Jitendra Nath Singh that the NAAC inspection may be completed by the mid of October 2023 otherwise it would better to be held in January 2024.

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