



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

Date: 24th October 2019

A meeting of IQAC was held on 24th October 2019 at 2:00 PM noon under the chairmanship of Dr. Brijesh Kumar in which following members were present.

Minutes of the meeting held on 24th October 2019

| S.NO | Member Present | Designation |
|------|-------------------------|---|
| 1 | Dr. Brijesh Kumar | Principal |
| 2 | Prof. Pankaj Kumar | Dean CDC, University of Allahabad |
| 3. | Dr. Sunil Kant Mishra | Finance Officer, University of Allahabad |
| 4. | Prof. M.M.Krishna | Former Head, Department of Economics, University of Allahabad |
| 5 | Prof. Ajay Km Singhal | Head, Department of Commerce, AU |
| 6 | Mr. Bhupendra Kumar | Bursar, CMP College |
| 7 | Dr. Archana Srivastava | DSW CMP College |
| 8 | Dr. Archana Tripathi | Proctor, CMP College |
| 9 | Dr. Purnima Srivastava | Convenor, Department of Economics, CMP College |
| 10 | Dr. Manish Kumar Sinha | Convenor, Department of Commerce, CMP College |
| 11 | Dr.Saroj Singh | Associate Professor. Department of Hindi, CMP College |
| 12. | Dr. Uma Rani Agarwal | Associate Professor, Department of Zoology |
| 13 | Dr. Babita Agrawal | Coordinator NAAC |
| 14 | Ms. Nandini Raizada | Assistant Professor, Faculty of Law, CMP College |
| 15 | Ms. Ritu Raghuvanshi | Assistant Professor, Faculty of Law |
| 16 | Dr. Punit Kumar Singh | College Librarian, Special invitee |
| 17 | Dr. Sarita Srivastava | Coordinator IQAC |
| 18 | Mr. Ashish Srivastava | Accountant, Special invitee |
| 19 | Mr. Devendra Srivastava | Office Assistant, IQAC |

Sarita Srivastava

Dr. Sarita Srivastava
Coordinator IQAC

Brijesh Kumar

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Chairperson



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Following members could not attend the meeting

1. Ch. Raghvendra Nath Singh, Vice President, KP Trust
2. Dr. Anand Kumar Srivastava, Former Principal, CMP College
3. Dr. S.N. Srivastava, Former Head, Botany Department
4. Mr. Amit Rautela, Dy. GM Finance NTPC Prayagraj
5. Mr. Gaurav Ojha Student member

The meeting started at 2:00 PM and Coordinator of IQAC Dr. Sarita Srivastava extended a welcome note to the members of the board. Thereafter with the permission of Chairperson the meeting was brought to order.

Agenda Discussed in the Meeting



1. **Confirmation of minutes of previous meeting: meeting held on**
2. **Action Taken report of meeting held on 19th September 2018**
3. **Basic quality assurance** : Appointment notification of Class III and Class IV employees
4. **Academic Quality assurance** in the view of upcoming Ph.D. program:
 - a. Allotment of more funds to different departments especially Science departments
 - b. Extension of infrastructural facilities in different departments specially laboratories in related subjects.
 - c. Up-gradation of Central as well as Departmental library
5. **Infrastructural Quality assurance:**
 - a. Renovation of Auditorium for conducting seminars and symposia
 - b. Renovation of Hostel and its conversion into Girls hostel
 - c. 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.
 - d. Raising the inner circular roads in the main campus with interlocking bricks and lightening of the campus and outer boundary
 - e. Development of Playground and development of football and Volley ball court
6. **Any other matter**




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| Action taken report of agenda under consideration in the IQAC Meeting held on 19 th September 2018 | | | |
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| Agenda | | Resolutions | ATR |
| 1 | Confirmation of Minutes of previous meeting held on 19 th September 2018 | The minutes of the previous meeting held on 19 th September 2018 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 18 th September 2018 | The ATR was read out | It was confirmed by the members |
| 2.1a | To confirm the minutes of the last meeting of IQAC held on 25 th January, 2018 | | |
| 2.1.b | Minutes of the IQAC meeting held was read by the coordinator Dr Umar Rani Agrawal and were confirmed. | | Minutes of meeting held on July 2017 was confirmed |
| 2.1.c | To report regarding the development of the Infrastructure in the campus. | <ol style="list-style-type: none">1. To fulfill the need of lecture rooms can be constructed on the upper floor of the commerce Department.2. To overcome the problem of washroom especially for girls at least two washrooms should be constructed.3. New building of library should be constructed | |




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| | | 4. Regarding the playground and road repairing in the campus the paper work is in progress. | |
| 2.1.d | To Consider the plan of computer training programme for class III employees | <ol style="list-style-type: none">1. In new appointments of class II employees basic computer knowledge will make mandatory.2. A training programme should be arranged for Existing staff | A computer training program for the Class III employees was conducted |
| 2.1.e | Consider the College Alumni Association | <ol style="list-style-type: none">1. It has been suggested to the Convener of Alumni Association, Dr. Anupam Anand to add some member in their team.2. Each department should also start their own alumni. | A committee of Alumni association was constituted |
| 2.1.f | To discuss the problem of water logging in the campus | <ol style="list-style-type: none">1. Regarding the water logging problem it is reported that it is mainly due to low level of the campus from the surrounding.2. It can be solved by managing Rain Water harvesting System in the campus | A proposal was sent to the Irrigation department to resolve the issue |

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| 2.1g | Other matter | <ol style="list-style-type: none">1. It was suggested that Solar Paneling should be done in College to save the electricity2. Judo Karate Art can be started in the college | |
| 2.2a | Action Taken Report in pursuance of the decision of the last meeting of IQAC held on 25.01.2018 | | |
| 2.2.b | New courses started from the session 2018-19 | As per the resolutions action was taken to start new programs and the action taken report is as stated | <ol style="list-style-type: none">1. First batch of PG courses has passed out in the following subjects: M.A. -Hindi, English, Sanskrit, Political Science, Medieval History, Ancient History, Philosophy, Education, Geography. M.Sc. -Botany, Chemistry, Mathematics, Zoology2. M.Com. & LL.M.3. Diploma in Computer Application4. Diploma in Theatre5. A subject Defence & Strategic study has started for UG students.6. B.A.LL.B. Five year integrated course in Law has also started from the session 2018-19.7. Beginning of the PG Courses in six subjects from the Session 2018-19 Physics, Sociology, Economics8. Subjects approved in 2017-18 Psychology, Urdu, Music9. Two Diploma courses are running successfully in the college |




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| | | | 10. Increase in the no. of seats of PG courses in the following subjects from the session 2018-19. |
| | | New appointments in the College in 2017-18 | <ol style="list-style-type: none">1. Permanent appointment of one Librarian 2018-192. Permanent appointment of 132 Assistant Professor in 18 subjects.3. Remaining vacancies of Assistant Professors in 3 subjects have been filled in coming time |
| 2.2.c | Development in infrastructure. | | <ol style="list-style-type: none">4. Establishment of Bioinformatics Lab in Zoology Department.5. Fitting of Submersible Pump in the garden of Botany Department.6. White washing in Law Faculty.7. Renovation of first floor in Chemistry department. Construction of three lecture rooms in the premises has started |
| 2.2.d | Other achievements | | <ol style="list-style-type: none">8. A Library website of CMP College was launched on 10 August, 2018 on the occasion of 125th Birth Anniversary of Padamshre, Prof. (Dr.) S.R. Rangnathan.9. The website of Botany Department of CMP College was launched on 13th September, 2018 during the Inaugural session of the workshop on "Gene |

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| | | | cloning & its expression, to produce Genetically Modified Organism". |
| 2.2.e | | | 10. National Cadet Corp NCC for girls has started in the session 2017-18 as 6UP BN girls Battalion. In the session 2017-18, 34 girls participated. 08 cadets were selected for NCC TSC (Thal-Sainik-Camp). |
| 2.2.f | To report the Progress of Five year integrated courses in law. | <ol style="list-style-type: none">1. In B.A.LL.B. Course 112 students are admitted. For this course of Law Department is maintained with all facilities like New lights, Green Board & Computers etc. Moot court is present in the campus.2. A Dress code is decided for students. Teachers' rooms are equipped with AC.3. For Non-law subjects the teachers from the college will take classes.4. There is a provision for to construct Girls Hostel for Law College. | All the resolutions made were implemented in the Law faculty |




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| | | 5. It was suggested by members that students of B.A.LL.B. be trained in High Court and invited talks of Barrister should be managed. | |
| 2.2.g | To report the Digitalization of library | | 75% work has been done for digitalization of Library. |
| 2.2.h | To discuss the availability of Research facility | | After Student Union Election the A. U. Team will visit & inspect the availability of Research facility in Departments. |
| 2.2.i | To discuss about the adoption of village | A village Chandi in Naini about at the distance of 18-20 Km is planned to adopt and to make it an Adarsh village by the College. | Botany Department of the College has adopted a village in Tharvai. |
| 2.2.j | To report the progress in renovation and up-gradation of all roads and drains in the premises | | E-tendering for renovation of roads is not appropriate; therefore, re e-tendering has to be done which is in progress. |
| 2.2.k | To discuss the Promotion and Recruitment of Class III and MTS employee | Regulation for recruitment is passed from Executive Council with some correction. The process of promotion work is in process. First is to consider the death dependent and after that promotion has started. | The resolutions were met out |

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| 2.2.1 | Any other matter with the permission of Chairperson. | According to Act resolved in Management Committee the name of College is CMP Degree College not the initial name Chaudhary Mahadeo Prasad College. | The same was implemented |
| Agenda 3 | Basic quality assurance: Appointment notification of Class III and Class IV employees | Resolutions: It was resolved in the meeting to start the process of appointments of Class 3 and class 4 employees in the College | Action taken: Rooster has been made for the same and advertisement is under process, in the meantime the long due promotions were done for the non-teaching staff of the College. |
| Agenda 3b | Academic Quality assurance in the view of upcoming Ph.D. program a. Allotment of more funds to different Departments especially Science Departments | Resolutions: It was unanimously resolved by the honorary members that 50% of the funds generated from the self-finance PG courses in the respective departments should be allotted to the Departmental budget. | A project was sent by the college to the Department of Biotechnology under the DBT Star College scheme and in February 2020 the college was granted with a financial support of 83.5 Lakhs to strengthen undergraduate teaching and research. The project supported 4 science departments viz: Botany Zoology Chemistry and Physics. However the departments are still lacking the specialized laboratories to keep those instruments. |
| 3c | The fellowship funds to the research scholars | Resolutions: The agenda was discussed in the meeting and it was proposed to move a letter by the governing body of | Action taken: Correspondence was made by the College as well as the student however the issues are still unresolved subject to |

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| | | the college to the concerned authorities in University | the rules laid in the Ordinance of University of Allahabad. University. |
| 3d | Extension of infrastructural facilities in different Departments specially laboratories in related subjects: | It was resolved by the committee to start new projects for construction of more laboratories and lecture room in concerned different faculty. | <ol style="list-style-type: none">1. A Chemistry laboratory was renovated with required facilities and was started in the year 20202. Funds were allotted for extension of laboratory and classrooms in Botany Department and thereafter in Zoology as well. The construction work is in full swing and we are likely to get new building of Botany in near future.3. Likewise In law faculty some renovation and maintenance work was done. |
| 3e | Up-gradation of Central as well as Departmental library | Resolution: It was resolved that the library facility to be strengthened in the college and the respective departmental libraries to be maintained in the department for PG and research students. | It was suggested by the members to ask for subscription from Central library of University of Allahabad Action taken Plagiarism Detection Service: Library has started plagiarism detection services for faculties and research scholars of the college in collaboration with Central Library, University of Allahabad and INFLIBNET, Gandhinagar, Gujarat. Through this service, about 300 documents are |

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| | | <p>checked. This service is very helpful for maintaining the standards of college's academic research activities.</p> <p>Access to subscribed e-resources of University of Allahabad</p> <p>Library has collaborated with central Library, of University of Allahabad in order to get remote access to all the subscribed e-resources which are available to faculties and research scholars of the university. The faculties and research scholars of the college have facility to get access to these resources through a workstation available in the college library.</p> <p>Organization of Quizzes during Pandemic Period</p> <p>The college library collaborated with various departments in organization of 7 quizzes during the pandemic period</p> <p>Organization of Webinars</p> <p>The college library collaborated in one international and one national webinar organized by Botany Department and Chemistry Department.</p> <p>Information Literacy lectures:</p> <p>The college library has initiated Information Literacy lectures in order to disseminate information related to library services, e-resources, research ethics, search techniques, plagiarism issues, research paper publishing etc.</p> |
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| | | | <p>About 7 lectures delivered by college librarian in different departments yet.</p> <p>Development of Vidwan Database and IRINS Database of the college</p> <p>The college library collaborated with INFLIBNET, Gandhinagar Gujarat into the creation of Vidwan database and Indian Research Information Network System (IRINS) database of total 179 faculties of the college. The Vidwan database has made recognition of faculties at international and national levels while IRINS database provides the clear picture of the research status of the college, department and faculty levels. One can easily find the h-index of college, department, and individual faculty. However, ranking of top cited faculties and top ten authors, department wise research report etc. are also available at cmpcollege.irins.org.</p> <p>Provision of Library Passbook System</p> <p>College Library has made provisions of Library Passbook System (Newark Charging System) for Faculties and Staff in order to provide error-free personalised information of status of book issued and returned.</p> <p>The college library is actively involved in the revamping of the existing tools, techniques, and services as well as</p> |
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| | | | developing of new tools, techniques and services in order to cater the needs of library users and uplift of the standards of the college. |
| Agenda 4 | Infrastructural Quality assurance: a. Renovation of Auditorium for conducting seminars and symposia b. Renovation of Hostel and its conversion into Girls hostel c. 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. d. Raising the inner circular | Resolutions: It was unanimously resolved that above infrastructural requirements should be taken as priority | <ol style="list-style-type: none">1. Renovation of Auditorium with false ceiling and air-conditioners.2. Modification of Room no: 12 into two smart classrooms with computer fitted tables for BCA classes..3. Modulation of Laboratory in Physics department with Aluminium partition4. Repair and renovation work in Botany Department. White wash and fixing of tiles in the department.5. Modification of a room into Central Instrumentation facility to keep the instruments purchased under DBT Star college scheme and development of a Tissue culture laboratory6. Aluminium partition work to develop a room in Commerce Department with semi smart classroom facilities for post graduate students. |

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| | <p>roads in the main campus with interlocking bricks and lightening of the campus and outer boundary</p> <p>e. Development of Playground and development of football and Volley ball court</p> | | <p>7. Construction of new canteen in the Law campus.</p> <p>8. Maintenance of Staff room in Law faculty by Fixing of tiles</p> <p>9. Construction of 4 new classrooms in the Law campus.</p> <p>10. Extension of Botany building (on-going).</p> |
| Agenda 5 | <p>Any other matter:</p> <p>1. Greenery of the campus requires a major concern.</p> <p>2. Development of environmental friendly atmosphere was focussed by the IQAC coordinator.</p> <p>3. Separate budget should be allotted for the maintenance of</p> | | <p>To maintain the greenery of the Campus a Green Campus committee was set up</p> <p>Installation of Solar panel was in process and some solar lights were resolved to install in the campus</p> <p>Girls hostel in Law faculty was processed and the work is in progress</p> <p>Outreach programs in Villages and society was executed with the help of NCC/NSS</p> |

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| | <p>Garden and plants in the campus.</p> <p>4. Installation of Solar panel and rainwater harvesting system was discussed.</p> <p>5. Development of Girls hostel in Law faculty.</p> <p>6. Increase of Social responsibility of the College and adoption of Villages should be done.</p> | | |
| 5b | Feedback analysis and action | A report of feed back from all the stakeholders was discussed amongst the members | A plan for action to be taken for the feedbacks collected was chalked out for implementation on priority basis |

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