



Internal Quality Assurance Cell
Chaudhary Chhotu Ram Post-Graduate College, Muzaffarnagar-251001

Website: ccrpgcollege.com

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MINUTES OF MEETING – C1/1/14

The C1/1/14th meeting of Internal Quality Assurance Cell was held on 16-07-2018 in the office of IQAC at 3.00 pm. The following respected members have attended the meeting:

1. Prof. Naresh Kumar, Chairman
2. Shri Mahak Singh Malik, Advocate, Treasurer Management Committee
3. Dr N. K. Pruthi, Member
4. Dr V.K. Dhaka, Member
5. Dr A.K. Singh, Member
6. Dr I.J. Singh, Member
7. Shri D.A. Khan, Member (Administrative office)
8. Dr Priya Vrat Arya, Member (Local Society)
9. Prof. Meigh Singh, External Expert
10. Dr Ashok Kumar, Member (Employer/Industry)
11. Dr Praveen Chaudhary, Member (Alumni Association)
12. Dr Sandeep Kumar, Coordinator

The meeting was presided over by the IQAC Chairman Prof. Naresh Kumar. With the permission of chairperson, Coordinator placed the agenda before the committee for discussion.

1. The proceedings of the previous meeting were confirmed by the chairman. All the decisions made in the previous meeting were informed to the concerned and have been executed.
2. Chalking out of Plan of Action towards quality enhancement for academic year 2018-19 : The following Action Plan has been discussed and approved by IQAC for execution during the 1st AQAR Cycle-
 - a. Reforms in Continuous Internal Evaluation system
 - b. Registration of Alumni Association and holding its meeting
 - c. Construction of well furnished Girl's common room
 - d. Performance appraisal of Teaching staff
 - e. Establishment of Feedback system for students/teachers/alumni/parents/employers, analysis and action taken thereon for improvement of quality culture.



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- f. Development of Mechanism for documentation of the passing out students who qualified for NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil service/state govt./Pvt. Organization and took admission in higher education.
- g. Parent-Teacher Association Meet and the activities to be undertaken for overall development of college
- h. Display of code of conduct for teaching staff and students on college website
- i. Sensitization of students on Professional ethics/human values/environmental sustainability/gender related issues
- j. Design and conduction of SSS for overall Institutional Performance.
- k. Refurbishment of College Canteen
- l. Increasing enrolment ratio in subject related Certificate/Diploma/Add-On Programmes
- m. Conduction of seminar/conference
- n. Preparation of POs, PSOs and COs

The required Performa/format for the completion of tasks should be prepared and *modus operandi* be chalked out at IQAC level on priority basis, so that these may be communicated to the respective person/committee. It has been also decided to direct the respective committee to achieve the target as soon as possible, because the 1st AQAR report shall have to be submitted to NAAC in December 2019.

3. Inclusion of a student and parent as member in IQAC: In accordance with the revised guidelines version 5 dated 12-01-2018(23-05-2018) of IQAC, a student and a parent as stakeholder are to be added as the member of IQAC in its composition. Therefore, it has been decided by the house to nominate Mr. Abhilash Kumar, MSc (Ag) Agronomy Final year student and Dr. J.K. Arya for the remaining period of current tenure of IQAC.
4. Reformation of PTM conduction committee: The erstwhile PTM conduction committee was comprised of three members namely: Dr. R.V.S. Malik (Convenor), Dr. R.K. Singh and Dr. Ombir Singh. Owing to retirement of Dr. R.V.S. Malik, the committee members are being re-nominated as Dr. R.K. Singh (Convenor), Dr. Subhash kumar and Dr. K.P. Malik. Henceforth, the name of the PTM conduction committee, as per guideline of NAAC, shall be PTA (Parent-Teacher Association). The committee is being advised to form its Executive Committee by involving active parents and convene its meeting at least once in an academic year in order to get feedback of theirs for the betterment of college education system and also apprised them about the punctuality and progress of their wards (as communicated through



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- IOAC agenda no. 03 of meeting no. 08 held on 20-03-2017). NAAC also wants to engage the Parents in certain type of activities and support (at least three) suited them for the overall development of college. The valid proof of each activity/support should be preserved for documentation to NAAC. The Parent's Feedback Form may also be made available to parents for getting their response during meet and handover the same to Feedback Committee (Drs. K.P. Singh, Awanish and Hariom Sharma) for their analysis. Accordingly, the PTA is advised to do the needful.
5. Discussion on progress and readiness of college on holding NAAC Survey: The progress and preparedness of college for holding the NAAC Survey was discussed in length. NAAC Coordinator said that certain DVV clarifications were asked by the NAAC which were submitted online on May 17, 2018. The Cell expressed satisfaction over the issue and resolved to stay proactive as the NAAC Team may come up in near future. The upgradation of labs, cleanliness drive and white wash of outer walls of the building which lost lustre, should also been taken care of.
 6. Organization of Induction Programme for the new comers: To make newly joined students feel free, comfortable, sensitize them towards exploring their academic interests and activities, to introduce them with the practices and policies of the college and to build relations between teachers and students, an induction programme is to be organized in college. It is proposed that it should be executed just after completion of admission process. The Induction Programme shall be conducted programme wise under the supervision of Chief Proctor of the college.
 7. Preparation of College Academic Calendar: It is unanimously passed by the Cell that the academic calendar should be prepared by incorporating all the curricular and Co-Curricular/Extra Curricular activities of the college in consonance with University Calendar and be pasted on College Website.
 8. Progress on opening of IGNOU Programme Study Centre in College Campus: IGNOU Programme Study Centre Incharge Dr. N.K. Pruthi said that a team comprising four members had made Inspection in college premises about the required resource base and facilities in April, 2018. Thereafter, college has received approval letter from IGNOU dated 27 June, 2018 for opening of nine certificate/Diploma Programmes. He further said that the IGNOU Team shall visit the campus for Inauguration of IGNOU Programme Study Centre at college premises on July 27, 2018.
 9. Discussion on Progress made for initiation of B.Com Classes in College campus: The Hon'ble Chairman and Principal of the college informed the house that the required formalities for getting the affiliation of B.Com classes from the University was



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completed and the University Inspection Panel had visited the campus on June 26, 2018 during the summer break. The University has granted the approval for running the B.Com classes under self finance mode from July 01, 2018 through its letter dated July 13, 2018. Although, the University granted approval late at the time when admission process was about to end, but the college has decided to admit the students through the ongoing admission process of the University from this session.

10. Construction of Indoor Badminton and Gymnasium hall: In order to improve the physical health and inculcate the sports sprits among the students, a Badminton and Gymnasium hall are proposed to be built in college campus. Consequent upon deliberations on availability of space and financial condition of the college, it has been decided to construct an Indoor and Gymnasium hall near the Department of Maths after getting required nod from Management Committee of the college.
11. Holding of Guest Lecture on Disaster Management and Cleanliness: In the fast changing era, the living beings are affected by manmade disaster activities causing loss of peace, distraction, irritation etc. By learning and practising the proper disaster management techniques and inner cleanliness, we can stay happy and lead the successful life. A special guest lecture on this theme is proposed to be conducted by Training and Placement Cell by inviting the Eminent Speaker of 'Scientist and Engineers Wing' of Prajapita Brahma Kumaris Ishwariya Vishwa Vidyalaya.

Dr. (Sandeep Kumar)
Coordinator-IQAC

Proceedings Confirmed

Prof.(Naresh Kumar)
Chairman-IQAC



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MINUTES OF MEETING – C1/2/15

The C1/2/15th meeting of Internal Quality Assurance Cell was held on 20-10-2018 in the office of IQAC at 3.30 pm. The following respected members have attended the meeting:

1. Prof. Naresh Kumar, Chairman
2. Dr. N. K. Pruthi, Member
3. Dr. V.K. Dhaka, Member
4. Dr. A.K. Singh, Member
5. Dr. I.J. Singh, Member
6. Shri D.A. Khan, Member (Administrative office)
7. Shri Mahak Singh Malik, Advocate, Treasurer Management Committee
8. Dr. Priya Vrat Arya, Member (Local Society)
9. Prof. Meigh Singh, External Expert
10. Dr. Ashok Kumar, Member (Employer/Industry)
11. Dr. Praveen Chaudhary, Member (Alumni Association)
12. Mr. Abhilash, MSc(Ag) Agronomy, Student's Representative
13. Dr. J.K. Arya, Parents Representative
14. Dr. Sandeep Kumar, Coordinator

The meeting was presided over by the IQAC Chairman Prof. Naresh Kumar. With the permission of chairperson, Coordinator placed the agenda before the committee for discussion.

1. The proceedings of the previous meeting were confirmed by the chairman. All the decisions made in the previous meeting were informed to the concerned and have been executed.
2. Discussion on the progress of action plan chalked out for A.Y. 2018-19 as the measures of quality enhancement :

S.No.	Targets fixed for Academic Year 2018-19	Progress on the accomplishment of targets
1.	Reforms in Continuous Internal Evaluation system	The <i>modus operandi</i> has been decided and handed over to Internal Exam Conduction Committee Convenor Dr. I.J.



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		Singh for its execution.
2.	Registration of Alumni Association and holding its meeting	Communicated to Dr. G.R. Singh for execution
3.	Construction of well furnished Girl's common room	The formalities required for construction have been done and the work has been initiated from the contribution of Alumni
4.	Performance appraisal of Teaching staff	The Appraisal Formats have been distributed among faculty members for filling up.
5.	Establishment of Feedback system for students/teachers/alumni/parents/employers, analysis and action taken thereon for improvement of quality culture	The formats for collection of feedback from all stakeholders have been designed and handed over to Feedback collection committee convenor Dr. K.P. Singh. Apart from the hard copy, the Link given in college website (www.ccrpgcollege.com), e_mail (ccrpgcollege@gmail.com), Post office, dedicated register and by dropping the letters in suggestion box affixed at administrative block shall also be used.
6.	Development of Mechanism for documentation of the passing out students who qualified for NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil service/state govt./Pvt. Organization and/or took admission in higher educational Institutes.	The mechanism for documentation has been evolved and the student progression format has been designed. Drs. A.K. Singh, G.R. Kishore and Hariom Sharma have been given the responsibility, stream wise.
7.	Parent-Teacher Association Meet and the activities to be undertaken for overall development of college	Communicated to PTA Convenor Dr. R.K. Singh for immediate execution.
8.	Display of code of conduct for teaching staff and students on college website	The code of conduct for students has been formed and submitted to authority for comments, while those for teaching staff is already in vogue as scripted in Uttar Pradesh University Act 1973. Both the codes shall be display on college website soon.
9.	Sensitization of students on Professional ethics/human values/environmental sustainability/gender related issues	The students are being sensitised on all possible occasions
10.	Design and conduction of SSS for overall Institutional Performance	Format developed and handed over to Dr. K.P. Singh for its execution
11.	Refurbishment of College Canteen	Done



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12.	Increasing enrolment ratio in subject related Certificate/Diploma/Add-On Programmes	Communicated to Drs. N.K. Pruthi and S.K. Singh for effective enrolment of more number of students
13.	Conduction of seminar/conference	To be completed soon
14.	Preparation of POs, PSOs and COs	In Progress

3. Discussion on Progress and readiness of college on holding the NAAC Survey: Co-Ordinator, NAAC apprised the house that now the college on standby mode for holding the NAAC survey. NAAC has finalized the dates of October 26 & 27, 2018 for Peer Team Visit. The required formality like deposition of NAAC Fee etc. has already been sent to NAAC office by Demand Draft and its intimation through website. The Minute to Minute programme of Peer Team Visit has also been received which was already discussed in college staff meeting by the Principal of the College. The ongoing preparations in the college was discussed in length and the Chairman, IQAC expressed satisfaction over the preparedness of the college.
4. Discussion on hosting of Chaudhary Chhotu Ram Memorial Inter-Collegiate Debate competition: The Conduction of Chaudhary Chhotu Ram Memorial Inter-collegiate Debate Competition is a regular feature of the college under extracurricular activities. This event not only enhances the knowledge of subject matter of the audience but also improve the gesture, posture and vocal modulation (art of delivery lecture) of participants. The proposal for hosting this event was approved for execution by *Sahityik evam Sanskritik* Parishad on 23-11-2018.
5. Holding of Meritorious Students Award Ceremony: Alike previous years, hosting of this ceremony was confirmed by IQAC to be held on 12-01-2019 on the auspicious occasion of *Yuva Divas*. This award ceremony is being conducted every year with the Contributions made by college teachers and Social Workers/Society to honour our meritorious students who did excellence in different arena of curricula and extracurricular activities.

Dr. (Sandeep Kumar)
Coordinator-IQAC

Proceedings Confirmed

Prof.(Naresh Kumar)
Chairman-IQAC



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MINUTES OF MEETING – C1/3/16

The C1/3/16th meeting of Internal Quality Assurance Cell was held on 17-12-2018 in the office of IQAC at 2.30 pm. The following respected members have attended the meeting:

1. Prof. Naresh Kumar, Chairman
2. Dr. N. K. Pruthi, Member
3. Dr. V.K. Dhaka, Member
4. Dr. A.K. Singh, Member
5. Dr. I.J. Singh, Member
6. Shri D.A. Khan, Member (Administrative office)
7. Shri Mahak Singh Malik, Advocate, Treasurer Management Committee
8. Dr. Priya Vrat Arya, Member (Local Society)
9. Prof. Meigh Singh, External Expert
10. Dr. Ashok Kumar, Member (Employer/Industry)
11. Dr. Praveen Chaudhary, Member (Alumni Association)
12. Mr. Abhilash, MSc(Ag) Agronomy, Student's Representative
13. Dr. J.K. Arya, Parents Representative
14. Dr. Sandeep Kumar, Coordinator

The meeting was presided over by the IQAC Chairman Prof. Naresh Kumar. With the permission of chairperson, Coordinator placed the agenda before the committee for discussion.

1. The proceedings of the previous meeting were confirmed by the chairman. All the decisions made in the previous meeting were informed to the concerned and have been executed.
2. Details of NAAC Peer Team Visit held in college for A&A: As per the schedule received from NAAC, A Peer Team comprised of three members had visited the college during 26 and 27 October 2018. The Team had made thorough inspection of college documents/infrastructure/facilities and made interaction with college principal/teachers/supporting staff/students/parents/alumni. The NAAC Team had



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also addressed the college gathering at EXIT MEET on 2nd day and apprised about their findings and suggestions for quality improvement. They also handed over a sealed document to the Principal of college and instructed not to open before declaration of result by NAAC.

The Director, NAAC vide its letter no. F.19.26/EC(SC-34)/DO/2018/C-29068 dated November 30, 2018 has informed that our college has been accredited with a CGPA of 2.02 on seven point scale at B Grade valid for a period of five years from 30-11-2018.

The Chairman and members of IQAC have expressed satisfaction over grade awarded by the NAAC and resolve to strive hard for the better performance in the 2nd cycle. The Chairman, IQAC has congratulated all for the cumulative and cooperative efforts in successful completion of the visit and award of grade to the college.

3. Discussion on NAAC PEER TEAM report for further quality enhancement measures: The detailed Peer Team Report and the Assessment Outcome Document have been put up in the meeting for perusal and further quality enhancement measures. The Peer Team had recommended fourteen points for quality enhancement of the institution. The house resolved to undertake the quality points as per the resources available with the college in order to get higher grade in 2nd cycle.
4. Discussion on the progress of action plan chalked out for A.Y. 2018-19 as the measures of quality enhancement:

S.No.	Targets fixed for Academic Year 2018-19	Progress on the accomplishment of targets
1.	Reforms in Continuous Internal Evaluation system	Implemented
2.	Registration of Alumni Association and holding its meeting	In Progress, to be completed soon by Dr. G.R. Singh.
3.	Construction of well furnished Girl's common room	Construction work is completed and the furnishing work is on.
4.	Performance appraisal of Teaching staff	Submitted



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5.	Establishment of Feedback system for students/teachers/alumni/parents/employers, analysis and action taken thereon for improvement of quality culture	The feedback system has been established and is functional under the Convenorship of Dr. K.P. Singh, Head Department of Mathematics.
6.	Development of Mechanism for documentation of the passing out students who qualified for NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil service/state govt./Pvt. Organization and/or took admission in higher educational institutes.	The mechanism for documentation of the passing out students has been developed and is being running under the designated person-in-charge.
7.	Parent-Teacher Association Meet and the activities to be undertaken for overall development of college	In Progress, to be completed soon by PTA convenor Dr. R.K.Singh.
8.	Display of code of conduct for teaching staff and students on college website	The codes of conduct for teaching staff and students have been approved by the authority and handed over to Dr. Hariom Sharma, Incharge-College Website for uploading on website.
9.	Sensitization of students on Professional ethics/human values/environmental sustainability/gender related issues	The students are being sensitized on all possible occasions by NSS/NCC/Rovers-Rangers and by hosting Special Lecture/seminar.
10.	Design and conduction of SSS for overall Institutional Performance	The Student Satisfaction Survey is in Progress under the Convenorship of Dr. K.P. Singh.
11.	Refurbishment of College Canteen	Completed
12.	Increasing enrolment ratio in subject related Certificate/Diploma/Add-On Programmes	Executed by Dr. N.K. Pruthi and Dr. S.K. Singh.



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13.	Conduction of seminar/conference	Conducted on Feb. 20, 2019
14.	Preparation of POs, PSOs and COs	In Progress

Dr. (Sandeep Kumar)
Coordinator-IQAC

Proceedings Confirmed

Prof.(Naresh Kumar)
Chairman-IQAC



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MINUTES OF MEETING – C1/4/17

The C1/4/17th meeting of Internal Quality Assurance Cell was held on 05-04-2019 in the office of IQAC at 2.30 pm. The following respected members have attended the meeting:

1. Prof. Naresh Kumar, Chairman
2. Dr. N. K. Pruthi, Member
3. Dr. V.K. Dhaka, Member
4. Dr. A.K. Singh, Member
5. Dr. I.J. Singh, Member
6. Shri D.A. Khan, Member (Administrative office)
7. Shri Mahak Singh Malik, Advocate, Treasurer Management Committee
8. Dr. Priya Vrat Arya, Member (Local Society)
9. Prof. Meigh Singh, External Expert
10. Dr. Ashok Kumar, Member (Employer/Industry)
11. Dr. Praveen Chaudhary, Member (Alumni Association)
12. Mr. Abhilash, MSc(Ag) Agronomy, Student's Representative
13. Dr. J.K. Arya, Parents Representative
14. Dr. Sandeep Kumar, Coordinator

The meeting was presided over by the IQAC Chairman Prof. Naresh Kumar. With the permission of chairperson, Coordinator placed the agenda before the committee for discussion.

1. The proceedings of the previous meeting were confirmed by the chairman. All the decisions made in the previous meeting were informed to the concerned and have been executed.
2. Discussion on the progress of action plan chalked out for Academic Year 2018-19 as the measures of quality enhancement:

S.No.	Targets fixed for Academic Year 2018-19	Progress on the accomplishment of targets
1.	Reforms in Continuous Internal Evaluation system	Implemented



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2.	Registration of Alumni Association and holding its meeting	Meeting was held on 22-04-2018 by Dr. G.R. Singh.
3.	Construction of well furnished Girl's common room	Construction work is completed and the furnishing work is on.
4.	Performance appraisal of Teaching staff	Submitted
5.	Establishment of Feedback system for students/teachers/alumni/parents/employers, analysis and action taken thereon for improvement of quality culture	The feedback system has been established and is functional under the Convenorship of Dr. K.P. Singh, Head Department of Mathematics.
6.	Development of Mechanism for documentation of the passing out students who qualified for NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil service/state govt./Pvt. Organization and/or took admission in higher educational institutes.	The mechanism for documentation of the passing out students has been developed and is being running under the designated person-in-charge.
7.	Parent-Teacher Association Meet and the activities to be undertaken for overall development of college	PTM was held on 26-12-2018 by PTA convenor Dr. R.K. Singh.
8.	Display of code of conduct for teaching staff and students on college website	The codes of conduct for teaching staff and students have been approved by the authority and handed over to Dr. Hariom Sharma, Incharge-College Website for uploading on website.
9.	Sensitization of students on Professional ethics/human values/environmental sustainability/gender related issues	The students are being sensitized on all possible occasions by NSS/NCC/Rovers-Rangers and by hosting Special Lecture/seminar.



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10.	Design and conduction of SSS for overall Institutional Performance	The Student Satisfaction Survey had been designed by IQAC and the survey was completed under the Convenorship of Dr. K.P. Singh.
11.	Refurbishment of College Canteen	Completed
12.	Increasing enrolment ratio in subject related Certificate/Diploma/Add-On Programmes	Executed by Dr. N.K. Pruthi and Dr. S.K. Singh.
13.	Conduction of seminar/conference	Conducted on Feb. 20, 2019
14.	Preparation of POs, PSOs and COs	Completed

3. Reconstitution of IQAC: Coordinator, IQAC apprised the house that the current tenure of the 2nd IQAC is going to exhaust on June 30, 2019. Therefore, the new IQAC is to be constituted as per the latest provision of IQAC guidelines circulated by NAAC. The chairman-IQAC is agreed for reconstitution of IQAC.

Dr. (Sandeep Kumar)
Coordinator-IQAC

Proceedings Confirmed

**Prof.(Naresh Kumar)
Chairman-IQAC**