

GOVT E.V.P.G COLLEGE KORBA  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF IQAC FIRST MEETING  
SESSION (2019-20)

DATE: 17/08/2019  
VENUE: IQAC ROOM

TIME: 3:30 PM

MEMBER PRESENT

Members of the Internal Quality Assurance Cell (IQAC) of Govt. EVPG College Korba (C.G.)

S.NO.	MEMBER OF IQAC	DESIGNATION
1.	Dr.(Mrs.) Sadhna Khare	Professor
2.	Mrs. A. Shrivastava	Assistant Professor
3.	Mrs. P. Pundlik	Assistant Professor
4.	Mrs. K. Behal	Assistant Professor
5.	Dr. K. R. Jatwar	Assistant Professor
6.	Dr. S. K. Gobhil	Assistant Professor
7.	Dr. B. L. Sai	Assistant Professor
8.	Dr. (Mrs.) M.L.Agrawal	Assistant Professor
9.	Dr. (Mrs.) Dhaneshwari Dubey	Assistant Professor
10.	Mrs. Ritu Sinha	Assistant Professor
11.	Mrs. Amola Korram	Assistant Professor
12.	Dr. Dinesh Shrivash	Assistant Professor
13.	Mr. Balram Kurrey	Assistant Professor
14.	Dr. Sandeep Shukla	Assistant Professor
15.	Dr. (Mrs.) Awantika Kaushil	Assistant Professor
16.	Dr. Sanjay Kumar Yadav	Assistant Professor
17.	Miss. Jyoti Rathore	Assistant Professor
18.	Mr. Sushil Kumar Agrawal	Assistant Professor
19.	Mr. Sushil Kumar Gupta	Assistant Professor
21.	Mr.Kanhaiya Singh Kanwar	Assistant Professor
22.	Mr.Rajkumar Rathore	Assistant Professor
23.	Mr.Shyam sundar Tiwari	Assistant Professor
24.	Dr. B. S. Rao	Sports Officer

Proceeding of the meeting began with a review of the earlier meeting and the decision taken there were approved by the members

S.No.	Agenda	Decisions
1.	Preparation of the Annual Academic calendar for 2019-2020	<ul style="list-style-type: none"> <li>All The department and Committees to Prepare And Submit Their Annual Academic Calendar According to the Model Of IAQC</li> <li>Department to include in UG their Unit tests ,Half yearly exams, plantation, Campus cleanup, Important days and backup of Syllabus And Cause Completion Unit wise</li> </ul>

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		<ul style="list-style-type: none"> <li>In PG.-Alumni meet, Plantation, Career counselling, Internship, Field visit. Uniformity by 26 sep.</li> </ul>
2.	Placement And Career Counselling	<ul style="list-style-type: none"> <li>Reminder to Dr. S.K. Gobhil to plan Events for TISS as per letter</li> <li>Dr. A.K. Kaushil to plan the placement and career counseling activities Under guidance Of principal</li> <li>All PG Heads to conduct one career counseling program in each semester</li> </ul>
3.	NCC And NSS	<ul style="list-style-type: none"> <li>Reminder to Dr. B.L. Sai to Plan schedule for Sadbhavna week -20.08.2019 Onwards</li> <li>To create model of ujok - xqjok</li> </ul>
4.	Tasks For department <ul style="list-style-type: none"> <li>PPTs (Annual 2018-2019).</li> <li>Collection of files from Mr. Tandon.</li> <li>Register of Register</li> <li>Report of all The Activities of 2018-2019 for Submission to IQAC.</li> <li>Feedback Analysis</li> </ul>	<ul style="list-style-type: none"> <li>All Department and committees to prepare annual report of 2018-2019 In PPT by .30.08.2019(September) Aug.</li> <li>All Heads to Collect 20 files from Shri R.K. Tandon.</li> <li>All the department And committee Activities to be documented and folders. prepared copy Submitted to IQAC by sep 2019.</li> <li>Inspection of departments committee files, registers and document to be resumed.</li> <li>Include student in all committees.</li> <li>To create a media cell.</li> </ul>
5.	Emotional Social responsibilities ESR	<ul style="list-style-type: none"> <li>All the Professors to contribute Rs.100 per month to ESR Fees which will be used for need students</li> <li>This is an official announcement</li> <li>Contribution of Rs.100 per month per teacher compulsory voluntary, no choice</li> </ul>
6.	4 Layer Farming in Agriculture	<ul style="list-style-type: none"> <li>Botany Department interested with task of preparing a patch with 4-Layer forming as a demonstration of local Farmer</li> </ul>
7.	Field visits ,tours, internships, Projects ,Training for all department to be scheduled	<ul style="list-style-type: none"> <li>Field visit, tour, internships mode compulsory for all PG. Dept.</li> <li>Scheduled will be circulated by IQAC by 24 Aug.</li> <li>Suggestion invented from Heads of departments</li> </ul>
8.	Others Inductions of PG students	<ul style="list-style-type: none"> <li>Scheduled for 19/08/2019 for all 1<sup>st</sup>sem students Arts at 12pm, Science 2pm, Commerce -20/08/2019 at 3pm.</li> <li>All students to fill declaration form.</li> <li>To guide on promotions rules.</li> <li>Internal assessment.</li> <li>Attendance no leniency, consideration only for genuine, medical grounds.</li> </ul>
	Formation of safety and security for girls.  Daily Diary and attendance register	<ul style="list-style-type: none"> <li>NECO Project in Collaboration with Korba police</li> <li>Groups of 50 girls UG and PG.</li> <li>External members female lawyer ,social activities, Nao, trainer ,parents</li> <li>To gives free self defense training</li> <li>To work for all activities of women empowerment.</li> <li>To main uniformity and authorized</li> <li>Back up of syllabus.</li> <li>Course completion. (If not done then carry for wand to next month, can show extra classes in Feb. of required.</li> <li>Honesty, sensibly, correctly to fill</li> <li>HODs to Sign(check diary ) Sf teachers daily froms</li> <li>To get it signed regularly print</li> </ul>

  
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Adding Students in IQAC	<ul style="list-style-type: none"> <li>• To include students in IQAC</li> <li>• To include Students in all the committees of the college</li> <li>• All HODs to submit name from PG for choice or selection, to increase network, tap their potential.</li> <li>• To give certificates for all the efforts.</li> <li>• All Teachers to collect e-mail IDs of students in their class</li> <li>• To create a database in</li> <li>• To teach them to open college website, send mails, read.</li> <li>• Importance of scanning and Store their important document in their e-mail</li> <li>• Creation of 6-new IDs for the purpose by IQRC details to be circulated</li> </ul>
Creation of Database of all students through E-mail	<ul style="list-style-type: none"> <li>• All teachers requested to donate plants, seeds, cutting for college garden</li> <li>• Collect the same form student also.</li> <li>• All Heads of departments and committees in charge to prepare report of activities conducted and upload picture and Report on college PG media as well as on Fb, you-tube, Instagram official pages of the college.</li> <li>• To create to app official groups in PG college</li> <li>• Submission of departmental</li> </ul>
Donating of seeds, Plants, cuttings for pots and garden in the college by teachers and students (optional).	<p>And timetable to principal by 20/08/2019.</p> <ul style="list-style-type: none"> <li>• To begin casual admission from 20.08.2019 to 05.09.2019</li> </ul>
Other Important Instruction by principal for all Teachers	

*S. Babane*

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