

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

IQAC FIRST MEETING:17/08/2019

A meeting of IQAC members was convened on 17.08.2019 AT 3:30 PM at IQAC room by the Principal Dr. R. Saxena and IQAC Coordinator. The following member attended

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

Proceeding of the meeting began with a review of the earlier meeting and the decision taken their 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"> • All The department and Committees to Prepare And Submit Their Annual Academic Calendar According to the Model Of IAQC • 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 • In PG.-Alumni meet , Plantation, Career counseling ,Internship ,Field visit. Uniformity by 26 sep.
2.	Placement And Career Counseling	<ul style="list-style-type: none"> • Reminder to Dr.S.K.Gobhil to plan Events for TISS as per letter

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

Adding Students in IQAC

Creation of Database of all students through E-mail

Donating of seeds, Plants, cuttings for pots and garden in the college by teachers and students (optional).

- Honesty ,sensibly ,correctly to fill
 - HODs to Sign(check diary)Sf teachers daily froms
 - To get it signed regularly print
 - To include students is IQAC
 - To include Students in all the committees of the college
 - All HODs to submit name from PG for choice or selection ,to increase network ,tap their potential.
 - To give certificates for all the efforts.
 - All Teachers to collect e-mail IDs of students in their class
 - To create a databasein
 - To teach them to to open college website ,send mails ,read .
 - Importance of scanning and Story their important document in their e-mail
 - Creation of 6-new IDs for the purpose by IQRC details to be circulated
 - All teachers requested to donate plants,seeds,cutting for college garden
 - Collect the same form student also.
 - All Heads of departments and committees in change to prepare repost of activities conducted and upload picture and Repost on ger PG media as well as on Fb ,you-tube,Instagram official pages of the college.
 - To create to app official groups in PG college
 - Submission of departmental
- And timetable to principal by 20/08/2019.
- To begin casual admission from 20.08.2019 to 05.09.20219

	Other Important Instruction by principal for all Teachers	
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Saxena
(डॉ. आर. के. सक्सेना)

प्रति **PRINCIPAL**
GOVT. ENGINEER VISHWESARAIYA
P.G.COLLEGE, KORBA (C.G.)

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

IQAC FIRST MEETING:06/09/2019

A meeting of IQAC members was convened on 06.09.2019 AT 3:30 PM at IQAC room by the Principal Dr. R. Saxena and IQAC Coordinator. The following member attended

S.NO.	NAME OF IQAC DEPARTMENT
1.	Mrs.P.Pundlik
2.	Mrs.K.Bahal
3.	Dr.(Mrs.)A.Kaushil
4.	Dr.P.Sahu
5.	Dr.S.K.Yadav
6.	Miss Jyoti Rathore
7.	Dr.B.L.Sai
8.	Dr.S.S.Tiwari
9.	Dr.R.K.Maurya
10.	Mr.R.K.Rathore
11.	Dr.K.R.Jatwar
12.	Mr.K.S.Kanwar

A meeting of all the members of IQAC to be held on 06.09.2019 at 3 pm in IQAC room to discuss the following points on the agenda :

- Creation of Help desk in front lounge and a separate lounge for the differently Abled students.
- To place stone slabs in the garden in front of the main building.
- To decorate the Hall with good furniture and other essential accessories.
- Shifting of English Lab , sociology Dept. Smart Class , IGNOU, TISS Room , Hindi Department geology, NSS.
- Educational tour and visits.
- Monitoring of CCTV cameras.
- Enhancing Botany Dept. building with closed veranda.
- HODS to monitor teaching and attendance of SF/ Guest lectures
- others

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.	<p>IQAC to give proposals to the principal for the following .Help Desk ,divyang common room, stone slabs , Enhance hall .</p> <ul style="list-style-type: none"> • Creation of divyang common room • Placing stone slabs in the garden • To decorate Hall with new furniture and other. 	<p>Proposals sent and several tasks completed .</p> <ul style="list-style-type: none"> • Divyang common room to be created outside ambedkar hall • In order to ensure easy walking, stone slabs to be placed in garden • Ambedkar hall to get facilitated with 3 new tables ,on the dais ,floral decoration new

<ul style="list-style-type: none"> • • • • • • 	<p>Shifting of labs and department room.</p> <p>Educational tour</p> <p>CCTV Camera monitoring</p> <p>Repair in botany Department</p> <p>HODs to monitor daily diaries Others</p>	<p>curtains etc.</p> <p>It was decided to shift IGNOU cell, PSSOU Cell, NSS, Hindi dept, smart room, English lab, geology etc.</p> <p>All department take PG students on educational tour</p> <p>CCTV Camera maintenance and monitoring by professor Incharge.</p> <p>It was decided to cover corridor with grill half wall and 2-Doors.</p> <p>All HODs to check the daily diaries and complete ones to be stored</p> <p>It was decided to include Mr. Dickson Maseeh, alumnus and NGO as special member /committee in IQAC team</p>
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IQAC FIRST MEETING:29/11/2019

A meeting of IQAC members was convened on 29.11.2019 AT 2:00 PM at IQAC room by the Principal Dr. R. Saxena and IQAC Coordinator. The following points are on the agenda

1. AQAR,
2. Departmental Documentation
3. Feedback forms
4. Other with due to consent of the principal


The following members were present-

S.No.	Name of IQAC Members
1.	Mrs.P Pundlik
2.	Mrs.Krishna Bahal
3.	Dr.A.Kaushil
4.	Mrs.R.Sinha
5.	Dr.R.B.
6.	R.K.Mourya
7.	Dr.K.R.Jatwar
8.	Dr.B.L.Sai
9.	Mr.Kanhaiyan Singh Kanwar
10.	Mr.R.K.Rathore
11.	Miss Jyoti Rathore

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

SR NO	AGENDA	DECISION
1	AQAR	All the detailed and documents for AQAR to be submitted and compiled as per schedule so that AQAR may be uploaded within the stipulated time . It was decided to seek the help of PG students for the same.
2.	Departmental documentation	Departmental documentation to be centralized and all the department file to be prepared in a uniform manner . All heads of Departments to assemble in the staff room as per the schedule proposed by IQAC from 4 to 5 pm from 29.11.19 to 7.12.19 to complete the tasks . IQAC to proved Xerox copies of required documental to all departments .Principal sir suggested that PG student may be collect to assist in this tasks . All HODS to checks ,collect and keep completed daily diaries and attendance registers of past 3 years after seal and sign of HOD and Principal . To maintain a record of document issued
3	Feedback forms from students	Feedback forms to be filled from UG and PG

		students and submitted to IQAC for review and analysis within one week
4	others	<p>.Suggestion by principal sir to include pg students in all important committees and tasks for creating a good positive impact and good network</p> <p>.To train PG students for all developmental tasks library documentation etc.</p> <p>.In compliance with the peer team recommendation related to research it is proposed to conduct 4 national seminar before the next cycle of accreditation</p>


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IQAC FIRST MEETING:06/12/2019

An Urgent meeting of IQAC members was convened on 06.12.2019 AT 4:00 PM at Principal room by the Principal Dr. R. Saxena and IQAC Coordinator. The following points are on the agenda

S.No.	The Name of IQAC
1	Dr.B.L.Sai
2	Dr. Purnima Sahu
3	Dr.(Mrs.)Awantika Kaushil
4	Dr.Sanjay Kumar Yadav
5	Miss.Jyoti Rathore
6	Mrs.P.Pundlik
7	Mr.Kanhaiya Singh Kanwar
8	Mr.Rajkumar Rathore
9	Mr.Shyam sundar Tiwari

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

SR NO	AGENDA	DECISION
1	To provide the coaching NET/SET etc for PG students.	To invite local private coaching institute to offer free coaching in the college for NET/SET/JRF/IAS etc to the student MOU also if they are interested.
2	Promotion on NET/SET coaching in departments	All HODs to encourage the student to attend these coaching classes on two Saturdays every month.
3	Computer awareness	To encourage students enroll in online courses such as MOOC ,ARPIT etc , Dr.B.L.Sai, NSS program officer to promote basic awareness of computer in Bhulsidih village (pamplate distribution also) Dr. R.K.Saxena encouraged (Mr.B.kurrey) SVEEP program officer to conduct awareness camp in Bhulsidih . To conduct awareness lectures on online courses and registers PG student to join them . .Jyoti Rathore and R.K.Rathore encourage and motivate all teachers also to joining online FDP courses provide video available .All students of domain course of TISS to be register for MOOC by P.O. Mr. M. Ranjan
4	Industry institution linkage	. To encourage students to join internship programs at PSUs local industry . To attend /organize workshop for pg students
5	Research activities	. Proposal for organizing workshop on GST by ECO and commerce departments


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IQAC FIRST MEETING:10/12/2019

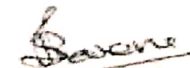
A meeting of IQAC members was convened on 10.12.2019 AT 12:00 PM at Staff room by the Principal Dr. R. Saxena and IQAC Coordinator. The following members were present-

S.No.	The Name of IQAC
1.	Dr.(Mrs.)Sadhna Khare
2.	Dr.(Mrs.)A.Shrivastava
3.	Mrs.K.Bahal
4.	Dr.K.R.Jatwar
5.	Dr.S.K.Gobhil
6.	Dr.B.L.Sai
7.	Dr.B.S.Rai
8.	Dr.(Mrs.)M.L.Agrawal
9.	Dr.(Mrs.)Dhaneshwari Dube
10.	Mrs.Ritu Sinha
11.	Mrs.Amola Korram
12.	Dr.Dinesh Shrivash
13.	Mr.Balram Kurrey
14.	Dr.Sandeep Shukla
15.	Dr.(Mrs.)Awantika Kaushil
16.	Dr.Sanjay Kumar Yadav
17.	Miss.Jyoti Rathore
18.	Mr.shushil Kumar Agrawal
19.	Mr.Shushil Kumar Gupta
20.	Mrs.P.Pundlik
21.	Mr.Kanhaiya Singh Kanwar
22.	Mr.Rajkumar Rathore
23.	Mr.Shyam sundar Tiwari

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

S. NO	AGENDA	DECISION
1	To fulfill all the tasks recommendation by the state govt and RUSA after categorizing colleges on their score of accreditation by NAAC	review of the proposed activities and IQAC to conduct weekly meeting to fulfill the aforesaid activities for group one college
2	Steps to take in order to fulfill the recommended /proposed activities computer awareness program for students	To provide free computer awareness training for the student . To provide computer class for the regular teaching staff . For class 3 + 4 employees . In community service to arrange computer awareness program for Korba police and senior citizens

.	Communication skills for the student in English	A activities of English club to be encouraged
.	Automation of library	Process of digitalization is on going .
.	Use of MOOC	Several professors use this for teaching and are motivate other also to do it.
.	Creation of environment conscious	<ul style="list-style-type: none"> . Awareness activities for clean green campus . Tree plantation program . Campus clean up . Stress free zone . Say no to plastics . Organizing wall painting and slogan competition for eco awareness . Activities of eco club to be me encourage Motivating students to be towards environment
.	Collaboration with other academic and industries	Proposal to create academic linkage it other college of the district Renewal of MOUs educational institute to organize internship with local PSUs and newspaper houses
.	E-class rooms	Creation of 7 class rooms Organizing trainings for teaching on use of smart board
.	Stray they of social outreach programs	Outreach activities students at Divyang Jyoti special school social service activities at Bhulsidih by NSS and NCC volunteers
.	Industries institution linkages	Proposed
.	Coaching for competitive exams	On going


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