

IQAC Meetings 2019-2020

Date: 27 March 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by IQAC and teaching faculty members.

Agenda: Completion of Self Study Report

Discussions and Resolutions:

- It was decided that all the data from 2014 to 2019 was to be collected and submitted as per the proper SSR format.
 - The deadline was set for 15 April 2019
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Date: 30 March 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by IQAC and External Invited Members of the IQAC

Agenda: 1. Welcome external members 2. Gratitude to er Nimonkar 3. Invite suggestions 4. List of Coordinators and Monitoring Committees floated on 29 March, 2019 passed.

Discussions and Resolutions:

- Coordinator and IQAC welcomed the External members 1.Padmshri Dr AT Dabke (Former VC, Aayush Vishwavidyalaya) 2.Er PK Nimonkar(state Head, CITCON), 3.Mr Suyash Shukla(GM, Corporate Affairs, Jindal Steel and Power) 4. Dr Sushil Trivedi (ex-Chief Election Commissioner, Chhattisgarh) 5. Mr Alok Tiwari 6.Mr AO Lari (Dy Director, Employment, District Employment Exchange) 7. Shailendra Kumar Sahu.
- Dr Oudhia expressed gratitude to Er Nimonkar for two programs organised by CITCON: FDP from 18-30 January 2019.
- Gratitude expressed to Mr Suyash Shukla for help given in Rain Water Harvesting and the visit to Jindal Steels.
- Mr Shukla expressed need for skill programs, communication skills and personality development.

- Er Nimonkar promised an FDP and program for skill development for employment. CITCON would give certificates to participants. MOU signed with CITCON.
- Mr Lari spoke about new avenues/ programs in employment.
- Dr Dabke suggested that students should be allotted five families each. They should be asked to guide and advice them on water, environment, health and medical issues.
- Dr DN Varma spoke about the hardships faced by the college.
- Dr MK Dwivedi made many suggestions: teachers should update themselves technically; institution should be relevant to community; teachers as models for students; and college should seek help from alumni.
- Dr DN Verma expressed the need to work seriously on the responsibilities given to coordinators of committees.
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Date: 03 May 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by IQAC Members

Agenda: Self Study Report

Discussions and Resolutions:

- Criteria wise update was taken on work done for SSR
- Steering Committee: Senior members nominated for the Steering Committee to oversee preparations for NAAC team visit.
- Principal's order circulated on 06 May 2019

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Date: 11 May 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by Heads of Departments

Agenda: Start MSc Integrated and BSc Honours and other new courses

Discussions and Resolutions:

- Unanimous decision taken that the process to begin BSc Honours in core subjects (Physics, Chemistry, Mathematics, Botany and Zoology) should be started immediately.
 - Proposals to be made and sent to the government and the university.
 - Course should begin in session 2020-21
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Date: 25 May 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by members of the Placement Committee

Agenda: Data compilation and off campus placement

Discussions and Resolutions:

- Dr DN Varma offered valuable suggestions and guidance on how to compile data of the off campus placements of students for the SSR
 - Placement list to be prepared for SSR
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Date: 07 June 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by: Steering Committee

Agenda: Steering Committee duties

Discussions and resolutions:

- Senior members of Steering Committee discussions on NAAC preparation
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Date: 22 October 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by: Coordinators of SSR Criteria committees

Agenda: Final shape to SSR; Uploading of SSR data; and preparation of AQAR (2019-20)

Discussions and resolutions:

- Details of SSR discussed
- Index Table to be prepared in detail
- Documents as evidence to be prepared in proper format
- Data to be uploaded, link generated and pasted in the Index Table
- Each criteria was discussed separately in meetings held from 22 to 30 October 2019

Date: 05 November 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by Heads of Departments

Agenda: Discussion and passing of Action Plan for AQAR (2018-19) and Action Plan for 2019-20

Discussions and Resolutions:

- Each department to submit the list, sites and links of the online resources used by them to teach students to the IQAC.
- Action Taken Report (2018-19) to be submitted by each department in two days.
- Future Plan (2019-20) to be prepared by each department.
- Gold medals to be given to meritorious students by faculty members.
- Best practices:
- Computer and IT departments to draft e-waste management policy.
- Chemistry, Biochemistry, Biotechnology and Microbiology departments to draft policy for chemical waste management.
- *Mahila Protsahan Puraskar* to be continued.

Date: 14 November 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by Heads of Departments and Advisory Members (IQAC)

Agenda: AQAR (2018-19)

Discussions and Resolutions:

- AQAR (2018-19) was discussed; prepared and ready to be passed.
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Date: 14 December 2019

Chair: Dr DN Varma

Coordinator: Dr Anjali Oudhia

Attended by Heads of Departments and IQAC members

Agenda: AQAR (2018-19)

Discussions and Resolutions:

- AQAR (2018-19) passed and ready to be sent to NAAC
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Date: 02 November 2020

Chair: Dr Radha Pandey

Coordinator: Dr Anjali Oudhia

Attended by teaching faculty (48 members)

Agenda: Demo of app for Online Classes

Discussions and Resolutions:

- Dr Radha Pandey, the Principal spoke about the conduct of online classes.
 - Dr Surendra Patel was made the coordinator of Online Classes.
 - The demo was explained by the technical team.
 - Demo understood and learnt by faculty members.
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Date: 04 November 2020

Chair: Dr Radha Pandey

Coordinator: Dr Anjali Oudhia

Attended by: Heads of departments

Agenda: Uploading the SSR; update website; data for AQAR (2019-20); upload analysis of feedback and mentor-mentee scheme; all the committees, NSS, NCC, YRC, Sports to update records on website and hard copy.

Discussions and Resolutions:

- Each point of agenda discussed
- Dr SS Bhadoria, Dr Surendra Patel and Dr Vinod Jena to supervise website work
- Students, alumni and support staff to be trained for NAAC visit
- Mock visit to be organised
- All teachers to be present in the college after online class

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Date: 07 November 2020

Chair: Dr Radha Pandey

Coordinator: Dr Anjali Oudhia

Attended by IQAC members and Coordinators of Criteria Wise Committee

Agenda: Uploading the SSR; Data (2019-20); Website

Discussions and Resolutions:

- Feedback and Mentor Mentee committees: Record and action taken report ready. To be uploaded and link generated. Google feedback forms for 2019-20.
- Data to be uploaded as per latest SOP.
- Each criteria committee to be ready with evidence data for DVV process.
- Student Survey data to be worked on by the office.
- Criteria 1-7 to collect data for 2019-20 and keep it ready.
- Criteria wise discussion on data ready to be uploaded.
- Criteria 1: Soft copy ready but had to be located.
- Criteria 2: Soft copy of most data available, uploaded and link generated.
- Criteria 3: Soft copy of data available, link generated and uploaded. UGC CARE issue discussed.
- Criteria 4: Data of evidence ready, but not signed.
- Criteria 5: Data complete and uploaded, some links to be generated.
- Criteria 6: Soft copy available; data uploaded, links to be checked.
- Criteria 7: Evidence and data in process.
- Institutional profile: Data ready to be uploaded; hard copy to be given.

- SSR Upload process to be completed from 17 to 28 November 2020.
- Website to be completed.