

IQAC MINUTES AND MEETING **MINUTES OF IQAC MEETINGS 2018**

Meeting No. – 1 /2018

Date of meeting :18/06/2018

Chairman – Smt. Sharda Darro (I/C Principal)

Coordinator – Smt. Rajani Mandal

IQAC meeting has been organized with the member of IQAC Committee. Discussion were done with the members on various matters.

Discussion on following points

1. Eligibility for NAAC was discussed.
2. A new IQAC committee was formed and Smt. Sharda Darro (INCHARGE PRINCIPAL OF COLLEGE) was appointed as chairperson of the IQAC committee.
3. Rajani Mandal (assistant professor chemistry) was appointed as new IQAC committee.
4. Students ,including representatives from management ,local society were suggested .
5. Heads of all departments were nominated as member of IQAC.
6. All seven criterias were divided among members.

CRITERIA

NAME OF THE MEMBERS

- | | |
|--|-------------------------|
| 1. Curricular Aspects | Prof. Irfan Ali |
| 2. Teaching learning and evaluation | Prof. Irfan Ali |
| 3. Research ,constituency and extension | Prof. Rajani Mandal |
| 4. Infrastructure and learning resources | Prof. Bindu Thakur |
| 5. Student support and progression | Prof. Ashok kumar netam |
| 6. Governance ,Leadership and management | Prof. Rajani Mandal |
| 7. Innovation and best practices | Prof. Ashok kumar netam |

All members were requested to keep their records of respective criteria . Members attended the meeting of today dated 18/06/2018

Following members attended meeting

- 1) Smt. Sharda Darro - I/C Principal and chairperson
- 2) Smt. Rajani Mandal
- 3) Smt. Bindu Thakur
- 4) Shri Ashok kumar netam
- 5) Shri Irfan Ali

Meeting No. – 2 /2018

Chairman – Smt. Sharda Darro (I/C Principal)

Date of meeting :28/06/2018

Coordinator – Smt. Rajani Mandal

Following points were discussed in the meeting .

- 1) How to increase admission in our college.
- 2) Timely ,efficient and progressive performance of all academic tasks.
- 3) Assuring quality education of UG and PG courses.
- 4) Using ICT in teaching and learning
- 5) Upgradation of library facilities.

Action taken report of 1st IQAC

- 1)For all 7 criterias of NAAC, files have been made separately and distributed.
- 2)Respected members are collecting data of their related criterias.

Following members attended meeting of 28/06/2018

- 1) Smt. Sharda Darro - I/C Principal and chairperson
- 2) Smt. Rajani Mandal
- 3) Smt. Bindu Thakur
- 4) Shri Ashok kumar netam
- 5) Shri Irfan Ali

Meeting No. – 3 /2018

Chairman – Smt. Sharda Darro (I/C Principal)

Date of meeting :11/07/2018

Coordinator – Smt. Rajani Mandal

Discussion on following points.

- 1)To develop the physical infrastructure .
- 2)Recruitment of guest lecturer faculty for UG and PG courses.
- 3)To go through the results of previous session.
- 4) To note down the pass and failure percentages in UG and PG courses.
- 5)To notify the various reasons behind student failure and find solution for the same.

ACTION TAKEN REPORT OF 2nd meeting

- 1) For increasing admission ,flexy banners have been pastes and our staffs are also advertising about our college.
- 2) Time table for UG and PG courses have been prepared for academics.
- 3) For assuring quality unit test on various students has to been conducted .
- 4) One or two classes weekly is based on ICT.
- 5) For upgradation of library facilities an astimate has been made and send to collector about the expenditure.

Following members attended the meeting of today 11.07.2018

- 1)Smt. Sharda Darro - I/C Principal and chairperson
- 2)Smt. Rajani Mandal
- 3)Smt. Bindu Thakur
- 4)Shri Ashok kumar netam
- 5)Shri Irfan Ali

Meeting No. – 4 /2018

Chairman – Smt. Sharda Darro (I/C Principal)

Date of meeting :02/08/2018

Coordinator – Smt. Rajani Mandal

Discussion on following points

- 1) Remedial classes for failure students
- 2) To plan a workshop /seminar from each departments.
- 3) Purchase of equipment and laboratory development.

ACTION TAKEN REPORT OF 3rd meeting

- 1) Under physical infrastructure ,college boundary and gate construction work has been given to nagar palika.
- 2) For guest lecturer recruitment a committee has been formed and accordingly the application are being taken and candidates are being called on merit basis.
- 3) From results booklet ,students record have been made who failed subjectwise list have also been prepared by respective professors.
- 4) Feedback has been taken from students to notify the reasons for their failures.

Following members attended the meeting of 02.08.2018

- 1) Smt. Sharda Darro - I/C Principal and chairperson
- 2) Smt. Rajani Mandal
- 3) Smt. Bindu Thakur
- 4) Shri Ashok kumar netam
- 5) Shri Irfan Ali
- 6) Dr. Tejprakash

Meeting No. – 5/2018

Chairman – Smt. Sharda Darro (I/C Principal)

Date of meeting :14/11/2018

Coordinator – Smt. Rajani Mandal

Discussion on following points

- 1) Arrangements to be done for national seminar.
- 2) To decide schedule for NSS camp.
- 3) To decide schedule for educational tour.
- 4) Flouring of the Assembly area.

ACTION TAKEN REPORT

- 1) Remedial classes of failure students are being taken by respective subject teacher.
- 2) A national seminar dated 01,02 FEB 2019 have been planned on topic “carbon management and sustainable development” sponsored by CGCOST Raipur.
- 3) For laboratory development a letter has been sent to collector ,Dantewada.
- 4) For purchase of equipments list has been prepared by respective departments.

Following members attended the meeting

- 1) Smt. Sharda Darro- I/C Principal and chairperson
- 2) Smt. Rajani Mandal
- 3) Smt. Bindu Thakur
- 4) Shri Ashok kumar netam
- 5) Shri Irfan Ali
- 6) Dr. Tejprakash