



Proceedings Of IQAC Meetings Year-2018-19



Proceedings of IQAC Meetings First Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 18-08-2018

Meeting Time: 3:30 PM

Venue: Staff Room

Members Present -

S. No.	Names of the attendees	Designation	Signature
1	Dr. J.L. Barmaiya	Principal	
2	Dr. Ramesh Singh Wate	IQAC Coordinator	
3	Ms. Priyanaka Marko	Guest Faculty	
4	Dr. Shobha Tiwari	Guest Faculty	
5	Mr. Pushparaj Baghel	Guest Faculty	
6	Mr. Brijesh Dwivedi	Guest Faculty	
7	Mr. Anil Kumar Patel	Guest Faculty	
8	Dr. Khushboo Khan	Guest Faculty	
9	Mrs. Shashi Singh Parmar	Guest Faculty	
10	Ms. Swati Pandey	Librarian Guest Faculty	
11	Mr. Manish Namdev	Guest Faculty (Sports Officer)	
12	Mrs. Rama Vishwakarma	Guest Faculty	
13	Dr. Deepak Agnihotri	Guest Faculty	
14	Mr. Visheshwar Singh	Lab Technician	

Agenda of the meeting:

1. Admission - Increase Enrolment Ratio
2. Reconstitution of College Committees
3. Organization of Sports Activities
4. Organization of Activities by NSS
5. Academic Audits
6. Students Induction Programme

Other Matters:

1. Discussion on the new format of AQAR and SSR
2. Starting Add-On and Value-Added Courses.
3. Preparation of Institutional Development Plan for the college.

Minutes:

Agenda Item 1: Admission - Increase Enrolment Ratio



Discussion: The members discussed strategies to enhance the college's enrolment ratio. Various approaches, including targeted outreach, awareness campaigns, and collaboration with schools, were proposed.

Decision: Dr. Khushboo Khan was assigned the responsibility of devising a comprehensive plan to increase the enrolment ratio. She will collaborate with the concerned departments to implement the strategies discussed.

Agenda Item 2: Reconstitution of College Committees

Discussion: The reconstitution of various college committees was deliberated upon. The need for balanced representation and effective functioning of committees was emphasized.

Decision: Principal Dr. J.L. Barmaiya and IQAC Coordinator Dr. Ramesh Singh Wate were tasked with overseeing the reconstitution process of college committees, ensuring proper representation and roles.

Agenda Item 3: Organization of Sports Activities

Discussion: Mr. Manish Namdev provided insights into organizing sports activities, emphasizing inclusivity and engagement of students in various sports events.

Decision: Mr. Manish Namdev will lead the organization of sports activities, coordinating with the concerned faculty members and students to plan and execute engaging sports events.

Agenda Item 4: Organization of Activities by NSS

Discussion: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari shared their ideas for engaging NSS (National Service Scheme) in various community-based activities and initiatives.

Decision: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari were assigned the responsibility of coordinating and executing activities by the NSS, focusing on community outreach and social impact.

Agenda Item 5: Academic Audits

Discussion: Dr. Shobha Tiwari highlighted the importance of academic audits in maintaining and enhancing educational quality. The discussion revolved around the methodology and timeline for conducting audits.

Decision: Dr. Shobha Tiwari was designated as the lead for academic audits. She will collaborate with the relevant departments to initiate and oversee the audit process.





Agenda Item 6: Students Induction Programme

Discussion: The significance of a well-structured students' induction program was discussed. The role of the librarian in facilitating students' orientation was emphasized.

Decision: Dr. Khushboo Khan and Ms. Swati Pandey, the librarian, were entrusted with planning and executing an effective students' induction program, ensuring smooth transitions for new students.

Other Matters -

Item 1: Discussion on the new format of AQAR and SSR

The IQAC Coordinator provided insights into the updated formats and highlighted the need to maintain accurate records of the college's activities. Criteria in charges were urged to familiarize themselves with the new requirements for documentation.

Decision: The AQAR and SSR formats will be shared with all departments, and respective criteria in charges will be responsible for adhering to the new guidelines and ensuring proper record-keeping.

Item 2: Implementation of Add-On and Value-Added Courses

The attendees discussed the selection of courses based on student demand and industry relevance. It was suggested that a committee be formed to curate the course offerings and oversee their execution.

Decision: A committee will be established to evaluate and select Add-On and Value-Added Courses. This committee will also oversee the planning and execution of these courses, ensuring their alignment with student preferences and industry trends.

Item 3: Preparation of Institutional Development Plan

The third agenda item involved deliberations on the preparation of the Institutional Development Plan. Attendees emphasized the importance of a comprehensive plan that addresses academic, infrastructure, and research-related improvements.

Decision: A subcommittee will be formed to create the Institutional Development Plan, incorporating inputs from various departments. The plan will outline strategic goals and actions for the college's overall development. The meeting concluded with a reminder to keep track of the assigned tasks and collaborate to achieve the college's academic and developmental goals. The next meeting's date and agenda will be communicated in due course.





Proceedings of IQAC Meetings Second Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 06-10-2018

Meeting Time: 4:00 PM

Venue: Staff Room

Members Present:

S.No.	Names of the Attendees	Designation	Signature
1	Dr. J.L. Barmaiya	Principal	
2	Dr. Ramesh Singh Wate	IQAC Coordinator	
3	Ms. Priyanka Marko	Guest Faculty	
4	Dr. Shobha Tiwari	Guest Faculty	
5	Mr. Pushparaj Baghel	Guest Faculty	
6	Mr. Brijesh Dwivedi	Guest Faculty	
7	Mr. Anil Kumar Patel	Guest Faculty	
8	Dr. Khushboo Khan	Guest Faculty	
9	Mrs. Shashi Singh Parmar	Guest Faculty	
10	Ms. Swati Pandey	Librarian	
11	Mr. Manish Namdev	Guest Faculty (Sports)	
12	Mrs. Rama Vishwakarma	Guest Faculty	
13	Dr. Deepak Agnihotri	Guest Faculty	
14	Mr. Visheshar Singh	Lab Technician	

Agenda of the meeting:

1. Planning of Academic Excellence and Extension Activities
2. Internal Examination Preparation
3. Distribution of Scholarships to Students
4. Organization of Yuva Utsav and Yuva Sansad
5. Organization of Activities by NSS

Minutes:

Agenda Item 1: Planning of Academic Excellence and Extension Activities:

Dr. Ramesh Singh Wate led the discussion on planning for enhancing academic excellence and extending educational activities. Various ideas were presented for promoting student engagement, improving teaching methodologies, and integrating extracurricular activities with academics.



Decision: A committee comprising Dr. Ramesh Singh Wate, Ms. Priyanka Marko, and Mr. Manish Namdev was formed to create a detailed plan of action and propose innovative strategies.

Agenda Item 2: Internal Examination Preparation:

Mr. Brijesh Dwivedi discussed the preparations needed for upcoming internal examinations. Strategies to ensure fair evaluation, timely paper setting, and effective invigilation were deliberated.

Decision: A sub-committee was established consisting of Mr. Brijesh Dwivedi, Mr. Anil Kumar Patel, and Mrs. Rama Vishwakarma to oversee the smooth conduct of internal examinations.

Agenda Item 3: Distribution of Scholarships to Students:

Dr. Khushboo Khan presented the plan for distributing scholarships to deserving students. The criteria for selection and the transparency of the process were emphasized.

Decision: Dr. Khushboo Khan would coordinate with the administrative office to streamline the scholarship distribution process.

Agenda Item 4: Organization of Yuva Utsav and Yuva Sansad:

Dr. Deepak Agnihotri shared ideas for organizing the upcoming Yuva Utsav and Yuva Sansad events. The importance of involving students in the planning and execution was highlighted.

Decision: Dr. Deepak Agnihotri, supported by Mr. Pushparaj Baghel, would lead the event planning committee and encourage student participation.

Agenda Item 5: Organization of Activities by NSS:

Mr. Brijesh Dwivedi and Dr. Shobha Tiwari discussed the role of NSS in organizing various community-oriented activities. The need for impactful projects that contribute to societal betterment was emphasized.

Decision: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari were designated as the coordinators for NSS activities and would collaborate to design and execute meaningful initiatives.

The meeting concluded with a summary of the decisions taken and the responsibilities assigned to each individual. The next IQAC meeting would be scheduled as required.





Proceedings of IQAC Meetings Third Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 05-01-2019

Meeting Time: 4:15 PM

Venue: Staff Room

Members Present:

S. No.	Names of the attendees	Designation	Signature
1	Dr. J.L. Barmalya	Principal	
2	Dr. Ramesh Singh Wate	IQAC Coordinator	
3	Ms. Priyanaka Marko	Guest Faculty	
4	Dr. Shobha Tiwari	Guest Faculty	
5	Mr. Pushparaj Baghel	Guest Faculty	
6	Mr. Brijesh Dwivedi	Guest Faculty	
7	Mr. Anil Kumar Patel	Guest Faculty	
8	Dr. Khushboo Khan	Guest Faculty	
9	Mrs. Shashi Singh Parmar	Guest Faculty	
10	Ms. Swati Pandey	Librarian	
11	Mr. Manish Namdev	Guest Faculty (Sports)	
12	Mrs. Rama Vishwakarma	Guest Faculty	
13	Dr. Deepak Agnihotri	Guest Faculty	
14	Mr. Visheshar Singh	Lab Technician	

Agenda of the meeting:

1. College Chalo Abhiyan Preparation
2. Financial Planning and Expenditure
3. Celebration of National and International Days
4. Organization of Activities by NSS

Minutes:

Agenda Item 1: College Chalo Abhiyan Preparation

Dr. Khushboo Khan presented the College Chalo Abhiyan Preparation agenda. She discussed the necessary arrangements for the upcoming event, including student participation, transportation, and coordination with other departments. The committee acknowledged the efforts required and agreed to provide logistical support to ensure the success of the event.

Decision: It was decided that Dr. Khushboo Khan would lead the College Chalo Abhiyan Preparation efforts, and all relevant departments would extend their cooperation as needed.



Agenda Item 2: Financial Planning and Expenditure

The Principal, Dr. J.L. Barmaiya, addressed the Financial Planning and Expenditure agenda. He shared the college's financial status, budget allocation for various activities, and the need for prudent spending. The committee discussed the importance of efficient resource utilization and the necessity of regular financial reviews.

Decision: The Principal would oversee the financial planning and expenditure, ensuring that budget allocations are aligned with the college's priorities and requirements.

Agenda Item 3: Celebration of National and International Days

Dr. Deepak Agnihotri and Dr. Shobha Tiwari jointly presented plans for the celebration of national and international days. They highlighted the significance of these events in promoting cultural awareness and unity among students. The committee discussed potential themes and activities for upcoming celebrations.

Decision: Dr. Deepak Agnihotri and Dr. Shobha Tiwari would lead the coordination and organization of national and international day celebrations, collaborating with various departments and student groups.

Agenda Item 4: Organization of Activities by NSS

Mr. Brijesh Dwivedi and Dr. Shobha Tiwari discussed the agenda related to the organization of activities by the National Service Scheme (NSS). They emphasized the role of NSS in community engagement and shared ideas for upcoming social and environmental initiatives.

Decision: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari would work together to coordinate and plan the activities of the NSS, fostering community participation and social responsibility.

The meeting concluded with a summary of the decisions made and an agreement to reconvene as necessary to assess progress and address any emerging issues.





Proceedings of IQAC Meetings Fourth Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Date: 06-04-2019

Meeting Time: 3:45 PM

Venue: Staff Room

Members Present:

S.No.	Names of the attendees	Designation	Signature
1	Dr. Ramesh Singh Wate	Principal	
2	Mr. Manish Namdev	IQAC Incharge	
3	Ms. Priyanaka Marko	Guest Faculty	
4	Dr. Shobha Tiwari	Guest Faculty	
5	Mr. Pushparaj Baghel	Guest Faculty	
6	Mr. Brijesh Dwivedi	Guest Faculty	
7	Mr. Anil Kumar Patel	Guest Faculty	
8	Dr. Khushboo Khan	Guest Faculty	
9	Mrs. Shashi Singh Parmar	Guest Faculty	
10	Ms. Swati Pandey	Librarian	
11	Mrs. Rama Vishwakarma	Guest Faculty	
12	Dr. Deepak Agnihotri	Guest Faculty	
13	Mr. Visheshar Singh	Lab Technician	

Agenda of the meeting:

1. Main exam Preparation
2. Internal Audit of Accounts
3. College campus sanitation and Maintenance
4. Grievance redressal of Students
5. Organization of activities by NSS
6. Organization of Alumni Meet
7. External Audits By Authorized CA

Other matters: Awareness About Covid among students and faculty members

Minutes:

Agenda Item 1: Main Exam Preparation

Dr. Ramesh Singh Wate opened the discussion on the first agenda item. He emphasized the need for effective coordination among faculty members and staff to ensure a smooth



preparation process for the upcoming main exams. The Principal requested all department heads to submit their exam schedules and question papers in a timely manner.

Decision: It was decided that each department would finalize their exam schedules within the next two weeks, and question papers would be submitted for review by the end of the month.

Agenda Item 2: Internal Audit of Accounts

Mr. Manish Namdev provided an overview of the ongoing internal audit process. He highlighted the importance of accurate financial records and compliance with auditing standards.

Decision: The IQAC team decided to review the audit progress on a bi-weekly basis and ensure that any discrepancies are addressed promptly.

Agenda Item 3: College Campus Sanitation and Maintenance

Mr. Manish Namdev and Dr. Shobha Tiwari shared updates on campus sanitation and maintenance. They discussed the need for regular cleaning drives and maintenance activities to create a conducive learning environment.

Decision: A schedule for monthly campus cleaning drives would be prepared, and maintenance issues would be reported and addressed through the designated channels.

Agenda Item 4: Grievance Redressal of Students

Mr. Brijesh Dwivedi led the discussion on student grievance redressal. He proposed the establishment of a dedicated online portal for students to submit their grievances anonymously.

Decision: The development of the online grievance portal would be assigned to the IT department, and its implementation would be completed within the next three months.

Agenda Item 5: Organization of Activities by NSS

Mr. Brijesh Dwivedi and Dr. Shobha Tiwari shared their plans for upcoming NSS activities, including awareness campaigns and community service projects.

Decision: The NSS coordinators were instructed to finalize the activity calendar for the semester and actively involve students in the planning process.

Agenda Item 6: Organization of Alumni Meet



Dr. Shobha Tiwari discussed the proposed alumni meet and highlighted its importance in fostering connections between the college and its former students.

Decision: Dr. Shobha Tiwari and her team would coordinate with alumni and plan the event, targeting a date in the next academic year.

Agenda Item 7: External Audits By Authorized CA

Dr. Ramesh Singh Wate informed the team about the upcoming external audit by an authorized CA. He stressed the significance of accurate financial reporting.

Decision: The Principal would oversee the coordination with the authorized CA and ensure the timely completion of the external audit process.

Other Matters:

Dr. Ramesh Singh Wate encouraged all attendees to prioritize awareness about Covid-19 among students and faculty members. He suggested workshops and informational sessions on campus.

The meeting concluded with a reminder of the assigned tasks and responsibilities for each agenda item. The IQAC members agreed to reconvene in two weeks to review progress and discuss any updates.

