



Proceedings Of IQAC Meetings Year 2020-21



Proceedings of IQAC Meetings First Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 04-07-2020

Meeting Time: 4:30 PM

Venue: Staff Room

Members Present:

S.No.	Name of the attendees	Designation	Signature
1	Dr. Ramesh Singh Wate	Principal	
2	Mr. Shyambali Kumar	IQAC Incharge	
3	Mr. Jeetendra Singh Dhurve	Asst. Professor	
4	Mr. Radheshyam Solanki	Asst. Professor	
5	Ms. Sangeeta Uikey (NSS Incharge, Female Wing)	Asst. Professor	
6	Mr. Raj Kumar Singh (NSS Incharge, Male Wing)	Asst. Professor	
7	Mr. Chetan Kumar Srivas	Sports Officer	
8	Mr. Brieish Dwivedi	Asst. Professor	
9	Mrs. Rama Vishwakarma	Guest Faculty	
10	Dr. Shobha Tiwari	Guest Faculty	
11	Dr. Khushboo Khan	Guest Faculty	
12	Mr. Pushparaj Singh Baghel	Guest Faculty	
13	Dr. Rashmi Chouhan	Asst. Professor	
14	Dr. Neeraj Jaiswal	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mr. Gajendra Kumar Singh	Asst. Professor	
17	Mrs. Shashi Singh Parmar	Guest Faculty	
18	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

Minutes:



Agenda Item 1: Admission - Increase Enrolment Ratio

Dr. Ramesh Singh Wate opened the discussion by emphasizing the need to enhance the college's enrolment ratio. He suggested implementing targeted outreach programs to attract more students. Various ideas were discussed, including collaborating with local schools, conducting awareness campaigns, and offering scholarships. The attendees agreed that a coordinated effort involving teachers, students, and the administration would be crucial for achieving this goal.

Decision: A sub-committee headed by Mr. Gajendra Kumar Singh was formed to develop and execute strategies to increase the enrolment ratio.

Agenda Item 2: Reconstitution of College Committees

Principal Dr. Ramesh Singh Wate and Mr. Shyambali Kumar, IQAC Incharge, led the discussion on reconstituting college committees. The attendees reviewed the current committee structure and proposed changes for better representation and functionality. The attendees agreed on the revised committee formation.

Decision: The revised committee structure was approved and will be implemented from the upcoming academic session.

Agenda Item 3: Organization of Sports Activities

Mr. Chetan Kumar Srivas, the Sports Officer, presented plans for organizing sports activities throughout the year. He shared a calendar of events, including inter-departmental tournaments and an annual sports meet. Attendees offered suggestions to ensure active participation and smooth execution.

Decision: The sports calendar was approved, and Mr. Chetan Kumar Srivas was tasked with coordinating the execution of the proposed sports activities.

Agenda Item 4: Organization of Activities by NSS

Ms. Sangeeta Uikey and Mr. Raj Kumar Singh, NSS Incharges, discussed upcoming activities by the National Service Scheme. They highlighted initiatives like blood donation camps, tree plantation drives, and awareness campaigns. Attendees provided additional ideas to make these activities more impactful.

Decision: Ms. Sangeeta Uikey and Mr. Raj Kumar Singh were entrusted with planning and executing the NSS activities as per the discussed schedule.



Agenda Item 5: Academic Audits

Mr. Jeetendra Singh Dhurve presented the concept of academic audits to ensure the quality of teaching and learning processes. He suggested involving external experts for an impartial assessment. Attendees agreed to the idea and discussed the criteria and timeline for conducting audits.

Decision: Mr. Jeetendra Singh Dhurve will lead the process of organizing academic audits with the support of concerned faculty members.

Agenda Item 6: Students Induction Programme

Mr. Gajendra Kumar Singh and Mr. Shyambali Kumar outlined plans for the Students Induction Programme for new entrants. They proposed including orientation sessions, campus tours, and interactive workshops to help students acclimate to college life.

Decision: Mr. Gajendra Kumar Singh and Mr. Shyambali Kumar were designated to coordinate and execute the Students Induction Programme.





Proceedings of IQAC Meetings Second Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: October 3, 2020

Meeting Time: 4:00 PM

Venue: Staff Room

Members Present:

S.No.	Names of the attendees	Designation	Signature
1	Dr. Ramesh Singh Wate	Principal	
2	Mr. Shyambali Kumar	IQAC Incharge	
3	Mr. Jeetendra Singh Dhurve	Asst. Professor	
4	Mr. Radheshyam Solanki	Asst. Professor	
5	Ms. Sangeeta Uikey	Asst. Professor	
6	Mr. Raj Kumar Singh	Asst. Professor	
7	Mr. Chetan Kumar Srivas	Sports Officer	
8	Mr. Brijesh Dwivedi	Guest Faculty	
9	Mrs. Rama Vishwakarma	Guest Faculty	
10	Dr. Shobha Tiwari	Guest Faculty	
11	Dr. Khushboo Khan	Guest Faculty	
12	Mr. Pushparaj Singh Bhagel	Guest Faculty	
13	Dr. Rashmi Chouhan	Asst. Professor	
14	Dr. Neeraj Jaiswal	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mr. Gajendra Kumar Singh	Asst. Professor	
17	Mrs. Shashi Singh Parmar	Guest Faculty	
18	Dr. Pushpendra Singh Bargahi	Guest Faculty	
19	Mr. Visheshwar 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

Other Matters:

1. Conducting Classes Online during COVID-19 Pandemic
2. COVID Awareness Programme



Minutes:

Agenda Item 1: Planning of Academic Excellence and Extension Activities

Discussion: The committee discussed the need for enhancing academic excellence through various measures such as curriculum development, faculty training, and promoting research activities. Extension activities like workshops, seminars, and guest lectures were also deliberated upon to enrich students' learning experience.

Decision: Mr. Gajendra Kumar Singh and Mr. Raj Kumar Singh were assigned the responsibility to formulate a comprehensive plan for improving academic excellence and suggesting innovative extension activities.

Agenda Item 2: Internal Examination Preparation

Discussion: Dr. Neeraj Jaiswal presented his approach to ensure the smooth conduct of internal examinations. The importance of fair assessment, question bank preparation, and timely result declaration was emphasized.

Decision: Dr. Neeraj Jaiswal was designated as the lead for internal examination preparation, responsible for coordinating with faculty members to design effective question papers and overseeing the examination process.

Agenda Item 3: Distribution of Scholarships to Students

Discussion: Mr. Devendra Dhurve shared the list of eligible students for scholarships. The committee discussed the need for a transparent and efficient distribution process to ensure deserving students receive their scholarships promptly.

Decision: Mr. Devendra Dhurve was tasked with overseeing the distribution of scholarships to students, maintaining accurate records, and ensuring transparency in the process.

Agenda Item 4: Organization of Yuva Utsav and Yuva Sansad

Discussion: Mr. Gajendra Kumar Singh proposed organizing Yuva Utsav and Yuva Sansad to encourage student participation in cultural and intellectual events. The committee discussed possible themes and activities for these events.

Decision: Mr. Gajendra Kumar Singh would lead the planning and execution of both Yuva Utsav and Yuva Sansad, coordinating with students and faculty members to create engaging and meaningful events.

Agenda Item 5: Organization of Activities by NSS



Discussion: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey shared their plans for National Service Scheme (NSS) activities, including community service projects, awareness campaigns, and health drives. The committee discussed how these activities could positively impact the community.

Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey were assigned the responsibility of organizing NSS activities, with the support of volunteers and relevant faculty members.

Other Matters:

The committee discussed conducting online classes during the COVID-19 pandemic and agreed on the importance of providing continuous education to students. The COVID Awareness Programme was also discussed as a vital initiative to educate students and the community about safety measures.





Proceedings of IQAC Meetings Third Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 02-01-2021

Meeting Time: 4:15 PM

Venue: Staff Room

Members Present:

S.No.	Names of the Attendees	Designation	Signature
1	Dr. Ramesh Singh Wate	Principal	
2	Mr. Shyambali Kumar	IQAC Incharge	
3	Mr. Jeetendra Singh Dhurve	Asst. Professor	
4	Mr. Radheshyam Solanki	Asst. Professor	
5	Ms. Sangeeta Uikey	Asst. Professor	
6	Mr. Raj Kumar Singh	Asst. Professor	
7	Mr. Chetan Kumar Srivas	Sports Officer	
8	Mr. Brijesh Dwivedi	Guest Faculty	
9	Mrs. Rama Vishwakarma	Guest Faculty	
10	Dr. Shobha Tiwari	Guest Faculty	
11	Dr. Khushboo Khan	Guest Faculty	
12	Mr. Pushparaj Singh Baghel	Guest Faculty	
13	Dr. Rashmi Chouhan	Asst. Professor	
14	Dr. Neeraj Jaiswal	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mr. Gajendra Kumar Singh	Asst. Professor	
17	Mrs. Shashi Singh Parmar	Guest Faculty	
18	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

Other matters: Book Distribution in God Gram Laharpur

Minutes:

Agenda Item 1: College Chalo Abhiyan Preparation



Dr. Ramesh Singh Wate initiated the discussion on the preparation for the "College Chalo Abhiyan." He highlighted the importance of creating awareness about higher education among students in the surrounding areas. Mr. Raj Kumar Singh, who was assigned as the in-charge for this agenda, presented the proposed plan of action, which includes organizing awareness sessions in nearby schools, distributing informative pamphlets, and coordinating with local community leaders. The attendees discussed various strategies and agreed to collaborate with local authorities for a successful implementation of the campaign.

Decision: The team unanimously agreed to proceed with the proposed plan for the "College Chalo Abhiyan" and authorized Mr. Raj Kumar Singh to lead the initiative.

Agenda Item 2: Financial Planning and Expenditure

Principal Dr. Ramesh Singh Wate and Mr. Jeetendra Singh Dhurve led the discussion on financial planning and expenditure. They reviewed the college's budget allocation for the upcoming year and emphasized the need for judicious spending to support academic and infrastructural development. The attendees discussed specific areas that require funding and proposed methods to optimize resource utilization.

Decision: It was decided that a detailed budget breakdown would be prepared by the finance department and presented in the next IQAC meeting for further review and approval.

Agenda Item 3: Celebration of National and International Days

Mr. Raj Kumar Singh presented the plan for celebrating national and international days throughout the academic year. He highlighted the significance of such events in promoting cultural diversity and patriotism among students. The attendees discussed various upcoming occasions and proposed creative ways to involve students and staff in the celebrations.

Decision: The committee endorsed the plan to celebrate national and international days, and Mr. Raj Kumar Singh was tasked with coordinating the events and ensuring their successful execution.

Agenda Item 4: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey presented a comprehensive plan for organizing activities by the National Service Scheme (NSS). They highlighted the role of NSS in community service and social responsibility. The attendees shared their suggestions for impactful projects that can be undertaken by NSS volunteers.

Decision: The committee approved the NSS activity plan and encouraged active participation of students in these initiatives.



Other Matters: Book Distribution in God Gram Laharpur

Mr. Raj Kumar Singh provided an update on the upcoming book distribution event in God Gram Laharpur. He informed the attendees about the logistics, distribution schedule, and the team involved in the event's execution.

The meeting concluded with a note of appreciation for everyone's active participation and commitment to enhancing the college's overall quality and effectiveness.





Proceedings of IQAC Meetings Fourth Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: April 3, 2021

Meeting Time: 4:00 PM

Venue: Staff Room

Members Present:

S.No.	Names of the Ateendees	Designation	Signature
1	Dr. Ramesh Singh Wate	Principal	
2	Mr. Shyambali Kumar	IQAC Incharge	
3	Mr. Jeetendra Singh Dhurve	Asst. Professor	
4	Mr. Radheshyam Solanki	Asst. Professor	
5	Ms. Sangeeta Uikey	Asst. Professor	
6	Mr. Raj Kumar Singh	Asst. Professor	
7	Mr. Chetan Kumar Srivas	Sports Officer	
8	Mr. Briehsh Dwivedi	Guest Faculty	
9	Mrs. Rama Vishwakarma	Guest Faculty	
10	Dr. Shobha Tiwari	Guest Faculty	
11	Dr. Khushboo Khan	Guest Faculty	
12	Mr. Pushparaj Singh Bghel	Guest Faculty	
13	Dr. Rashmi Chouhan	Asst. Professor	
14	Dr. Neeraj Jaiswal	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mr. Gaejendra Kumar Singh	Asst. Professor	
17	Mrs. Shashi Singh Parmar	Guest Faculty	
18	Dr. Pushpendra Singh Bargahi	Guest Faculty	
19	Mr. Visheshwar 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

Minutes:

Agenda Item 1: Main Exam Preparation



Dr. Ramesh Singh Wate, the Principal, highlighted the need for a comprehensive plan to ensure the successful conduct of upcoming main exams. He emphasized the importance of maintaining a transparent and fair examination process. It was decided that the Principal would oversee the exam preparation process.

Agenda Item 2: Internal Audit of Accounts

Dr. Pushendra Singh Bargahi was assigned the responsibility of conducting an internal audit of the college's accounts. The audit would ensure financial transparency and compliance with relevant regulations.

Agenda Item 3: College Campus Sanitation and Maintenance

Mr. Raj Kumar Singh was designated to lead the efforts for maintaining cleanliness and proper sanitation on the college campus. He would coordinate with the support staff to ensure a clean and conducive learning environment.

Agenda Item 4: Grievance Redressal of Students

Mr. Pahalwan Singh and Ms. Sangeeta Uikey were tasked with addressing student grievances effectively. They would work together to ensure timely resolution and a student-friendly approach.

Agenda Item 5: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey were entrusted with coordinating various activities under the National Service Scheme (NSS). Their responsibilities included planning and executing community-oriented initiatives.

Agenda Item 6: Organization of Alumni Meet

Ms. Sangeeta Uikey was assigned the responsibility of organizing an alumni meet to strengthen the college's relationship with its former students. The event would serve as a platform for interaction and networking.

Agenda Item 7: External Audits by Authorized CA

Dr. Ramesh Singh Wate, as the Principal, would oversee the process of external audits to be conducted by an authorized Chartered Accountant. This audit would ensure financial accountability and transparency.



The meeting concluded with a clear distribution of responsibilities for each agenda item and a commitment from the attendees to work diligently to achieve the set objectives. The next IQAC meeting was tentatively scheduled for the following month.

