



Proceedings Of IQAC Meetings Year 2021-22



Proceedings of IQAC Meetings First Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 03-07-2021

Meeting Time: 3:30 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 (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	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. 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

The Principal, Dr. Ramesh Singh Wate, emphasized the need to enhance the enrolment ratio for the upcoming academic year. Strategies such as outreach programs, career counseling, and collaboration with schools were discussed. It was decided that Mr. Gajendra Kumar Singh would be responsible for coordinating these efforts and reporting progress to the IQAC.

Agenda Item 2: Reconstitution of College Committees

The Principal and IQAC Incharge, Mr. Shyambali Kumar, jointly addressed the reconstitution of college committees. They highlighted the importance of diverse representation and expertise in these committees. It was resolved that the Principal and IQAC Incharge would oversee the committee formation process.

Agenda Item 3: Organization of Sports Activities

Mr. Chetan Kumar Srivas, the Sports Officer, presented plans for organizing sports activities in the upcoming months. Various intra-college and inter-college events were discussed. The IQAC members supported the initiative and urged collaboration with student representatives to ensure successful execution.

Agenda Item 4: Organization of Activities by NSS

Ms. Sangeeta Uikey and Mr. Raj Kumar Singh, NSS Incharges for the Female and Male Wings respectively, outlined the proposed activities by the NSS. They mentioned community service projects, awareness campaigns, and skill development workshops. The IQAC members appreciated the efforts and encouraged involving students from different disciplines.

Agenda Item 5: Academic Audits

Mr. Jeetendra Singh Dhurve presented plans for conducting academic audits to ensure quality teaching and learning processes. The importance of objective assessment and feedback loops was highlighted. It was decided that Mr. Devendra Dhurve would lead this initiative and coordinate with faculty members.

Agenda Item 6: Students Induction Programme

Mr. Gajendra Kumar Singh and Mr. Shyambali Kumar discussed the upcoming Students Induction Programme. They outlined the schedule, orientation sessions, and support services



for new students. The IQAC members suggested incorporating interactive sessions and student testimonials to make the program engaging.





Proceedings of IQAC Meetings Second Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: October 2, 2021

Meeting Time: 4:00 PM

Venue: Staff Room

Members Present:

S.No.	Names of 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	Dr. Neeraj Mishra	Asst. Professor	
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: Implementation of New Education Policy



Minutes:

The meeting of the Internal Quality Assurance Cell (IQAC) at Govt. College Jaithari was held on October 2, 2021, in the Staff Room, commencing at 3:30 PM. Dr. Ramesh Singh Wate, the Principal, chaired the meeting, with Mr. Shyambali Kumar as the IQAC Incharge.

Agenda Item 1: Planning of Academic Excellence and Extension Activities

Mr. Gajendra Kumar Singh and Mr. Raj Kumar Singh were assigned the responsibility for planning academic excellence and extension activities. Various ideas were discussed, including guest lectures, workshops, and seminars to enhance the overall academic environment and provide exposure to students.

Decision: Mr. Gajendra Kumar Singh and Mr. Raj Kumar Singh will develop a detailed plan for academic excellence and extension activities, incorporating innovative ideas and involving relevant faculty members.

Agenda Item 2: Internal Examination Preparation

Dr. Neeraj Jaiswal took charge of preparing for the upcoming internal examinations. The need for timely question paper setting, strict invigilation, and prompt evaluation was emphasized to ensure a fair and effective examination process.

Decision: Dr. Neeraj Jaiswal will coordinate with subject faculty to ensure timely preparation of question papers, proper examination conduct, and efficient evaluation procedures.

Agenda Item 3: Distribution of Scholarships to Students

Mr. Devendra Dhurve was designated to oversee the distribution of scholarships to deserving students. The importance of transparent and equitable distribution was highlighted.

Decision: Mr. Devendra Dhurve will work with the scholarship committee to organize the fair and transparent distribution of scholarships, reaching out to eligible students and facilitating the process.

Agenda Item 4: Organization of Yuva Utsav and Yuva Sansad

Mr. Gajendra Kumar Singh was entrusted with the task of organizing Yuva Utsav and Yuva Sansad. The significance of encouraging student participation and fostering leadership skills through such events was discussed.



Decision: Mr. Gajendra Kumar Singh will create a comprehensive plan for the successful execution of Yuva Utsav and Yuva Sansad, including event scheduling, participant engagement, and required resources.

Agenda Item 5: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey were designated as responsible for organizing activities by the NSS (National Service Scheme). Various social and community-oriented projects were suggested to promote active citizenship among students.

Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey will collaborate to design and implement a range of impactful activities through the NSS, focusing on community service and skill development.

Other Matters:

The implementation of the New Education Policy was discussed, with Mr. Gajendra Kumar Singh leading the efforts. It was emphasized that adapting to the policy's guidelines would require active participation and cooperation from all stakeholders.





Proceedings of IQAC Meetings Third Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 01-01-2022

Meeting Time: 4:30 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 Uikay	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	Dr. Neeraj Mishra	Asst. Professor	
18	Mr. Visheshwar 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

The meeting commenced with a detailed discussion on the upcoming "College Chalo Abhiyan." Mr. Raj Kumar Singh, along with Mr. Radheshyam Solanki and Mr. Jeetendra Singh



Dhurve, has been entrusted with the responsibility of overseeing the preparation and execution of this campaign. They will coordinate with the relevant departments to ensure proper arrangements, promotion, and engagement for the event. It was emphasized that a cohesive effort is essential to make this campaign a success.

Decision: The team will meet bi-weekly to review the progress and address any challenges encountered during the preparation phase.

Agenda Item 2: Financial Planning and Expenditure

Principal Dr. Ramesh Singh Wate and Mr. Jeetendra Singh Dhurve presented the financial plan and expenditure report. A comprehensive overview of the college's financial allocation, expenditure, and future requirements was discussed. It was resolved to allocate funds for the College Chalo Abhiyan while ensuring efficient use of resources. A detailed budget breakdown will be shared with all departments involved.

Decision: A financial sub-committee consisting of Dr. Ramesh Singh Wate, Mr. Jeetendra Singh Dhurve, and Mr. Chetan Kumar Srivas was formed to oversee the transparent utilization of funds.

Agenda Item 3: Celebration of National and International Days

Mr. Raj Kumar Singh provided updates on the upcoming celebrations of national and international days. He highlighted the importance of these events in promoting cultural awareness and patriotism among students. The agenda involved planning and execution, including guest invitations, thematic decorations, and student participation.

Decision: Mr. Raj Kumar Singh will collaborate with Ms. Sangeeta Uikey to formulate a detailed plan and timeline for the celebrations.

Agenda Item 4: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey presented ideas for organizing activities by the NSS. They discussed the need to promote social responsibility and community engagement among students through various initiatives. The agenda encompassed identifying suitable projects, recruiting volunteers, and measuring the impact of these activities.

Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey will co-chair the NSS committee and will draft a calendar of events for the upcoming months.

The meeting concluded on a positive note, with attendees expressing their commitment to the outlined agendas and decisions. The next meeting will be scheduled in two weeks to review the progress made and address any emerging concerns.





Proceedings of IQAC Meetings Fourth Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 02-04-2022

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	Dr. 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	Dr. Neeraj Mishra	Asst. Professor	
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, opened the discussion on this agenda item. He emphasized the need for a coordinated effort among faculty members to ensure smooth conduct of the upcoming main exams. Various suggestions were put forth, including setting up a dedicated exam committee and devising a clear schedule for invigilation duties. It was decided that Dr. Ramesh Singh Wate would oversee the exam committee's formation and coordinate with department heads to finalize the exam schedule.

Agenda Item 2: Internal Audit of Accounts

Dr. Pushpendra Singh Bargahi took the floor to discuss the internal audit of accounts. He highlighted the significance of maintaining transparency and accuracy in financial matters. The decision was made to form a small team comprising of faculty members and administrative staff to conduct the audit. Dr. Pushpendra Singh Bargahi would lead this team and present their findings in the next IQAC meeting.

Agenda Item 3: College Campus Sanitation and Maintenance

Mr. Raj Kumar Singh addressed the agenda of campus sanitation and maintenance. He stressed the importance of maintaining a clean and conducive learning environment. The decision was made to assign specific responsibilities to various staff members for regular monitoring of cleanliness and immediate reporting of any issues to the concerned department.

Agenda Item 4: Grievance Redressal of Students

Ms. Sangeeta Uikey initiated the discussion on student grievance redressal. It was proposed to establish a dedicated grievance redressal cell with representation from faculty, staff, and students. Mr. Pahalwan Singh and Ms. Sangeeta Uikey were entrusted with leading this initiative.

Agenda Item 5: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey jointly discussed the activities planned by the NSS. They emphasized the need for more student engagement and community outreach. The decision was made to create a detailed action plan for the upcoming semester and involve interested students in its execution.

Agenda Item 6: Organization of Alumni Meet



Ms. Sangeeta Uikey provided insights into the organization of the upcoming Alumni Meet. She suggested forming a subcommittee to oversee the event's planning and execution. Ms. Sangeeta Uikey agreed to lead this subcommittee and collaborate with interested alumni to make the event a success.

Agenda Item 7: External Audits By Authorized CA

Dr. Ramesh Singh Wate briefed the attendees on the forthcoming external audits. He assured the IQAC members that all necessary documents would be prepared and shared with the authorized Chartered Accountant in a timely manner. The principal would personally oversee this process to ensure compliance.

