



Proceedings Of IQAC Meetings Year 2022-23



Proceedings of IQAC Meetings First Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Date: 02-07-2022

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	Dr. 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. Briehsh Dwivedi	Guest Faculty	
9	Mrs. Rama Vishwakarma	Guest Faculty	
10	Dr. Shobha Tiwari	Guest Faculty	
11	Dr. Khushboo Khan	Guest Faculty	
12	Dr. Neeraj Jaiswal	Asst. Professor	
13	Mr. Pushparaj Singh Bghel	Guest Faculty	
14	Dr. Rashmi Chouhan	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mr. Gajendra Kumar Singh	Asst. Professor	
17	Dr. Neeraj Mishra	Guest Faculty	
18	Dr. Pushpendra Singh Bargahi	Guest Faculty	
19	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: Organization of National Level Seminars



Minutes:

Agenda Item 1: Admission - Increase Enrolment Ratio

Discussion: The Principal, Dr. Ramesh Singh Wate, initiated the discussion on improving the enrolment ratio. Various suggestions were put forth, including enhancing outreach through online platforms, collaborating with local schools for awareness campaigns, and introducing new courses based on current trends.

Decision: A subcommittee led by Mr. Gajendra Kumar Singh was formed to devise strategies for increasing the enrolment ratio. They will present their findings in the next meeting.

Agenda Item 2: Reconstitution of College Committees

Discussion: Mr. Shyambali Kumar highlighted the need to reconstitute college committees to ensure efficient functioning. The Principal emphasized the inclusion of diverse perspectives in committee memberships.

Decision: The Principal and Mr. Shyambali Kumar were designated to review and update the college committees, considering representation from different departments.

Agenda Item 3: Organization of Sports Activities

Discussion: Mr. Chetan Kumar Srivas discussed plans for upcoming sports activities, including inter-departmental competitions and participation in external tournaments.

Decision: The Sports Officer was tasked with creating a detailed schedule for the sports activities, taking into account the availability of facilities and student preferences.

Agenda Item 4: Organization of Activities by NSS

Discussion: Ms. Sangeeta Uikey and Mr. Raj Kumar Singh presented their proposal for engaging NSS members in community service projects, including cleanliness drives and awareness campaigns.

Decision: The NSS Incharges were assigned to coordinate and execute the planned activities, ensuring active participation of NSS volunteers.

Agenda Item 5: Academic Audits

Discussion: Dr. Jeetendra Singh Dhurve discussed the importance of conducting regular academic audits to maintain the quality of education. He suggested involving external experts for a comprehensive evaluation.



Decision: Dr. Jeetendra Singh Dhurve was assigned to formulate a plan for academic audits, including timelines and selection of external auditors.

Agenda Item 6: Students Induction Programme

Discussion: Mr. Gajendra Kumar Singh and Mr. Shyambali Kumar proposed a comprehensive induction program for new students, aimed at acquainting them with college facilities, resources, and academic expectations.

Decision: A joint effort led by Mr. Gajendra Kumar Singh and Mr. Shyambali Kumar was agreed upon to design and implement the Students Induction Programme.

Other Matter: Conduct National Level Seminar

Discussion: Dr. Neeraj Jaiswal shared details about the upcoming National Level Seminar and its significance in promoting academic discourse.

Decision: Dr. Neeraj Jaiswal was responsible for coordinating and organizing the National Level Seminar, including inviting speakers and managing logistics.





Proceedings of IQAC Meetings Second Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Date: 01-10-2022

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)	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. Brijesh Dwivedi	Guest Faculty	
8	Mrs. Rama Vishwakarma	Guest Faculty	
9	Dr. Shobha Tiwari	Guest Faculty	
10	Dr. Khushboo Khan	Guest Faculty	
11	Mr. Pushparaj Singh Bghel	Guest Faculty	
12	Dr. Rashmi Chouhan	Asst. Professor	
13	Dr. Neeraj Jaiswal	Asst. Professor	
14	Mr. Devendra Dhurve	Asst. Professor	
15	Mr. Gajendra Kumar Singh	Asst. Professor	
16	Dr. Pushpendra Singh Bargahi	Guest Faculty	
17	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: completion of new college building and handover

Minutes:

Agenda Item 1: Planning of Academic Excellence and Extension Activities



Dr. Ramesh Singh Wate initiated the discussion by highlighting the importance of academic excellence and extension activities for the college. He encouraged collaborative efforts among faculty members to enhance the quality of education and engage students in meaningful activities beyond the curriculum.

Decision: It was decided that Mr. Gajendra Kumar Singh and Mr. Raj Kumar Singh would coordinate the planning and execution of academic excellence and extension activities. They will propose a detailed plan in the next IQAC meeting.

Agenda Item 2: Internal Examination Preparation

Dr. Neeraj Jaiswal provided an overview of the upcoming internal examinations. He emphasized the need for standardized question papers, proper invigilation, and timely evaluation to ensure fair and accurate assessment.

Decision: Dr. Neeraj Jaiswal would take charge of the internal examination preparation, including question paper setting, examination scheduling, and result compilation.

Agenda Item 3: Distribution of Scholarships to Students

Mr. Devendra Dhurve discussed the process of distributing scholarships to deserving students. He proposed creating a transparent and efficient mechanism for identifying eligible students and ensuring timely disbursement.

Decision: Mr. Devendra Dhurve was assigned the responsibility of overseeing the distribution of scholarships, collaborating with the scholarship committee, and verifying the eligibility of students.

Agenda Item 4: Organization of Yuva Utsav and Yuva Sansad

Mr. Gajendra Kumar Singh shared his plans for organizing the upcoming Yuva Utsav and Yuva Sansad events. He emphasized the need for active student participation and coordination among various departments.

Decision: Mr. Gajendra Kumar Singh would lead the efforts to organize Yuva Utsav and Yuva Sansad, working closely with faculty members and student representatives.

Agenda Item 5: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Ulkey discussed the proposed activities to be conducted by the NSS (National Service Scheme). They emphasized the importance of community service and social awareness among students.



Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Ulkey were designated to oversee the planning and execution of NSS activities, ensuring meaningful engagement of students in various community-oriented initiatives.

Other Matters: New Building Completion and Handover

The progress of the new building construction and its subsequent handover was discussed briefly. It was noted that the completion of the new building would significantly enhance the college's infrastructure and facilities.

The meeting concluded with a reminder to all attendees to actively collaborate and communicate for the successful implementation of the discussed agendas.





Proceedings of IQAC Meetings Third Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 07-01-2023

Meeting Time: 4:00 PM

Venue: Staff Room

Members Present:

S. No.	Names of the Attendees	Designation
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	Dr. Neeraj Jaiswal	Asst. Professor
8	Mr. Brihsh 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. Anita Pandey	Guest Faculty
14	Ms. Arunanjali Kedar	Asst. Professor
15	Mr. Pahalwan Singh	Asst. Professor
16	Mr. Devendra Dhurve	Asst. Professor
17	Mr. Gaejendra Kumar Singh	Asst. Professor
18	Mr. Virendra Patel	Guest Faculty (Sports)
19	Dr. Neeraj Mishra	Guest Faculty
20	Dr. Pushpendra Singh Bargahi	Guest Faculty
21	Dr. Shraddha Mittal	Guest Faculty
22	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

Dr. Ramesh Singh Wate initiated the discussion by highlighting the upcoming "College Chalo Abhiyan." He stressed the importance of effective planning, proper coordination, and collaboration among various departments. Mr. Raj Kumar Singh was assigned as the responsible person for overseeing the preparations of this campaign. It was agreed upon that a detailed action plan would be formulated and shared among the concerned faculty members.

Decision: Mr. Raj Kumar Singh will lead the planning and execution of the College Chalo Abhiyan. He will work closely with the respective department heads to ensure a smooth and successful campaign.

Agenda Item 2: Financial Planning and Expenditure

Dr. Jeetendra Singh Dhurve and Principal Dr. Ramesh Singh Wate discussed the financial planning and expenditure for various college activities. They emphasized the need for prudent financial management and efficient allocation of funds. Both agreed to work together to create a comprehensive budget proposal that aligns with the college's priorities.

Decision: Dr. Jeetendra Singh Dhurve and Dr. Ramesh Singh Wate will collaborate to prepare a detailed financial plan and expenditure report for upcoming activities. The proposed budget will be presented to the college administration for approval.

Agenda Item 3: Celebration of National and International Days

Mr. Raj Kumar Singh discussed the importance of celebrating national and international days to foster a sense of unity and awareness among students. He suggested organizing events and discussions related to these occasions. He was tasked with coordinating with faculty members to plan engaging activities for such days.

Decision: Mr. Raj Kumar Singh will oversee the planning and execution of events related to national and international days. He will collaborate with concerned faculty members to create a calendar of activities.

Agenda Item 4: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey shared their plans for organizing activities through the National Service Scheme (NSS). They proposed conducting community service initiatives, awareness campaigns, and skill development workshops. Both were designated as responsible persons for executing these activities.

Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey will jointly lead the organization of activities under the NSS. They will coordinate with NSS volunteers and ensure impactful community engagement.



The meeting concluded with an understanding of the assigned responsibilities and a commitment to achieving the discussed objectives. Next Meeting Date to be decided and communicated by IQAC incharge.





Proceedings of IQAC Meetings Fourth Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 01-04-2023

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	Dr. 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	Dr. Neeraj Jaiswal	Asst. Professor	
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 Bhagel	Guest Faculty	
13	Dr. Anita Pandey	Guest Faculty	
14	Ms. Arunanjali Kesari	Guest Faculty	
15	Mr. Pahalwan Singh	Asst. Professor	
16	Mr. Devendra Dhurve	Asst. Professor	
17	Mr. Gaejendra Kumar Singh	Asst. Professor	
18	Mr. Virendra Patel	Guest Faculty (Sports)	
19	Dr. Neeraj Mishra	Guest Faculty	
20	Dr. Pushpendra Singh Bargahi	Guest Faculty	
21	Dr. Shraddha Mittal	Guest Faculty	
22	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

Discussion: The Principal emphasized the need for thorough planning and coordination among departments for the upcoming main exams. Each department should ensure timely syllabus completion, fair question paper setting, and efficient invigilation.

Decision: Principal to lead the exam preparation committee, assigning subject-wise responsibilities to respective HoDs.

Agenda Item 2: Internal Audit of Accounts

Discussion: Dr. Pushpendra Singh Bargahi provided an overview of the ongoing internal audit process. He highlighted the importance of maintaining accurate financial records and adherence to financial guidelines.

Decision: Dr. Pushpendra Singh Bargahi to continue overseeing the internal audit and report findings to the IQAC.

Agenda Item 3: College Campus Sanitation and Maintenance

Discussion: Mr. Raj Kumar Singh shared the current status of campus cleanliness and maintenance. He urged all staff members to contribute to maintaining a clean and conducive environment for learning.

Decision: Mr. Raj Kumar Singh to lead a committee to monitor and improve college campus sanitation and maintenance.

Agenda Item 4: Grievance Redressal of Students

Discussion: Mr. Pahalwan Singh and Ms. Sangeeta Uikey highlighted the need to establish an effective grievance redressal mechanism. It was suggested to conduct regular interaction sessions with students to address their concerns.

Decision: Mr. Pahalwan Singh and Ms. Sangeeta Uikey to jointly manage the grievance redressal process and maintain records of resolved issues.

Agenda Item 5: Organization of Activities by NSS

Discussion: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey discussed upcoming activities planned by the NSS unit. They stressed the importance of involving students in community service initiatives.

