



Proceedings Of IQAC Meetings Year 2019-20



Proceedings of IQAC Meetings First Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 06-07-2019

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. 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 - Guest Faculty	
11	Mrs. Rama Vishwakarma	Guest Faculty	
12	Dr. Deepak Agnihotri	Guest Faculty	
13	Mr. Visheshar 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

Discussion: Dr. Khushboo Khan highlighted the need to enhance the enrolment ratio of the college. Various strategies such as targeted outreach programs, improving the college's online presence, and collaborating with local schools were discussed to attract more students.



Decision: The committee agreed to implement a comprehensive plan to increase the enrolment ratio, and Dr. Khushboo Khan was tasked with leading this initiative.

Agenda Item 2: Reconstitution of College Committees

Discussion: The Principal emphasized the importance of reconstituting college committees for effective governance. The IQAC Incharge, Mr. Manish Namdev, presented a proposed structure for various committees and sought inputs from the attendees.

Decision: The Principal and IQAC Incharge were tasked with finalizing the reconstitution of college committees based on the feedback provided.

Agenda Item 3: Organization of Sports Activities

Discussion: Mr. Manish Namdev discussed plans to organize inter-departmental sports activities to encourage student participation and promote a healthy campus environment. Ideas for various sports events and their schedules were discussed.

Decision: Mr. Manish Namdev was entrusted with coordinating and executing the sports activities as per the proposed plan.

Agenda Item 4: Organization of Activities by NSS

Discussion: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari presented a roadmap for NSS activities, including blood donation camps, awareness drives, and community service initiatives. The committee members suggested collaborating with local NGOs to maximize the impact of these activities.

Decision: Mr. Brijesh Dwivedi and Dr. Shobha Tiwari were designated to oversee the planning and execution of NSS activities, including liaising with relevant NGOs.

Agenda Item 5: Academic Audits

Discussion: Dr. Shobha Tiwari provided an overview of the upcoming academic audit. The importance of maintaining accurate records, ensuring quality in teaching methodologies, and assessing student feedback was stressed upon.

Decision: Dr. Shobha Tiwari was responsible for coordinating the academic audit process and ensuring compliance with quality standards.

Agenda Item 6: Students Induction Programme



Discussion: Dr. Khushboo Khan and Ms. Swati Pandey discussed plans for the students' induction program, which aimed to acquaint new students with college facilities, academic guidelines, and extracurricular opportunities.

Decision: Dr. Khushboo Khan and Ms. Swati Pandey were assigned the task of organizing and conducting the students' induction program before the new academic session begins.

The meeting concluded with a note of appreciation for the constructive discussions and a commitment from all attendees to execute their assigned tasks effectively. Schedule of the next IQAC meeting to review the progress of the implemented initiatives and address any further matters will be informed soon.





Proceedings of IQAC Meetings Second Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: 05-10-2019

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. Manish Namdev	IQAC Incharge	
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	Mrs. Rama Vishwakarma	Guest Faculty	
12	Dr. Deepak Agnihotri	Guest Faculty	
13	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

Discussion: Dr. Manish Namdev led the discussion on planning academic excellence and extension activities. Various ideas were shared on organizing workshops, seminars, and guest lectures to enhance the academic environment of the college. The need for collaboration with industry experts and other institutions was emphasized.

Decision: It was decided that a subcommittee will be formed, consisting of Dr. Manish Namdev, Mr. Anil Kumar Patel, and Mrs. Shashi Singh Parmar, to create a detailed plan for



upcoming academic events and extension activities. The committee will submit their plan within two weeks.

Agenda Item 2: Internal Examination Preparation

Discussion: Mr. Brijesh Dwivedi presented the approach for internal examination preparation. The focus was on setting standardized question papers, ensuring proper invigilation, and timely evaluation. The importance of maintaining confidentiality was stressed.

Decision: The committee agreed to follow the proposed plan and appointed Mr. Brijesh Dwivedi as the coordinator for internal examination preparation. He will coordinate with faculty members to finalize question papers and examination schedules.

Agenda Item 3: Distribution of Scholarships to Students

Discussion: Dr. Khushboo Khan discussed the criteria for awarding scholarships to students based on their academic performance and financial need. The process of application, selection, and distribution was outlined.

Decision: The committee approved the scholarship distribution criteria proposed by Dr. Khushboo Khan. She will lead the scholarship committee, including Ms. Priyanka Marko and Mr. Anil Kumar Patel, to ensure transparent and fair distribution of scholarships.

Agenda Item 4: Organization of Yuva Utsav and Yuva Sansad

Discussion: Dr. Deepak Agnihotri shared ideas for organizing Yuva Utsav and Yuva Sansad, focusing on engaging students in cultural and democratic activities. Various cultural events and debates were suggested.

Decision: Dr. Deepak Agnihotri was entrusted with overseeing the planning and execution of Yuva Utsav and Yuva Sansad. He will work with a student committee to coordinate the events and ensure student participation.

Agenda Item 5: Organization of Activities by NSS

Discussion: Dr. Shobha Tiwari and Mr. Brijesh Dwivedi discussed upcoming activities by the National Service Scheme (NSS). They highlighted the importance of community service and social initiatives.

Decision: Dr. Shobha Tiwari and Mr. Brijesh Dwivedi were designated as the coordinators for NSS activities. They will collaborate with student volunteers to organize community service projects and promote social awareness.



The meeting concluded with a reminder to all attendees to provide timely updates on their respective tasks and to actively participate in the upcoming events.





Proceedings of IQAC Meetings Third Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Date: 04-01-2020

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	Dr. Deepak Agnihotri	Guest Faculty	
8	Mr. Chetan Kumar Srivas	Sports officer	
9	Mr. Briehsh Dwivedi	Guest Faculty	
10	Mrs. Rama Vishwakarma	Guest Faculty	
11	Dr. Shobha Tiwari	Guest Faculty	
12	Dr. Khushboo Khan	Guest Faculty	
13	Mr. Pushparaj Singh Baghel	Guest Faculty	
14	Dr. Rashmi Chouhan	Asst. Professor	
15	Mr. Devendra Dhurve	Asst. Professor	
16	Mrs. Shashi Singh Parmar	Guest Faculty	
17	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: Induction Programme for new faculty members

Minutes:

Agenda Item 1: College Chalo Abhiyan Preparation

The meeting commenced with a discussion on the preparation for the upcoming "College Chalo Abhiyan." Mr. Shyambali Kumar, who is in charge of this agenda, presented a



comprehensive plan outlining the tasks and responsibilities. The strategies for promoting the event among potential students were discussed, including the use of social media, pamphlets, and local outreach programs. Various ideas were exchanged to ensure the success of this initiative.

Decision: The team agreed upon the proposed plan and assigned specific tasks to respective members to execute the promotional activities effectively.

Agenda Item 2: Financial Planning and Expenditure

Principal Dr. Ramesh Singh Wate and Mr. Jeetendra Singh Dhurve led the discussion regarding financial planning and expenditure. They presented a detailed report of the college's current financial status and highlighted the areas that required attention. The members provided valuable suggestions for optimizing budget allocation and reducing unnecessary expenses.

Decision: The financial plan was approved with minor adjustments, and the members emphasized the need for regular financial reviews to ensure transparency and accountability.

Agenda Item 3: Celebration of National and International Days

Mr. Raj Kumar Singh shared ideas on celebrating national and international days within the college. He proposed a calendar of events that would commemorate significant occasions and promote cultural awareness among students. The members contributed additional event suggestions to make the celebrations vibrant and engaging.

Decision: The proposed event calendar was approved, and responsibilities were allocated to relevant individuals for planning and execution.

Agenda Item 4: Organization of Activities by NSS

Mr. Raj Kumar Singh and Ms. Sangeeta Uikey discussed the organization of activities by the National Service Scheme (NSS). They presented a list of potential community service projects, environmental initiatives, and awareness campaigns that NSS could undertake. The members expressed their support for these initiatives and offered suggestions to enhance their impact.

Decision: The proposed activities were well-received, and the NSS team was directed to create a detailed action plan for each project.

Other Matters: Induction Programme for New Faculty Members

Mrs. Rama Vishwakarma, in charge of the induction program for new faculty members, presented a plan to familiarize new staff with the college's policies, procedures, and work



culture. The members appreciated the initiative and suggested including interactive sessions to facilitate better integration.

Decision: The Induction program outline was approved, and Mrs. Rama Vishwakarma was entrusted with the responsibility of coordinating its implementation.

The meeting concluded with a positive spirit, and all attendees expressed their commitment to the tasks assigned. The next IQAC meeting was scheduled for the following month to review the progress of the agendas discussed.





Proceedings of IQAC Meetings Fouth Quartar

Minutes of NAAC- IQAC Committee Meeting held on -

Meeting Date: April 4, 2020

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	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. Ganjendra Kumar Singh	Asst. Professor	
17	Mrs. Shashi Singh Parmar	Guest Faculty	
18	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

Other Matters:

1. Induction and Orientation Programme for Faculty Members



2. NPTEL Registration for Swayam and MOOC Courses
3. Conduct Activities for ICT
4. Conduct Activities for Sports

Minutes:

Agenda Item 1: Main Exam Preparation

Discussion: The Principal emphasized the need for thorough planning and coordination among departments to ensure the smooth conduct of upcoming main exams. He urged all HODs to collaborate and share resources for effective exam management.

Decision: It was decided that each department would submit their proposed exam schedules and resource requirements to the principal within a week.

Agenda Item 2: Internal Audit of Accounts

Discussion: The Principal informed the IQAC members about the upcoming internal audit of college accounts. Mr. Shyambali Kumar, being the IQAC Incharge, assured that the necessary financial documents would be prepared and made available for audit.

Decision: The Principal assigned the responsibility of assisting the IQAC Incharge in gathering financial records to Mr. Jeetendra Singh Dhurve.

Agenda Item 3: College Campus Sanitation and Maintenance

Discussion: Mr. Raj Kumar Singh shared concerns about the current state of campus sanitation and maintenance. The members discussed the importance of maintaining a clean and hygienic environment for students and staff.

Decision: Mr. Raj Kumar Singh was assigned the task of coordinating with the support staff to improve campus cleanliness and maintenance.

Agenda Item 4: Grievance Redressal of Students

Discussion: Ms. Sangeeta Uikey addressed the need for a streamlined grievance redressal mechanism for students. The members discussed the establishment of a dedicated grievance cell and procedures for addressing student concerns.

Decision: Ms. Sangeeta Uikey was entrusted with the responsibility of setting up a grievance cell and outlining the procedures for registering and addressing student grievances.

Agenda Item 5: Organization of Activities by NSS



Discussion: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey presented plans for organizing various activities under the NSS program. They proposed community service projects and awareness campaigns for the upcoming semester.

Decision: Mr. Raj Kumar Singh and Ms. Sangeeta Uikey were designated as the coordinators for planning and executing NSS activities.

Agenda Item 6: Organization of Alumni Meet

Discussion: Dr. Rashmi Chouhan discussed the idea of organizing an alumni meet to foster connections between past and present students. The members agreed that such events would enhance the college's sense of community.

Decision: Dr. Rashmi Chouhan was assigned the task of coordinating the organization of the alumni meet and reaching out to former students.

Agenda Item 7: External Audits by Authorized CA

Discussion: The Principal highlighted the need for external audits by an authorized Chartered Accountant. He emphasized the importance of financial transparency and accountability.

Decision: The Principal confirmed that he would initiate the process of engaging an authorized CA for conducting the external audits.

Other Matters:

The IQAC members discussed the induction and orientation program for faculty members, NPTEL registration for Swayam and MOOC courses, and the organization of activities for ICT and sports. The respective individuals in charge of these matters were assigned their responsibilities.

