



# GOVT. DR. W.W. PATANKAR GIRLS' P.G. COLLEGE DURG

(Old Name : Govt. Girls PG College, Durg) Ph No. 2323773

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## Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 17.07.2018

### Agenda :-

1. To conduct induction program.
2. To upload all the necessary information's in the website.
3. To sign memorandum of understanding (MOU) with different organizations.
4. To conduct various competitive activities.
5. To open mental health centre and to establish skill development centre.

### Minutes :-

1. At the beginning of the session, induction program for first year and first semester students is to be organized so that they can be acquainted with college facility, campus and different activities.
2. According to the NAAC, all necessary information are to be uploaded regarding latest information, upcoming events, students and stakeholders information etc.
3. For mutual benefit of different organizations of the society and college, it is decided to sign various memorandum of understanding to enter into collaborations.
4. To develop overall personality of the students, various curricular, co-curricular competitive activities to be planned department wise.
5. In the current session, mental health centre will be opened to counsel the needy students and skill development centre will be established as incubation centre where students will be trained and skilled for self employment.

### Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Richa Thakur
3	Dr. Nisreen Husain
4	Dr. Moniya Rakesh
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap

  
Dr. Amita Sehgal  
(IQAC Coordinator)



  
Dr. Sushil Chandra Tiwari  
(Principal)



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## Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 27.11.2018

### Agenda :-

1. Analysis of Result
2. Finalisation of SSR preparation team.
3. Shifting of science faculty in new constructed wing.
4. Conduction of training & placement workshop.
5. Updating of website.

### Minutes :-

1. Result of all the classes is to be analyzed and adequate action to be taken for different subjects or the subject on which poor result came.
2. On the basis of seven criteria of SSR, committees are formed with regular and adhoc teachers so that systematic preparation could be carried out.
3. New science wing constructed and in the current session science faculty shifted to the building and accordingly all the activities are to be carried out.
4. To fill the gap between higher education and job placement it has been decided to train the students for interview, group discussion, resume building etc.
5. To update website with recent activities, upcoming events, latest new, new videos, press release, new photographs.

### Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Meera Gupta
3	Dr. Richa Thakur
4	Dr. Nisreen Husain
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap

  
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## Internal Quality Assurance Cell (IQAC) Agenda and Minutes of the Meeting Session (2018-19)

Date : 19.01.2019

### Agenda :-

1. Preparation of documents for SSR
2. Updating of departmental files and NAAC related files.
3. Preparation of AQAR of the session 2018-19.
4. Discussion on work done by SSR preparation committees.
5. Conduction of parent's teachers meeting.
6. Upload NAAC related documents in NAACTAB created in website.

### Minutes :-


1. Various documents which are to be uploaded in website while preparation of SSR is listed out which are to be gathered and posted.
2. All the departmental heads are instructed to prepare required departmental files and NAAC committees are also guided for documentation.
3. AQAR for the session 2018-19 to be prepared in the new format given by NAAC, so important elements were discussed for that.
4. Work done by seven committees of SSR drafting are discussed and impending work is planned which are to be completed step by step.
5. Departmental heads are instructed to organize parent teachers meeting to discuss the problem if any, to take feedback and to acquaint them with college facilities.
6. As per NAAC guideline, NAAC Tab created in the website in which all important prior documents and further supported documents are to be uploaded.

### Following members were present in the meeting:-

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. Meera Gupta
3	Dr. Richa Thakur
4	Dr. Nisreen Husain
5	Dr. K.L. Rathi
6	Dr. Shashi Kashyap

  
Dr. Amita Sehgal  
(IQAC Coordinator)



  
Dr. Sushil Chandra Tiwari  
(Principal)





**Internal Quality Assurance Cell (IQAC)  
Agenda and Minutes of the Meeting  
Session (2018-19)**

Date : 07.05.2019

**Agenda :-**

1. Student Feedback Analysis.
2. Library Management System.
3. Online Registration for Anti-ragging.
4. Best Practices for next session.
5. Purchase of computers as required.
6. Student Progress report.

**Minutes :-**

1. It was decided to distribute feedback forms to post graduate students and after collection it is to be analyzed by the feedback committee.
2. Library management system was decided to be systematized to manage the resources in the library. It was decided to maintain data of books issued to learners.
3. Anti-ragging committee was instructed to take the steps for online registration of the students for the new session.
4. For the session 2019-20 discussion was done to make a list of best practices and to finalize two best practices which can be followed.
5. As PGDCA seats are increased, more number of computers are required and also existing computers are to be maintained.
6. Head of all the departments are given the format of Result Analysis and instructed to prepare it as soon as result will be declared and also to take proper action for the subjects in which result is poor.

**Following members were present in the meeting:-**

Sl. No.	Members of IQAC
1	Dr. Amita Sehgal (Coordinator)
2	Dr. D.C. Agrawal (Invited members)
3	Dr. Meera Gupta
4	Dr. Richa Thakur
5	Dr. Alka Duggal (Invited members)
6	Dr. Nisreen Husain
7	Dr. Usha Chandel (Invited members)
8	Dr. K.L. Rathi
9	Dr. Prasunna (Invited members)
10	Dr. Anuja Chouhan (Invited members)
11	Dr. Shashi Kashyap

  
Dr. Amita Sehgal  
(IQAC Coordinator)



  
Dr. Sushil Chandra Tiwari  
(Principal)



## **IQAC MEETINGS - CONSOLIDATED ACTION TAKEN REPORT (IQACATR 2014-19)**

Based on the agenda & minutes of IQAC meetings held on quarterly basis every year, several action plans were envisaged for the overall development and quality improvement in the College during the last five years i.e. 2014-19. Several actions were taken hitherto by the IQAC and College Admin in tandem to enhance the College's quality standards by bringing improvements in educational quality, administrative efficiency, gender equity, environmental consciousness & sustainability and also upholding universal/human values and Constitutional obligations in the College. In short, the IQAC delivered all the A-Z actions for 360 degree quality enhancement in College. A consolidated list of these A-Z actions undertaken by IQAC during last five years is provided in alphabetical order below.

1. Academic Calendar preparation for every academic session of the College. Academic-Orientation sessions and Induction programs for newly admitted students and newly appointed teachers in the College.
2. Betterment of women safety measures, gender equity and sensitization activities in the College. Beginning of self-defense training classes and fire & natural disaster management training classes in the College campus. Baby feeding room installed in the Common room.
3. Creation of Colleges' Vision, Mission and Core Values for open display on Colleges' website. Construction of rain water harvesting system in College campus. Central Library services enhanced in the College with measures like commencements of Book-bank and Special-facility schemes. Career Guidance Committee and Placement Cell established for final year / semester students of the College.
4. Development of management systems for proper disposal of solid, liquid, bio-medical wastes & e-waste; Beginning of usage of solar power facility in the College campus. Enhancement of usage of electricity saving LED lights in the College. Facilitating green practices and green landscaping in College campus. Green Auditing and Environmental protection activities.
5. Enhancement of Entrepreneurship training workshops in the College. Establishment of Skill development center in the College. Enhancement of life-skills & soft-skills training workshops in the College. Enhancement of livelihood-skills training workshops in the College.
6. Feedback collection from stakeholders and performing its analysis. Friendliness measures taken for Divyangjan students like Human assistance, Reader, Scribe and Wheelchair facility for Divyangjan; Installation of disabled-friendly ramps with rails and disabled-friendly toilet for Divyangjan.
7. Good Governance related actions were enhanced in the College. Gaiety, unity and team work enhancing initiatives were taken for promoting inclusive environment and harmony in the



College campus. Government abiding complimentary initiatives were enhanced by sensitizing students and staff towards Constitutional obligations.

8. Human resource development initiatives were augmented, enhanced and boosted up by measures like commencement of Computer training, Tally Basics training, Statistics training workshops for students of the College. Initiation of pre-placement, pre-NET / SET / CAT training, English crash-course classes for final year / semester students of the College. Initiation of micro-teaching practice in the Dept. of Commerce. Departmental libraries were enriched with more number of textbooks.
9. Initiation & commencement of three new academic programmes namely M.Sc. Botany, PGDCA and M.A. Home Science in the College.
10. Judging and justifying the provision of financial aid to students from weak economic background under various philanthropic schemes of the College.
11. Keeping records and document files pertaining to the appointments of temporary teachers.
12. Library-Orientation classes for newly admitted students in the College. Listing and documentation of all the activities held in College.
13. Monitoring of Colleges' website and its regular updating.
14. Notice Board display and maintenance.
15. Organizing and facilitating various lectures / seminars / talks on Law literacy, legal rights, women empowerment for the girl students in College.
16. Publishing "*Handbook of Code of Conduct for Students, Teachers, Principal & Non-teaching staff*". Preparation of policy documents for Anti-ragging / Student grievance, Student ethics, Teacher ethics, Principal ethics, Non-teaching staff ethics, Inclusive environment, Constitutional obligations and Divyangjan. Preparation of Colleges' SSR for submission to NAAC.
17. Quantifying the pass percentages and toppers among students by doing results analysis of annual exams / semester exams.
18. Regular coordination and convening of quarterly IQAC meetings and drafting of minutes of the meetings and planning of actions to be taken. Regular Inspection of Colleges' Canteen, Drinking water, Sanitary pad vending & incineration facilities.
19. Submission of AQARs on time to NAAC. Signing of MoUs with several organizations for student training, faculty development.
20. Timely completion of syllabus curriculum and co-curricular activities in the College as per the academic calendar. Timely completion of internal assessments, quarterly and model exams in College. Timely completion of Lab courses & practicals as per the teaching plan.
21. Utilization of IQAC funds for IQAC related activities judiciously.
22. Vetting of students on merit basis for the selection of class representatives and student union members.



23. Writing proposals / invitations to various organizations / bodies / individuals for holding workshops / seminars in the College.
24. Xerographing and preserving copies of all the important documents / notices / circulars / reports / activity briefings / newspaper clippings related to College activities & initiatives.
25. Yearbooking of all the important activities and initiatives and academic / co-curricular developments in the College in the form of published book called "*Campus News - An IQAC Newsletter*".
26. Zealously pursuing, following-up, managing, conducting, concluding, recording, drafting and preparing reports for every action / initiative taken up by the College for the welfare of students, staff and society.



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PRINCIPAL

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