



Date: 15th July 2019

IQAC Committee Meeting

Members Present:

1. Dr. P. Agnihotri (External Expert)
2. Dr. A.N. Makhija (External Expert)
3. Dr. S.C. Tiwari (Principal & IQAC Chairman)
4. Dr. Meera Gupta
5. Dr. Richa Thakur
6. Dr. Alka Duggal
7. Dr. Nisreen Husain
8. Dr. Sunita Gupta
9. Dr. K.L.Rathi
10. Ms. Anindita Biswas
11. Dr. Amita Sehgal (IQAC Coordinator)

Agenda & Highlights:

1. In the first IQAC meeting of 2019-20 session, all invited external experts and internal members were welcomed.
2. Briefing of actions taken based on previous IQAC meeting by IQAC Coordinator.
3. Address by the Principal.
4. Proposed plan of action discussed for the academic session of 2019-20.
5. Reforms suggested by the external experts and discussion on their implementation.
6. Suggestions provided by the internal members and deliberation on the ideas.
7. Other relevant issues discussed by the IQAC members with due permission from the IQAC Chairman (Principal).
8. Vote of thanks.

Minutes:


- Welcome address by Dr. Richa Thakur.
- IQAC Coordinator Dr. Amita Sehgal apprised the present dignitaries about the minutes of previous IQAC meeting and the actions taken based on the discussions in the previous IQAC meeting.
- Principal and Chairman of IQAC committee, Dr. S.C. Tiwari informed the present members that 90% of the work plan envisaged has been completed. Principal expressed gratitude towards the external experts i.e. Dr. P. Agnihotri & Dr. A.N. Makhija for their continued guidance. Principal informed the committee members that the NAAC evaluation will be carried out as per the new guidelines and norms and hence a thorough discussion is needed on the new norms of NAAC along with the guidance of external expertise and also learning from the quality initiatives of other Colleges. Principal informed that the quality initiatives taken up by the College like Honesty Corner, Green Army, Aqua Club, Soil testing,

Entrepreneurship awareness programs are being executed very well despite of the shortage of staff. Government schemes are also followed and implemented completely.

- External expert Dr. A.N. Makhija opined that the proposed plan of work of the College for the academic session 2019-20 greatly reflects the Vision of the College. However, to make the plan of work more effective, Dr. Makhija suggested few points:
- The students of the College must be made aware of all the quality initiatives and activities of the College.
- The students of the College must regularly log in to the website and facebook page of the College for regular updates.
- A Quiz can be organized for the College students on the quality initiatives and activities of the College and their feedback can be collected.
- Analysis of academic results of the students category-wise and display of the names of toppers on the website.
- The results of soil testing analysis can be shared with the experts in Agriculture University and the farmers of Colleges' adopted village.
- Borewell water recharge and rain water harvesting must be fully implemented and functional.
- Each department must systematically arrange and organize its data and documents and power point presentation be done for every department at least 5 times.
- Only the valid MoUs should be displayed and presented.
- At least 3-4 Oxy zones must be created inside the College campus.
- The great achievement of zero ragging in College is remarkable and must be publicized actively.
- External expert Dr. P.Agnihotri emphasized that the Colleges' Vision is completely absolute and is not lacking in any regard. NAAC evaluation will be conducted as per 2019 norms and hence Dr. Agnihotri threw light on some important points:
- Student Satisfaction Survey (SSS) is an important parameter and hence every student's name and valid mobile no. and email must be recorded. Nearly 60-70% students will be contacted and SSS questionnaire containing 20-25 questions can be sent to them by the NAAC. Students must respond to NAAC's SSS questionnaire and for this every Teacher must remain alert. Students must remain connected to the internet as at least 10% respondents are necessary for completion of NAAC's SSS survey. For this, students must be taught to respond to the SSS survey through power point presentations and Teachers must teach this to students by forming small groups / cells of students.
- Quality initiatives like Aqua Club, Honesty Corner, Health Check-ups etc can be included under Best Practices.
- NAAC evaluation is 70% quantitatively based and 30% qualitatively based.
- DVV is the major step in NAAC evaluation and hence all the documents must be uploaded carefully and completely.
- The great achievement of the College in expenditure towards maintenance is remarkable and must be emphasized.
- The College campus must be readied for NAAC Peer team Visit and hence separate teams be prepared for Solar power, Waste management, Oxy zone in the College.
- The most important step in NAAC evaluation is responding in the Response Box by providing 1000 words summary about the overall activities of the College.
- Regular monitoring of NAAC's website for latest updates.
- The pattern and classification of scoring of NAAC is very important.

- The Student's dissertations can be shown as Industrial linkages.
- For every valid publication web link is necessary. Those publications without any web link must be shown as additional information.
- Dr. P.Agnihotri also shared his own experience of NAAC evaluation in his College.
- Dr. Nisreen Husain expressed gratitude and vote of thanks to all the dignitaries present in the meeting.


Dr. Amita Sehgal
(IQAC Coordinator)


(Dr. S.C. TIWARI)
PRINCIPAL
GOVT. DR. W.W. PATANKAR
GIRLS' PG COLLEGE, DURG

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Date: 11th Oct 2019

IQAC Committee Meeting

Members Present:

1. Dr. S.C. Tiwari (Principal & IQAC Chairman)
2. Dr. Meera Gupta
3. Dr. Richa Thakur
4. Dr. Alka Duggal
5. Dr. Nisreen Husain
6. Dr. Sunita Gupta
7. Dr. K.L.Rathi
8. Ms. Anindita Biswas
9. Dr. Amita Sehgal (IQAC Coordinator)

Agenda & Highlights:


1. In the second IQAC meeting of 2019-20 session all seven SSR Criterion Incharge were present along with the IQAC committee members.
2. Principal and Chairman of IQAC committee addressed to the present members and took note of the preparedness regarding SSR preparation keeping view of the suggestions provided by the external experts in the previous IQAC meeting.

Minutes:

- IQAC coordinator Dr. Amita Sehgal asked all the present members to get ready with all the documents required for SSR and also emphasized on the scanning of all the documents to be uploaded on the website for SSR submission.
- Criterion 1 Incharge Dr. Meera Gupta asked for all the Programme / Course codes to be received from Hemchand Yadav University and to determine the group of subjects taught under Arts faculty.
- Criterion 2 Incharge Dr. Alka Duggal asked for the student details of newly admitted students for providing data for SSS.
- Criterion 4 Incharge Dr. Prasuna informed the present members about the available data required in Criterion 4.

- Criterion 5 Incharge Dr. Richa Thakur informed the present members that the employment details of the passed out students of previous years is difficult to get but efforts are on to gather maximum possible data for the outgoing students employment status.
- All the present members unanimously agreed upon the uploading of the activities and achievements of the Library and Sports departments on the College website.
- All the present members with full consensus took a decision to contribute fully and successfully accomplish the upcoming NAAC evaluation.
- Dr. Nisreen Husain expressed gratitude and vote of thanks to all the dignitaries present in the meeting.


Dr. Amita Sehgal
(IQAC Coordinator)


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Date: 25th Jan 2020

IQAC Committee Meeting

Members Present:

1. Dr. S.C. Tiwari (Principal & IQAC Chairman)
2. Dr. Meera Gupta
3. Dr. Richa Thakur
4. Dr. Alka Duggal
5. Dr. Nisreen Husain
6. Dr. Sunita Gupta
7. Dr. K.L.Rathi
8. Ms. Anindita Biswas
9. Dr. Amita Sehgal (IQAC Coordinator)

Agenda & Highlights:


1. In the third IQAC meeting of 2019-20 all seven SSR Criterion Incharge were present along with the IQAC committee members.
2. Principal and Chairman of IQAC committee addressed to the present members and took note of the preparedness regarding SSR preparation keeping view of the suggestions provided by the external experts in the previous IQAC meeting.
3. As all the data and information regarding the filling of all seven criteria of SSR is completely gathered and the scanning of documents is also done, it was unanimously decided to proceed for IIQA filling by 20th Feb 2020.

Minutes:

- It was decided that before filing the IIQA, all the data pertaining to SSR has to be ready in hardcopy, softcopy and also in Excel sheets.
- It was decided that all the documents will be certified by the Principal before scanning and uploading.
- It was decided to gather data and prepare for The Extended Profile of the College's SSR.
- It was decided to start updating the website with all the information related to IIQA and SSR.
- It was decided to upload the Minutes of IQAC meetings held during previous five years and also upload the Action Taken Report based on IQAC meetings on the College website.
- It was decided to collect and arrange the student details of newly admitted students for providing data for SSS.
- It was decided that all the criterion Incharge will present their data through power point presentation.

- It was decided that all the Teachers and Staff will check their bio data uploaded on the College website and rectify the mistakes if found any.
- It was decided that after all the preparations are completed then only the IIQA filing will be done as per the scheduled date decide above.
- Dr. Nisreen Husain expressed gratitude and vote of thanks to all the dignitaries present in the meeting.


Dr. Amita Sehgal
(IQAC Coordinator)


(Dr. S.C. TIWARI)
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Date: 3rd Mar 2020

IQAC Committee Meeting

Members Present:

1. Dr. S.C. Tiwari (Principal & IQAC Chairman)
2. Dr. Meera Gupta
3. Dr. Richa Thakur
4. Dr. Alka Duggal
5. Dr. Nisreen Husain
6. Dr. Sunita Gupta
7. Dr. K.L.Rathi
8. Ms. Anindita Biswas
9. Dr. Amita Sehgal (IQAC Coordinator)

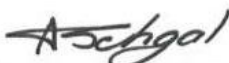
Agenda & Highlights:


1. In the fourth IQAC meeting of 2019-20 all seven SSR Criterion Incharge were present along with the IQAC committee members.
2. Principal and Chairman of IQAC committee addressed to the present members and congratulated IQAC Coordinator and team for successful submission of IQA on Colleges' HEI portal and quick approval of IQA by NAAC on 25th Feb 2020.
3. IQAC Coordinator Dr. Amita Sehgal thanked all the IQAC committee members for their gratitude & support.

Minutes:

- Principal instructed to all the criterion incharge and IQAC members that all should remain present in the College during the submission of respective SSR criterion allotted to them.
- IQAC Coordinator Dr. Amita Sehgal apprised the committee members that for SSR submission process on Colleges' HEI portal, NAAC has allotted 45 days however the SSR submission would be completed by 31st March 2020 so that a week's time can be spared to review the whole SSR before final submission to NAAC before 10th April 2020.
- Principal instructed to all the criterion incharge and IQAC members that all should remain present in the College during the submission of respective SSR criterion allotted to them and readily provide any information or data asked by the IQAC so that the SSR could be submitted well within the scheduled timeframe.

- All the committee members were instructed by the Principal that they all must contact to the students in classroom regarding their daily checking of their respective emails and messages and also immediately inform about any changes in their contact details.
- On the Colleges' website a separate tab for NAAC has been created in which different tabs for every criterion is also created and the respective related documents have been uploaded under each criterion tab.
- On the Colleges' website, a detailed report of all the activities of the College has to be uploaded and hence all the activity incharge shall provide information for the same.
- It was unanimously decided to assign the work of preparation of power point presentations of all the departments to Dr. Nisreen Husain.
- Dr. Nisreen Husain expressed gratitude and vote of thanks to all the dignitaries present in the meeting.


Dr. Amita Sehgal
(IQAC Coordinator)


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Date: 18th Mar 2020

IQAC Committee Meeting

Members Present:

1. Dr. Venugopal (External Expert)
2. Dr. G. Ghanshyam (External Expert)
3. Dr. S.C. Tiwari (Principal & IQAC Chairman)
4. Dr. D.C.Agrawal (NAAC Coordinator)
5. Dr. Meera Gupta
6. Dr. Richa Thakur
7. Dr. Alka Duggal
8. Dr. K.L.Rathi
9. Dr. Amita Sehgal (IQAC Coordinator)
10. Dr. Arti Gupta
11. Dr. Usha Chandel
12. Dr. Sushma Yadav
13. Dr. M.L.Prasuna
14. Dr. Lata Meshram
15. Dr. Meenakshi Agrawal
16. Dr. Yesheshwari Dhruv
17. Dr. Ritu Dubey
18. Dr. Reeta Sharma


Agenda & Highlights:

1. In the fifth IQAC meeting of 2019-20, external experts from RUSA namely Dr. Venugopal and Dr. G. Ghanshyam were invited.
2. All the seven SSR Criterion Incharge were present along with the IQAC committee members.
3. Dr. Venugopal and Dr. G. Ghanshyam reviewed the preparedness and the draft SSR of the College and provided some important inputs.

Minutes:

- Principal instructed to all the criterion incharge and IQAC members that all should remain present in the College during the submission of respective SSR criterion allotted to them.
- IQAC Coordinator Dr. Amita Sehgal apprised the committee members that for SSR submission process on Colleges' HEI portal, NAAC has allotted 45 days however the SSR submission would be completed by 31st March 2020 so that a week's time can be spared to review the whole SSR before final submission to NAAC before 10th April 2020.
- Principal instructed to all the criterion incharge and IQAC members that all should remain present in the College during the submission of respective SSR criterion allotted to them and readily provide any information or data asked by the IQAC so that the SSR could be submitted well within the scheduled timeframe.


Dr. Amita Sehgal
(IQAC Coordinator)


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Date: 20th Mar 2020

Consolidated Action Taken Report (ATR) based on IQAC Committee Meetings held on 15.07.2019, 11.10.2019, 25.01.2020 and 03.03.2020

1. Academic Calendar of the College for the academic session 2019-20 prepared by the Academic Committee.
2. Induction programs for newly admitted students in 2019-20 academic session was organized with complete participation of Teaching and non-teaching staff.
3. The inputs and suggestions of the external experts were taken and implemented by the IQAC for improving the quality initiatives of the College and the same were included in SSR drafting.
4. Preparation of Department-wise power point presentations was initiated for final presentation during NAAC peer team visit.
5. Regular updation of College website was initiated as per the requirements of SSR and NAAC.
6. One Oxy zone and one green zone were established in the College premises.
7. Fire Extinguishers were placed at strategic points inside the College building.
8. One Yoga Workshop and one Meditation Workshop were organized in the College for the benefit of Teaching and non-teaching staff during the academic session 2019-20.
9. An online portal for Anti-Ragging initiative opened on the College's website for registering grievances of students.
10. A plan of action for contacting the experts and authorizing agencies to conduct a Green Audit of the College campus has been initiated by the Environment Committee.
11. A total of eight workshops on entrepreneurship awareness cum training have been conducted in the College during the academic session 2019-20.
12. A total of five workshops on employability enhancement have been conducted in the College during the academic session 2019-20.
13. A total of nine Value-added courses imparting transferable and life skills have been conducted in the College during the academic session 2019-20.
14. Collection and Analysis of the feedback from students, teachers, and parents was done during the academic session 2019-20.
15. The analysis of academic results from previous academic session of 2018-19 was done and reforms discussed by IQAC, Principal and Academic Committee.

16. The College premises were subjected to periodic sanitation drives and cleanliness drives on every Saturday throughout the year during the academic session 2019-20.
17. Proper arrangements were made for waste disposal management for solid, liquid, e-waste, bio-wastes. An official mutual agreement of understanding was also established with Durg Municipal Corporation for daily pick-up of waste from the College premises.
18. Four solar panel powered lights of 6 watts each were installed at strategic locations inside the College premises.
19. The A&A process for the third cycle of NAAC evaluation was initiated by opening of Colleges' HEI portal and later the IIQA was submitted to NAAC on 22nd Feb 2020. The IIQA was duly approved by the NAAC on 25th Feb 2020. The SSR filling and uploading on the Colleges' HEI portal was started immediately post IIQA approval and nearly 80% of SSR filing process is completed by 25th March 2020.


Dr. Amita Sehgal
(IQAC Coordinator)


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