



Date: 24<sup>th</sup> Nov 2020

### IQAC Committee First Quarterly Meeting

All the members of the IQAC Committee are hereby informed that the first quarterly meeting of IQAC for the academic session 2020-21 is being scheduled on 02/12/2020 (Wednesday). The meeting shall be conducted virtually / online via Google Meet. The agendas for the meeting are postulated as follows:

#### Agenda of the Meeting:

1. Discussion on successful completion and submission of AQAR 2018-19 and subsequent acceptance and approval of AQAR 2018-19 by NAAC.
2. Discussion on completion and submission of AQAR 2019-20 and its pending acceptance / approval by NAAC due to unavailability of final year / semester results because of the delay in exams and declaration of results due to Covid-19 pandemic.
3. Discussion on the delayed beginning of the new academic session 2020-21 from 1<sup>st</sup> Nov 2020 and preparation of new academic calendar accordingly.
4. Discussion on the ongoing virtual / online classes from 1<sup>st</sup> Nov 2020 and students' participation therein.
5. Discussion on selection of suitable dates for the resumption of pending SSR filing which was 80% completed till 25<sup>th</sup> March 2020 but got stalled due to nationwide lockdown and closure of all HEIs due to Covid-19 pandemic.

All the IQAC members are requested to attend the meeting and provide their valuable inputs on the aforementioned agendas.

#### IQAC Members:

1. Dr. Pradeep Agnihotri (External Expert)
2. Dr. Ashanand Makhija (External Expert)
3. Mr. Mohan Agrawal
4. Mr. Kamal Rungta
5. Dr. S.C. Tiwari (Principal & IQAC Chairman)
6. Dr. Dulichand Agrawal
7. Dr. Meera Gupta
8. Dr. Richa Thakur
9. Dr. Nisreen Husain
10. Dr. K.L. Rathi
11. Dr. Amita Sehgal (IQAC Coordinator)

  
Dr. Amita Sehgal  
(IQAC Coordinator)

  
(Dr. S.C. TIWARI)  
PRINCIPAL

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Govt. Dr. W.W. Patankar  
Girls P.G. College, Durg (C.G.)



## **Minutes of the Meeting:**

The first quarterly meeting of IQAC committee was conducted online via Google Meet link <https://meet.google.com/ytp-ncxr-jdf> at 12:00 noon on Wednesday the **02<sup>nd</sup> December 2020**.

Dr. Richa Thakur convened this virtual meeting and set the order and tone of the meeting by welcoming all the participants and addressing to every speaker as and when their turn came to speak and provide valuable inputs.

IQAC Coordinator welcomed all the participants in the meeting and mentioned the delay in conducting the meeting due to Covid-19 pandemic. IQAC Coordinator also apprised everybody of the uncertain circumstances created due to Covid-19 pandemic and how it affected the normal working conditions of the College.

IQAC Coordinator mentioned that the validity of the existing NAAC Accreditation Certificate of the College has ended on **02<sup>nd</sup> March 2020** and therefore the IQAC initiated the IQA submission process and submitted the IQA to NAAC on **22<sup>nd</sup> Feb 2020**. The NAAC duly approved the IQA on **25<sup>th</sup> Feb 2020** following which the SSR submission process was initiated immediately due to the time limit of 45 days for SSR submission. The last date for SSR submission was **10<sup>th</sup> April 2020**.

IQAC Coordinator mentioned that SSR submission process was moving smoothly and on time and was 80% completed by **25<sup>th</sup> March 2020** when all of a sudden the National Lockdown was implemented till **30<sup>th</sup> June 2020** due to Covid-19 while the closure of all HEIs continued till **31<sup>st</sup> Oct 2020**. The SSR submission process was therefore halted since **25<sup>th</sup> March 2020**.

IQAC Coordinator mentioned that IQAC raised a SSR related query with NAAC on College's HEI portal on **07<sup>th</sup> April 2020** regarding the halt in College's SSR submission process due to National Lockdown. NAAC sent a reply on **08<sup>th</sup> April 2020** mentioning that there is no need to worry and all the SSR related data has been saved automatically and when the College re-opens fully then a request has to be made to NAAC to activate the SSR window for filling the pending SSR. The SSR window was closed automatically on **10<sup>th</sup> April 2020**.

IQAC Coordinator mentioned that in mid April the AQAR window became active for the submission of AQAR 2018-19. The IQAC started online filling of AQAR 2018-19 and was finally submitted on **17<sup>th</sup> July 2020**. The NAAC approved AQAR 2018-19 on **11<sup>th</sup> August 2020**.

IQAC Coordinator mentioned that in the mean time on **20<sup>th</sup> July 2020** a query was raised with NAAC to seek NAAC's guidance regarding resumption of SSR filling process as the teaching and non-teaching staff of the College has started coming however a Lockdown in Durg district was being implemented from **23<sup>rd</sup> July 2020**. The NAAC sent a reply on **21<sup>st</sup> July 2020** that let the College re-open completely with normal academic activities and then make a request to NAAC to activate the SSR window by mentioning the exact dates and time period from which to which the SSR window needs to be activated.

IQAC Coordinator mentioned that the AQAR window for submission of AQAR 2019-20 became active in August 2020 and hence the online filling of AQAR 2019-20 was initiated and was finally submitted on **09<sup>th</sup> September 2020**. The NAAC however kept College's AQAR 2019-20 on hold because of the unavailability of the final year / semester results of UG and PG classes.



IQAC Coordinator mentioned that from **01<sup>st</sup> Nov 2020** online classes for UG and PG were initiated and several academic and co-curricular activities are being conducted through online mode.

IQAC Coordinator mentioned that as soon as the results of the final year / semester results of UG and PG classes will be available the same would be filled in AQAR 2019-20 and will be re-submitted to NAAC. The University has been contacted in this regard to make available the Tabulated Chart of Results as soon as possible.

IQAC Coordinator mentioned that in the mean time NAAC has also extended the submission deadline of AQAR 2019-20 till **31<sup>st</sup> May 2021**.

IQAC Coordinator mentioned that now IQAC is seriously considering sending a request to NAAC for activating the SSR window. The suitable dates to be mentioned to NAAC for activating the SSR window are being discussed upon. The IQAC is keenly persuading the matter so that the SSR submission process is completed as fast as possible.

IQAC Coordinator mentioned that separate Feedback forms via Google forms have been created for Students, Parents, Alumni and Teachers so that their valuable feedbacks can be accumulated. IQAC has decided to dispense these feedback forms to various stakeholders via online mode in the month of Jan-Feb 2021.

The Principal & IQAC Chairman addressed the meeting and spoke at length about the various programs / events / activities that were virtually carried out through online mode by the College. The Principal & IQAC Chairman specifically mentioned about the virtual activities carried out under the '*Ek Bharat Shreshtha Bharat*' scheme and also regarding the various webinars that were conducted during the Covid-19 pandemic period and ensuing Lockdown period.

External Expert Dr. Pradeep Agnihotri recommended that a skill development program of minimum 30 hours duration can be held via online mode so that the students of the College are engaged in a productive work through such Add-on course / Certificate course.

External Expert Dr. Ashanand Makhija mentioned that this is the time to convert adversity into opportunity and hence recommended that a review of SSR data already filled and to be filled can be conducted so that the SSR data becomes flawless.

External Expert Dr. Ashanand Makhija also recommended that online psychological counseling sessions could be conducted for those students who were adversely affected by Covid-19.

External Expert Dr. Ashanand Makhija also recommended preparing audio and video lectures for students and uploading on College's website.

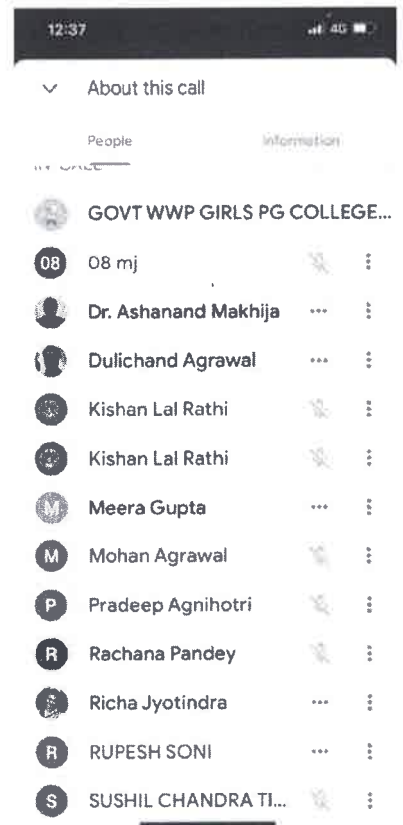
External Expert Dr. Ashanand Makhija also recommended that internal assessment of students can be carried out by giving questions to the students so that the students remain in the habit of answer-writing.

External Expert Dr. Ashanand Makhija also recommended that Yoga training, Immunity boosting training and Diet planning training of minimum 30 hours duration each can be conducted via online mode so that the students remain active and safe from Covid-19 through such Add-on courses / Certificate courses.

The other members present in the meeting extended their best wishes and support for completing the SSR submission process as early as possible.



At the end of the meeting, Dr. Meera Gupta extended the vote of thanks to all the participants present in the meeting for providing their valuable inputs and making this virtual meeting as fruitful and successful as the real one.



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**Internal Quality Assurance Cell (IQAC)  
Agenda and Minutes of the Meeting  
Session (2020-21)**

**Date : 11.02.2021**

Agenda:-

1. Submission of SSR on 23.01.2021 on the NAAC Portal.
2. Make the students aware about SSS.
3. Preparation of DVV.

Minutes of the meeting:-


1. The Committee was informed about submission of SSR on 23<sup>th</sup> January 2021.
2. The members of the Committee were of the view that all the teachers should spread awareness about SSS among the students. The Whatsapp groups may be utilized for the purpose.  
It was suggested that the NAAC poster about SSS should be sent as pdf to all the students.
3. The DVV process after SSS should be sincerely followed by every criterion Incharge. All the queries should be answered with relevant documentary proof, within the prescribed time limit.
4. Simultaneously, all the criterion Incharge were advised to prepare for Peer Team Visit.  
A separate meeting of criterion Incharge should be scheduled to discuss the detailed plan about Peer Team Visit.

Following members were present in the meeting:-

SI. 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

  
Dr. Amita Sehgal  
(IQAC Coordinator)



  
(Principal)  
PRINCIPAL  
Govt. Dr. W. W. Patankar  
Girls P. G. College, Durg (C.G.)



**Internal Quality Assurance Cell (IQAC)  
Agenda and Minutes of the Meeting  
Session (2020-21)**

**Date: 24.05.2021**

Agenda:-

1. Completion of SSS and DVV.
2. Discussion about Peer Team Visit.
3. Formation of Committee for PTV.

Minutes of the meetings:-

1. The members were informed about the commencement of Student Satisfaction Survey on 27.01.2021 And the completion of Digital Validation and Verification (DVV) process on 25.02.2021
2. The members were also informed about the impending visit of the NAAC Peer Team to the College.
3. The members presented their views about preparation of departmental visits and ppts.
4. The members also suggested that a mock-team from State Level Quality Assurance Cell should also be invited for a mock Peer Team Visit.
5. The formation of different committees for welcome of the peer team and distribution of responsibilities were also discussed and finalized during the meeting.
6. The meeting ended with a vote of thanks to the members present by the IQAC Incharge.

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

*A Sehgal*  
Dr. Amita Sehgal  
(IQAC Coordinator)



*SJ*  
(Principal)  
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**Internal Quality Assurance Cell (IQAC)  
Agenda and Minutes of the Meeting  
Session (2020-21)**

**Date: 01.10.2021**

Agenda:-

1. Completion of third cycle of NAAC evaluation.
2. To prepare a well organized plan for next cycle of evaluation by, NAAC.

Minutes of the meeting:-

1. A new IQAC committee needs to be constituted for preparation of next cycle of assessment of NAAC.
2. There should be a change in the professors-in-charge of different criterions of NAAC evaluation. Some members of the committees should also be changed for proper functioning of action plan.
3. A detailed 'Plan of Action' for next cycle needs to be drawn keeping in view the NAAC Assessment report and recommendations of Peer Team.
4. Coordinator of IQAC, Dr. Amita Sehgal suggested that special attention should be paid to those criterions, where the College has lagged behind in the previous cycle.
5. Respected principal sir suggested that all professors should be oriented towards research publications. Special attention needs to be paid to publications in the journals listed in UGC-CARE List.
6. All professors should maximize the use of ICT in classrooms for teaching and learning.
7. Coordinator Dr. Sehgal proposed that a co-ordinate and stepwise and gradual action plan should be formulated to implement the recommendation of the NAAC Peer Team; and every head of the department should present their views and plan of action in the next meeting.
8. The meeting concluded with a vote of thanks to the members present by the IQAC Incharge.

Following members were present in the meeting:-

SI. 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

*A Sehgal*  
Dr. Amita Sehgal  
(IQAC Coordinator)



*S.2*  
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