

# Government Minimata Girls College, Korba

## Minutes of IQAC meeting of NAAC on 19.07.2017

Today the first meeting of IQAC for the session 2017 – 18 is conducted in the Principal's chamber at 12:00 hrs noon.

The following members are present :

Principal : Chairperson

Smt. Almas Naiem

Smt. Sandhya Pandey : Coordinator

Dr. A. P. Singh

Dr. P. K. Sinha

Dr. Anjali Roy

Dr. S. S. Rao

The coordinator welcomed all the members of the IQAC committee and started the meeting with Principal's permission. The coordinator instructed that all departments should work in cohesive manner as per the standards and practices as set by NAAC. She then informed about Annual Quality Assurance Report (AQAR) which the college have to submit every academic year. Further, the objectives, decision and action taken in the meeting had been discussed as follows :

Sr. No	Topic	Action
1	<p><b><u>Submission of AQAR :</u></b> All the departments in the college were informed about AQAR, its criterion and standards as per NAAC norms.</p> <p><b><u>Decision:</u></b> The principal instructed all HOD's of different department to work as per NAAC guidelines, perform activities and maintain records as per instructions.</p>	All HOD's and member of IQAC committee.
2	<p><b><u>Attendance and Daily Diary :</u></b> In order to maintain the record of students attendance and teaching of professors, the college must print daily diary and attendance register.</p> <p><b><u>Decision:</u></b> All committee member had given their concern and the Principal directed the same.</p>	The office give work order as per the recommendations to print Daily Diary and Attendance register.

3	<p><b><u>To increase the quality of education :</u></b></p> <p>In order to increase the quality of education innovative technology and experiments should be practiced in all departments of the college.</p> <p><b><u>Decision :</u></b></p> <p>Coordinator informed that planning for the new innovation in education should be done as per NAAC parameters in each and every departments. Reports of new innovation applied should be submitted to IQAC.</p>	All HOD's of the various Department
4	<p><b><u>Discipline in the college :</u></b></p> <p>It had been discussed to maintain discipline in the college. Initiatives should be taken so that no new coming student should get annoyed.</p> <p><b><u>Decision :</u></b></p> <p>It is decided that different committee members like Discipline Committee, Antiragging Committee, Grievance Redressal committee etc. should strictly follow the discipline.</p>	All committee members.
5	<p><b><u>Inaguration of Annual Magzine :</u></b></p> <p>Inaguration of Students' Annual magazine should be done on time.</p> <p><b><u>Decision:</u></b></p> <p>The Committee members of Magazine committee should take care of inauguration and distribution of magazine on time</p>	All Committee Members

In the end, The Chairperson concluded that the discussion on the above points has been very important and productive. She asked all the committee members to strive towards excellence in education and submit AQAR to NAAC in time. With her permission, finally the meeting was put an end.

The next meeting will be scheduled in the second week of August.

  
Prof. A. K. Kesarwan 29.6.19  
IQAC Coordinator

  
Dr. Tara Sharma  
Principal 29.6.19  
PRINCIPAL  
GOVT. MINIMATA GIRLS COLLEGE  
KORBA (O.G.)