

# Government Minimata Girls College, Korba

## Minutes of IQAC meeting of NAAC on 27.06.2019

Today the first meeting of IQAC for the session 2019 – 20 is conducted in the Principal's chamber at 12:00 hrs noon.

The following members are present :

Principal : Chairperson

Prof. A. K. Kesarwani : Coordinator

Dr. Papia Chaturvedi

Dr. Namrata Sharma

Dr. Shreni Diwakar

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><u>Submission of AQAR :</u> All the departments in the college were informed about AQAR, and Documentation required for DVV process.</p> <p><u>Decision:</u> 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><u>Documentation process :</u> In order to maintain the record of any event in the institution the essential documentation like Notice, Invitation to the Guest, GPS Photograph, Newspaper cutting and feedback and attendance should be collected in the respective file.</p> <p><u>Decision:</u> All faculty members should follow the</p>	All faculty members of the college.

	documentation process.	
3	<p><b><u>Departmental Activities :</u></b></p> <p>All departments should maintain the detail of all activities with meeting and photograph with certificate.</p> <p><b><u>Decision :</u></b></p> <p>Coordinator informed that planning for the departmental activities.</p>	All HOD's of the various Department
4	<p><b><u>Research Project :</u></b></p> <p>It had been discussed to maintain research project all faculty advised to take mini research projects, arrange seminars and workshops in respective fields.</p> <p><b><u>Decision :</u></b></p> <p>It is decided that all faculty members try to take research projects and arrange seminars and workshops.</p>	All HOD's and committee members.
5	<p><b><u>Academic Analysis :</u></b></p> <p>There should be a regular academic analysis for student performance.</p> <p><b><u>Decision:</u></b></p> <p>The HOD's of different faculty should maintain a record of student performance in test, their attendance regularly</p>	All HODs

In the end, The Chairperson concluded that the discussion on the above points has been very important and productive. He asked all the HODs and 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.

Dr. Tara Sharma  
**Co-Ordinator**  
**IQAC**

  
**Principal**  
**Govt. Minimata Girls College**  
**Korba (C.G.)**

# Government Minimata Girls College, Korba

## Minutes of IQAC meeting of NAAC on 03.01.2020

The second meeting of IQAC for the session 2019 – 20 is conducted at 2:00 hrs noon.

The following members are present :

Principal : Chairperson

Dr. Tara Sharma : Coordinator

Prof. A. K. Kesarwani

Smt. Almas Naiem

Smt. Sandhya Pandey

Dr. D. V. K. Naidu

Dr. Anjali Roy

Dr. Papia Chaturvedi

Shri. Prakash Sahu

Dr. Daizy Kujur

Miss. Meenakshi Shandilya

Dr. Shreni Diwakar

Dr. S. S. Rao

With due permission of the chairperson the coordinator welcomed all the members of the IQAC committee and started the meeting. She then give a report of steps taken for the decisions of last meeting held on 27.06.19.

There is a discussion about NAAC meeting 19 December 2019 in Raipur and its presentation.

The objectives, decision and action taken in the today's meeting has been discussed as follows :

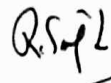
Sr. No	Topic	Action
1	<p><u>Progress of AQAR and SSR :</u> All HOD's has been asked about the working in the departments as per instruction of NAAC to fill criterion in AQAR and SSR.</p> <p><u>Decision:</u> All departments should plan according to criterion in</p>	All HOD's and member of IQAC committee.

	AQAR and SSR.	
2	<p><b><u>Induction Program for New Students:</u></b></p> <p>An induction program should be conducted for the new students to introduce our college and the basic facilities provided for them.</p> <p><b><u>Decision:</u></b> All IQAC committee members should organize the induction program on time.</p>	IQAC committee members
3	<p><b><u>Result Analysis :</u></b></p> <p>Result of last session in all departments has been analysed and reasons for success and failure of students discussed.</p> <p><b><u>Decision :</u></b></p> <p>All departments should make efforts to improve the result in current session.</p>	All HOD's of the various Department
4	<p><b><u>Feedback Analysis :</u></b></p> <p>All faculty members have to fill feedback form for stakeholders.</p> <p><b><u>Decision :</u></b> All faculty members should arrange to fill the feedback form from students, alumni etc.</p>	All Faculty members
5	<p><b><u>Academic Planner :</u></b></p> <p>All departments should submit their academic planner describing the academic as well as extracurricular activities alongwith the tentative period of conduction.</p> <p><b><u>Decision:</u></b></p> <p>The HOD's of all department should submit their academic planner to the IQAC in the allotted time.</p>	All HOD's
6	<p><b><u>Memorandum of Understanding</u></b></p> <p>The different faculty members should undergo MOU with different institutions according to their requirement.</p> <p><b><u>Decision:</u></b></p> <p>All faculty members perform for MOU</p>	All HODs

6	<p><b><u>Parent Teacher Meeting :</u></b></p> <p>The relevant committee should conduct PTM in the scheduled period as per the academic calendar. In PTM the teachers and parents can sort out the problems of the students if any.</p> <p><b><u>Decision:</u></b></p> <p>The HOD's of all department should positively discuss the problems of the students with the parents and take their view for the improvement of the college.</p>	PTM committee and HOD's.
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In the end, The Chairperson concluded that all the decision in todays meeting should strictly followed in order to meet the standards of NAAC and improvement of our college. With her permission, finally the meeting was put an end.

  
 Dr. Tara Sharma  
**Co-Ordinator**  
 IQAC Coordinator  
**IQAC**

  
 Dr. Rajendra Singh  
**Principal**  
 Govt. M. J. B. Girls College  
 Korba (C.G.)