

Minuts of meeting

Patan, Date 03.09.2014

For the session 2014-15 the IQAC meeting has been organized by the coordinator to curve out quality enhancement of the college. In the meeting, all the members of IQAC, principal and HoDs of teaching staff participated.

1. In the beginning of the meeting the previous sessions 2012-13, 2013-14 agenda reviewed by the members. Point wise detailed discussion and achievements evaluated.
2. The committee has recommended several proposals and programs to different college-governing committees and organizations for the betterment of UG and PG level teaching and non-teaching activities. The recommendations are as follows:

1. Academic calendar execution must be monitored and quarterly report should be given to IQAC by the HOD's of each departments.
2. In the beginning of the session for curricular and co-curricular some education different committees should be formed and a copy of the same must be provided to the IQAC.
3. Teaching time-table should be prepared according to the University syllabus, combined and Departmental time-table should be given to IQAC.
4. Students should be informed about the rules and regulations, and consequences of ragging and in disciplinary action in the beginning of the session and the respective committees should inspect regularly. The report of the same must be preserved.
5. Teacher should be inspired to participate actively in workshops and seminars and at the same time students should inspire to participate in educational excursions.
6. For UG and PG students series of subject-expert's lectures should be arranged in the college, through "remedial classes" for SC/ST/OBC and privileged class students. The record must be maintained by all the HOD's and provided to coordinator of the program.
7. For career advancement and placement, workshops/seminars/lectures of the professionals should be arranged.
8. To introduce computer literacy programs for the students, teachers and non-teaching-staffs, computer lab with internet facilities requirements must be fulfilled.
9. To improve the English language and applied knowledge of Mathematics of students, a English language lab and Mathematics-lab should improve performance and internal examination must be conducted and record should be properly maintained.
10. Student should be motivated to use library and issue books. Librarian should deliver lecture regarding rules and regulations of library and books availability in the beginning of the session to get them updated and records of the events must be maintained.
11. New course books, reference books, competitive books, journals and magazines should be subscribed.
12. To get the library services updated and quick responding automation of library should be done.
13. Proposals for national seminar and minor research projects sent to UGC by departments.
14. A temporary computer operator must be hired for day-to-day works of IQAC.
15. For community service NSS camps and Red Cross activities should be diversified and record must be given to IQAC.
16. New teachers should be appointed through college Janbhagidari (internal resources)for UG/PG classes.
17. Feed-Back forms must be translated in Hindi language and provided to all the students of the College. A committee of all HOD's formed to analyze the report and a copy of the report must be provided to IQAC.
18. Internal examination conducting and monitoring committee must be formed and the final result should be given to IQAC.
19. Provision for shade construction over fees counter is needed in F.Y. 2014-15 for the convenience of the students.
20. To upgrade teaching quality smart class should be installed and LCD projector should be provided.
21. GIS software should be purchased for Geography Department.

22. A Botanical Garden is required for practical study.
23. For women's hostel furniture should be purchased and for the creation of warden post the letter must be written to the Higher Education Department (C.G Government).
24. Red-cross should organize awareness programs, i.e. health checkup camps, AIDS-awareness lectures, environment days, literacy and adult-education program etc. for the improvement of quality of life in this subject.
25. Canteen construction proposal should be permitted before JBS.
26. Proposal for water harvesting should be made with the help of PWD.
27. In view of infrastructure development a fresh proposal for women hostel's boundary wall should be made and forwarded to the Higher Education Department (C.G Government).
28. Sports department should prepare fresh proposal for sports infrastructure development and sent to UGC under 12th Plan.

Dr. S.K. Das
(Coordinator)

Dr. Shobha Shrivastava
Principal

1. Dr. Anita Shankar
2. Prof. B.M. Sahu
3. Prof. Kusilya Shastri
4. Dr. R.K. Verma
5. Dr. S. Hussain
6. Sri Jagrit Kumar
7. Sri D. K. Bhardwaj
8. Dr. P. Seth
9. Dr. D. K. Namdev
10. Sri D. K. Tikariha
11. Dr. Sadhna Rahatgaonkar
12. B.K. Chouby
13. Shri Sandeep Mishra