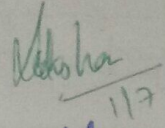
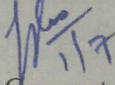
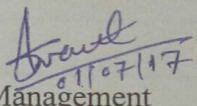


# Minutes of the IQAC meeting held on 01/07/2017




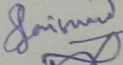
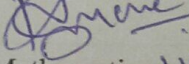


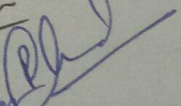
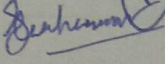
The meeting of the IQAC committee members was held on 01/07/2017 (Saturday) at 12.30 p.m. in the IQAC Room No. B-107

## MEMBERS PRESENT:

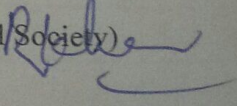
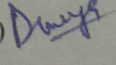
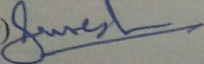
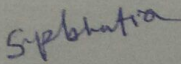
### MEMBERS OF IQAC (2016-17 to 2017-18)

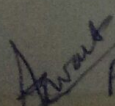
- Principal & Chairperson** : Dr. Raksha Singh 
- NAAC Co-ordinator** : Dr. J Durga Prasad Rao,   
Additional Director & Head, Computer Science
- IQAC Co-ordinator** : Mr. Sandeep Jashwant,   
Assistant Prof & Head, Management

## IQAC members:

1. Dr. Archana Jha, Assistant Prof & Head, Hindi 
2. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce 
3. Dr. Virendra Kumar Singh, Sports Officer 
4. Dr. Seema Jaiswal Assistant Prof, Commerce 
5. Dr. Rahul Mene, Assistant Prof & Head, English 
6. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics 
7. Dr. Gayatri Jay Mishra, Associate Professor, Education 
8. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology 
9. Mrs. Sujata Gaherwar, Assistant Prof & Head, Botany 

## External Members:

1. Mr. Roshan Khan, Area Sales Manager, Kajaria Ceramics, Chhattisgarh (Local Society) 
2. Miss Divya Nair (Student Member, B.Sc.) 
3. Mr. Suresh (Alumni member) 
4. Mr. Surendra Pal Singh Bhatia (Parent, Stakeholder) 

 posted on 01/07/17



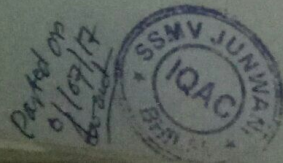
**Agenda:**

1. Confirmation of the minutes of the previous meeting
2. Installation of CCTV camera's
3. Introduction of new courses PGDCA and B.A.(Music, Psychology, English Literature)
4. Affiliation of B A III (Political Science, Sociology, Economics & Hindi Literature)
5. Proposal to start Certificate Training Programmes in MS Office, Marketing and Sales Technique, Language Lab Skills, Yoga Education and 'C' Programming.
6. Proposal to start NCC Unit of Girls' wing
7. The Departments will be encouraged to have MOU'S with leading consultancies, Laboratories and NGO'S for the benefit of students and society.
8. Shifting of Central Library to better infrastructure
9. Enhancing MIS through the use of GOOGLE CALENDER by the respective departments
10. Upgradation of Central Library Management by KOHA software
11. Freeship will be given to deserving candidates
12. Swimming pool will be handover to professional agency for its operation and maintenance
13. ATM facility to be started at the entrance of the college campus
14. College fest will be celebrated at the faculty level
15. The fee structure for the session 2018-2019 will be finalized.

**Resolutions:**

**It was resolved to:**

1. Minutes of previous meetings were approved and Importance, Roles and functions were presented to new members of IQAC
2. It was discussed and decided that college will install 06 cameras over a period of time for better surveillance of the campus.
3. Preparation for the Affiliation of B.A. III (Political Science, Sociology, Economics & Hindi Literature) has started.
4. It was discussed and decided to start Certificate Training Programmes in MS Office, Marketing and Sales Technique, Language Lab Skills, Yoga Education and 'C' Programming.
5. The college has applied to start Girls' Wing of NCC Unit in the 37 CG Battalion, Durg on self-finance basis.
6. It was decided to encourage all the departments of the college to have MOU'S with leading consultancies, Laboratories, educational institutions and NGO's for the benefit of students and society.
7. It was decided to start new programmes in the college, i.e. PGDCA, B.A (with additional subjects Music, English Literature and Psychology) by keeping the ethos of the college.
8. As per Suggestion of Library Advisory Committee decision was taken for Shifting of library to the bigger area with separate server room and spacious reading room be made
9. The NAAC coordinator proposed to upload all the departmental activities in Google Calendar for better MIS which was unanimously approved by all the members.
10. Koha software to be installed in the Central library.
11. Freeship be given to students with the categories be further extended to Economic Backward Class, International and National Sportsperson, NCC, NSS, Outstanding Contribution in the field of Social and cultural, merit basis, employees dependents. Percentage ranging from 20% to cent percent.



However the facility will not be given to those who have applied for Post-matric scholarship/Minority Scholarship given by the State/Central Govt.

12. It was discussed and decided that the swimming pool will be handed over to a professionally managed agency for its smooth operation and better maintenance.
13. The ICICI Bank ATM facility will be provided at the entrance of the college campus for student, staff as well as for general public.
14. To give platform to the students to showcase their talent the Commerce, Science and Management fest will be organized separately with events in the areas of Academics, Cultural and Sports.
15. The fee structure of 2018-19 was proposed with the consultation of all the head of the department.

Parted on  
01/10/19  
[Signature]



### Action Taken Report (30/10/2017)

Meeting Date	Decision Taken	Action Taken
01/07/2017	Installation of CCTV camera's	CCTV camera's were installed in the college campus on 09/07/2017
	Introduction of new courses PGDCA and B.A.(Music, Psychology, English Literature)	To initiate the said courses letter to commissioner higher education was sent on 11-07-2017.
	Affiliation of B A III (Political Science, Sociology, Economics & Hindi Literature)	Preparation for the Affiliation of B A III(Political Science, Sociology, Economics & Hindi Literature) has been initiated.
	Proposal to start Certificate Training Programmes in MS Office, Marketing and Sales Technique, Language Lab Skills, Yoga Education and 'C' Programming.	Successfully conducted Certificate Training Programmes in MS Office, Marketing and Sales Technique, Language Lab Skills, Yoga Education and 'C' Programming for the students which focuses on their employability and skill development
	Proposal to start NCC unit of Girls' wing	To start the process the letter was sent to CO Office 37 NCC CG Battalion Durg on 16/09/2017.
	Departments will be encouraged to have MOU'S with leading consultancies, Laboratories and NGO'S for the benefit of students and society	Departments are taking initiatives to explore the possibilities of making MoU's with the agencies of repute
	Shifting of Central Library to better infrastructure	The shifting of library was done on 29 /07/2017 with the bigger reading room and separate Network resource center with area of 3724 sq.ft (previous area was 2144 Sq.Ft)
	Enhancing MIS through the use of GOOGLE CALENDER by the respective departments	It was decided on 01/08/2017 date to have a brief write up uploaded in the Google Calendar of all the activities undertaken by various departments which help Faculties to have a tab of activities perform by each departments
	Freeship will be given to deserving candidates	It was decided to extend freeship to merit students and employees dependent to the already existing list of beneficiaries on 07/07/2017 date
	Swimming pool will be handover to professional agency for its operation and maintenance	Various agencies were approached and finally it was decided to give Dolphin Academy for operation and maintenance of swimming pool from 09/07/2017
	ATM facility to be started at the entrance of the college campus	ICICI Bank's ATM facility started functioning in college campus from September 2017
	College fest will be celebrated at the faculty level	It was decided on 10/07/2017 date to have fest of education, commerce, management and science separately to foster their talent in academics, sports and culture.
	The fee structure for the session 2018-2019 will be finalized	All Departmental Heads opinion was taken of the next year's fees structure which was forwarded to management and was approved on 10/07/2017 date


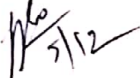
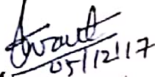
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## Minutes of the IQAC meeting held on 05/12/2017

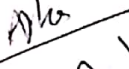


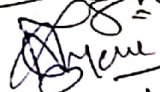



The meeting of the IQAC committee members was held on 05/12/2017 (Tuesday) at 1.30 p.m. in the IQAC Room No. B-107

### MEMBERS PRESENT:

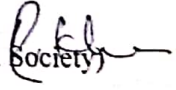

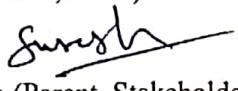
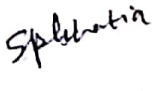
#### MEMBERS OF IQAC

- Principal & Chairperson : Dr. Raksha Singh 
- NAAC Co-ordinator : Dr. J Durga Prasad Rao,   
Additional Director & Head, Computer Science
- IQAC Co-ordinator : Mr. Sandeep Jashwant,   
Assistant Prof & Head, Management

### IQAC members:

1. Dr. Archana Jha, Assistant Prof & Head, Hindi - 
2. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce 
3. Dr. Virendra Kumar Singh, Sports Officer 
4. Dr. Rahul Mene, Assistant Prof & Head, English 
5. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics 
6. Dr. Gayatri Jay Mishra, Associate Professor, Education 
7. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology 

### External Members:

1. Mr. Roshan Khan, Area Sales Manager, Kajaria Ceramics, Chhattisgarh (Local Society) 
2. Miss Divya Nair (Student Member, B.Sc.) 
3. Mr. Suresh (Alumni member) 
4. Mr. Surendra Pal Singh Bhatia (Parent, Stakeholder) 



posted on 05/12/17

**Agenda:**

1. Confirmation of the minutes of the previous meeting
2. Digital library facility to be set up in the college
3. College App For ICT applications
4. Establishment of solar power plant
5. Awards for Staff and Students
6. National Workshop on "Awareness about Patent (IPR)"
7. Construction of Raj Rajeshwari Temple in SSMV Junwani Campus, Bhilai

**Resolutions:****It was resolved to:**

1. Minutes of previous meetings were approved.
2. IT or Digitalized library facility e-book @24X7. There will be contract with KOPY KITAB.com in which IT or Digitalized library facility e-book @24 X7 be given to students and teachers. Further library add-on facility to students and staff for preparation of tests for competitive exams be given online @24X7. As per suggestion of library advisory committee to have e-library facility for the student and staff with 24x7 access be provided along with online mock tests of all important competitive exams. This will promote research and improve quality. The purchase committee is directed to take necessary action at the earliest for the same.
3. College App Aarambh be launched for efficient ICT application and to give e- notes, e-notices etc to students
4. Review of assessment of power load was made and with the experts advice it was proposed to install the on grid solar power plant with enhanced capacity of 60 kWp as the building upgradation of 2 floors rooms has enhanced its power load.
5. It was discussed and decided that the Management's permission will be sought for the Awards under the following categories: a) Staff of Year Award (04 persons); 02 Teaching & 02 Non-teaching b) Book Publication (National & International) c) Paper Publication (International & National under 05 different categories) d) Paper presentation in Seminar/Conferences (National & International) e) Patent (Individual and Institutional) f) Copyright g) Student Securing Merit Position at University Level.
6. National Workshop on "Awareness about Patent (IPR)" be held on 28 February 2017 to 01 March 2017.
7. Construction of Raj Rajeshwari Temple in SSMV Junwani Campus, Bhilai it will help in inculcating spiritual values
8. Any other point with the permission of the chair. (i) During meeting NAAC Coordinator informed the members that two staff including the Principal has received the International Pride of Educationist Award with Gold Medal by South Asia Management Association- Thailand Chapter, Bangkok. (ii) It was informed by the chair that an MoU has been signed between Quest Consultancy Hub with the Management department for academic enhancement of staff and student as decided in the previous meeting (iii) It was informed that that two Day Annual function be held in college premises on 25<sup>th</sup> and 26<sup>th</sup> February 2018.

The members Dr. Seema Jaiswal & Mrs. Sujata Gaherwar were not present in the meeting.

*Handwritten signature*

Ported on 05/12/17



## Action Taken Report (05/03/2018)

Meeting Date	Decision Taken	Action Taken
05/12/2017	Digital library facility to be set up in the college	The contract negotiations were on and the vendor, digibooks technologies Pvt Ltd, <i>Kopykitab.com</i> was finalised.
	College App For ICT applications	College App Aarambh be launched for efficient ICT application and to give e-notes, e-notices etc to students.
	Establishment of solar power plant	SR Corporate Consultant Pvt. Ltd. Raipur was finalised for work order to install on-grid solar power plant with enhanced capacity of 60 kWp.
	Award for Staff & Student	Approval from Management was sought for the Awards under the following categories: a) Staff of Year Award (04 persons); 02 Teaching & 02 Non-teaching b) Book Publication (National & International) c) Paper Publication (International & National under 05 different categories) d) Paper presentation in Seminar/Conferences (National & International) e) Patent (Individual and Institutional) f) Copyright g) Student Securing Merit Position at University Level.
	National Workshop on "Awareness about Patent (IPR)"	It was decided that college will organize a Two Day National Workshop Entitled "Awareness about Patent (IPR)" from 28 Feb to 01 <sup>st</sup> March 2018. This workshop will be sponsored by CCOST (Chhattisgarh Council of Science & Technology) .It was further decided that the college will have its own patent policy.
	Construction of Raj Rajeshwari Temple in SSMV Junwani Campus	It was decided that as we have temple in all our group institutions we will have Raj Rajeshwari Temple in ssmv junwani campus it will help in inculcating spiritual values.

Approved on 05/03/18



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## Minutes of the IQAC meeting held on 28/04/2018

The meeting of the IQAC committee members was held on 28/04/2018 (Saturday) at 3.30 p.m. in the IQAC Room No. B-107

### MEMBERS PRESENT:

MEMBERS OF IQAC	
Principal & Chairperson	: Dr. Raksha Singh <i>Vallu 28/4/2018</i>
NAAC Co-ordinator	: Dr. J Durga Prasad Rao, Additional Director & Head, Computer Science <i>28/4/18</i>
IQAC Co-ordinator	: Mr. Sandeep Jashwant, <i>Sandeep 28/4/18</i> Assistant Prof & Head, Management

### IQAC members:

1. Dr. Archana Jha, Assistant Prof & Head, Hindi *Dr*
2. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce *Subodh*
3. Dr. Virendra Kumar Singh, Sports Officer *Virendra*
4. Dr. Rahul Mene, Assistant Prof & Head, English *Rahul*
5. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics *Preeti*
6. Dr. Gayatri Jay Mishra, Associate Professor, Education *Gayatri*
7. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology *Rachana*

### External Members:

1. Mr. Roshan Khan, Area Sales Manager, Kajaria Ceramics, Chhattisgarh (Local Society) *Roshan*
2. Miss Divya Nair (Student Member, B.Sc.) *Divya*
3. Mr. Suresh (Alumni member) *Suresh*

### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Commencement of New Courses
3. Appointment of Statue-28 staff in different subjects
4. IQAC Freeship scholarship for the session 2017-2018
5. Additional Rooms for constructions.
6. Academic & Administrative Audit report for the session 2017-18
7. Annual Departmental Budget for the session 2018-2019
8. Any other matter with the permission of the chair





**Resolutions:**

**It was resolved to:**

1. Minutes of previous meetings were approved.
2. It was decided to initiate the process of commencing new courses - B.A. L.L.B. Five Year Integrated - Semester System, B.Com. L.L.B. Five Year Integrated - Semester System, M.A. Economics, M.A. Sociology
3. It was decided to Appoint staff under Statue-28 in different subjects- Economics, Political Science, Computer Science, Physics, Electronics, Chemistry, Biotechnology, Lecturer (B.Ed.) English, Maths & Science, Visual Arts, Performing Arts, Assistant Grade-3 (LDC)/ office cum Computer Operator, Lab Attendant/ Support Staff/ Helper.
4. It was informed that the IQAC Freeship scholarship for the session 2017-2018 was given to a total 41 (Forty One) students (Merit/ Sports/EWS/Employee's dependent/Cultural excellence/ NSS/NCC) to the tune of Rs. 2, 80,115/- (Rupees Two Lacs Eighty Thousand One Hundred and Fifteen Only)
5. It was decided to have Additional Rooms for constructions in the 2<sup>nd</sup> floor of the college building with 09 rooms which includes lecture rooms, labs, Library and Toilet in the total area of 11805.16 Sq. Feet.
6. Academic & Administrative Audit report was presented for the session 2017-18
7. Proposal has been invited from various departments for their Annual Departmental Budget during the session 2018-2019
8. It was informed by the chair that as decided in the previous meeting that the management of the college has approved to provide Award for staff & student for their academic achievements and college has implemented College App "AARAMBH" which will act as an effective ICT link between student, teachers and college for sharing important information in the form of notices, notes, circulars etc.
9. Any other point with the permission of the chair. (i) During discussion in the meeting IQAC coordinator informed the members that a Water cooler with RO facility was immediately provided in the front side of the college entrance as requested by the students in the grievance box on 27/11/2017 (ii) IQAC coordinator informed the members that on the demand of students permanent shade was fitted in front of the student and Account section in order to protect them from scorching heat and rain. (iii) IQAC coordinator further informed that an amount of Rs. 2100/- was refunded electronically to one of the BBA students on her written request on 5/4/2018.

The members Dr. Seema Jaiswal, Mrs. Sujata Gaherwar and Mr. Surendra Pal Singh Bhatia were not present in the meeting due to their preoccupations.

*Swant*

*Posted on 28/04/18*



## Action Taken Report (15/05/2018)

Meeting Date	Decision Taken	Action Taken
28/04/2018	Commencement of New Courses	The process of commencing new courses - B.A. L.L.B. Five Year Integrated - Semester System, B.Com. L.L.B. Five Year Integrated - Semester System, M.A. Economics, M.A. Sociology was initiated as per UGC/Higher Education norms
	Appointment of Statue-28 staff in different subjects	Advertisement for Appointment of staff under Statue-28 was published in various newspaper of repute in different subjects- Economics, Political Science, Computer Science, Physics, Electronics, Chemistry, Biotechnology, Lecturer (B.Ed.) English, Maths & Science, Visual Arts, Performing Arts, Assistant Grade-3 (LDC)/ office cum Computer Operator, Lab Attendant/ Support Staff/ Helper
	IQAC Freeship scholarship for the session 2017-2018	The IQAC Freeship scholarship for the session 2017-2018 was given to a total 41 (Forty One) students(Merit/Sports/EWS/Employee's dependent/Cultural excellence/ NSS/NCC) to the tune of Rs. 2, 80,115/- (Rupees Two Lacs Eighty Thousand One Hundred and Fifteen Only)
	Additional Rooms for constructions.	Additional Rooms was constructions in the 2 <sup>nd</sup> floor of the college building with 09 rooms which includes lecture rooms, labs, Library and Toilet in the total area of 11,805.16 Sq. Feet.
	Academic & Administrative Audit report for the session 2017-18	Academic & Administrative Audit report was presented for the session 2017-18.
Annual Departmental Budget for the session 2018-2019	An amount of Rs 446.36 Lacs has been proposed for the Annual Departmental Budget during the session 2018-2019.	

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Printed on  
15/05/18

