

Government Minimata Girls College, Korba

Minutes of IQAC meeting of NAAC on 16.08.2017

The second meeting of IQAC for the session 2017 – 18 is conducted at 2:30 hrs noon.

The following members are present :

Principal : Chairperson

Smt. Almas Naiem

Smt. Sandhya Pandey : Coordinator

Dr. A. P. Singh

Dr. Papiya Chaturvedi

Dr. P. K. Sinha

Dr. Namrata Sharma

Dr. Anjali Roy

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 19.7.2017.

1. All the committee members as well as HOD's of all departments have started planning according to NAAC norms.
2. Attendance register and daily diary have been printed and distributed successfully.
3. Initiatives have been taken by all departments to impart quality education to students. Innovative methods has been adopted to make teaching more perfect.
4. Admission of new students in the college had done and all comittiees had done good job in maintaining discipline in the college.
5. Annual magazine "Abhivyakti" inaugurated and distributed to the students.

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

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

2	<p><u>Induction Program for New Students:</u></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><u>Decision:</u> All IQAC committee members should organize the induction program on time.</p>	IQAC committee members
3	<p><u>Result Analysis :</u></p> <p>Result of last session in all departments has been analysed and reasons for success and failure of students discussed.</p> <p><u>Decision :</u></p> <p>All departments should make efforts to improve the result in current session.</p>	All HOD's of the various Department
4	<p><u>Health Program :</u></p> <p>Health program should be organized to make the students aware of their health and precautions that should be taken to avoid several diseases like Anemia, sickling etc.</p> <p><u>Decision :</u> NSS and Youth Redcross committee should make arrangement for organizing such health program.</p>	All committee members.
5	<p><u>Academic Planner :</u></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><u>Decision:</u></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><u>Alumini Association</u></p> <p>The Alumini Association committee is instructed to conduct a meeting of ex-students of the college and make them</p>	Alumini Committee member

	<p>member of association with the help of different departments.</p> <p>Decision:</p> <p>Meeting of Alumini association should be conducted in the scheduled time.</p>	
6	<p><u>Parent Teacher Meeting :</u></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>Decision:</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.
7	<p><u>Skill Development and extracurricular activities :</u></p> <p>For the personality development and employment of the students there should be some skill development program conducted in the college. To join students with the main stream of society some extracurricular activities should be done.</p> <p>Decision:</p> <p>Placement Cell along with all departments make proposal for the skill development and extracurricular activities.</p>	Members of placement cell

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.

The next meeting will be scheduled in the first week of February'18.


 Prof. A. K. Kesarwani
 IQAC Coordinator


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