

**Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell)
Govt. Nagarjuna PG College of Science, Raipur 492010, CG.**

IQAC Meetings – Session - July 2016- June 2017

FIRST MEETING

Date: 29 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by IQAC members, External

Members of IQAC

Agenda:

- Preparation of AQAR and
- Future Plan for the session
- Others

Discussions and Resolutions:

- Approval of AQAR and Future Plan 2016-17
- It was resolved that immediate action should be taken to fulfil the future plans for the session.
- It was decided that Water Harvesting Systems would be installed in 4 earmarked places on the campus.

- There is an urgent need for Smart Classrooms, and so it was resolved that the e-classroom would be converted into a Smart Classroom, and more smart classrooms would be developed. Guidance would be taken from those colleges that have smart classrooms.
- The Parent – Teacher Association had to be strengthened so that more parents attended and students could be counselled.
- It was resolved that programs on Stress Management, Value Based Education, Cleanliness and others would be organized on each Saturday. Professional counsellors would be invited.
- The need was felt for strengthening the Feedback Cell so that an analysis of feedback from all stakeholders could be made and proper remedial action could be taken.
- Career and Placement Cell needed a constructive overhaul so that the number of students who got jobs would increase. It was decided that many companies would be called for campus Placements. The cell would scrutinize and select students who would be prepared and then sent for interviews. Even the companies invited would be those that needed to recruit students who were eligible for their requirements. Media was a sector that could be explored for placement. Skill development programs had to be organized to prepare students.
- Industry- Academia Linkages had to be built and new courses planned to help in placements. Assistance could be sought from IIM and NIT.
- It was resolved that Schools would be adopted for guidance so that the quality of entry level students could be improved.
- An Innovation-Incubation Centre could be set up in the college to help entrepreneurship and start-ups.
- The IT and Computer Science departments were given the responsibility to develop computer skills in the untrained technicians. Outsourcing could also be contemplated.
- The parking problem had to be solved and it was decided that it could be done properly through outsourcing.
- A formal vote of thanks ended the meeting.

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SECOND MEETING

Date: 11 August 2016

Chair: Dr SK Bhatt, the Principal

Coordinator: Dr Seema Gupta

Attended by the Registrar and Support Staff (Class III and IV)

Agenda: Clean Campus

Discussions and Resolutions:

- The support staff was welcomed to the new session and motivated to carry out their duties and responsibilities sincerely.
 - It was resolved that a Clean Campus drive would be initiated.
 - It was decided that special attention would be given to the maintenance of the gardens.
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THIRD MEETING

Date: 10 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by the Lab Attendants

Agenda: Lab duties

Discussions and Resolutions:

- It was decided that the Lab attendants would adhere to their duties and take care of the labs allotted to them.
 - It was resolved that the labs and the campus would be kept clean.
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FOURTH MEETING

Date: 20 September 2016

Chair: Dr Ashok Pandey

Coordinator: Dr Seema Gupta

Attended by Support Staff

Agenda: 1. Update Service Books and GPF Passbooks 2. Shortage of support staff in departments

Discussions and Resolutions:

- There was a general complaint about the fact that the Service books and GPF Passbooks had not been updated. It was resolved that this task would be done on an urgent basis. The information that GPF slips were available online was shared with the staff.
- A major point of discussion was that there was a shortage of support staff in all the departments and this hampered the smooth functioning of the departments.
- It was resolved that the government had to be approached to fill in vacancies. A letter demanding appointment of staff would be sent to the government.

- Another area of concern was that the support staff should be aware of office management; dealing with quotations and preparing comparative charts and official orders; computer efficiency; and other skills.
 - It was resolved that lab attendants and technicians would be taught these skills.
 - It was also decided that electricity had to be saved, and efforts would be made towards the same.
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FIFTH MEETING

Date: 22 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by Class IV Support Staff

Agenda: Problems of staff quarters on the campus

Discussions and Resolutions:

- There was a heated discussion on the problems faced by the support staff residing on the campus.
 - The problem areas were: water shortage; need to repair staff quarters; shortage of workers to clean the campus; and security issues.
 - The principal gave the assurance that the above mentioned problems would be resolved at the earliest.
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