

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

IQAC Meetings - Session July 2015 –June 2016

FIRST MEETING

Date: 11 September 2015

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by IQAC Members

Agenda Preparation of AQAR

- Future Plan for the session

Discussions and Resolutions:

- The AQAR and Future Plan for the session were approved.
- Smt. Meenal Chaubey, President, Janbhagidari Samiti, suggested that there should be Xerox and stationary facility for the students on the college campus.
- Neha, student representative expressed the need for Personality Development classes.
- Dr Alpana Ghosh, from MARKFED, suggested that the college should hold session wise Alumni Meets.
- A formal Vote of thanks brought the meeting to a close.

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IQAC Meetings of Support Staff

SECOND 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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THIRD 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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FOURTH 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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FIFTH 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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