

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

IQAC Meetings – Session - 2018 – 2019

Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) of GNPJG College of Science, Raipur 492001, CG.

Series of IQAC meetings: 3rd - 5th July 2018.

(THREE CONSECUTIVE MEETINGS)

Chaired By : principal Dr D. N. Verma

Coordinator: Dr Anjali Oudhia

Attended by IQAC members and all HODs, **Coordinators of
different committees**

Agenda of the meetings:

- To acquaint the faculty about the changed NAAC guidelines.
- To discuss the tasks and challenges for 2018-19
- To depute responsibilities
- To prepare future five year action plans

Resolutions passed:

- **Website Update:** The first resolution was that the College Website had to be updated as quickly as possible.
- Resolved that the Collection of old Documents and data of the past had to be completed by July.
- **Campus Security and Infrastructure:** It was resolved that a compound wall would be built. The beautification of the campus was to be given prime importance. It was resolved that the entrance had to be made impressive. Courtyard Gardens would be developed. Cleanliness of the campus would be given top priority, and students and faculty would take responsibility.
- **Communication Skills Time Table:** It was resolved that the Time Table would have a daily separate slot and allotment of halls or classrooms for Communication Skills. Saturdays were earmarked for Personality Development Programmes, and Activity Classes were to be featured in the Time Table. The Department of English took up the responsibility of preparing a Course Schedule for the above programmes, and devise a mechanism for impact measurement and feedback.
- **English Language lab:** It was resolved that the English Language Lab would be updated.
- **Hindi Communication skills:** Effective Hindi Communication skills have to be developed. The Hindi department suggested that 1/3 classes allotted for Hindi would be used for this.
- **Value based education:** It was resolved that the Hindi Department would take up this responsibility, and special Guest Lectures, and other programs on life skills would be organized.
- **Computer Skilled Campus:** It was resolved that Basic Computer Skills would be imparted to all students. The Departmental Time Tables of IT and Computer Science departments would

feature the slots for each section and also for the SC, ST, OBC, and Girls. A Course Schedule, feedback and impact measurement system were to be prepared for formalizing the programme.

- **ICT:** It was resolved that a separate a Time Table would be made for the use of the labs to enrol, register and empower students and enhance learning through ICT facilitated online resources like e-pathshala, MOOC, NPTEL, SWAYAM, and other Learning Management Systems. Special lectures on the use of Smart phones/ Internet as learning tools would be organized to guide students so that the teaching-learning could be improved. Workshops on use of Smart phones by personnel from phone companies would be organized. The IT and Computer Science Departments were allocated these responsibilities.
- **Unnat Bharat Scheme:** Resolved that the college would adopt village Tendua, meet the Gram Panchayat and carry out the extension programs to help and enlighten villagers on health and other issues. T-Shirts and sports materials were offered to be distributed by the sports department. Village entrepreneurship would be stressed.
- **Sports:** It was resolved that Workshops on Health, Happiness and Longevity would be organized in collaboration with the state government. Students with special talents in different sports would be promoted and supported.
- **Reading Society:** It was resolved that the Library would form Reading Societies. Small groups at UG and PG levels would enrol and help promote reading and motivate others by suggesting books and free online reading sites.
- **Redressing Grievances:** The College has a Grievance cell where student problems are sorted out. It was resolved that the Complaint Box would be opened once a week and the issues would be solved by the Grievance Cell or sent to the concerned department for resolution.
- **Alumni Association Website:** It was resolved that the Alumni Association would develop a website. A Bank Account would be opened for donations and contributions. The Alumni Association would be allotted a place on the campus to conduct meetings after work hours. An Alumni Bank Account and a website would be opened. There would be departmental Alumni members to facilitate the activities, and a program would be organized in September, 2018.
- **Defence Strategies:** The Defence Department offered to organize the state government's Garjana programs to empower girls. It was resolved that a National Seminar would be organized in collaboration with the Rashtriya Jagran Manch from 19-20 July.
- **Placement:** Resolved that the Career Guidance and Placement Cell would sign MOU's with local regional industries and organize seminars. Workshops on Innovative Ideas on Self Employment/ Entrepreneurship/ Skill development would be organized.
- **Formalize Feedback:** It was resolved that the NAAC format would be used. A policy was to be made to analyse the feedback and design the actions taken. Computer and technical support was to be provided.
- **Extensive Tree Plantation:** Resolved that 1000 trees would be planted in the months of July and August.
- **Revamp Laboratories:** It was resolved that proper measures would be adopted to maintain and upgrade the software of the existing computers, and revamp all the labs. Arrangements were to be made for disposal of lab waste and e-waste.

- **Code of Conduct:** Codes of conduct for both faculty members and students were to be framed by senior professors and circulated.
- **Departmental Profiles:** The heads of departments resolved to prepare the departmental profiles and submit the Action plans for the next five years.
- **Faculty profiles:** Resolved that the Faculty profiles would now include the Aadhar Card number. Profiles were to be updated.
- **Action Plans:** It was decided that the action plans would be detailed and would include schemes and schedules for all academic and extension activities.
- **Adoption of Villages:** Adopting villages for extension programs has been a practice and it was suggested that the idea and the area could be extended and formalized.
- **Helping the underprivileged:** It was decided that adopting Government and other small schools which cater to the underprivileged class and to give academic guidance would be a good social activity. The lectures would be to students Class X and Class XII as per their needs, and would be set to a schedule planned by the school authorities. This plan was accepted by all the members.
- **Empowering through Right to Information:** The College has a committee that looks after these issues. It was suggested that the members would organize Legal Literacy programs to raise awareness of rights and procedures.
- **Environment Consciousness:** it was resolved that Professional advice would be taken to plan the courtyard gardens to beautify the open spaces.
- **Green Reading Zone:** The members decided that a tranquil garden area with shady trees and sitting arrangements would make a Green Reading Zone for students.
- **Eco Club:** It was resolved that Vermicompost pits would help in the gardening projects. A Fish Pond was to be developed.
- **Beautification projects:** Aesthetic appeal of the campus was to be enhanced.
- **Gender Sensitization:** A Gender Audit (questionnaire/ survey/ other) would be conducted. The Women Harassment Cell offered to design a short project on gender sensitization awareness. It would have lectures and competitions on relevant concerns and issues. The programmes would be for Women Faculty on how to empower girls. The program for girls would focus and strategise on their security and defence tactics. Common Gender Sensitization programs, attended by all the students would also be organized.
- **Equal Opportunity Cell:** The cell generates awareness of the rights and opportunities of students belonging to the SC, ST, OBC categories and also of the differently-abled and girls. It was decided that the cell would call meetings of these groups and inform them about the government facilities they could avail, financial help, and other support systems they could rely on. The talks would also focus on teaching the students about the processes and procedures of availing these supports.
- **Red Cross Society:** It was resolved that camps to villages, state and national programmes, and lectures and seminars would be organized.
- **Health and Hygiene:** It was resolved that each Department would have a First Aid Box, the number of the Doctor on Call so health mishaps and emergencies could be tackled. Special facilities for girl students to be ensured. The cell would also guide and help in the pursuance of Medical Bills.

- **Remedial Classes:** It was decided that the Remedial Classes would help weak students in a formalized program. Each department would display a Special Remedial Time Table with the class, the teacher and the subject area/ topic to be covered. The classes would be monitored and impact measured by tests and performance in the annual examinations.
- **Bridge Practical Course:** It was resolved that the first two weeks of the session, for the BSc Ist Year students, special practical classes would be held to teach the basics of Practical Science, familiarize students with the equipments and experiments, and nurture their interest in Science.
- **Bridge Course for Industry Readiness:** Resolved that the target students for this course would be the BSc IIIrd Year students, who would be prepared for Industry by industrial visits, internships, communication skills, and computer skills.
- **Industry Academia Partnership:** It was resolved that the college would sign MOU's and collaborate with industries to improve placements.
- **Result Analysis and Student Support System:** A resolution was passed that the analysis of results would mark out both the very bright students and the weak ones. Special attention was to be given to motivate and guide the intelligent ones to perform better. A list of weak students would be prepared and displayed, and the students would be informed and instructed to attend classes. A format would be designed to record the progress.
- **Special classes before the Supplementary Examinations:** It was decided that 1 hour/ week/ department would provide special assistance to students to pass the supplementary examinations.
- **Research:** It was resolved that research would be promoted by sending research proposals to UGC, DST, CSIR, CGCOST and others. The committee would conduct lectures/ workshops on preparing proposals, research methodology and plagiarism.
- **College Theme Song and Cultural Aesthetics:** It was resolved that a College Theme Song would be composed. A Student Band which has been in the pipeline would be formed. There would be lectures on Art Appreciation and Film Making. Skills of mobile documentary and creative film would be taught and promoted.
- **Action Plans to be set in Motion:** The exhaustive series of meetings were motivating and the faculty members came up with new creative suggestions. The resolutions were to be implemented at the earliest. The process of implementation was to start immediately and deadlines would be set for the same.

The meetings ended with a Vote of Thanks by Dr Anjali Oudhia, Coordinator, IQAC.

Minutes
IQAC
Meeting

Date 14/11/18
Time 01:30
Venue Principal Chamber
Agenda 1 Internal (Departmental
Quality assurance report
2018-19
2 Website Content in soft
copy

Attended by HODs and IQAC Members

Minutes-

All the HOD Unanimously demanded for appointing departmental IQAC members who will handle the date collection as in new format lot of date is required.

Apart from this all the HODs were directed by the Principal to upload the relevant content on the website .

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