

Govt. Mata Karma Girls College Machewa Mahasamund, Chhattisargh

Email - govtmatakarmagirlscollege@gmail.com, Phone (07723) 204868

IQAC Meeting Minutes

IQAC meeting was held on 03/10/2017 at 03:00 in Principal Chamber in which following member were present and attended the meeting-

- | | | |
|------|---------------------|--------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. Swetlana Nagal | - Coordinator |
| III) | Dr. R.K. Dewangan | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivass | - College Administration |

The meeting was organized to discuss following agenda

1. Subject wise result analysis of Pt. R.S.U Annual examination 2017.
2. Regular monitoring of students.

After discussion among members following suggestions have been passed for implementation.

1. subject wise result analysis of University exam 2017 was presented in front of IQAC and extra inputs were suggested for subject in which result was below average
2. For session 2016-17 the result of class BA II in FC-English was less than 15% hence the Guest faculty (English) was asked to take extra classes for the subject.
3. Similar instructions have been given for botany, Microbiology and Commerce.
4. All the faculty members were asked to take attendance promptly in the beginning of class to ensure their 75% attendance.

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IQAC Meeting Minutes

IQAC meeting was held on 07/11/2017 at 02:00pm in Principal Chamber in which following member were present and attended the meeting-

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|------|---------------------|--------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. Swetlana Nagal | - Coordinator |
| III) | Dr. R.K. Dewangan | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivass | - College Administration |

The meeting was organized to discuss following agenda.

1. Discussion over students with short attendance
2. Discussion over completion of course in all subjects.
3. To organize parent teacher meeting.
4. Organization of extension lecture series.

After vigorous discussion among members following suggestions have been passed for implementation.

1. Subject wise report of student with short attendance (as on 31/10/17) was submitted. First notice regarding short attendance will be posted to inform their parents.
2. All the faculty members were asked to complete their course positively by 15 january 2018. and to organize extra classes if needed.
3. The parent teacher meeting will be arranged on 25/11/17 and parents of students with short attendance will be asked to

submit in written that their daughter will attend the class regularly from now on.

4. Experienced subject experts from other academic institute will be invited for extension lecture in every department. The names of experts to each department have been discussed.

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IQAC Meeting Minutes

IQAC meeting was held on 20-12-2017 at 01:00 in Principal Chamber in which following member were present and attended the meeting-

| | | |
|-------|------------------------|--------------------------|
| VIII) | Dr. Sarita Sinha | - Principal |
| IX) | Dr. Swetlana Nagal | - Coordinator |
| X) | Dr. R.K. Dewangan | - Member |
| XI) | Dr. Sarswati Verma | - Member |
| XII) | Dr. Shalani Verma | - Member |
| XIII) | Shri V.K. Sahu | - Member |
| XIV) | Shri A. K. Shrivastava | - College Administration |
| XV) | Smt. Niranjana Sharma | - Local Committee Member |

The meeting was called to discuss following agenda.

1. Discussion over purchase of biometric Machine for the attendance of teaching and non teaching staff as per order of Department of Higher Education.
2. Organizing of pre final exams and completion of course.
3. Regarding organizing activities under carrier guidance and placement.
4. Discussion regarding preparation of self study report (SSR) for NAAC.
5. Discussion regarding Annual Prize distribution program.
6. To initiate **Mediation & Pranayam** session under best Practices.
7. Academic audit of college.
8. Discussion with permission of chairman.

After vigorous discussion among members following suggestion has been passed for implementation.

1. Purchasing of biometric machine for marking attendance of academic, administrative and supporting staff of college will be done as per CG purchase rules by inviting quotations from firms.
2. All pre final exams were scheduled to start from 29 January 2018 hence work responsibilities were allotted for preparation of time table, setting of question paper evaluation of answer booklets and compilation of result class wise. Dr. R.K. Dewangan Asst. Prof. Commerce was assigned as exam coordinator for internal exams.
3. Under Carrier Guidance program study tour was planned to visit mushroom production and vermi-compost unit at Negi farm, Saradihh, Mahasamund to introduce self employment and sustainability at village level.
4. For NAAC accreditation the seven point criteria for SSR preparation were distributed among faculty members to be prepared.
5. Keeping in mind the shortage of time due to declaration of pre final exam and dates for practical exams. The annual prize distribution ceremony was planned to be organized formally at college level.
6. Under best practices a 10 minute period for Meditation and Pranayam was planned to be initiated.
7. Under academic audit all the faculty members were directed to complete their course on time.
8. Other topics with permission of chairman :-

To increase college Gross Enrollment Ratio (GER) and motivating students towards pursuing higher education lecture entitled "Career opportunities after 12th class" was planned to be organized at various Govt. Higher Secondary School of Mahsamund District.

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IQAC Meeting Minutes

IQAC meeting was held in Principal Chamber at 02:00 PM on 05 March 2018 following member have attended this meeting-

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|-------|------------------------|--------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. Swetlana Nagal | - Coordinator |
| III) | Dr. R.K. Dewangan | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivastava | - College Administration |
| VIII) | Smt. Niranjana Sharma | - Local Committee Member |

The meeting was organized to discuss following agenda.

1. Work distribution for University Exam 2018.
2. Annual reports of various committee formed by college administration.
3. Physical Verification of facilities:- Sports, Library labs, Store etc.
4. Conduction of various competitive exams by PSC & CG Vyapam in College Campus.
5. Report of SSR preparation for NAAC.
6. Discussion on other topics with permission of chairman.

After vigorous discussion among members following decisions have been passed for action.

1. The college has previously been center for conduction Pt. Ravishankar Shukla University Raipur exam-2018 for UG classes in morning and evening shifts. The college has decided to conduct exam in all three shift (Morning, Noon, Evening) and Name of exam superintendent,

invigilators, office staff were discussed for proper and smooth conduction of exams.

2. A short summary of all the activities organized by various committee in academic session 2017-18 was present in front of IQAC and the final reports of each committee was asked to submit by 1st week of April.
3. Responsibilities were allotted for physical verification of furniture. Lab, Sports, NSS, NCC, YRC, RUSA and Library and reports to be submitted by 2nd week of April 2018.
4. College was selected as center for conduction various competitive exams of CG Vyapam 2018 and CGPSC. Hence responsibilities are assigned for smooth conduction of exams.
5. Information has been submitted by faculty members for SSR preparation which are to be arranged as per need of final SSR format. The preparation of seven point criteria of SSR for NAAC evaluation was on its completion as per the information given by in charge professors.

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IQAC Meeting Minutes

IQAC meeting was held in Principal Chamber on 08-06-2018 at 12:00 o'clock following member have attended this meeting-

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|-------|-----------------------|---------------|
| i) | Dr. Sarita Sinha | - Principal |
| ii) | Dr. R.K. Dewangan | - Member |
| iii) | Dr. Swetlana Nagal | - Coordinator |
| iv) | Dr. Saraswati Verma | - Member |
| v) | Dr. Shalini Verma | - Member |
| vi) | Mr. V.K. Sahu | - Member |
| vii) | Mr. A.K. Shrivastava | - Member |
| viii) | Mrs. Niranjana Sharma | - Member |

The meeting was organized to discuss following agenda.

1. Admission procedure for graduation first year and other classes of B.Sc., B.A. and B.Com.
2. Department wise results analysis of various faculties in University exam 2018.
3. Management and preparation of time table for teaching and other co curricular activities.
4. Discussion on formations of students union for session 2018-19.
5. Discussion on internal examination schedule for session 2018-19.
6. Continuation of Best Practice for academic session 2018-19.
7. Discussion on other topics with permission of chairman.

After thorough discussion among members following decisions have been taken.

1. a) For academic session 2018-19 the fees structure was revised for the renovation of ID card, Library development fees and Girls Common Facility and the decision is passed for action.
b) Allocation of responsibility of admission in-charge for various faculties B.Sc., B.A. and B.Com.
c) As per government admission rules. The time line was framed for smooth completion of admission process.
2. Since only results of B.Com. I, II and III year were declared till date hence result analysis of these classes was done.
3. Work distribution was done for regular teaching and organization of various Co curricular activities to various committees in charge.
4. As per government order students union will be formed on the basis of merit of obtained marks (highest). Hence Name of students nominated for students union and class representative were discussed.
5. For continuous evaluation of each and every class the academic calendar issued by higher education department was discussed.
6. For best practices "**Pranayam & Meditation**" session will be continued in new session for 10 minutes.
7. To increase digital literacy fundamental information of computer and useful information available on internet will be delivered to student.
8. Other topics – To ensure regular teacher in all the subjects where the faculty is vacant, guest lecture appointment as per government order was discussed.

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IQAC Meeting Minutes

IQAC meeting was held in Principal Chamber on 11-10-2018 at 12:00 clock following member have attended this meeting-

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|-------|------------------------|----------------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. R.K. Dewangan | - Coordinator |
| III) | Dr. Swetlana Nagal | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivastava | - College Administration |
| VIII) | Mrs. Meena Panigrahi | - Local Administration |
| IX) | Smt. Niranjana Sharma | - Local Representative |
| X) | Ms Swati Thakur | - Local Representative (Student) |
| XI) | Ms Suman Prajapati | - Local Representative (Student) |
| XII) | Ms Indurani Sahu | - Local Representative (Alumni) |

The meeting was organized to discuss following agenda.

1. To discuss utilization of the amount/ fund sanctioned to the college under different heads from CG Govt.
2. To discuss feedback system of college and collection of feedback from student, alumni, teacher and supporting staff.
3. To organize carrier guidance and employment oriented program in college.
4. To organize extension lecture series in all the departments.

5. Organization of various YRC, NSS, Sports Cultural & Literally events in college for session 2018.

6. Discussion on other topics with chairman permission.

After thorough discussion among members following decisions have been taken.

1. After discussion the grant 120000.00 sanctioned by govt. was proposed to be utilized for purchasing following items.

a) Activity Room for student - 01 Projector

50 plastic molded chair

b) Principal Chamber - 8 to 10 visiting chairs

c) Office - 01 steel Almirah

d) Library - 01 steel Rack

e) For storage of various records safely- 02 steel trunk

All the items were decided to be purchased by GEM portal and in case the item are not available on GEM than as per CG govt. purchase rules. The items will be purchased by inviting quotations.

2. As for NAAC criteria feedback regarding facilities and activities organized a feedback questioner was prepared for students, teacher Non teaching staff and alumni and format was approved by IQAC committee for 2018.

3. Under carrier guidance **"Free Coaching Classes for General Studies"** form preparation of various competitive exams was discussed among members and Mr. V.K. Sahu, Assist. Prof Sociology and Mr. K.R. Chandrakar Guest Faculty Political Science were appointed as program in charge.

4. Experienced subject experts from other academic institute will be invited for extension lecture in every department. The names of experts to each department have been discussed.
5. For academic session 2018-19 organization of rangoli, Salad dressing, Mehendi, Alpana, Hair dressing, solo and group song, solo and group dance competition will be organized. In addition to this celebration and under NSS sweep Program- slogan writing, Essay writing, Rangoli and poster competition etc. will be organized and under **sports** Athletics, Chase, Carom, Badminton, Kho-Kho, Kabaddi competition will be organized.
6. Other topics – with chairman permission.
 - Conduction of 2nd term test for classes and a lecture was planned to address. Recent advances in banking process by Govt. Bank officer to enhance, cashless transaction.
 - Also subject wise result analysis of University exam 2018 was presented in front of IQAC and extra inputs were suggested for subject where result was below average.

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IQAC Meeting Minutes

IQAC meeting was held on 08 January 2019 at 12:00 in Principal Chamber in which following member were present and attended the meeting-

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|-------|-----------------------|----------------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. R.K. Dewangan | - Coordinator |
| III) | Dr. Swetlana Nagal | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivass | - College Administration |
| VIII) | Mrs. Meena Panigrahi | - Local Administration |
| IX) | Smt. Niranjana Sharma | - Local Representative |
| X) | Ms Swati Thakur | - Local Representative (Student) |
| XI) | Ms Suman Prajapati | - Local Representative (Student) |
| XII) | Ms Indurani Sahu | - Local Representative (Alumni) |

The meeting was organized to discuss following agenda.

- i) Annual function cum prize distribution program.
- ii) Preparation regarding pre final exam.
- iii) Preparation regarding NAAC.
- iv) Organizing employment oriented program.
- v) Discussion on other topics with chairman's permission.

After thorough discussion among members following decisions have been taken.

1. Annual function/ prize distribution of college will be organized in 1st week of February 2019. For this program name of newly elected MLA of Mahasamund district- Shri Vinod Chandrakar as chief guest and Principal Govt. MVPG College Dr. S.K. Chatterjee and Mrs. Treveni Basant Kosare, Sarpanch Machewa as special guest were proposed. Prize distribution ceremony for excellent work in NSS, NCC, YRC, Cultural, Library, General Knowledge, Quiz, Highest Scorer for 2017-18, Students Union and Sports. Certificate received from CG State Govt. **"Youth for Ekatmata"** Competition will also be distribution.
2. As per academic calendar 2019 pre final examination are scheduled in last week of January hence all faculty members are directed for various exam related responsibilities like setting of Question paper, Printing of answer book, time table, exam conduction evaluation and compilation of result sheets.
3. The data collected from in charge for seven criteria was discussed for computer typing. All the committees' in-charge were asked to timely organize meeting and for collection of data related to office record.
4. Under carrier orientation and placement committee students will be informed about women self employed group also on Vermi-composting process by organizing workshop also organizing workshop with representatives of University like MATS Arang- Raipur and Kalinga University Naya Raipur to address future avenues in higher education after graduation.

5. Cleanliness campaign will be organized for cleaning of college campus, laboratory and garden with students and NSS Volunteers participation was discussed.
6. Under academic audit all the faculty members are directed to complete the prescribed syllabus in time.
7. Other topics with chairman's permission.

In session 2018-19 Digital Service platform was formed and operated by Librarian of the college. A General Knowledge exam will be organized to promote this facility and motivate student for general awareness.

College NSS unit is also taking part in joint awareness campaign **UNICEF-NSS Child Right Protection Program.**

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IQAC Meeting Minutes

IQAC meeting was on 02-03- 2019 at 01:00 in Principal Chamber in which following member were present and attended the meeting-

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|-------|------------------------|----------------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. R.K. Dewangan | - Coordinator |
| III) | Dr. Swetlana Nagal | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivastava | - College Administration |
| VIII) | Mrs. Meena Panigrahi | - Local Administration |
| IX) | Smt. Niranjana Sharma | - Local Representative |
| X) | Ms Swati Thakur | - Local Representative (Student) |
| XI) | Ms Suman Prajapati | - Local Representative (Student) |
| XII) | Ms Indurani Sahu | - Local Representative (Alumni) |

The meeting was organized to discuss following agenda.

- I) Conduction of annual University Exam 2019.
- II) Academic and administrative audit of college.
- III) Annual verification of physical facilities like sports laboratory, library, furniture.
- IV) Regarding Preparation of SSR for NAAC.
- V) Discussion on other topics with chairman's permission.

After thorough discussion among members following decisions have been taken.

1. Pt. RSU annual examination 2019 was discussed as new online format for answer sheets was introduced in graduation examination. Responsibilities for center coordinator, Question paper collection officer and staff was assigned. All official are instructed for careful monitoring to avoid any mistakes in filling OMR Sheet by student/invigilators.
2. Annual reports of various committees were presented and final formats have to be submitted by 1st week of April.
3. Responsibilities were allotted for timely completion of physical verification of library, labs, sports, furniture etc.
4. For NAAC accreditation the grant of amount Six Lac received from Govt. of CG was transfer to separate bank account and will be used on priority basis for creation of new website and typing of SSR and other NAAC related preparation.
5. Other topics- with chairman permission discussion for organization of alumni meet 2019.



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IQAC Meeting Minutes

IQAC meeting was on 14-05- 2019 at 01:00 in Principal Chamber in which following member were present and attended the meeting-

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|-------|------------------------|----------------------------------|
| I) | Dr. Sarita Sinha | - Principal |
| II) | Dr. R.K. Dewangan | - Coordinator |
| III) | Dr. Swetlana Nagal | - Member |
| IV) | Dr. Sarswati Verma | - Member |
| V) | Dr. Shalani Verma | - Member |
| VI) | Shri V.K. Sahu | - Member |
| VII) | Shri A. K. Shrivastava | - College Administration |
| VIII) | Mrs. Meena Panigrahi | - Local Administration |
| IX) | Smt. Niranjana Sharma | - Local Representative |
| X) | Ms Swati Thakur | - Local Representative (Student) |
| XI) | Ms Suman Prajapati | - Local Representative (Student) |
| XII) | Ms Indurani Sahu | - Local Representative (Alumni) |

The meeting was organized to discuss following agenda.

- Uploading of data related with student guardian scheme and internal evaluation marks.
- Development & Renovation of college for NAAC.
- To avail facility of wheel chair for differently abled and sanitary pads vending machine in infrastructure facility for girls.
- Discussion regarding centralized admission process 2019-20.

- v) Other topics with chairman's permission.

After thorough discussion among members following decisions have been taken.

1. The student guardian in charge will make sure that the student has filled prescribed form at the time of admission. Along with that college will try to arrange mentor for uplifting students hobbies like, classical dance, sports etc.

For internal evaluation the marks of each test/ sessional test will be uploaded in easy maintenance of record.

2. The fund allotted for NAAC evaluation will be spending on priority basic after clearance from 3 member committee. Students were motivated competition to ensure group participation and encourage cleanliness campaign
3. A proposal for request wheel chair for differently abled person and sanitary pads vending machine will be submitted to Department of Social Development and Panchyat, Mahasamund.
4. For session 2019-20 Pt. RSU have declared a centralized admission system for which admission committee will be formed at college level for smooth & timely conduction of admission process.


Principal
Smt. Mata Karni Girls College
MAHASAMUND (C.G.)