

# Minutes of the Meeting of IQAC held on 1st February 2021

A meeting of IQAC was held today in the IQAC room under the Chairmanship of the Principal. The agenda of the meeting was to -

1. The organization of workshops on employability skills for the benefit of students.
2. Ensuring participation of students in on-line classes / activities.
3. Organization / Commemoration of special days.
4. Conducting workshops on Financial Literacy by Commerce Dept.
5. Organization of International Forest Day by Dept. of Botany.
6. Adopting Covid appropriate procedures like Institutional Sanitization.
7. Proposals for infrastructural developments in the institution.
8. Participating of all faculty members in Tsg. progs. organized by different forums regarding NAAC Accreditation.

1. Workshop of Employability skill: As a continuation of the institution's Best Practice, and feedback received from students for Employability skill workshops would be held. Dr. Anamika Sharma presented a detailed blue print of the different areas of Employability skills that would be dealt with by different resource persons. The proposal was accepted by all members.

2. Teachers were asked to address any issue that students reported for difficulties in attending on-line classes. Teachers were also asked to provide study materials and other contents that would be useful for them.

3. A detailed list of the Commemorative days celebrations by different Departments were to be made. Departments were to document these activities as a part of their Departmental Activities.

4. As a part of infrastructural build up of the institution the IQAC members recommended the proposal of Jercy AC of the institution which would thereby provide protection to the plants/trees.
5. Purchase of a DTP and a laptop was proposed during this meeting.
6. It was proposed to get the college building painted before the NAAC evaluation. This issue was to be taken up with the PWD. Dr. Anjanath Sharma was delegated the responsibility of liaising with the dept. regarding painting and other issues pertaining to plumbing and others.
7. It was proposed to construct a cycle stand for students.
8. The IQAC also recommended the taking up of development issues with the Jajbhagwati Samiti of the institution so that funds could be made available for these.

~~Dr. Anjanath Sharma~~

~~Dr. Anjanath Sharma~~  
 Dr. Tapas Mukherjee  
 IQAC Coordinator

~~Dr. Anjanath Sharma~~  
 Principal  
 Govt. Neveen College Bori  
 Dist. Durg (C.G.)

## Minutes of the Meeting of the IQAC held on 5.09.2021

A meeting of the IQAC was held today in the Principal's Chamber at 4.30 P.M. The agenda of the meeting was to :

1. Review the ATR's of various Departments regarding the quality enhancement steps taken by them.
2. Review the process of documentation and internalization of proper filing of records for future reference.
3. Review the various Infrastructural development measures taken up till date.
4. Ensuring compliance of the Academic Calendar and the preparation of Institutional Academic Calendar.
5. Continue with the best practice of Developing Communication skills and Siksha Daan Yojana for the development of Employability skills among students.

### Proceedings of the Meeting -

The Chairperson of the IQAC, Principal Anand Kumar Vishwakarma invited the staff members including IQAC members regarding the successful submission of the 11QA by the Institute on 12<sup>th</sup> July 2021 and the ~~approval~~ <sup>approval</sup> of the 11QA on 15<sup>th</sup> September 2021.

The NAAC Coordinator alongwith the team of enterprising faculty

employees who had all contributed as a team for this successful enterprise were congratulated.

The IQAC coordinator briefed the members regarding their subsequent role in the preparation of the SSR. All relevant data pertaining to their area of responsibility was to be collated and documented so that the SSR could be submitted within the stipulated time.

As the preparation of the SSR was reaching the final stages, the various Prop. in charge for the different criteria were asked to submit all relevant data so that the document could be submitted within the stipulated time.

The NAAC Coordinator brought forth the periodical check lists that were circulated to all the members of the fraternity regarding inputs that were to be submitted in the time frame. A record of all these circulars and notifications would be maintained by the Coordinator NAAC.

The various departments were briefed about the departmental activities that should be conducted side by side with regular classes to ensure an overall development of students. Department heads were asked to share their activity details with the IQAC so that all such activities could be coordinated properly.

Departments were also briefed about the proper documentation and internalization of the proper filing of records so that they may be projected as something that quality enhancing measures. These records would also serve as quality indicators for future reference.

The Committee also took cognisance of the various infrastructural developments and the purchase/acquisition of resources for further quality enhancement. The IQAC

- draw an action plan for
- Painting the exterior of the college building before the NAAC peer visit
  - Maintenance of sports facilities / fields for students
  - Purchase of sporting equipments for students
  - Construction of fence around the college building
  - Tree plantation within the periphery of the institution
  - Setting up water harvesting and the mgt of solid wastes

The IRAC members also briefed the gathering regarding the two best practices that would be shown cases in the SSR namely

- Bringing the urban-rural gap by facilitating better communication skills in English and
- Shiksha Daan Yojana for developing employability skills among students

Department Heads were also asked to conduct more student centric activities to reinforce their classroom teaching.

*[Signature]*  
Principal  
Govt. Neveer College Borl  
Dist. Durg (C.G.)

~~Shiksha~~  
Dr. Tapas (Kulkarni)  
IRAC Coordinator

*[Signature]*  
*[Signature]*

# Meeting of IQAC held on 5<sup>th</sup> January 2022.

## Minutes of the Meeting

The members of the IQAC met today in the IQAC room at 3.00 PM to deliberate on the Quality enhancement measures initiated and incorporated by it during the last two academic sessions and discuss the positive impact it has created for all stakeholders. The following are the points discussed in the meeting:

1. The <sup>start</sup> beginning of a Post-Graduate programme in Chemistry from the following session would be highly beneficial for students of UG students in Science as they would not have to go to distant places for pursuing their P.G. course in Chemistry.
2. The liaisoning with the P.W.D. by Dr. Amarath Sharma has brought in positive dividends in the services received from them in getting the building painted prior to the IQAC peer team visit. The members of the team applauded the sincere efforts of the Principal as well as Dr. Sharma for accomplishing this.
3. The purchase of a DLP board and a lap top that was ~~essential~~ initiated in IQAC meetings held earlier, has added to the <sup>ICT</sup> infrastructure of the institution.
4. The involvement of the Jaybhayirani Samiti at the behest of the IQAC has also made the fencing of the institution possible with the Jaybhayirani Chairman agreeing to release funds for the project.
5. With fencing made possible the institution can go in for more

plantings within the vicinity that would be of aesthetic value.

6. Various departments have made concerted efforts in conducting ~~various~~ programmes of academic interest for students. Student participation in all such activities have been recorded and documented by these departments.
7. Sporting activities have also been a quality enhancer as many students participated in badminton, kho-kho, Kabaddi, athletics under the able leadership of Dr. Samir Jaiswal, P. of charge sports. Students have also participated in inter-collegiate competitions under his guidance.
8. Volley ball court, kho-kho and kabaddi court and cricket field has been ~~mai~~ developed and maintained ~~in~~ the help of student volunteers again under the able leadership of Dr. Samir Jaiswal. The IAC considers these positive developments as distinct quality improvements wherein the best has come out by harnessing our internal resources.
9. The leadership skills of our Principal is also being recorded here as it was under his able guidance that the teams worked in a coordinated fashion to bring in the quality improvements.
10. The Committee also would like to ~~see~~ put in record the help it has received from Shri Anil Mishra in matters relating to finance and other administrative issues, that ~~has~~ has made these quality ~~also~~ improvements possible.

11. Working on limited budget, the achievement of such quality changes required financial planning and an excellent rapport with various stakeholders, which was a result of the constant liaisoning/interactions with various agencies by the Chairman of the IQAC, Dr. Anand Kumar Vishwakarma.
12. Extension activities conducted by all the departments and especially by NSS, Red Cross, Red Ribbon, has resulted in a definitive improvement in leadership qualities among students. Students have willingly participated in issues of national importance like the SWEEP Prog, Legal literacy, Tree Plantation, Health & Sanitation, AIDS awareness, Physical and Mental Health.
13. The NSS unit and the Red Cross have periodically liaised with the Health Authorities to conduct health check up camps and have also facilitated in the vaccination drive in this area.
14. The Post Graduate Departments have conducted Project work and have assigned projects on topics pertaining to contemporary issues. This has been one of the focal areas of discussion in our previous IQAC meetings so that some qualitative improvement in research work could be perceived.
15. A vote of thanks was proposed by the Coordinator IQAC Dr. Tapas Mukherjee for the help he has received from everyone in this institution the teaching and non-teaching staff as well as other agencies who have provided help/advice/guidance/support from time to time.
16. A special thanks was given to Dr. Meera Chakraborty, Coordinator NAAC for her superb leadership skills, poise, patience and indomitable will for steering the institution right from the time when the Accreditation process was initiated. Working incessantly

during his whole period, coordinating extensively with different agencies, she has been instrumental in the execution of many of the quality initiatives.

~~Signature~~  
Dr. Tapas Mukherjee  
IQC Coordinator

~~Signature~~  
Principal  
Govt. Naveen College Borj  
Dist. Durg (C.G.)

3/7/19

~~Signature~~  
2/2/19

~~Signature~~