

## HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.

Minutes of IQAC Meeting held on 13/07/2019 in the Conference Room at 12:30 p.m.

Members present:

1. Dr. Sr. Shanta Joseph
2. Dr. Sr. Manju Toppo
3. Miss Nisha Shirvastava
4. Dr. Kalpana Guha
5. Dr. Tripty Pandey
6. Dr. Usha Shukla
7. Dr. Mamta Awasthi
8. Dr. Ashok Shukla
9. Mr. Sunil Rawani
10. Dr. Seema Mishra
11. Mrs. Alma Minz
12. Mr. Santosh Sinha

After the welcome note by coordinator, the Chairman invited everyone for a short prayer seeking God's blessings and guidance. Thereafter the following points of agenda were taken up for discussion and deliberations:

Agenda	Resolutions made
1. Approval of academic calendar 2019-20	The academic calendar prepared by the calendar committee was approved with minor changes for implementation
2. Quality Enhancement in teaching learning	<ul style="list-style-type: none"><li>• It was decided to make it compulsory for all teacher/students to learn computer and use of ICT in teaching learning.</li><li>• PG seminar presentation through PowerPoint compulsory</li><li>• To organize computer and ICT training for faculty.</li><li>• To provide uninterrupted internet connectivity in every department by installing BSNL FTTH.</li></ul>
3. Improvements in sport and game facility.	<ul style="list-style-type: none"><li>• It was suggested by the members to include sport period in the time table.</li><li>• To purchase required sport items for practice.</li></ul>
4. Opening of new subject Microbiology.	It was decided to open Microbiology at UG level.
5. Seat increase in M.Sc. Chemistry.	All the members welcomed the suggestion for seat increase from 10 to 20 and it is decided to apply for the same.

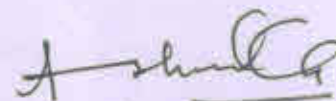
6. Reconstitution of IQAC as per NAAC guidelines	<p>It was decided to include</p> <ol style="list-style-type: none"> <li>1. Mr. Rajesh Ranjan - CSR Head Adhani Enterprises</li> <li>2. Prof V.K. Singh, Dean RMD. CARS, Ajirna</li> <li>3. Mrs. Sangeeta Tripathi – HOD Mathematics, Govt. P.G. College, Ambikapur. (Alumnae Representative).</li> <li>4. Chairman will also include the internal members as per the requirement.</li> <li>5. It was also decided to appoint Dr. Ashok Shukla as IQAC Co-ordinator.</li> </ol>
7. Preparation of AQAR of last 4 Years.	<p>It was decided to constitute a 5 Member committee consisting of</p> <ol style="list-style-type: none"> <li>1. Dr. Sr. Manju Toppo</li> <li>2. Dr. Ashok Shukla</li> <li>3. Dr. Usha Shukla</li> <li>4. Mr. Sunil Rawani</li> <li>5. Dr. Seema Mishra</li> </ol> <p>to prepare AQAR.</p>
8. To reorient activities based on NAAC Criteria	<ul style="list-style-type: none"> <li>• It is decided to organize orientation programme for all faculty members on new AQAR format</li> <li>• IQAC Co-ordinator and NAAC incharge responsible for preparing presentation for orientation programme.</li> <li>• Criteria-wise format to be made for documentation of activities and explained to the staff.</li> </ul>
9. Analysis of students feedback	<p>IQAC member Dr. Kalpana Guha and Dr. Tripty Pandey from Economics Department given responsibility to analyse data and present report so that steps can be taken for improvement.</p>
10. Library automation	<p>It is recommended not only to automate library but also the entire administration along with library with ERP Software.</p>



Chairman

Principal

Holy Cross Women's College  
Ambikapur, Surguja Distt.  
C.G. - 497001



Coordinator

Holy Cross Women's College  
Ambikapur - 497001  
Surguja (Dist.) Chhattisgarh



**HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.**

**Action Taken Report**

IQAC Meeting held on 13/07/2019 in the Conference Room at 12:30 p.m.

Agenda	Resolutions made	Action Taken
1. Approval of academic calendar 2019-20	The academic calendar prepared by the calendar committee was approved with minor changes for implementation	<ul style="list-style-type: none"><li>• Academic calendar prepared, approved and circulated for implementation to every department.</li><li>• Soft copy given to every faculty</li><li>• HODs are instructed to plan department activity according to the academic calendar</li></ul>
2. Quality Enhancement in teaching learning	<ul style="list-style-type: none"><li>• It was decided to make it compulsory for all teacher/students to learn computer and use of ICT in teaching learning.</li><li>• PG seminar presentation through PowerPoint compulsory</li><li>• To organize computer and ICT training for faculty.</li><li>• To provide uninterrupted internet connectivity in every department by installing BSNL FTTH.</li></ul>	<ul style="list-style-type: none"><li>• All faculty members were directed to learn computer</li><li>• Computer learning classes were organized for the teaching staff by computer department. (Faculty Development Programme)</li><li>• Seminar presentation by students using ppt presentation is done by every department.</li><li>• BSNL fiber optic internet connection is provided.</li><li>• Sections are made in B.Sc. Bio group and teacher appointed.</li></ul>
3. Improvements in sport and game facility.	<ul style="list-style-type: none"><li>• It was suggested by the members to include sport period in the time table.</li><li>• To purchase required sport items for practice.</li></ul>	Sports period included in the time table and sport items purchased and issued to students to play whenever they want to play.
4. Opening of new subject Microbiology.	It was decided to open Microbiology at UG level.	Applied but no response received.

5. Seat increase in M.Sc. Chemistry.	All the members welcomed the suggestion for seat increase from 10 to 20 and it is decided to apply for the same.	Applied but no response received.
6. Reconstitution of IQAC as per NAAC guidelines	<p>It was decided to include</p> <ol style="list-style-type: none"> <li>1. Mr. Rajesh Ranjan - CSR Head Adhani Enterprises</li> <li>2. Prof V.K. Singh, Dean RMD, CARS, Ajirna</li> <li>3. Mrs. Sangeeta Tripathi – HOD Mathematics, Govt. P.G. College, Ambikapur. (Alumnae Representative).</li> <li>4. Chairman will also include the internal members as per the requirement.</li> <li>5. It was also decided to appoint Dr. Ashok Shukla as IQAC Co-ordinator.</li> </ol>	IQAC was reconstituted as per NAAC guidelines.
7. Preparation of AQAR of last 4 Years.	<p>It was decided to constitute a 5 Member committee consisting of</p> <ol style="list-style-type: none"> <li>1. Dr. Sr. Manju Toppo</li> <li>2. Dr. Ashok Shukla</li> <li>3. Dr. Usha Shukla</li> <li>4. Mr. Sunil Rawani</li> <li>5. Dr. Seema Mishra</li> </ol> <p>to prepare AQAR.</p>	The five member committee constituted and format made for data collection and distributed to incharges of cells and associations and to the departments.
8. To reorient activities based on NAAC Criteria	<ul style="list-style-type: none"> <li>• It is decided to organize orientation programme for all faculty members on new AQAR format</li> <li>• IQAC Co-ordinator and NAAC incharge responsible for preparing presentation for orientation programme.</li> <li>• Criteria-wise format to be made for documentation of activities and explained to the staff.</li> </ul>	Orientation programme was organized on 05/10/2019 and 12/10/2019 using Power Point Presentation to brief the faculty on new AQAR format.



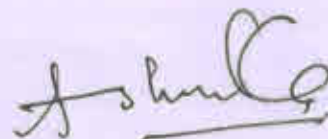
9. Analysis of students feedback	IQAC member Dr. Kalpana Guha and Dr. Tripty Pandey from Economics Department given responsibility to analyse data and present report so that steps can be taken for improvement.	<ul style="list-style-type: none"> <li>• Feedback collected and analyzed.</li> <li>• Steps taken to improve like increased drinking water facility.</li> <li>• Improved food items in the canteen etc.</li> <li>• Better internet connectivity provided.</li> </ul>
10. Library automation	It is recommended not only to automate library but also the entire administration along with library with ERP Software.	<ul style="list-style-type: none"> <li>• For the automation of library/office, agreement is made with Iroots Software Company and entry of books is in progress.</li> <li>• Entry of student details also is in progress for office/admission process automation.</li> </ul>



Chairman

**Principal**

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Surguja (Dist.) Chhattisgarh

## HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.

Minutes of IQAC Meeting held on 15/10/2019 in the Conference Room at 12:30 p.m.

Members present:

1. Dr. Sr. Shanta Joseph
2. Dr. Sr. Manju Toppo
3. Prof. V. K. Singh
4. Mr. Rajesh Ranjan
5. Mr. Saurav Singh
6. Mrs. Sangeeta Tripathi
7. Miss Nisha Shrivastava
8. Dr. Kalpana Guha
9. Dr. Tripty Pandey
10. Dr. Usha Shukla
11. Dr. Mamta Awasthi
12. Mr. Sunil Rawani
13. Dr. Seema Mishra
14. Mrs. Alma Minj
15. Mr. Santosh Sinha
16. Ms. Ankita Khare

Mr. Sunil Rawani, the Asst. Co-ordinator welcomed the chair person and members of IQAC. The principal Dr. Sr. Shanta Joseph briefed the members of the importance of Internal Quality Assurance Cell in HEI for quality maintenance and enhancement. Thereafter agendas were taken one by one for discussion.

Agenda	Resolutions made
1. Integrated 4 Years B.A.-B.Ed and B.Sc.-B.Ed Programme	After due deliberations it was decided to submit online application to open integrated 4 Years B.Ed programme along with B.A. & B.Sc.
2. Student participation in extension activities	<ul style="list-style-type: none"><li>• It is decided to create an Institutional social responsibility cell other than NCC &amp; NSS and youth Red Cross involving staff and students.</li><li>• It is recommended to conduct different activities involving students classwise.</li><li>• It is also decided to adopt a village (The ISR cell will do the necessary survey work before adopting a village).</li><li>• M.S.W. Department is responsible for preparing format with necessary parameters for survey of village.</li></ul>

3. Admission of candidates to Ph.D course.	It is resolved to admit only those students who will be submitting NOC from Government institutes as well as private Institutions. This is applicable to working candidates.
4. Research Journal publication	<ul style="list-style-type: none"> <li>The Chairman informed the members of the necessity of improving the quality of its publication and increase the weight age.</li> <li>It is also decided to include reviewers and research papers from the national level.</li> <li>Consisting of 1. Dr. Ashok Shukla, 2. Dr. Vinod Garg, 3. Dr. Sachin Mandilwar</li> </ul>
5. Guest Lecture	Every Department to be instructed to conduct guest lectures inviting professors / experts from reputed institutes.
6. Organizing National / International Seminar / Workshops	The date and topic will be decided after discussion with HODs.
7. MOU or Linkages with other Institutes	It is decided to have MOU with Adhani Enterprises and PHE Dept. for research, internship and field study.
8. Field study and educational tour	<ul style="list-style-type: none"> <li>To instruct and encourage every department to plan and arrange field visits for students.</li> <li>To organize Educational tours to places of national importance.</li> </ul>

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## HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.

Action taken report of IQAC meeting held on 15/10/2019.

Agenda	Resolutions made	Action Taken
1. Integrated 4 Years B.A.-B.Ed and B.Sc.-B.Ed Programme	After due deliberations it was decided to submit online application to open integrated 4 Years B.Ed programme along with B.A. & B.Sc.	Since portal was not opened for registration, so nothing has been done in this regard.
2. Student participation in extension activities	<ul style="list-style-type: none"> <li>It is decided to create an Institutional social responsibility cell other than NCC &amp; NSS and Youth Red Cross involving staff and students.</li> <li>It is recommended to conduct different activities involving students classwise.</li> <li>It is also decided to adopt a village (The ISR cell will do the necessary survey work before adopting a village).</li> <li>M.S.W. Department is responsible for preparing format with necessary parameters for survey of village.</li> </ul>	<ul style="list-style-type: none"> <li>ISR unit is formed with faculty members, staff and students.</li> <li>A village named Mirgadand is adopted 20 Km. away from Ambikapur.</li> <li>Few activities are conducted involving students.</li> </ul>
3. Admission of candidates to Ph.D course.	It is resolved to admit only those students who will be submitting NOC from Government institutes as well as private Institutions. This is applicable to working candidates.	No working candidate admitted without NOC.
4. Research Journal publication	<ul style="list-style-type: none"> <li>The Chairman informed the members of the necessity of improving the quality of its publication and increase the weight age.</li> <li>It is also decided to include reviewers and research papers from the national level.</li> <li>Consisting of 1. Dr. Ashok Shukla, 2. Dr. Vinod Garg, 3. Dr. Sachin Mandilwar</li> </ul>	<p>Nation level reviewers are included.</p> <p>1. Prof. Mahendra Gupta, Jiwaji University, Gwalior.</p>
5. Guest Lecture	Every Department to be instructed to conduct guest lectures inviting professors / experts from reputed	Guest lecturers organized by different Departments.



	institutes.	
6. Organizing Nation / International Conferences	The date and topic will be decided after discussion with HODs.	No conferences have been organized.
7. MOU or Linkages with other Institutes	It is decided to have MOU with Adhani Enterprises and PHE Dept. for research, internship and field study.	No Action has been taken.
8. Field study and educational tour	<ul style="list-style-type: none"> <li>To instruct and encourage every department to plan and arrange field visits for students.</li> <li>To organize Educational tours to places of national importance.</li> </ul>	<ul style="list-style-type: none"> <li>Field visit was organized 58 students and 12 staffs visited CSR unit of Adhani Enterprises.</li> <li>92 students &amp; 6 staffs visited Devgarh as environmental study tour.</li> <li>Educational tour to Mumbai &amp; Goa was arranged in January first week.</li> <li>Another educational tour is planned to Kolcutta for the students of commerce and arts department from 4.02.2020 to 19.02.2020.</li> </ul>



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**HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.**

Minutes of IQAC Meeting held on 11/01/2020 in the Conference Room at 12:30 p.m.

Members present:

1. Dr. Sr. Shanta Joseph
2. Dr. Sr. Manju Toppo
3. Prof. V. K. Singh
4. Mr. Rajesh Ranjan
5. Mrs. Sangeeta Tripathi
6. Miss Nisha Shrivastava
7. Dr. Kalpana Guha
8. Dr. Tripti Pnadey
9. Dr. Usha Shukla
10. Dr. Mamta Awasthi
11. Dr. Ashok Shukla
12. Mr. Sunil Rawani
13. Dr. Seema Mishra
14. Mrs. Alma Minj
15. Mr. Santosh Sinha

After the welcome note by coordinator, the Chairman invited everyone for a short prayer seeking God's blessings and guidance. Thereafter the following points of Agenda were taken up for discussion and deliberations:

Agenda	Resolutions made
1. Review of previous meeting decisions and action taken	Separate Sheet attached – Action Taken Report (Meeting 2).
2. Briefing on ERP Software	<ul style="list-style-type: none"><li>• It was decided to invite software engineer to brief the staff about the working of software and also to give suggestions to develop as per the requirement of college.</li><li>• It was also decided to first start with office module and then library module</li></ul>
3. Seminar / Workshop	It was decided to call experts to throw light on the new guidelines of NAAC for all faculty members from A <sup>+</sup> or A <sup>++</sup> grade college.
4. To encourage use of On-line learning resources	<ul style="list-style-type: none"><li>• It is decided to register in Infilbnet to get access to N-List as an Institution.</li><li>• To encourage students and staff to use other learning resources like.</li></ul>



5. Publication of college magazine Smarika 2019-20	<ul style="list-style-type: none"> <li>• IQAC approved the topic selected for the current years Smarika 2019-20 (Chhattisgarh Visheshank).</li> <li>• It was also decided to give responsibility to all class teachers to collect the articles from students and submit it to Smarika committee.</li> <li>• Faculty members are also encouraged to write &amp; submit directly to office.</li> </ul>
6. To conduct academic and administrative audit.	<ul style="list-style-type: none"> <li>• To constitute internal academic &amp; administrative audit committee consisting of senior faculty members.</li> <li>• To workout format / criteria for audit of departments.</li> <li>• Departments to be informed of the date of visit.</li> </ul>
7. Date collection for AQAR 2019-20	For data collection revised format designed by IQAC to be distributed to every faculty.
8. Collection of feedback from students.	It is decided to collect the feedback of the year 2019-20 in the month of February.



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**HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.**

**Action Taken Report**

IQAC Meeting held on 11/01/2020 in the Conference Room at 12:30 p.m.

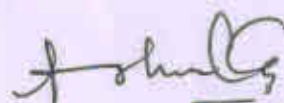
Agenda	Resolutions made	Action Taken
1. Review of precious meeting decisions and action taken	Separate Sheet attached	Separate Sheet attached as action taken report of meeting 2
2. Briefing on ERP Software	<ul style="list-style-type: none"><li>• It was decided to invite software engineer to brief the staff about the working of software and also to give suggestions to develop as per the requirement of college.</li><li>• It was also decided to first start with office module and then library module</li></ul>	<ul style="list-style-type: none"><li>• Software engineer was invited for briefing and training on ERP Software.</li><li>• Demonstration and training was given in different groups – teaching staff, office staff and library staff from 23.02.2020 to 04.03.2020.</li><li>• Entry of students details in preparation for On-line admission is in progress.</li></ul>
3. Seminar / Workshop	It was decided to call experts to throw light on the new guidelines of NAAC for all faculty members from A <sup>+</sup> or A <sup>++</sup> grade college.	<ul style="list-style-type: none"><li>• Workshop on AQAR / SSR preparation and documentation was organized on 08.02.2020 resource persons St. Aloysius college – Jabalpur.</li><li>• Another workshop on research project and report writing was organized on 10.02.2020.</li></ul>
4. To encourage use of On-line learning resources	<ul style="list-style-type: none"><li>• It is decided to register in Inlibnet to get access to N-List as an Institution.</li><li>• To encourage students and staff to use other learning resources like.</li></ul>	Registered on Inlibnet faculty and students access content available in eShodhSindhu Nation Digital library N-List etc.



5. Publication of college magazine Smarika 2019-20	<ul style="list-style-type: none"> <li>• IQAC approved the topic selected for the current years Smarika 2019-20 (Chhattisgarh Visheshank).</li> <li>• It was also decided to give responsibility to all class teachers to collect the articles from students and submit it to Smarika committee.</li> <li>• Faculty members are also encouraged to write &amp; submit directly to office.</li> </ul>	Work of publication of college magazine Smarika is in progress. Due to Corona & Lockdown printing work is pending.
6. To conduct academic and administrative audit.	<ul style="list-style-type: none"> <li>• To constitute internal academic &amp; administrative audit committee consisting of senior faculty members.</li> <li>• To workout format / criteria for audit of departments.</li> <li>• Departments to be informed of the date of visit.</li> </ul>	Internal committee constituted for audit. Due to Corona & sudden lockdown work is pending.
7. Date collection for AQAR 2019-20	For data collection revised format designed by IQAC to be distributed to every faculty.	Date collection is partially completed.
8. Collection of feedback from students.	It is decided to collect the feedback of the year 2019-20 in the month of February.	Feedback collected and analysis done.



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**HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.**

Minutes of IQAC Meeting held on 26/05/2020 in the Conference Room at 12:30 p.m.

Members present:

1. Dr. Sr. Shanta Joseph
2. Dr. Sr. Manju Toppo
3. Prof. V. K. Singh
4. Mr. Rajesh Ranjan
5. Mrs. Sangeeta Tripathi
6. Miss. Nisha Shrivastava
7. Dr. Kalpana Guha
8. Dr. Tripti Pandey
9. Dr. Usha Shukla
10. Dr. Mamta Awasthi
11. Dr. Ashok Shukla
12. Mr. Sunil Rawani
13. Dr. Seema Mishra
14. Mrs. Alma Minj
15. Ms. Shruti Gupta
16. Ms. Ankita Khare
17. Sr. Sheela Barwa

After the welcome address by coordinator, the points of Agenda were taken up for discussion and deliberations:

Agenda	Resolutions made
1. Review of prospectus for academic year 2020-21	It is recommended to add the Covid-19 prevention guidelines / SOP.
2. Review of student dairy / Handbook (UG + PG)	It is decided to convert student dairy into a handbook for students by incorporating code of conduct for students, preamble of the constitution and common prayer songs during assembly.
3. Review of activity of college based on decisions in IQAC meeting.	Separate sheet attached. (Action Taken Report).
4. Conducting workshop / seminar using virtual platform.	<ul style="list-style-type: none"><li>• It was decided to conduct webinar on IPR and its role in the present Covid-19 period.</li><li>• Dr. Seema Mishra and Mr. Sunil Rawani are given the responsibility to organize.</li><li>• Proposed date of webinar is 12 / 13.06.2020.</li></ul>



	<ul style="list-style-type: none"> <li>• More webinars and workshop to be organized in collaboration with different Departments.</li> </ul>
5. Planning for Admission 2020-21	<ul style="list-style-type: none"> <li>• It is decided to take admission On-line due to Covid-19 pandemic.</li> <li>• Not to call students to the college for admission.</li> <li>• Admission / Fee payment module of the software to get ready by the end of June 2020.</li> <li>• To attract more students for admission it was decided to conduct a competition for 12<sup>th</sup> Pass students and give them cash prize which will help them to take admission.</li> </ul>
6. Academic and administrative audit.	<ul style="list-style-type: none"> <li>• Planned in the previous meeting could not complete due to Covid-19 pandemic &amp; Lockdown.</li> <li>• It is decided to carry out when the normal duty resumes.</li> </ul>
7. Faculty development programme.	It is proposed to organize a faculty development programme in the first week of August on criteria wise preparation and documentation.



Chairman

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**HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR.**

**Action Taken Report**

IQAC Meeting held on 26/05/2020 in the Conference Room at 12:30 p.m.

Agenda	Resolutions made	Action Taken
1. Review of prospectus for academic year 2020-21	It is recommended to add the Covid-19 prevention guidelines / SOP.	Covid-19 prevention guidelines added as supplement with the college prospectus.
2. Review of student dairy / Handbook (UG + PG)	It is decided to convert student dairy into a handbook for students by incorporating code of conduct for students, preamble of the constitution and common prayer songs during assembly.	Handbook prepared for students including code of conduct preamble of constitution etc.
3. Review of activity of college based on decisions in IQAC meeting.	Separate sheet attached. (Action Taken Report).	Separate sheet attached.
4. Conducting workshop / seminar using virtual platform.	<ul style="list-style-type: none"><li>• It was decided to conduct webinar on IPR and its role in the present Covid-19 period.</li><li>• Dr. Seema Mishra and Mr. Sunil Rawani are given the responsibility to organize.</li><li>• Proposed date of webinar is 12 / 13.06.2020.</li><li>• More webinars and workshop to be organized in collaboration with different Departments.</li></ul>	<ul style="list-style-type: none"><li>• A webinar on intellectual property right is conducted in collaboration with C COST on 26.06.2020.</li><li>• A international webinar on "Impact of Covid-19" on Trade, commerce and industries organized in collaboration with Govt. college, Rajpur on 11.07.2020.</li><li>• Another international webinar on quality assurance in Higher education challenges and opportunities on 23.07.2020.</li><li>• Workshop on "Life Skills Training on Happiness &amp; Suicide prevention during</li></ul>



		Covid-19" was organized on 25.07.2020.
5. Planning for Admission 2020-21	<ul style="list-style-type: none"> <li>• It is decided to take admission On-line due to Covid-19 pandemic.</li> <li>• Not to call students to the college for admission.</li> <li>• Admission / Fee payment module of the software to get ready by the end of June 2020.</li> <li>• To attract more students for admission it was decided to conduct a competition for 12<sup>th</sup> Pass students and give them cash prize which will help them to take admission.</li> </ul>	<ul style="list-style-type: none"> <li>• Ready for On-line admission.</li> <li>• Payment gateway integration with software is in progress.</li> </ul>
6. Academic and administrative audit.	<ul style="list-style-type: none"> <li>• Planned in the previous meeting could not complete due to Covid-19 pandemic &amp; Lockdown.</li> <li>• It is decided to carry out when the normal duty resumes.</li> </ul>	Department wise audit done and report submitted.
7. Faculty development programme.	It is proposed to organize a faculty development programme in the first week of August on criteria wise preparation and documentation.	Faculty development programme organized for 7 days from 08.08.2020 to 14.08.2020 by Dr. Sr. Manju Toppo, Dr. Ashok Shukla, and Mr. Sunil Rawani prepared the presentation.



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