

## HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

### Minutes of IQAC Meeting

The First meeting of internal quality assurance cell of the session 2016-17 was held on 18.06.2016. The meeting was chaired by Dr. Sr. Aniamma Manuel. The members present were:

01. Dr. Sr. Aniamma Manuel
02. Mrs. Sabita Roy
03. Mrs. Swapna Mukherjee
04. Dr. Mrs. Kalpana Guha
05. Dr. Ashok Shukla
06. Dr. Vinod Garg
07. Dr. Neena Gupta
08. Sr. Sheela Barwa
09. Mr. Santosh Sinha
10. Mrs. Rashmi Toppo
11. Miss Nahid Khan
12. Mr. Sunil Rawani
13. Dr. Sachin Manilwar

The meeting started with a prayer and followed by discussion on the agenda.

#### **Agenda 1: Admission and aptitude test.**

- After the discussion it was resolved to start admission from 29.06.2016.
- To Conduct aptitude test and guide students based on their performance.
- Dr. Sachin Mandilwar is assigned the duty to prepare question paper for aptitude test.
- Questions from different streams to be included (Arts, Science, Commerce, Home-Science and G.K.)
- Admission committee is responsible to work out the details of admission and duty distribution as per the guidelines given.
- Merit list of students to be prepared following the reservation policy of State Government.
- It is also resolved that no students will be deprived of admission due to financial constraints.

#### **Agenda 2: Academic Calendar.**

- It is decided to include both academic activities and extracurricular activities in the academic calendar.

- Academic calendar to be prepared latest by 30.06.2016 by the committee assigned for same.
- Chairman suggested to include the activities of: Cells / Associations / Clubs in the academic calendar.

**Agenda 3: Freshers welcome and orientation.**

After the discussion on the agenda the following decisions were made.


- Orientation programme: for freshers to be kept on 07.07.2016.
- A committee to be constituted by the Principal who will be responsible for successful completion of the same.
- Information regarding general rules and regulations, Cells / Associations / Clubs etc to be briefed to the students.
- It is also made compulsory for every student to be part of atleast any one Club / Cell / Unit.

**Agenda 4: Yoga Day.**

- For better physical and mental well being, it is decided to promote yoga and meditation classes.
- It is also decided to celebrate International Yoga Day.
- Members also suggested organizing input sessions on importance of yoga and on how to do yoga.

**Any Other**

- It is also discussed that to set a target to achieve above 95 – 100% pass result.
- Other matters to be discussed in the next meeting which will be held in the month of August.

  
Co-ordinator

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

**Minutes of IQAC Meeting**

The Second meeting of internal quality assurance cell of the session 2016-17 was held on 11.08.2016. The meeting was chaired by Dr. Sr. Aniamma Manuel. The members present were:

01. Dr. Sr. Aniamma Manuel
02. Mrs. Sabita Roy
03. Sr. Joseline
04. Mrs. Swapna Mukherjee
05. Dr. Mrs. Kalpana Guha
06. Dr. Ashok Shukla
07. Dr. Vinod Garg
08. Dr. Neena Gupta
09. Sr. Sheela Barwa
10. Mr. Santosh Sinha
11. Mrs. Rashmi Toppo
12. Miss Nahid Khan
13. Mr. Sunil Rawani
14. Dr. Sachin Manilwar

The meeting started with a prayer and followed by discussion on the agendas.

**Agenda 1: Election of student union.**

The chairman informed the members that this year the student union to be constituted by election as per Govt. order.

- Members suggested to appoint Dr. Kalpana Guah as the professor incharge of student union.
- Election process to begin on 16.08.2016.
- The professor incharge and the assistant incharges to study the guideline and prepare notices systematically to display informations on the notice board and give guidelines to students.
- Election duty to be distributed and approved by the Principal.
- Oath taking to be held in the third week of September.


**Agenda 2: Jio-Fi (Wi-Fi) Connection.**

- The chairman informed the members that the company is ready to set up Jio-Fi free of cost in the college. After due discussion, it is resolved to install Jio-Fi and convert campus into a Wi-Fi zone.

**Agenda 3: Cultural activities / competitions / other activities.**

- Calendar committee and cultural committee to monitor the implementation of activities planned according to the academic / activity calendar.
- All the competitions to be completed latest by 30<sup>th</sup> November 2016 and report of the same to be submitted for necessary use.
- All the incharges / faculty members to encourage students active participation in all activities, within the College and outside.
- Also every class teacher to encourage students for creative writing which can be published in the college magazine Smarika.
- Activities of the Swach Bharat Abhiyan to be promoted by all.
- The Chairman informed that the non-teaching staff will be taken for a picnic. Date will be decided later.

Chairman asked the members to continue to work towards maintaining campus ecofriendly, through active participation in Swach Bharat Abhiyan, and encourage students for the same.

  
Co-ordinator

## HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

### Action Taken Report 2016-17

- Admission process completed with a total of 1666 students admitted to various courses following the reservation policy of the State Government.
- Forty two students were given financial assistance so that they could take admission in the college.
- Aptitude test conducted for students.
- Academic calendar including the activity calendar was prepared for the year 2016-17 and its implementation ensured.
- Freshers welcome and orientation programme conducted on 07.07.2016.
- Cells / Associations / Clubs constituted, leaders were elected, every student was a member of any one of the cells / associations.
- Yoga and meditation classes conducted. Lecture on importance of yoga & meditation was conducted. Resource persons were from Sahaj Yog Sanstha & Braham Kumari Ishwariya Vishwavidyalay, Ambikapur.
- A target result of 95.6% in UG programmes and 98.3% in PG courses achieved.
- Student union consisting of the student council & activity societies were formed by election in accordance with the guidelines issued by the University.
- Number of cultural / sports activities and competitions were organized in the college under the leadership of student union.
- Jio-Fi was set up in the college.
- Campus is kept ecofriendly by maintaining a clean / green / colourful campus, reduced use of plastic item, organic cultivation practices etc.

Co-ordinator