

## Meeting 1

Minutes of IQAC meeting held on 15-6-2017 in the conference room at 11:30 am.

### Members present:-

#### Chairman – Dr. Sr. Aniamma Manuel

1. Mrs. Sabita Roy
2. Miss. Nisha Shrivastava
3. Dr. Kalpana Guha
4. Dr. Vinod Garg
5. Dr. Sachin Mandilwar
6. Dr. Ashok Shukla
7. Dr. (Sr.) Manju Toppo
8. Dr. (Sr.) Shantamma Joseph
9. Mr. Sunil Rawani
10. Dr. Neena Gupta
11. Mr. S.S. Ali
12. Mr. Santosh Sinha
13. Sr. Sheela Barwa

#### Coordinator – Dr. Usha Shukla

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

#### Agenda 1: Preparation of calendar of activities for the year 2017-18.

- It was discussed to prepare the college activity calendar based on the university calendar.
- It is recommended to constitute a calendar committee.
- Target date to complete the academic calendar was set as 25-6-2017.
- Calendar to include possible activities of NSS/NCC/Red cross etc.

#### Agenda 2: Orientation programme for staff and students.

- It was decided to conduct orientation lectures for students on 4-7-2017.
- It was also discussed as to who will be conducting the orientation programme and the sequence of activities. Dr. Sr. Manju to brief the students on the rules and regulations of the college. Dr. Sr. Shanta to deliver a presentation based lecture on “value based education for successful life”.
- Incharge of cells and association/ clubs to brief the students on the objective/activities of respective units.
- Dr. Kalpana Guha was appointed as the overall in charge of the programme.

**Any other matters-**

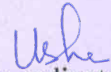
- It was resolved to celebrate international yoga day on 21-6-2017 by organizing yoga practice for staff and students.
- It was discussed to have tree plantation day on 20-7-2017 and plant trees in Asha nikunj hostel campus.
- PGDCA class to begin on 15-7-2017.
- NSS/ NCC/Red Cross activities to be carried out as per Govt. guidelines.



Chairman

**Principal**

**Holy Cross Women's College**  
**Ambikapur, Surguja Dist.**  
**Chhattisgarh - 497001**



Co-ordinator



## Meeting 2

Minutes of IQAC meeting held on 21-8-2017 in the conference room at 12:00 noon.

### Members present:-

#### Chairman – Dr. Sr. Aniamma Manuel

1. Mrs. Sabita Roy
2. Miss. Nisha Shrivastava
3. Dr. Kalpana Guha
4. Dr. Vinod Garg
5. Dr. Sachin Mandilwar
6. Dr. Ashok Shukla
7. Dr. (Sr.) Manju Toppo
8. Dr. (Sr.) Shantamma Joseph
9. Mr. Sunil Rawani
10. Dr. Neena Gupta
11. Mr. S.S. Ali
12. Mr. Santosh Sinha
13. Sr. Sheela Barwa

#### Coordinator – Dr. Usha Shukla

The meeting started with a prayer and the points of agenda were taken up for discussion.

#### Agenda 1: National Seminar/Workshop.

- First of all it was decided that English department will organize a national seminar.
- The tentative date of seminar is sometime in the second week of November. The date will be finalized by the department after consultation with experts.
- It is left to the department to finalize the topic.
- It is decided to organise a workshop by commerce department on “G.S.T”.

#### Agenda 2: Contribution towards Kerala flood relief.

- It was resolved to ask faculty to contribute one day salary towards flood relief.
- It was also resolved to give some contribution from the college. The amount to be decided by management.
- It was also decided that the staff would forgo lunch party on 5-9-2017 and 13-9-2017 (Teacher's day and Holy cross day) and the money to be contributed to the flood relief fund.

#### Agenda 3: Student Union.

- As per the guideline of the government student union to be constituted by nomination.
- As per the recommendation of the members, Ms. Nisha Shrivastava to be appointed as the teacher incharge of student union.
- Principal to constitute the nomination committee.
- Oath taking ceremony to be held in the fourth week of September.

**Agenda 4: Competitions –**

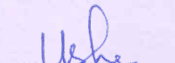
- It is decided to conduct various competitions at college level to promote all round development of students.
- It is also decided that every competitions are conducted through different cells/Associations (2 each).
- It is also suggested to ensure that all the competitions are completed latest by the end November.

**Agenda 5: Any other.**

- Members pointed out that the need of conducting environmental study tour. Some of the places suggested were – Rajpur, Devgarh, Haritima, Amritdhara etc.
- It was decided to give faculty wise responsibility to carry out the same.
- Principal informed about the tablet distribution programme which is to be held in the first week of September.

  
Chairman  
Principal

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Co-ordinator



### Meeting 3

Minutes of IQAC meeting held on 16-11-2017 in the conference room at 12:00 noon.

#### Members present:-

#### Chairman – Dr. Sr. Anniamma Manuel

1. Mrs. Sabita Roy
2. Miss. Nisha Shrivastava
3. Dr. Kalpana Guha
4. Dr. Vinod Garg
5. Dr. Sachin Mandilwar
6. Dr. Ashok Shukla
7. Dr. (Sr.) Manju Toppo
8. Dr. (Sr.) Shantamma Joseph
9. Mr. Sunil Rawani
10. Dr. Neena Gupta
11. Mr. S.S. Ali
12. Mr. Santosh Sinha
13. Sr. Sheela Barwa

#### Coordinator – Dr. Usha Shukla

After a short prayer, the agenda items were taken up for deliberations.

#### Agenda 1: Educational tour/field study

- Members were of the opinion that educational tour is a good means of giving exposure to the students who have lost opportunity for exposure.
- Therefore it was decided to encourage the students belonging to backward area to participate in the tour to give them opportunity.
- The places decided were – Delhi – Amritsar during winter vacation, opened for final year students of all faculties except commerce.
- It was decided to arrange another tour to Hyderabad – Vishakapatnam for students of commerce department which is to take place in the second week of January 2018.
- It is also finalized to take Mr. Vikas as the tour agent.
- It is also confirmed to take students of IMB/Microbiology/Biotechnology for industrial visit to mushroom udyog Baikunthpur in the second week of January.
- Encourage every P.G department to organise more field/ industrial study tours time to time.

#### Agenda 2: Model Examination

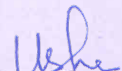
- Model examination made compulsory for all first year students.
- Every faculty to submit model exam question papers latest by 15-12-2017.
- Model exam to be conducted after 15<sup>th</sup> January.
- It is also resolved to make model exam optional for all second and third year students.

**Agenda 3:** Any other-

- Submission of Data for AISHE portal to be done on due time.
- General discipline of the campus to be maintained.
- To restrict the use of mobile phones in the class room as well as in the campus. If emergency they can bring and submit to class teacher.
- A fine of rupees 500 to be collected if found using mobile in the class/campus.
- Activity report to be submitted by the in charges of all Cells/Associations/Clubs latest by 10<sup>th</sup> January 2018.

  
Chairman  
**Principal**

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Co-ordinator

## Meeting 4

Minutes of IQAC meeting held on 20-4-2018 in the conference room at 12:00 noon.

### Members present:-

#### Chairman – Dr. Sr. Anniamma Manuel

1. Mrs. Sabita Roy
2. Miss. Nisha Shrivastava
3. Dr. Kalpana Guha
4. Dr. Vinod Garg
5. Dr. Sachin Mandilwar
6. Dr. Ashok Shukla
7. Dr. (Sr.) Manju Toppo
8. Dr. (Sr.) Shantamma Joseph
9. Mr. Sunil Rawani
10. Dr. Neena Gupta
11. Mr. S.S. Ali
12. Mr. Santosh Sinha
13. Sr. Sheela Barwa

#### Coordinator – Dr. Usha Shukla

After a short prayer, the agenda items were taken up for deliberations.

#### Agenda 1: Review of activities of the year 2017-2018.

IQAC co-ordinator briefed the members on the decision made during the previous meetings. Session was kept open to point out the action taken based on previous meetings. Action taken report Submitted Separately.

#### Agenda 2: Library verification / Annual stock verification.

- It was decided to conduct stock verification of library books.
- A five member verification committee is constituted with Dr. Neena Gupta Assistant professor Economics as the coordinator.
- Librarian is to be informed well in advance so that necessary arrangements can be done for the verification.
- Verification to begin after summer vacation in the first of the june.
- Committees to be made by the principal for departmental / common stock verification.
- All stock verification to be completed latest by 10-6-2018.



**Agenda 3:** Planning for new academic year.

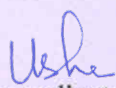
After discussion following decisions were made –

- Academic calendar to be prepared in the month of June.
- A committee to be constituted for the same by the principal.
- Prospectus for the year 2018-19 is presented and approved.
- Application form for admission to be given out after 10<sup>th</sup> may 2018.
- It is also resolved to have cashless admission this year.

Before concluding the meeting the chairman informed the members that the college magazine Smarika and Research journal is under printing. She also reminded that all academic activities of semester classes to be completed latest by 30<sup>th</sup> April 2018.

  
Chairman  
**Principal**

**Holy Cross Women's College**  
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Co-ordinator



## Compliance Report of 2017-18

### **Meeting 1**

- Activities / Academic calendar is prepared according to academic calendar including tentatively all other activities.
- Orientation programme having sequence of activities conducted for students.
- International Yoga day was celebrated for all staffs and students.
- NSS / NCC / Red Cross / other activities carried out effectively.

### **Meeting 2**

- Department of English organized national seminar on topic "A study of William Shakespeare's Drama – it's relevant today.
- Workshop on G.S.T. was organised by Department of commerce.
- Faculty and college management contributed for flood relief fund.
- Student union constituted and carried out the responsibilities.
- Various competitions are organised to promote all round development of students.
- Students were taken to Devgarh and Haritima for environmental study tour.
- Tablet distribution programme held on date (01.09.2017).

### **Meeting 3**

- Final year students of science and arts were taken to Delhi – Amritsar during winter vacation.
- Students of commerce were taken to Hyderabad - Vishakhapatnam for education tour.
- Students of IMB / Microbiology / Biotechnology were taken to mushroom udyog, Baikunthpur in 2<sup>nd</sup> week of January.
- Model exam was conducted for all First ear students.
- Campus discipline is ensured by the discipline committee and by all.


### **Meeting 4**

- Verification of library books is completed in the month of June.
- Academic calendar for the year 2018-19 was prepared in the month of June.
- Admission was done through cashless mode.

  
Chairman

**Principal**

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Co-ordinator