

Meeting – 1

Minutes of IQAC meeting held on 09.07.2018 in the conference room.

MEMBERS PRESENT:-

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

The meeting began at 11.05.AM. The Co-coordinator welcomed the chairman and all the members for the meeting. Thereafter agenda items were taken for discussion one after another

Agenda 1: Action taken based on previous meeting-

The members could point out the following points where action was taken.

1. Implementation of computer literacy programmed for all students.
2. Communicative English classes conducted only for first year students.
3. Remedial Coaching classes for weaker students were conducted.
4. Applied for research centre for Commerce, Hindi and Economics.

Agenda 2: Quality Enhancement Programme

- It was decided to conduct orientation programme for all freshers.
- To make computer course compulsory for all students.
- Extracurricular activities :-
 - It was decided to conduct these activities through different cells/associations and clubs.
 - Every cells/club/association to conduct at least 2 activities.
 - It is also decided to celebrate Teachers day, Holy cross day and religious festivals as in other year.

- It is also resolved to organize both Annual sports meet and Annual function of the college this year.
- To encourage departments for field study, Educational tour and industrial visit.
- It is resolved to provide Wi-Fi connectivity in all four wing of college.

Agenda 3: Admission related issues.

- Since online admission process was introduced for the first time in this backward area lot of difficulties were encountered during the admission such as missing of subject groups, technical mistakes in form filling, lack of network etc.
- In order to solve the problem Mr. Sunil Rawani, Asst. Prof. Computer Science. Was given the responsibility.
- It was also recommended to give suggestions in writing to university to minimize errors difficulties related to -Online form filling and admission.

Agenda 4: Spoken English Class.

- It was decided in the meeting to give free spoken English classes to all students in the Year 2018-19.

Agenda 5: Biometric Attendance.

- It was resolved in the meeting to introduce Biometric attendance system for all teaching and non teaching staff of college. It was also decided to maintain attendance register simultaneously as it is introduced for the first time.

Agenda 6: Opening of legal Aid clinic.


It is also recommended by the members to establish legal aid-clinic in the college to provide legal awareness programmes to the students as well as the employees.

Agenda 7: Any other

- Chairman informed the members that Swachhta Surrvekshan internship registration was done in different area of Ambikapur City. (July 2018- Dec 2018), which was need to be continued so that maximum registration is achieved. Dr. Sachin mandilwar is given the responsibility for the same.


Chairman
Principal

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


Co-ordinator

Meeting – 2

Minutes of IQAC meeting held on 18.09.2018 in the conference room.

MEMBERS PRESENT:-

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. Mr. Santosh Sinha
11. Sr. Sheela Barwa

The meeting began at 11.30.AM. The Co-ordinator welcomed the chairman and all the members for the meeting. Thereafter agenda items were taken for discussion one after another.

Agenda 1: Report of admission.

- In U.G 1505 and in P.G 149 students took admission. Total number of admission in the year 2018-19 was 1654.

Agenda 2: Result analysis and target of Result

In the year 2018-19 the result of U.G students were as follows:-

- B.Sc. III (Home science) – 100%
- B.A III -93.15%
- B.com III – 81.53%
- B.Sc. III – 78.49%

Overall passing percentage of U.G students was 88.29% and in the upcoming year we target for 95-100%.

In the year 2018-19 the result of P.G students were as follows:-

- M.Sc. Microbiology IV Sem – 100%
- M.Sc. Biotechnology IV Sem – 100%
- M.Sc. Chemistry IV Sem – 100%
- M.A Economics IV Sem – 100%

- M.A Psychology IV Sem – 100%
- M.A Hindi literature IV Sem – 100%
- M.A English literature IV Sem – 100%
- M.com IV Sem – 77%
- M.S.W IV Sem – 85.71%
- PGDCA – 85.71%

Overall passing percentage of P.G students was 94.84% and in the upcoming year we target for 100%.

Agenda 3: Sports day celebration.

- After the discussion the date was finalized to keep sports day on 28-11-2018. The games which were decided such as kho-kho , kabaddi, basketball, volleyball, badminton, chess, athletics like 100,200,400 meter race , javelin throw , disc throw , shot put etc.
- It was also decided to appoint faculty members as incharge of each item which is to be done by the principal.

Agenda 4: Sanchar Kranti Yojna –

- The principal informed that we need to cooperate with government to implement the Sanchar Kranti Yojna and distribute mobile phones to students.
- As per the government instruction mobile to be distributed from 23-9-2018 to 25-9-2018.
- The venue decided for the distribution was college auditorium.
- It is recommended to distribute duties to the staff class wise/ subject wise.

Agenda 5: workshop organization

- There is discussion to organize workshops to improve practical skill in students.


Chairman
Principal

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Coordinator

Meeting – 3

Minutes of IQAC meeting held on 18.11.2018 in the conference room.

MEMBERS PRESENT:-

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.) Shanthamma Joseph
9. Mr. Sunil Rawani
10. Dr. Neena Gupta
11. Mr. S. S. Ali
12. Mr. Santosh Sinha
13. Sr. Sheela Barwa

The meeting began at 12:00 pm in the conference room. The Co-ordinator welcomed the chairman and all the members for the meeting. Thereafter the minutes of previous meeting was read. Discussion continued on the following agenda.

Agenda 1: Planning for cultural programme, Prize distribution, Sports day and Christmas day celebration.

- Prize distribution and annual day celebration to be held on 20.12.2018.
- It was decided to invite Mayor- Dr. Ajay Tirkey as Chief Guest of the function.
- The Christmas day celebration was fixed on 22.12.2018. The programme was decided to be organized by ST/SC Welfare Committee and AICUF club.

Agenda 2: Parents Teacher meeting

- It was decided to have parent's teacher meeting department wise. The main aim of parent's teacher meeting was on Student's progress report and regarding their attendance and performance in the class.
- It was resolved to conduct parent meeting department wise in the 3rd /4th week of November.

Agenda 3: Educational tour.

- It was resolved to take students for excursion to Kerala.
- Date was fixed for sometime in the month of January.
- Sr. Annies was to lead the tour group.
- The places to be visited were Kerala, Kochi, Kanyakumari and Munnar.
- Environmental field study tour for B.A./B.Com on 17.12.2018 was fixed for Devgarh.

Agenda 4: Professional Development programme for non-teaching staff.

- It was recommended to send Sr. Sheela Barwa, Accountant to Bangalore for one week PDP on professional financial managerial skills for Institution, organized by Holy Cross Institute Bangalore.

Agenda: Any other.

- Group photo sessions with all final years were to be held on 07.12.2018.
- "Yodha Sanyase – Vivekananda" a mono act drama to be performed by a famous artist Damodar Ramdasi from Pune for all staff and Students in the college auditorium on 01.12.2018.

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Chairman
Principal

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

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Co-ordinator

Meeting – 4

Minutes of IQAC meeting held on 03.02.2019 in the conference room.

MEMBERS PRESENT:-

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

The meeting began at 12:00 pm. The Co-ordinator welcomed the chairman and all the members for the meeting. Thereafter agenda items were taken for discussion.

Agenda 1: Review of minutes of IQAC Meeting.

- Review of minutes of previous IQAC meeting which was held on 16.11.2018 at 11:00 am. The minutes of meeting were presented by Dr. Usha Shukla and discussed by all IQAC members. The minutes of meeting was approved by the IQAC members.

Agenda 2: College magazine – Smarika.

Since sufficient articles are not received.

- It was resolved to motivate the Staff and Student to write articles for Smarika.
- Class Teachers are given responsibility to collect more write up from Students.

Agenda 3: Publication of research Journal.

- It is decided to give responsibility to HODs that every department write at least one or two research paper.
- It is also resolved to invite research articles from researchers and faculty members from other Institutions.

Agenda 4: Annual Examination.

- Following Name were suggested as shift Superintendent of examinations.
Morning Shift – Mrs. Sabita Roy
Noon Shift – Dr. Kalpana Guha
Evening Shift – Ms. Nisha Shrivastava.
- Names Asst. Supt. Suggested were same as of last year.
- It was also recommended to conduct a briefing session for all invigilators and other support staff separately.


Chairman

Principal

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Co-ordinator

Compliance Report of 2018-19

Meeting 1

- Computer literacy program in the form of CCA was conducted for all students.
- Communicative English classes conducted only for first year students.
- Remedial coaching classes for weaker students were taken by faculty.
- The Department of Commerce, Hindi, and Economics is approved as research centre.
- Orientation programme was conducted for all fresher's.
- Every cells/club/association organized different extracurricular activities for the overall development of the students.
- Biometric attendance system was introduced for all teaching and non teaching staffs of the college.
- Registration for Swachhta Surrvekshan internship was continued for this year also.
- Legal Aid clinic was opened with the help of two student volunteers and a teacher incharge.
- Wi-Fi connectivity provided in all four wings of college.

Meeting 2

- Faculty members are appointed as incharge of various sports activity and Annual sports day was celebrated on 28-11-2018.
- Under Sanchar Kranti yojna mobile phones were distributed to all students.
- Department of Industrial microbiology, Biotechnology and Microbiology organised two days workshop on 28th and 29th September 2018.

Meeting 3

- Prize distribution and Annual Day was celebrated on 20-1-2018.
- ST/SC welfare committee and AICUF club organised Christmas Day celebration on 22-12-2018.
- With an aim to track students performance, department wise parents meeting was organized.
- Students were taken for excursion to Kerala, Kochi, Kanyakumari, and Munnar.
- Students of B.A and B.com were taken to Devgarh for environmental field study tour.

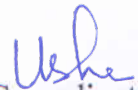
- PDP on professional financial managerial skills for institution was attended by Non-teaching staff.
- “Yoddha Sanyasi – Vivekananda”, mono act drama was performed by a famous artist Damodar Ramdas ji from Pune.

Meeting 4

- College magazine “smarika “ was published with many motivating and informing articles for students and staffs as well.
- College research journal was published encouraging budding researchers and aiding to the research and development of the field too.
- Under the supervision of central and all shift superintendents, examinations were conducted successfully.
- Separate briefing session was organised for all invigilators and supporting staffs to manage the examination procedures smoothly.


Chairman
Principal

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