



HOLY CROSS WOMEN'S COLLEGE

(Affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja)
Ambikapur - 497001, Distt. - Surguja (Chhattisgarh)

Minutes of IQAC Meeting held on 01/08/2020 in the Conference Room at 11:30 am.

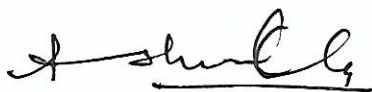
Members Present:

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. Ms. Nisha Shrivastava
8. Dr. Kalpana Guha
9. Dr. Tripti Pandey
10. Dr. Usha Shukla
11. Dr. Mamta Awasthi
12. Mr. Sunil Rawani
13. Dr. Seema Mishra
14. Mrs. Alma Minj
15. Sr. Sheela Barwa
16. Ms. Maria Goretti Kujur
17. Ms. Anjana Toppo
18. Dr. Ashok Shukla

Action taken:

Agenda	Resolutions made	Action Taken
1. Minutes of previous meeting.	Minutes of previous meeting reading and approval.	Minutes of previous meeting read and approved.
2. Quality initiatives for the year 2020-21	<ul style="list-style-type: none"> • To prepare online activity calendar including academic activities. • To conduct faculty development programmes and professional development programme. • To organize capacity building programme for students. • To celebrate National sports day by organizing online sport activities. • To organize online certificate courses for students of all 	<ul style="list-style-type: none"> • Activity / Academic calendar prepared according to university calendar and implemented. • Faculty development programme organized on: <ol style="list-style-type: none"> a. Criteria wise documentation for quality assurance from 08.08.2020 to 17.08.2020 b. Use of LMS and ICT tools in teaching and evaluation from 12.08.2021 to 19.08.2021. c. Workshop on "E-learning resources and Access" conducted from 17.12.2020 to 23.12.2020.

	<p>faculty.</p> <ul style="list-style-type: none"> To open counselling cell in collaboration with District mental health and NIMHANS Bangalore. 	<ul style="list-style-type: none"> Webinar o “Quality assurance in higher education: Challenges and opportunities organized on 23.07.2020. Expert lecture on “Motivation: A key to better performance was organized on 28.10.2021: Faculty development programme on “Research Methodology and SPSS” was conducted from 27.12.2021 to 31.12.2021. National sports day organized through online mode by videography of sport activity by students. 4 Certificate courses conducted. Application submitted for opening counseling cell in collaboration with Govt.
3. Yoga & meditation	<ul style="list-style-type: none"> To conduct online / offline Yoga / Mediation classes 	<ul style="list-style-type: none"> Yoga day celebrated yoga training and meditation was arranged for students at different dates.
4. Awareness programme on Covid-19 & its prevention.	<ul style="list-style-type: none"> To organize Covid prevention awareness programmes through various competitions & other activities by cells / associations. To encourage / remind students & staff for the regular use of mask / sanitizer and to follow social distancing. 	<ul style="list-style-type: none"> Many programmes conducted such as slogan writing, poster making, video making by students of NSS/NCC/Red Cross and other department to spread awareness. Sanitization of the common places done frequently by college administration. Facility for hand wash and hand sanitization ensured by management.
5. Capability enhancement programme for students.	<ul style="list-style-type: none"> To organized different competitions by cell / associations / clubs etc. To conduct workshops / courses / expert lectures to develop soft skills in students. To conduct spoken English classes To conduct remedial classes for slow learners. 	<ul style="list-style-type: none"> Essay writing competitions / slogan writing / poster making / poem writing / model making / speech competitions etc. conducted. Expert lecture on mental health organized by psychology department. Green skill development classes arranged for students of Art & Home Science. Extra classes conducted for slow learners by all departments.



Coordinator

(Dr. Ashok Shukla)

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Chairman

Principal
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Minutes of IQAC Meeting held on 08/10/2020 at 11:30 am in the Conference Room.

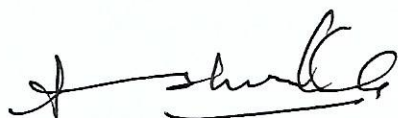
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Action taken:

Agenda	Resolutions made	Action taken
1. Certificate Courses.	<ul style="list-style-type: none"> It was resolved to organize certificate courses under the topic <ol style="list-style-type: none"> 1) Green Skill Technology. 2) Mushroom Technology. 3) Computer hardware and networking. 4) Communicative English. 	<ul style="list-style-type: none"> Four certificate courses offered online.
2. ISO Certification	<ul style="list-style-type: none"> It is decided to apply for the ISO certification at the earliest. 	<ul style="list-style-type: none"> Applied for ISO Certification and received the certificate.
3. Orientation programme for students.	<ul style="list-style-type: none"> It was resolved to conduct orientation programme online only for all first year students. Programme to be held on third / fourth week of October 2020. 	<ul style="list-style-type: none"> Student induction cum orientation programme conducted on 23.10.2020.

4. Student mentoring.	<ul style="list-style-type: none"> To divide newly admitted students into groups and assign faculty as mentors to each group. 	<ul style="list-style-type: none"> Newly admitted students were assigned to different faculty to act as mentors.
5. Activities to promote universal values.	<ul style="list-style-type: none"> To promote universal values and brotherhood it is suggested: <ol style="list-style-type: none"> To celebrate important festivals of every religion, national Unity Day, constitution day etc. To organize competitions, quiz covering such themes by cells / associations / clubs. 	<ul style="list-style-type: none"> Important festivals of different religions celebrated online like Deepawali (11.11.2020), Christmas (24.12.2020), Human Rights Day (10.12.2020), Constitution Day (26.11.2020), National Unity Day (31.10.2020). Different competitions / expert lecture / webinar / quiz organized on relevant topics on different occasions.
6. Alumnae meet	<ul style="list-style-type: none"> To conduct alumnae, meet department wise through online mode. 	<ul style="list-style-type: none"> Alumnae meet conducted department wise. Total 12 meetings conducted.
7. Use of Learning MS.	<ul style="list-style-type: none"> To use a common platform for online teaching for both UG & PG. It is also recommended to register to use G-suite / Google workspace for teaching / evaluation activity of college. 	<ul style="list-style-type: none"> College got registered to use Google workspace (G-Suite) for teaching and evaluation purpose. Faculty given training to get registered and to manage online classes using Google workspace.



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Minutes of IQAC Meeting held on 12/01/2021 in the Conference Room at 11:30 am.

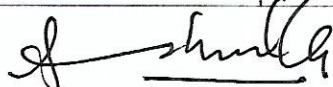
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Action taken:

Agenda	Resolutions made	Action taken
1. Activity to promote Institutional Social Responsibility.	<ul style="list-style-type: none"> • After due discussion it is resolved to conduct various activities to empower women in the adopted village, by staff and students of college. a. To conduct tailoring training for the women of adopted village. b. To use stitching machine from home science Dept. for training. c. To repair the stitching machine what is already there in the village by college staff. d. Also, to provide some clothes for learning. e. To arrange training programme on "detergent powder making (Surf)" for all lab attendants and other support staff. f. Training on mushroom cultivation for 	<ul style="list-style-type: none"> • Five stitching machines given to the women of adopted village for learning. • College staff gave 2 months free training in tailoring to women of village. • Women also were given some clothes for learning. • Repair of the stitching machines in the village was done by the college staff and they were trained to do the same. • Workshop on powder detergent making conducted for all women support staff of college. • Mask distributed in the village. • Essential items like rice /dal

	<p>all women support staff.</p> <p>g. Lab attendants once trained will train the women in the village to prepare washing powder and to cultivate mushroom.</p>	<p>/wheat flour /soap /detergent distributed during Covid-19 in the adopted village and also in collaboration with Nagar Nigam Ambikapur.</p> <ul style="list-style-type: none"> • Distribution of bean seed for cultivation to the women of adopted village.
2. Remedial coaching.	<ul style="list-style-type: none"> • To instruct all faculty members to group students into slow learners and advanced learners. • To conduct separate activities for both groups. • To take extra classes for the slow learners and to maintain records. 	<ul style="list-style-type: none"> • Extra coaching classes conducted by all departments for slow learners.
3. Placement activity.	<ul style="list-style-type: none"> • Every faculty – Arts / Commerce / Science and Home Science to organize activities on placement opportunities separately. 	<ul style="list-style-type: none"> • Campus recruitment was conducted by IDBI Bank – 2 students selected for Job. • Other departments conducted expert lectures on career guidance and placement in the respective departments.
4. Corona prevention awareness programmes.	<ul style="list-style-type: none"> • Every department to organize different programmes to bring awareness among students and parents through videos, posters and lectures etc. 	<ul style="list-style-type: none"> • Many awareness programmes conducted through videos, poster presentation and lectures.
5. Faculty Induction programme.	<ul style="list-style-type: none"> • It was decided that Fr. Jerome Minj – Principal St. Xavier College of education to be invited as resource person. 	<p>FIP was conducted from 01.03.2021 to 03.03.2021 on vision/mission of the Institute on pupil centric teaching.</p>
6. Celebration of science day.	<ul style="list-style-type: none"> • To celebrate Science Day by conducting a week-long activity related to science in the last week of February. • Mrs. Mamta Kashyap to Co-ordinate the activities from diff. science departments. 	
7. Workshop on research methodology.	<ul style="list-style-type: none"> • To arrange the workshop as early as possible sometime in the last week of January. • It is recommended to invite external expert from other Universities / research institute of national repute. 	<ul style="list-style-type: none"> • 2 days workshop organized from 20.03.2021 to 21.03.2021 in research methodology.
8. E-learning resources.	<ul style="list-style-type: none"> • To encourage students & faculty for the use of on-line learning resources. • To take college membership in national digital libraries & encourage staff & students for the same. 	<ul style="list-style-type: none"> • PDP conducted on E-learning resources and accesses. Registration of staff and students in NDLI, NDLI club and Infeibnet etc.



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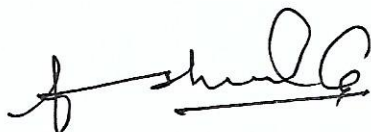
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Action taken:

Agenda	Resolutions made	Action taken
1. Review of action taken on the resolutions of previous meetings	<ul style="list-style-type: none"> Resolutions where action could not be taken, is recommended to be implemented latest by the end of the academic year. 	<ul style="list-style-type: none"> Meeting wise resolutions were considered for discussion and report summarized separately – Action taken& Action to be taken. Action taken report attached against each resolution in the respective meetings.
2. Compilation of data for AQAR 2020-21	<ul style="list-style-type: none"> Activity report to be submitted by every cell/ club / associations / departments Criteria wise report to be made ready by seven groups latest by 15.06.2021 	Report collected and compiled.
3. Collection of feedback and analysis.	<ul style="list-style-type: none"> Google form to be created for collection of feedback online. To design questions in English only. 	Feedback collected online.

4. Academic administrative audit.	<ul style="list-style-type: none"> Audit committee to be set up by the principal who will conduct the internal audit department wise under the guidance of IQAC and audit report to be submitted to the office of the principal 	Internal audit conducted by the constituted committee.
5. Activities on career opportunities for students.	<ul style="list-style-type: none"> Every department in collaboration with placement cell to organize lecture / workshop / career guidance activities. 	<ul style="list-style-type: none"> Expert lecture on career opportunities in life science organized on 22.05.2021. Student orientation programme on BPS offering opportunities at Nagpur conducted on 16.11.2021. Expert lecture on career opportunities in Geography, Humanities, Commerce, Home Science were organized separately. Guidance on how to prepare for competitive examinations (UPSC / PCS/ NET / GATE/ SET/ other comp. exams were given to the students.



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