

# Dr KCB Govt PG College Bhilai-3 Dist : Durg (CG)

## IQAC Minutes

Date: 26/09/2017

A meeting of IQAC was held on 29/06/2017 in Principal Chamber. Following members were present

1. Dr K.K. Agrawal
2. Dr. Amrita S kasturay
3. Dr Namita Guha Roy
4. Dr Manjula gupta
5. Mrs. Nilam Sharma
6. Dr Manish kalra

Following points were discussed and instructions given by New Principal Dr V.K.Goyal.

1. Implementation of new teaching time table – It was instructed to run college in single shift from 10.30 to 05.30.
2. Face reading biometrics machine is to be installed to monitor attendance
3. Induction programme organised for fresher students.
4. Student-centric atmosphere to be created in the campus. Need base program is to be organised.
5. AQAR 2016-17 was discussed. New AQAR 2017-18 is to be prepared by Dr Amrit kasturay and Prof. Nilam Sharma.
6. Result analysis completed by Dr Namita Guha Roy was discussed. Suggestions were given to improve results of PG Classes.
7. Tutor ward system was discussed and members were instructed to do the needful
8. It was proposed by Dr K.K.Agrawal to enhance quality of research work in the institution. Seminar workshops are to be organised by PG departments.
9. Members requested improvements of infrastructure of campus and was assured to be fulfilled.
10. Special attention to cleanliness drive is to be taken care off.

(डॉ. अमृता कस्तूरे)

प्रभारी प्राचार्य

डॉ. खूबचंद बघेल शासकीय स्नातकोत्तर महाविद्यालय  
भिलाई-3 जिला दुर्ग (छ.ग.)

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Principal congratulated the members for the achievements of PG students. Students from history and sociology departments stood in the merit list of university. The Department of English secured 100 Percent results.

Following agenda was discussed in the meeting:

1. Preparation of annual exam
2. Completion of syllabus of all classes
3. Academic audit of faculty members
4. Remedial @ Special tutorial for slow learners
5. Preparation for practical exams and viva-vice in UG and PG Classes
6. Preparation for National seminar in Deptt. of History
7. Programmes and seminars organised in different departments in college.

Completion of syllabus was reviewed by the members and was found to be satisfactory

IQAC coordinator Dr Amrita Kasturay completed academic audit of faculty members and after reviewing inductions was given to the departments to improve quality in teaching learning.

Dr Guharoy and Dr Manula Gupta planned for remedial and special tutorial for weak students especially in UG.

Dr. Amrita Kasturay laid stress in improvements of communication skill of students of English. She proposed 3 different workshops for Part I,II and III students.

To prepare students to accept the global challenges in employability AMCAT training for 20 days was organised by the placement cell and 17 students were selected in Hireable category.

AQAR was submitted by the cell. It was delayed due to declaration of results.

Planned activities were organised by IQAC cell. Members requested the Principal to upgrade computer lab, wi-fi system in college.



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Instructions were given by head of Intuition. IQAC in charge welcomed New Principal Dr Jyoti Rani Singh and informed about activities of IQAC and discussed following points.

1. Quality enhancement in teaching – learning
2. Implementation of academic calendar as per Govt instruction.
3. Implementation of new time table.
4. Regularity in classroom teaching.
5. Induction program for new students
6. Feedback analysis
7. Alumni meet
8. Parent teacher meeting
9. Institutional Social responsibility plans.
10. Website update.
11. Academic audit.
12. Admission of new students
13. Cleanliness drive in the institution
14. Extension lectures in PG classes.
15. Infrastructure development.
16. Proposals of MRP to send to UGC.
17. Question bank preparation
18. Anti-ragging cell

19. Faculty development program is to be organised.



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### Consolidated Action Taken Report (ATR) based on IQAC Committee of meetings held in 2017-18

1. Academic Calendar of the College for the academic session 2019-20 prepared by the Academic Committee and follow-up of academic calendar was done.
2. Induction programs for newly admitted students in 2019-20 academic session was organized with complete participation of Teaching and non-teaching staff.
3. Regular up-dation of website was done.
4. Entrepreneurship camp was organised in collaboration with CITCON CG.
5. Collection and analysis of feedback of student, alumni and employees was done and action taken report was presented.
6. Academic audit was done and report submitted to principal and discussed areas for improvements.
7. Continuous internal evaluation was done for UG and PG students.
8. Anti-Ragging committee was instructed to be active in campus.
9. Campus cleanliness drive was organised with help of students of NSS boys and girls. Environment Awareness drive was organised.
10. Spoken English tutorial was conducted with help of IIT Mumbai.
11. Various skill development programs like cooking, beauty parlour course, and entrepreneurship camp were organised.



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