

IQAC MINUTES

Date: 14/09/2021

An IQAC meeting was held in the Principal Chamber on 14/09/2021 in which the following members were present:

1. Dr Maneesh Kalra
2. Smt. Neelam Sharma
3. Dr. Bharti Sethi
4. Dr. Alpana Dubey
5. Shri Dilip Raj Shrivastav
6. Smt. Renu Verma
7. Smt. Uma Adil
8. Dr. Srikant Pradhan

The following points were discussed upon:

1. NAAC Coordinator informed about the submission of IQA by 28.8.21. All the members were instructed to collect QIm & QNm information related to seven NAAC Criteria and submit it to the NAAC Coordinator.
2. The Principal instructed all subject related Professors to take Online classes for SSC Coaching and other Competitive exams (value added Course) and conducted by Career Guidance Cell & History Dept.
3. The Principal instructed all faculty heads to conduct Induction Programme for the newly admitted students of the College. The Principal also instructed all the Professors to explain the Course Outcome of their subjects to the student, in the Induction Programme.
4. The Principal instructed all the Professors to strictly abide by the time table in taking their classes. PG Heads of Dept. were instructed to abide by the academic calendar in conducting internal Examination and to follow the instructions of the University and conduct all academic activities in the stipulated time frame.



(Dr. Rina Majumdar)
Principal

Dr K C B Govt PG College, Bhilai -3
Dist. Durg

Principal

Dr. K.C.B Govt. P.G. College
Bhilai-3 Dist-Durg (C.G.)

IQAC MINUTES

Date: 29/11/2021

An IQAC meeting was held in the Principal Chamber on 29/11/2021 in which the following members were present:

- 1 Dr Maneesh Kalra
- 2 Smt. Neelam Sharma
- 3 Dr. Bharti Sethi
- 4 Dr. Alpana Dubey
- 5 Smt. Renu Verma
- 6 Smt. Uma Adil
- 7 Dr. Srikant Pradhan

The following points were discussed upon:

1. The Principal instructed the IOAC team to set up the IQAC room systematically for the upcoming NAAC visit and also to start systematic preparation of section wise files on seven criteria scale.
2. The Principal instructed all files related to AQAR & Academic Audit, feedback to be systematically arranged.
3. Suggestions were given to conduct program on important days by allotting it to PG departments.
4. The Principal instructed all Professors to check their credentials in the Seniority List on a priority basis so as to bring about the required changes, within the stipulated time.
5. Information regarding Enrolment form has to be filled and given to each regular student and students who have not filled the same should be duly informed and encouraged.
6. Instructions were given to conduct online classes for completion of course due to delay in commencement of the session 2021-22
7. Lectures have to be encouraged on health and personal hygiene which have to be held in the College on a regular basis.
8. All departments were instructed to verify and complete stock register. Written off register, physical verification reports etc. prior to NAAC visit.


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DR. KHOOBCHAND BAGHEL GOVERNMENT PG COLLEGE BHILAI-3,DURG(C.G.)

IQAC MINUTES

Date: 05/05/2022

An IQAC meeting with all staff members was held in the Principal Chamber on 05/05/2022, in which the following members were present:

- 1 Dr Maneesh Kalra
- 2 Smt. Neelam Sharma
- 3 Dr. Bharti Sethi
- 4 Dr. Alpana Dubey
- 5 Dr Manjula Gupta
- 6 Dr Sheila Vijay
- 7 Dr Alpana Deshpande
- 8 Shri Dilip Raj Srivastav
- 9 Smt Manju Dandekar
- 10 Dr. Shailendra thakur
- 11 Dr. Vinod Sharma
- 12 Dr Mamta Saraf
- 13 Smt Renu Verma
- 14 Dr Shrikant Pradhan
- 15 Smt Uma Adil
- 16 Shri Dinesh Dewangan
- 17 Smt Shrutidev gavaskar
- 18 Dr Ramesh tripathi
- 19 Shri Shailendra Kushwaha
- 20 Dr Deepti Baghel

The following points were discussed upon:

1. Information was given in detail to all the Professors and IQAC members to fill the AQAR for the session 2021
2. All members were allotted work on seven point criteria scale for AQAR submission for the session 2021-22
3. All committees were given a copy of NAAC guidelines to prepare AQAR and were advised to regularly go through guidelines.
4. All heads of each criterion were instructed to prepare their respective QIm and Qnm and to upload the soft copy in NAAC portal.
5. All faculty heads were advised to conduct value added courses.
6. Instructions were given to take prior permission from the Principal before conducting a programme and to take Geo-Tagged photos of the programme, attendance and

signature of the students report all duty signed by the Principal. All Professors were instructed to carry out their work in systematic manner.

7. All the Professors were instructed to visit the college website regularly, to upload short detail of programmes and also be updated with all the minute details of the website, and continuously monitor the website



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IQAC MINUTES

Date: 15/06/2022

A meeting of IQAC was held in the principal chamber on 15.06.22 The following Member were present:

1. Dr Maneesh Kalra
2. Smt. Neelam Sharma
3. Dr. Bharti Sethi
4. Dr. Alpana Dubey
5. Dr Manjula Gupta
6. Dr Sheila Vijay
7. Dr Alpana Deshpande
8. Shri Dilip Raj Srivastav
9. Smt Manju Dandekar
10. Dr. Shailendra thakur
11. Dr. Vinod Sharma
12. Dr Mamta Saraf
13. Smt Renu Verma
14. Dr Shrikant Pradhan
15. Smt Uma Adil
16. Shri Dinesh Dewangan
17. Smt Shrutidev gavaskar
18. Dr Ramesh tripathi
19. Shri Shailendra Kushwaha
20. Dr Deepti Baghel

The following points were discussed upon:

1. All criteria head and Department heads were asked to submit their work done.
2. All Departments were instructed to sign MOU with their counterparts in other institutions.
3. Instructions were given to encourage and guide students to enrol in NPTEL/ MOOC courses and video lectures.
4. As departmental informations and activities have to be uploaded in College website, instructions were given to all depts. to prepare it urgently and forward it to Shri Shailendra Kushwaha , Librarian for its early expedition
5. All Professors were instructed to go through SSR regularly.

6. All Departments were instructed to maintain and update records of files, test records, physical verification reports, list of equipments, examination file etc.
7. All Professors were instructed to design 30 hour Certificate Course and get it approved by Principal for the benefit of students.
8. Instructions were given to prepare a list of registers, banners, posters, PPT of the departments covering basic details, like number of students, result analysis etc.
9. Discussions were done regarding the Information shared in whatsapp group for the proper display of CO, PO, and PSO through flexes for the students and the preparation of new I Card for all staff members.



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Consolidated Action Taken Report (ATR) based on IQAC committee of meetings held in 2021-22

Consolidated ATR

1. For the session to 21-22, academic calendar was prepared under the guidance of Principal by the IQAC committee and there after academic calendar was thoroughly followed.
2. The Principal instructed all faculty heads to conduct Induction programme for the newly admitted student of the College. All the Professors were instructed by the Principal to explain the Course outcome of their subjects to the students in the Induction Program.
3. Teaching shifted to blended mode owing to the continuation of Corona Pandemic. Use of ICT tool was encouraged. Student's information was collected through Google forms. All notices related to students were regularly uploaded in the college website (Code of conduct, examination notices, corona guidelines etc.)
4. College website regularly got updated and the students were instructed to check it regularly.
5. Continuous assessment, evaluation was done throughout the year. Academic audit was done.
6. A huge blood donation camp, health check-up and eye check-up camp were held in the College on 22 Feb. on account of death anniversary of Shri Khoob Chand Baghel.
7. Five value added courses were conducted in the College as per the instructions of the Principal, two by PGDCA department, one by History department and placement cell, one by sports & Political Science department and one by NSS Unit (Girls).
8. Online webinars were held on "NEP-2020" and the other on "PREPARATIONS PRIOR TO PEER TEAM VISIT".
9. Three new MOU's were signed, respectively by:
 - Dept. of Home science with Department of Home Science, Govt. Dr. W. W. Patankar Post-Graduate Girls' PG College, Durg
 - Department of Physics with the Department of Physics and Indira Gandhi Govt. PG College, Vaishali Nagar, Bhilai
 - All departments of our college with Prism College, Mahkakhurd, Utai, Durg.

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