

## PROCEEDINGS OF MEETINGS OF IQAC

### Minutes of the IQAC Meeting - 2015-16

Date - 4/07/2015

Meeting of IQAC was held on 4<sup>th</sup> July 2015 and the following points were considered as agenda.

1. To review and discuss the admission guideline (Department of Higher Education) and the affiliating University.
2. Curriculum implementation of session plan by various department.
3. Requirements of each department for infrastructural facilities.
4. To improve library and transform from manual to automation mode.
5. Research lectures to be organized by various departments.
6. Apprise faculty about the inclusion of semester system in the session by ABVV.

#### Action Taken:-

1. Admission committees were constituted and the admission process was strictly monitored as per guidelines of the Department of Higher Education (C.G.) and the affiliating University
2. Each department created a session Plan which was reviewed by IQAC.
3. The requisition received from the department was taken and forwarded by IQAC to principal.
4. Purchase of new books, Journals, reference books for library was recommended.

#### Member Present:

1. Dr.Mrs,Veenapani Dubey

2. Dr.Mrs.Binda Sharma

3. Dr.H.L. Agrawal

4. Dr.Vibha Goyal

5. Dr.V.K. Gupta

6. Dr. Smriti Pandey

7. Mr. K.K. Gupta

8. Dr. S. K. Vajpayee (IQAC Coordinator)

Incharge Principal  
C.M. Dubey P.G. College  
Bilaspur (C.G.)  
Principal

## Action Plan

Meeting Date – 7<sup>th</sup> August 2015

1. A meeting was organized for the faculty members to apprise for the faculty members to apprise them for all the requirement for the AQAR Submission.
2. Data procured from the various departments and office was discussed and analyzed by the IQAC member.
3. This was finalized
4. A system of feedback from stake holders was planned.
5. Collection of relevant data from the various faculties.


## Actions Taken:-


1. The Faculties followed the new changes initiated due the semester system as internal tests, Project works and examination.
2. The Recommendations for purchase of books was approved and forwarded to the principal .
3. Also the admission profile was reviewed.
4. Lectures of speakers were organized by various departmental associations.
5. The feedback system was assessed by IQAR members.
6. Whatever data as was received for AQAR was analyzed.

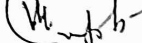
## Members Name


1. Dr. Mrs. Binda Sharma 


2. Dr. Mrs. Vibha Goyal 

3. Dr. Mrs, Veenapani Dubey 


4. Dr. H. L. Agrawal 

5. Dr. V. K. Gupta 

6. Dr. Smriti Pandey 

7. Mr. K. K. Gupta 

8. Dr. S. K. Vajpayee (IQAC Coordinator)

  
Incharge Principal  
C.M. Dubey P.G. College  
Bilaspur (C.G.)  
Principal

Meeting data – 1<sup>st</sup> October 2015



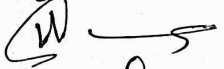
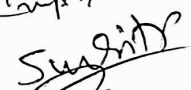
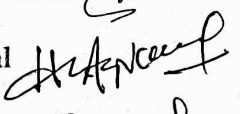


**Action Plan:-**


1. Necessity of internal evaluations of students in Post-graduate students.(Classes).
2. Upgradation of labs.
3. Students monitoring of science models project work field visit by various departments.
4. Monitoring of the under graduate students for their preparation for annual exams.
5. Proposal to organize workshop on use of ICT.

**Actions Taken:-**

1. Internal test in PG Classes were introduced and conducted by each department. Their evaluation and results were analyzed. The slow learners were indentified and given special attention for their improvement.
2. Purchase of new equipments and other laboratory materials was done.
3. Experimental Learning through projects fieldwork was under taken by departments.
4. Students participated actively in education fair science exhibition conducted by various college in the city.

**Members Name**

- |                             |   |  |   |
|-----------------------------|---|--|---|
| 1. Dr. Mrs. Veenapani Dubey |  | 5. Dr. V. K. Gupta                       |  |
| 2. Dr. Mrs. Binda Sharma    |  | 6. Dr. Smriti Pandey                     |  |
| 3. Dr. H. L. Agrawal        |  | 7. Mr. K. K. Gupta                       |  |
| 4. Dr. Vibha Goyal          |  | 8. Dr. S. K. Vajpayee (IQAC Coordinator) |   |

  
Incharge Principal  
C.M. Dubey P.G. College  
Bilaspur (C.G.)  
Principal

Date of Meeting – 12/03/16

**Agenda For meeting:**

1. To organize guest lectures of eminent speakers.
2. Environmental consciousness related activities plantation programme to be planned .
3. To prepare a proposal to restart NCC unit of the college.
4. The Recommendation of Women Redressal Cell and anti-ragging unit to be addressed and taken care off.

**Action Taken:-**

1. Various departments have performed the activities regarding environmental awareness such as poster competition by department of microbiology.
2. Plantation of medicinal plants by botany department.
3. Vermi-compost Plant was constructed by zoology department.
4. IQAC recommended the proposal and discussion taken by Grievance Redressal Cell and anti-ragging committee.

**Members Name**

1. Dr. Mrs. Veenapani Dubey



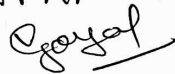
2. Dr. Mrs. Binda Sharma



3. Dr. H. L. Agrawal



4. Dr. Vibha Goyal



5. Dr. V. K. Gupta




6. Dr. Smriti Pandey



7. Nivedita Sarkar

8. Dr. S. K. Vajpayee (IQAC Coordinator)

  
Incharge Principal  
C.M. Dubey P.G. College  
Bilaspur (C.G.)  
Principal

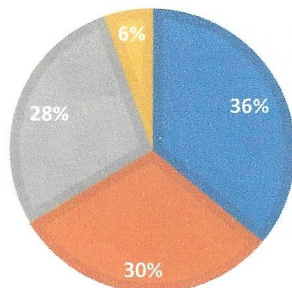


# FEEDBACK ANALYSIS AND ACTION TAKEN REPORT

## Analysis of Faculty/Teachers Feed Back form 2015-16

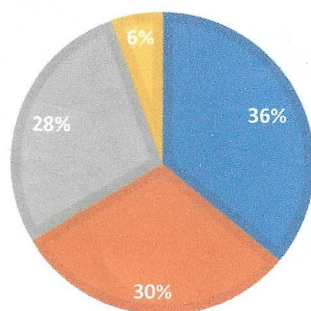
### 1, CURRICULUM DESIGN AND DEVELOPMENT

■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



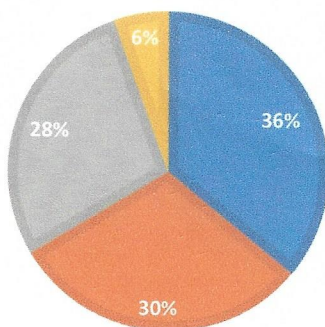
### 2, EXAMINATION SYSTEM ADOPTED BY THE COLLEGE

■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



### 3. PROGRAMMED OUTCOMES OF THE SYLLABI IS WELL DEFINED

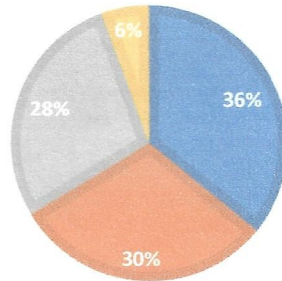
■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



*C.M. Dubey*  
**Incharge Principal**  
C.M. Dubey P.G. College  
Bilaspur (C.G.)

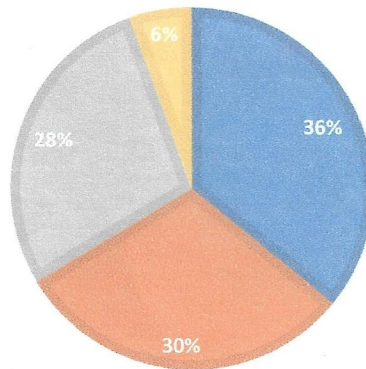
#### 4,INFRASTRUCTURE AND LAB FACILITIES FOR CURRICULUM DELIVERY

■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



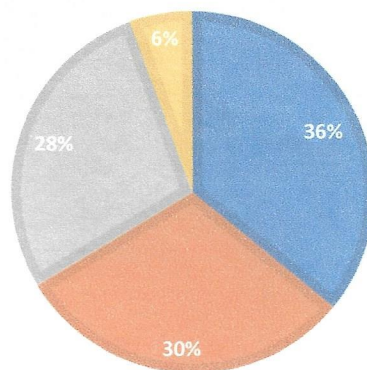
#### 5,AVAILABILITY OF THE TEXT AND REFERENCE BOOKS

■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



#### 6,ADMISSION PROCEDURE

■ Strongly Agreed ■ Agreed ■ Satisfied ■ Disagree



*[Handwritten Signature]*  
**Incharge Principal**  
C.M. Dubey P.G. College  
Bilaspur (C.G.)



(ESTD.1956)

OFFICE OF THE PRINCIPAL  
**C.M.DUBEY POST GRADUATE COLLEGE  
BILASPUR (C.G.)**

(Accredited "A" by NAAC & The College with "Potential for Excellence")  
An Affiliated College of AtalBihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

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Mob. No.: +91 6262333158

Website: www.cmdpgcollege.ac.in  
E-mail : principal@cmdpgcollege.ac.in

**Action Taken Report - 2015-2016**

Survey forms were collected manually. Feedbacks taken were analysed and accordingly actions were taken for the betterment.

**Employer**

- Monitoring of the code of the conduct policy of the institution.
- Organizing capacity building programs for the employees
- Felicitating the good performers
- Celebrating togetherness during festivals viz. Makar Sankranti, Basant Panchmi, Holi and New Year.

**Student**

- Remedial and Bridge Courses were conducted for the weak learner's.
- Departments were instructed to inform the students about their work plan in advance.
- Experiential learning activities were encouraged.

**Faculty**

- Action plan was implemented as per Academic Calender.
- Student Centric Teaching Methodology promoted.
- Mentoring of Students.

**Alumni**

- Alumni involvement and contribution extended to the institution.
- Delivered motivational lectures.
- Interactive engagement.

In-Charge Principal  
C.M.Dubey Post Graduate  
College Bilaspur (C.G.)  
C.M. Dubey PG College  
Bilaspur (C.G.)