

PROCEEDINGS OF MEETINGS OF IQAC

Minutes of the IQAC Meeting: 2016-17

Date of Meeting – 9th July 2016



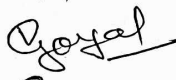




Agenda:


1. Meeting to apprise the faculties about the inclusion of semester system in the session by Atal Bihari Vajpayee Vishwavidyalaya Bilaspur.
2. Proposal to include purchase new books according to the change in prospectus.
3. Collection of data for green audit.
4. Collection of data for academic audit.

Action taken:

1. The faculties followed the new changes initiated due to the semester system such as internal tests, project/assignment work, evaluation of the above.
2. The recommendations for purchase of books was approved and forwarded to the principal.
3. Admission profile was reviewed.
4. With respect to Green audit the plants in the campus were identified by the M.Sc. botany students.
5. IQAC has emphasized to document all the academic activities done by the departments.

Members Names

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


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

Date of Meeting – 9th Sept 2016

Agenda:

1. To organise regular meetings of IQAC.
2. Collections of Data for academic audit.
3. Formalizing of a system of feedback .
4. To organise a student seminars.
5. Orientation for new students.

Action Taken:

1. Regular meetings of the IQAC were organized.
2. The Faculties followed the new changes due to implementation of semester system.
3. Collection of Data for academic audits was initiated and the faculties were advised to keep a record of the activities done by their departments
4. Department of Botany, zoology and chemistry organised seminars by students of M. Sc.
5. Department faculties where asked to orient the new students (admitted to the Session).

Members Name:

1. Dr. Mrs. Veenapani Dubey



2. Dr. Mrs. Vibha Goyal



3. Dr. Mrs. Binda Sharma



4. Dr. H. L. Agrawal



5. Dr. V.K. Gupta



6. Mrs. S. Pandey



7. Dr. K. K. Gupta



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

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

Date of Meeting – 8th October 2016

Agenda:

1. Formalizing the student feedback system.
2. To make the departmental Association societies more active and viable

Action Taken:

1. A system of feedback from the stakeholders was planned and formalized and adopted.
2. A questionnaire was made with the guidelines of NAAC and the students were asked to give their feedback at the end of the session.
3. Department of Botany, zoology and Chemistry have organised lectures of eminent speakers under their respective associations.
4. Other activities like techniques for herbarium preparation maintenance of herbarium of the department was also done by the department of Botany.

Members Name:

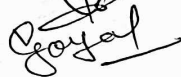
1. Dr. Mrs. Veenapani Dubey



5. Dr. V. K. Gupta



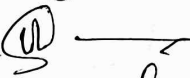
2. Dr. Mrs. Vibha Goyal



6. Mrs. S. Pandey




3. Dr. Mrs. Binda Sharma



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

4. Dr. H. L. Agrawal




Incharge Principal
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Bilaspur (C.G.)
Principal

Date of meeting -4th March 2017

Agenda:

1. To invite proposal to organise seminar and workshops on the use of ICT.
2. Final review of implementations of academic calendar.
3. Other as per the permission of coordinator and the members.

Action Plan:

1. IQAC forwarded the proposals to the principal and requested computer science department to help in organising workshops as the use of ICT.
2. It was also suggested to make the office staff (Clerical Post) also literate about the use of computers.
3. Academic calendar was reviewed then it has been followed properly.
4. Meeting ended with a note for the support in the fourthcomming annual/Semester exams.

Members Name

1. Dr. Mrs. Veenapani Dubey



2. Dr. Mrs. Vibha Goyal



3. Dr. Mrs. Binda Sharma



4. Dr. H. L. Agrawal



5. Dr. V.K. Gupta



6. Mrs. S. Pandey



7. Dr. K. K. Gupta




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 2016-17

1, Curriculum Design and Development



2, Examination System Adopted by the College



3. Programmed outcomes of the syllabi is well defined



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

4,Infrastructure and Lab facilities for Curriculum delivery




5,Availability of the text and reference Books



6,Admission Procedure




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 Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

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E-mail : principal@cmdpgcollege.ac.in

Action Taken Report - 2016-2017

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

Employer

- Monitoring Code of conduct policy
- 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

- Internal evaluation system made more transparent and accountable.
- Departments ensure resolving students grievances and complaints.
- Displaying model answer books for promoting performance and transparency in the examination.

Faculty

- Departmental Meetings were held to discuss academic plan.
- Students were motivated to use library resources.
- Peer Mentoring method adopted for decentralization.

Alumni:

- Participation in the College management as member of Governing Board.
- Provided books for the Departmental Library.
- Participation in Society Developmental activities.

In-Charge Principal
C.M.Dubey Post Graduate
College, Bilaspur (C.G.)
Incharge Principal
C.M. Dubey P.G. College
Bilaspur (C.G.)