

IQAC MEETINGS AND ACTION TAKEN REPORTS

Minutes and Action Taken Reports of the year 2019

Meeting No. 1/2019

Date-04/07/2019

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

An IQAC meeting was conducted in the college.

Following points were discussed in the meeting:

1. Need of help desk for smooth admission process.
2. Conduction of unit test and sessional exams according to college academic calendar.
3. Constitution of admission committee.
4. Discussion on tree plantation.
5. A new IQAC Committee was constituted

Chairman – Dr. T. R. Ratre

Coordinator - Dr. M. K. Goshisht

Following personalities were appointed as members of the IQAC Committee:

1. Sh. K.C Ganveer – Asst. Professor
2. Dr. R.K. Sethiya – Asst. Professor
3. Sh. T.C. Dewangan – Asst. Professor
4. Sh. Rahul Gupta – Naib Tahsildar Tokapal
5. Sh. Krishna Kashyap – Old Student of the College
6. Sh. Shivdas – Present student of the College
7. Sh. Ashok Singh - Parent of Student
8. Sh. Amrit Kashyap – Sarpanch , Tokapal
9. Sh. Narsingh Kashyap – Assistant Grade -02,
10. Sh. Naresh Yadav – Assistant Grade -03,
11. Sh. Lakhamu Ram Kashyap – Advocate
12. Sh. Damru Thakur – Senior Respected personality

Following members attended the meeting:-

1. Dr. T.R. Ratre
2. Dr. M.K. Goshisht
3. Sh. K.C. Ganveer
4. Dr. R.K. Sethiya
5. Sh. T.C. Dewangan
6. Sh. Rahul Gupata
7. Sh. Krishna Kashyap
8. Sh. Shivdas
9. Sh. Ashok Singh
10. Sh. Amrit Kashyap
11. Sh. Narsingh Kashyap
12. Sh. Naresh Yadav
13. Sh. Lakhamu Ram Kashyap

Meeting No. 2/2019
Chairman: Dr. T. R. Ratre

Date- 10/09/2019
Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. Discussion of seven Criteria of NAAC among college Staff.
2. Result Analysis.
3. Need of campus cleanliness.
4. Attendance and daily dairy for all teachers.

Action taken report of 1st meeting

1. Help Desk was formed.
2. Unit tests and sessional exams were taken according to college academic calendar.
3. Admission Committee was constituted according to different programs.
4. Various shadowy and fruits plant were planted.

Following members were present in the meeting:-

1. Dr. T.R. Ratre
2. Dr. M.K. Goshisht
3. Sh. K.C. Ganvar
4. Dr. R.K. Sethiya
5. Sh. T.C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No. 03/2019
Chairman: Dr. T. R. Ratre

Date - 05/11/2019
Coordinator: Dr. M. K. Goshisht

Points of discussion are as follows:

1. Collection of data of 7 criteria
2. Conduction of unit test.
3. Cleanliness and maintenance of library.
4. Notice for short attendance.

Action taken report of 2nd meeting

1. All seven criteria were discussed among the staff.
2. Exam result was analyzed and informed to students.
3. Campus was cleaned and maintained.
4. Attendance and daily diary was made compulsory for all teachers.

Following members were present in the meeting:-

1. Dr. T.R. Ratre
2. Dr. M.K. Goshisht

- 3.Sh. K.C. Ganvar
- 4.Dr. R.K. Sethiya
- 5.Sh. T.C. Dewangan
- 6.Sh. Naresh yadav
- 7.Sh. Narsingh Kashyap

Meeting No. 04/2019
Chairman: Dr. T. R. Ratre

Date 30/12/2019
Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:-

1. Conduction of free final exam.
2. To identify slow learners and fast learners.
3. Use of ICT in teaching and learning process.
4. To arrange remedial and tutorial classes.

Action taken report of 3rd meeting

1. 25 % work of seven criteria was completed.
2. Unit tests were conducted.
3. Library was cleaned and maintained.
4. Short attendance students were informed.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
- 2.Dr. M. K. Goshisht
- 3.Sh. K. C. Ganveer
- 4.Dr. R. K. Sethiya
- 5.Sh. T. C. Dewangan
- 6.Sh. Naresh yadav
- 7.Sh. Narsingh Kashyap

Minutes and Action Taken Reports of the year 2020

Meeting No. 01/2020
Chairman: Dr. T. R. Ratre

Date- 02/09/2020
Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. Need of online help desk for smooth conduction of exams.
2. To arrange masks, sanitizer, and gloves.
3. Discussion on the progress of NAAC work.
4. Conduction of unit test and sessional exam.

Action taken report of 4th meeting of the year 2019

1. Pre final exams were conducted
2. Slow and fast learners were identified.
3. Remedial and tutorial classes were arranged.
4. All teachers were motivated to use ICT in teaching Learning process.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No. 02/2020

Date- 24/10/2020

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. To motivate teaching staff for writing books articles and research activities.
2. Need of college website.
3. Analysis of result of unit test and sessional exams.
4. Need of girls common room.

Action taken reported 1st meeting of the year 2020

1. Online help desk was constituted.
2. Mask, sanitizer and gloves were arranged.
3. NAAC work progressed was analyzed.
4. Unit tests and sessional exams were conducted.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No.03/2020

Date-28/11/2020

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

The points of discussion are as follows:

1. Short term examination.

2. Collection of data of 7 criteria of NAAC.
3. Need of computer lab.
4. Notice for compulsory 75 %.attendance.

Action taken report of 2nd meeting of the year 2020

1. The teaching staff was motivated for books articles and conducting research activities.
2. College was developed.
3. Unit and sessional exam result was analyzed and students were informed accordingly.
4. Girls' common room was framed.
- 5.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No. 04

Date- 30/12/2020

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

Following Points were discussed in the meeting:

1. Conduction of quarterly exam and internal assessment.
2. Notice for short attendance.
3. Remedial classes.
4. Updation of library.

Action taken report of 3rd meeting of the year 2020

1. Short term exam were conducted.
2. 60 % completion of NAAC seven criteria data.
3. Computer lab was framed.
4. All students were informed about 75% compulsory attendance.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Minutes and Action Taken Reports of the year 2021

Meeting no. 01/2021

Date-18/02/2021

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. Conduction of unit test and half yearly exams.
2. Discussion on the submission of IIQA.
3. Need to train student about online learning apps.
4. To make students aware about covid-19.

Action taken report of 4th meeting of the year 2020

1. Quarterly exams were conducted.
2. Students were informed about the short attendance.
3. Remedial classes were conducted.
4. Arrangement of reading room for student and faculty members were made in the library.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No. 02/2021

Date- 02/06/2021

Chairman: Dr. T. R. Ratre

Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. To conduct practical exam.
2. Conduction of pre final exams.
3. Remedial classes.
4. NAAC seven criteria data collection.

Action taken report of 1st meeting of the year 2021

1. Unit test and half yearly exams were conducted.
2. IIQA submission date was discussed.
3. Students were trained to run various online teaching apps like Google Meet, Zoom, etc.
4. Student were made aware about covid-19 and made understand to follow covid-19 guideline.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer

4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting no. 03/2021
Chairman: Dr. T. R. Ratre

Date 06/09/2021
Coordinator: Dr. M. K. Goshisht

Following points were discussed in the meeting:

1. To arrange help desk.
2. To constitute admission committee.
3. Discussion on NAAC work.
4. Discussion on SSR submission.

Action taken report of 2nd meeting of the year 2021

1. Practical exams of B.Sc. 1, 2, and 3 years were conducted.
2. Pre final exams were conducted.
3. Remedial classes were taken by the teachers.
4. NAAC seven criteria data was collected.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht
3. Sh. K. C. Ganveer
4. Dr. R. K. Sethiya
5. Sh. T. C. Dewangan
6. Sh. Naresh yadav
7. Sh. Narsingh Kashyap

Meeting No. 04/2021
Chairman: Dr. T. R. Ratre

Date- 04/12/2021
Coordinator: Dr. M. K. Goshisht

Following Points were discussed in the meeting:

1. To conduct unit test and sessional exams.
2. To organize cleanliness awareness program.
3. Discussion on completion of NAAC Data.
4. Submission of IIQA.

Action taken report of 3rd meeting of the year 2021

1. Help desk was arranged to facilitate the students.
2. Admission committee was constituted to run admission process smoothly.
3. All the faculty members were informed to complete the NAAC work as soon as possible.
4. SSR submission was decided to submit up to last week of February.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
2. Dr. M. K. Goshisht

- 3.Sh. K. C. Ganveer
- 4.Dr. R. K. Sethiya
- 5.Sh. T. C. Dewangan
- 6.Sh. Naresh yadav
- 7.Sh. Narsingh Kashyap

Action taken report of 4th meeting of the year 2021

1. Unit test and sessional exams were conducted.
2. Students were made aware about the cleanliness.
3. About 80% NAAC criteria work was completed.
4. Submission of IIQA was decided to submit in last week of January.

Following members were present in the meeting:-

1. Dr. T. R. Ratre
- 2.Dr. M. K. Goshisht
- 3.Sh. K. C. Ganveer
- 4.Dr. R. K. Sethiya
- 5.Sh. T. C. Dewangan
- 6.Sh. Naresh yadav
- 7.Sh. Narsingh Kashyap