

Office of the Principal

Sant Shiromani Guru Ravidas Government College Sargaon, Dist-Mungeli (C.G.)

NAAC Accredited B+ Grade (CGPA-2.68)

(College Code-2904) www.ssgrgcsargaon.ac.in

Email: ssgrgovtcollegesargaon@gmail.com

No. Q/ IQAC /2023

Sargaon, Date 03.07.2023

Internal Quality Assurance Cell (IQAC) 2023-24

The composition of the IQAC in the session 2023-24 is as follows:

1. Dr. Abha Tripathi, Principal I/C- (Chairperson)
2. Dr. A. K. Chandel - (Member)
3. Dr. N. K. Singh - (Member)
4. Shri A.K. Toppo - (Member)
5. Dr. Sandhya Patre - (Member)
6. Dr. Swati Tiwari - (Member)
7. Shri Praveen Pandey (Asstt. Grade-I, Member)
8. Smt. Indira Sahu- (President, Janbhagidari Samiti)
9. Shri Mohan Lahari - (A nominee from local society)
10. Shri Aman Verma- (A Student of B.Sc.-III)
11. Shri Rakesh Sahu - (An Alumnus)
12. Shri Ramvatar Agrawal - (One Nominee From local industrialist)
13. Dr. Devendra Kumar Sahoo, Coordinator of IQAC

Coordinator

IQAC


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Sargaon, Date 10.07.2023

Meeting of the IQAC (Meeting 1)

Date: 10.07.2023

Time: 3.00 PM

Venue: Conference Hall

Following members of the IQAC were present in the meeting

1. Dr. Abha Tripathi, Principal I/C- (Chairperson)
2. Dr. A. K. Chandel - (Member)
3. Dr. N. K. Singh - (Member)
4. Shri A.K. Toppo - (Member)
5. Dr. Sandhya Patre - (Member)
6. Dr. Swati Tiwari - (Member)
7. Shri Praveen Pandey (Asstt. Grade-I, Member)
8. Smt. Indira Sahu- (President, Janbhagidari Samiti)
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Sargaon, Date: 10.07.2023

Minutes of IQAC Meeting (Meeting 1) (Session 2023-24)

The meeting of the IQAC was held in the IQAC/NAAC room. First of all Dr. Abha Tripathi, Principal I/C welcomed all members of IQAC and informed them about importance, roles and functions of IQAC. After discussing on various issues, the minutes of the meeting were decided and all members were suggested to implement the minutes of the meeting as far as possible.

Minutes of the Meeting

- To prepare perspective plan for the college for the current academic year 2023-24.
- To prepare the time table for the college for the current academic year 2023-24.
- To make an analysis of the results of Annual Exam 2022-23.
- To celebrate national and international days, birthdays of great leaders and patriots.
- To constitute various Statutory Committee.
- To revise Mentor Mentee Program (MMP)
- To analyze Feedback forms and to take action according to given suggestion.
- To start admission process as per the guidelines of Dept. of Higher Education and Atal Bihari Vajpayee University, Bilaspur, C.G.
- To follow Academic Calendar of session 2023-24 in letter and spirit
- To conduct classes regularly and effectively
- To do all possible work for submitting AQAR within stipulated time.
- To start the activities of NSS/YRC as per the guidelines
- To make proper correspondence with department of Higher Education to open professional courses such as DCA and PGDCA.
- To implement the decisions taken in the committee effectively
- To maintain law and order in campus
- To inspire the students to behave with each other with decency and decorum
- To construct boundary wall for the safety of college campus
- To pay proper attention to the development of infrastructure such as car/motor bike/cycle parking etc.,


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Sargaon, Date: 27. 09.2023

Action Taken Report of (Meeting 1) (Session 2023-24)

- The perspective plan for the college for the current academic year 2023-24 was prepared.
- The time table for the college for the current academic year 2023-24 was prepared.
- An analysis of the results of Annual Exam 2022-23 was made.
- National and international days, birthdays of great leaders and patriots are being celebrated.
- Various statutory committees are formed.
- IQAC is constituted.
- Preparation for AQAR is going on with understanding and accuracy.
- Mentor Mentee Program (MMP) is implemented
- Feedback forms were analyzed and proper actions were taken according to given suggestions.
- Admission process started as per the rules of Higher Education and Atal Bihari Vajpayee University, Bilaspur, C.G.
- Academic calendar of session 2023-24 in letter and spirit is being followed.
- Offline classes are being conducted regularly and effectively.
- The activities of NSS / YRC started as per the guidelines.
- Meetings of several committees were conducted from time to time.
- Decisions taken in the committee were implemented effectively.
- Law and order is being maintained in campus.
- The students are behaving with each other with decency and decorum. Safety and security of girl students and women staff is being ensured.
- Department of Higher Education granted permission to open new professional courses such as DCA and PGDCA.
- The proposal for the development of infrastructure has been sent to the Commissioner, Higher Education, C.G. Govt. Raipur.

Coordinator
IQAC

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Sargaon, Date: 23.09.2023

Meeting of the IQAC (Meeting 2)

Date: 23.09.2023

Time: 2.30 PM

Venue: Conference Hall

Following members of the IQAC were present in the meeting

1. Dr. Abha Tripathi, Principal I/C- (Chairperson)
2. Dr. A. K. Chandel - (Member)
3. Dr. N. K. Singh - (Member)
4. Shri A.K. Toppo - (Member)
5. Dr. Sandhya Patre - (Member)
6. Dr. Swati Tiwari - (Member)
7. Shri Praveen Pandey (Asstt. Grade-I, Member)
8. Smt. Indira Sahu- (President, Janbhagidari Samiti)
9. Shri Mohan Lahari - (A nominee from local society)
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Sargaon, Date: 23.09.2023

Minutes of the IQAC Meeting (Meeting 2)

(Session 2023-24)

The meeting of the IQAC was held in the IQAC/NAAC room. First of all Dr. Abha Tripathi, Principal I/C welcomed all members of IQAC and Dr. Devendra Kumar Sahoo presented Action Taken Report of Meeting 1 before all members of IQAC. The members became very glad to know of the steps taken by IQAC for improvement in quality education and for enhancing the cultural and educational standards of students and staff. After discussing on various issues, the minutes of the meeting were decided and all members were suggested to implement the minutes of the meeting as far as possible.

Minutes of the Meeting

- To conduct Seminars/Workshops for improving and enhancing the quality of students.
- To organize educational tours for the students for gaining practical knowledge and outside exposure.
- To follow Academic Calendar of the session 2023-24 in letter and spirit.
- To conduct Unit tests/ Internal Assessment as per Academic Calendar of session 2023-24.
- To conduct Oral tests for students to evaluate their performance.
- To conduct classes regularly and effectively.
- To invite the subjects expert of other colleges to deliver special lectures for students of different Programs.
- To invite resource persons of nearby areas for professional development of teaching and non-teaching staff.
- To continue the activities of NSS / YRC as per the guidelines.
- To implement the decisions taken in the committee effectively.
- To maintain law and order in campus.
- To pay adequate attentions to safety and security of girl students and women staff.
- To pay proper attention to the development of infrastructure.

Coordinator, IQAC


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Sargaon, Date 16.12.2023

Action Taken Report of (Meeting 2)
(Session 2023-24)

- Seminars/Workshops were conducted by several departments for improving and enhancing the quality of students.
- Educational tour for the students was organized to several places like Rani-Darha at Dist-Kawardha, Satrenga- Dam, Dist- Korba C.G.
- Academic Calendar of session 2023-24 is being followed in letter and spirit.
- Unit tests/ Internal Assessment are being conducted as per academic calendar of session 2023-24.
- Oral tests are being conducted for students to evaluate their performance.
- Classes are being conducted regularly and effectively.
- The subject experts of other colleges were invited to deliver special lectures for students of different Programs.
- Resource persons of nearby areas were invited for professional development of teaching and non-teaching staff. .
- The activities of NSS/YRC as per the guidelines are being continued.
- The decisions taken in the committee were implemented effectively.
- Law and order is being maintained in campus.
- Safety and security of girl students and women staff is being ensured.
- As per the suggestion of NAAC Peer Team (2022) the construction of the boundary wall of the college campus was finished in the month of November 2023.
- The proposal for the development of infrastructure has been sent to the commissioner, Higher Education, C.G. Govt. Raipur.
- MoU with LCIT College, Bilaspur for exchange of faculty and students were signed.

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Sargaon, Date: 16.12.2023

Meeting of the IQAC (Meeting 3)

(Session 2023-24)

The meeting of the IQAC was held in the IQAC/NAAC room. First of all Dr. Abha Tripathi, Principal I/C welcomed all members of IQAC and Dr. Devendra Kumar Sahoo presented Action Taken Report of Second Meeting before all members. The members were informed that the college received some clarifications from NAAC related to AQAR 2022-23 in November 2023 and the NAAC team has resolved clarifications and NAAC accepted it without any objection. The members expressed their pleasure to know that the AQAR of the college were accepted by NAAC successfully. Also, appreciate the steps taken by IQAC for improvement in quality education. After discussing on various issues, the minutes of the meeting were decided and all members were suggested to implement the minutes of the meeting as far as possible.

Minutes of the Meeting

- To upgrade the learning standard of students.
- To evaluate the performance of slow learners and advanced learners.
- To motivate the teachers to participate in Seminars/Workshop/Conferences in National/International level.
- To motivate the teachers to write high quality research papers and published it in UGC recognized or peer reviewed journals with impact factors.
- To follow Academic Calendar of session 2023-24 in letter and spirit.
- To conduct Internal Assessment Test as per Academic Calendar of session 2023-24.
- To conduct remedial classes for slow learners and tutorial classes for advanced learners.
- To prepare the students for practical examinations in science.
- To teach the students how to prepare project work for Environmental Studies.
- To invite the subject's expert of other colleges to deliver special lectures for students of different Programs.
- To continue the activities of NSS/YRC as per the guidelines.
- To implement the decisions taken in the committee effectively.
- To maintain law and order in campus.
- To pay adequate attentions to safety and security of girl students and women staff.


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Sargaon, Date: 09.03.2024

Action Taken Report of Meeting 3 (Session 2023-24)

- Students get books from library and other sources, and upgrade their standard and prepared notes for themselves.
- Teachers get books from library and other sources, and upgrade their standard and prepared notes for students and provided them.
- The performance of slow learners and advanced learners is being evaluated continually.
- Some teachers participated in National/International Seminars/Workshops/Conference and presented research papers and got certificates.
- Some teachers wrote high quality research papers and published in UGC recognized or peer reviewed journals with impact factors.
- Seminars/Workshops were conducted by several departments for improving and enhancing the quality of students.
- Unit tests/Internal Assessment is being conducted as per Academic Calendar of session 2023-24.
- Oral tests are being conducted for students to evaluate their performance.
- The proposal for the development of infrastructure has been sent to the commissioner, Higher Education, C.G. Govt. Raipur.
- Safety and security of girl students and women staff is being ensured.
- Remedial classes are being conducted for slow learners and Tutorial classes for advanced learners.
- The activities of NSS/YRC as per the guidelines are being continued.
- The decisions taken in the committee were implemented effectively.
- Law and order is being maintained in campus.

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Sargaon, Date: 09.03.2024

Meeting of the IQAC (Meeting 4) (Session 2023-24)

Date: 09.03.2024

Time: 02:30 PM

Venue: Conference hall

Following members of the IQAC were present in the meeting:

1. Dr. Abha Tripathi, Principal I/C-(Chairperson)
2. Dr. A. K. Chandel -(Member)
3. Dr. N. K. Singh -(Member)
4. Shri A. K. Toppo (Sports Officer I/C)
5. Dr. Sandhya Patre (Member)
6. Dr. Swati Tiwari- (member).
7. Shri Praveen Pandey - (Member)
8. Smt. Indira Sahu- (President, Janbhagidari Samiti)
9. Shri Mohan Lahari-(A nominee from local society)
10. Shri Rakesh Sahu -(An Alumnus)
11. Shri Ramvatar Agrawal (One Nominee From local industrialist)
12. Dr. Devendra Kumar Sahoo, Coordinator of IQAC

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Sargaon, Date: 09.03.2024

Meeting of the IQAC (Meeting 4)

(Session 2023-24)

Minutes of the Meeting

- To prepare for conducting annual examination of 2023-24
- To prepare for conducting practical exams of Science faculty.
- To pay special attention to slow learners.
- To give high quality material to advanced learners.
- To take feedback from students and alumni.
- To call a meeting of alumni.
- To increase the facilities for ICT.

Action Taken Report

- Annual examinations of 2023-24 were conducted successfully.
- Practical exams of B.Sc. were conducted successfully.
- Remedial classes were conducted for slow learners. Answers of important questions were explained to them.
- Some books in English medium were given to advanced learners. They were advised to consult books of great writers.
- Feedback was taken from some students and some alumni.

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