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Internal Quality Assurance Cell (IQAC)

Agenda and Minutes of Meeting

Session (2018-19)

29-11-18

Agenda

1. Submission of AQAR information to IQAC.
2. Maintenance of records for NAAC.
3. Conducting pre-final exams.
4. Discussion on measures to be adopted for dealing with short attendance cases.
5. Discussion on celebration of Science Day and Mathematics Day.
6. Delegation of college website updation duty.
7. Submission of academic audit.

Minutes

1. Criteria-wise information to be submitted in hard and soft copy to IQAC coordinator by 26-1-2019.
2. Teachers to maintain records in the form of files and registers for the forthcoming second cycle of NAAC in 2020.
3. Prefinal exams to be conducted in the month of January-February.
4. Students with short attendance below 30% to submit solved examination papers of 5 years, students with short attendance between 30-60 % to submit 2 years solved papers and those with short attendance between 60-75 % to submit solved papers of 1 year.
5. Science Day celebrations to be held on 21-1-2019 and 23-1-2019 to be celebrated as Mathematics Day marked with different competitions.
6. Mr. S.K. Dubey to be delegated with the responsibility of college website updation work.
7. All the departments to submit the academic audit work to IQAC latest by March, 2019.

12-02-2019

Agenda

1. Discussion on completion of prefinal exams.
2. Discussion on completion of Science Day celebrations.
3. Discussion on completion of Mathematics Day celebrations.
4. Discussion about organizing the final exams, practical exams and semester classes.
5. Discussion on receiving the RUSA grant.

Minutes

1. Prefinal exams conducted successfully. On completion of the valuation work the teachers asked to update the internal assessment register with the record of prefinal exam marks.
2. Science Day celebrated on 24-01-2019 marked with various competitions like, essay, poster and rangoli, debate, general knowledge quiz and science model exhibition. The organizers asked to settle the funds, distribution of certificates and submission of the report of the event.
3. Mathematics Day celebrations marked with five lecture series on various topics of Mathematics to end on 20-02-2019. The organizers asked to settle the funds, ensure proper distribution of certificates and timely submission of report on completion of the event.
4. A discussion was undertaken to review the ongoing planning and preparations for the forthcoming annual practical exams to be followed by the theory exams held in March 2019. The post-graduate departments instructed to conduct regular semester classes as per schedule.
5. A discussion was taken up for a quick and proper utilization of Rs. 60 lakhs grant from RUSA for the development of ICT facilities and purchase of new laboratory equipment through open tender/GeM.

20-6-2019

Agenda

1. Instructions for commencement of the new session.
2. Motivation for research/ project work, seminars and workshops.
3. Discussion regarding mode of purchase.

Minutes

1. All the teaching faculty given instructions for commencement of the new session by making necessary preparations like framing the time table and conducting regular classes.
2. All the teaching staff motivated to upgrade themselves by pursuing research works, undertaking minor/major research projects and organizing seminars and workshops.
3. A decision was taken regarding the mode of purchase that the purchase committee to follow the procedure of open tender.