

**Govt. M. H. College Of Home Science & Science for Women, Autonomous,  
Jabalpur (M P) – 482002**



**IQAC Meeting - 2021-22**

Date:-01/07/2021

**Meeting Notice**

All the members of IQAC are hereby informed that meeting of IQAC will be held in room no. 139 at 3.00 p.m. on 02/07/2021. All the members are requested to be present on time for the same.



**IQAC Coordinator**



**Principal**

**Agenda**

1. Read - out of the previous meeting.
2. Revising IQAC committee.
3. Purchase requirement of IQAC
4. Student Induction session
5. Start new short term, skill based courses as well as new programme.
6. Preparation for the adoption of National Education Policy 2020
7. Academic plan.
8. To Organize FDP, seminars, workshops and conferences.
9. Best practices.
10. To develop the industrial linkages for placement.
11. Library resources.
12. Discussion on revised format of AQAR.
13. To request the Alumni Coordinator and Head of the Departments to start planning early for the Annual alumni meeting.
14. Any other matters with the permission of the chairperson.

**Members -**

1. Dr. Sadhna Kesharwani
2. Dr. Vinita Nanda
3. Dr. Sudipta Sanyal
4. Dr. Manju Gupta
5. Dr. Jyoti Jain
6. Smt. Shruti Singh
7. Smt. Chandrakanta Mourya
8. Smt. AayshaTahera Khan
9. Mr. Jagdish Sen
10. Shri Yuvraj Garhawal
11. Smt.Roshani Babele
12. Drishti Jain
13. Zainab Fatima
14. Dr. Uma Neb

**Date:-02/07/2021**

**Minutes of the meeting:-**

1. The coordinator read- out the minutes of last meeting of 2020-21.
2. A revised list of IQAC committee framed by principal is approved in meeting which is as follows:-
  - I. Chairperson : Head of the Institution – Dr. Nandita Sarkar
  - II. A few senior administrative officers  
Dr. Sadhna Kesharwani  
Dr. Vinita Nanda  
Dr. SudiptaSanyal
  - III. Five teachers  
Dr. Manju Gupta  
Dr. Jyoti Jain  
Smt. Shruti Singh  
Smt. Chandrakanta Mourya  
Smt. AayshaTahera Khan
  - IV. One member from the Management  
Mr. Jagdish Sen (Accountant)
  - V. One/two nominees from Society, Alumni and Students  
Shri Yuvraj Garhawal  
Smt. Roshani Babele  
Drishti Jain  
Zainab Fatima
  - VI. One/two nominees from Employers/Industrialists/Stakeholders  
Dr. Uma Neb
  - VII. One of the senior teacher as the Coordinator/Director of the IQAC  
Dr. Binay Kumar Singh
3. It was decided to purchase the essential things like scanner, LCD projector with screen, files, pen drive, papers and others stationary items.
4. It was decided to conduct orientation to the students. This session of students includes introduction about the college, Principal’s message, orientation on online teaching, learning strategies, entry level assessment, bridge courses, etc. The welcome Week will be planned and implemented by the IQAC.
5. It was also decided to start short term courses, certificate courses, add-on courses along with some new programs introduced.
6. The basic issues discussed were as follows:-
  - Counseling of students regarding new course combinations viz (major, minor, elective and vocational) during admission.
  - Allocation of time slots based on credits for different subjects.
  - Each class to be conducted for 1 hour.
  - Subjects for vocational and elective courses to be decided.
  - Collaboration with other educational institutions/ industry for classes, internship, and educational visits.
  - Experts to be invited to carry out vocational training and delivering lectures.
  - Educational tours and extension activities to be conducted by all departments.
  - Awareness regarding online courses on Swayam Portal.

7. The IQAC decided to organize state, national and international level FDP, seminars, workshops and conferences. . It is also decided to utilize maximum online learning opportunities and to organize webinars by each department and also by IQAC.
8. It was proposed to exercise the best practice activities in the college as well as in all departments relating it to the vision and mission of college. All members agreed with the proposals.
9. It was suggested in the meeting to create industrial linkages with a number of companies for better placements of students.
10. It was decided to subscribe new journals, Magazines periodicals as well as more numbers of references for library.
11. The revised format of AQAR, introduced by NAAC was adopted.
12. It was proposed that regular meeting of Alumni be conducted and decide about financial and other support to the institution.

As there is no other issue, the meeting is concluded with the vote of thanks by Coordinator Dr. B. K. Singh.

Following members are present in the meeting.

#### Members

1. Dr. Sadhna Kesharwani
2. Dr. Vinita Nanda
3. Dr. Sudipta Sanyal
4. Dr. Manju Gupta
5. Dr. Jyoti Jain
6. Smt. Shruti Singh
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8. Smt. Aaysha Tahera Khan
9. Mr. Jagdish Sen
10. Shri Yuvraj Garhawal
11. Smt. Roshani Babele
12. Drishti Jain
13. Zainab Fatima
14. Dr. Uma Neb

#### Action taken report

1. As per NAAC guidelines, IQAC committee was reconstituted.
2. Academic calendar was prepared.
3. The reference books were purchased.
4. NEP-2020 was implemented.



**IQAC Coordinator**



**Principal**



IQAC Meeting - 2021-22

Date– 8 September 2021

### Meeting Notice

All the members of IQAC are hereby informed that meeting of IQAC will be held in room no. 139 at 3.00 p.m. on 14/09/2021. All the members are requested to be present on time for the same.



**IQAC Coordinator**



**Principal**

### Agenda

1. Confirmation of the minutes of last meeting.
2. Promotion of research activities as well as extension activities
3. Design placement activities
4. Publication of magazines.
5. Outcome based education and promotion of Indian Culture.
6. Preparation of documentations for NIRF and AISHE.
7. To design various activities to mark the completion of 75 years of independence, “Azadi ka Amrit–Mahotsav “(15 Aug 2021marks the 75 years of independence).
8. To develop ICT facility for teaching learning as well as e-content development to strengthen digital education.
9. Review of results of the departments.
10. Identify the best practices of departments.
11. Collect essentials for new AQAR report.
12. To increase students’ exposure through field trips and industrial visits.

### Members –

1. Dr. Sadhna Kesharwani
2. Dr. Vinita Nanda
3. Dr. Sudipta Sanyal
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5. Dr. Jyoti Jain
6. Smt. Shruti Singh
7. Smt. Chandrakanta Mourya
8. Smt. Aaysha Tahera Khan
9. Mr. Jagdish Sen (Accountant)
10. Shri Yuvraj Garhawal
11. Smt. Roshani Babele
12. Drishti Jain
13. Zainab Fatima
14. Dr. Uma Neb

**Date– 14 September 2021**

## **Minutes of the meeting**

1. The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. It was decided that faculty members shall submit proposals for Major-Minor research projects to different funding Agencies during the academic year. The research students to conduct interactive sessions for promotion of research culture. In order to inculcate research culture among the students and teachers, IQAC members suggested to increase participation in the Avishkar project and other competitions. All the faculties to be encouraged for publishing their research papers in UGC recommended National and International Journals , magazines and present their papers in National, International journals, workshop and seminars. To conduct extension activities through NSS and the departments.
3. The placement activities should be strengthened. The placement cell should arrange more placement sessions with the help of alumni. Seminar sessions and interactive sessions should be arranged for soft skill development and career guidance should be provided through Professional agencies.
4. It is finalized to publish college magazine, departmental magazines, research magazine (Anusandhan), newsletter etc.
5. The basic issues discussed are as follows:-
  - Conduction of various activities under ‘Azadika Amrit Mahotsav’.
  - All departments to follow the time table of the same as provided.
  - To arrange visits and rallies for promotion of Indian Culture.
  - Community service for inculcating values.
  - Programs for awareness towards environment sustainability.
  - Value based education to inculcate humanistic ethical and constitutional values.
  - To arrange FDP’s and training programs for faculty and office staff.
  - Lecture and training programs for competitive exams, soft skills and life skills.
  - Start documentation for NIRF and AISHI.
6. It is decided to perform various activities under “Azadi ka Amrut–Mahotsav “by all departments, committee, clubs and forum specially framed for this purpose. The details to be e-mailed to IQAC .
7. It is brought to the notice to all IQAC members that use of ICT tool is important and so it should be used at faculty level. Therefore it was decided to purchase more LCD projectors. Faculty members are also advised for the active use of lecture capture facility as well as video editing facility to create more high quality E-content using this facility.
8. The review of result analysis of the departments is taken up by the members of IQAC.
9. It is decided to exercise the best practice activities in the college and in all departments. All the members agreed with the proposal.
10. There is a change in the AQAR format from 2021-22. The new format is to be downloaded, changes to be marked and sent to departments as well as criteria heads.
11. Directory with contact details of institutions as well as industries for field work, internships and student projects to be prepared and make available to students to promote 100% internships. So departments have to prepare an internship directory and encourage all students to do internships.

## Members

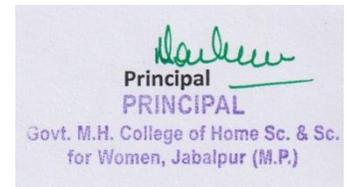
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## Action taken report

1. The various activities as proposed by department of higher education, Govt. of M P from time to time have been attended by faculty and students.
2. One faculty member registered as research guide.
3. Six scholars were awarded Ph.D. degree.
4. 28 research papers were published.
5. A virtual FDP on IPR was organized.



**IQAC Coordinator**



**Principal**



IQAC Meeting - 2021-22

Date– 9 December 2021

## Meeting Notice

All the members of IQAC are hereby informed that meeting of IQAC will be held in room no. 139 at 3.00 p.m. on 14/12/2021. All the members are requested to be present on the time for the same.



**IQAC COORDINATOR**



**PRINCIPAL**

### Agenda

1. Review and Confirmation of the earlier meeting.
2. Updating of College Website.
3. To finalize new mechanisms and systems to plan, organize and collect IQAC Data.
4. Review of MOUs and collaborations.
5. Organization of interaction programme and session for research scholars.
6. Constitution of research advisory committee.
7. Workshop on choice based credit systems.
8. Discussion for the issues of Lab securities.
9. Management of plastic waste, e-waste and bio-waste on campus.
10. Review of working of Wi-Fi and CCTV surveillance system on campus.
11. Procurement of computer and allied accessories.
12. Initiative for social work during special events.

### Members -

1. Dr. Sadhna Kesharwani
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10. Shri Yuvraj Garhawal
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13. Zainab Fatima
14. Dr. Uma Neb

**Date: 14/12/2021**

### **Minutes of the meeting**

1. IQAC coordinator welcomed and read the minutes of the meeting conducted on 20/09/2012. The minutes were reviewed by the members and approved.
2. As per need of the time and keeping pace with changes in college activities and also reviewing the website of other colleges, IQAC unanimously recommended to update the college website.
3. IQAC has prepared new plans and systems to collect and organize data for AQAR. The pro-forma were discussed and finalized. Action plan has been chalked out to collect, updated information and data regarding the plans, achievements, actions or activities of each and every department of the college required software for the departments and the office.
4. As per the need, the IQAC members suggested to establish more MOUs and collaboration for the betterment of the faculty and the students.
5. The students of Sciences and Home Science are requested to conduct interactive sessions. IQAC has suggested organizing interaction programs for research scholars.
6. As per suggestion from IQAC members conveyed that the faculty level research committee should be established. It will work in coordination with Research Advisory Committee. It will enhance the research activities.
7. The IQAC members suggested to all heads of the department to conduct workshops on Choice Based Credit System.
8. Internal Quality Assurance cell recommended conducting workshop for support staff on Laboratory equipment, laboratory safety and laboratory maintenance.
9. It has been observed that outdated monitors, machines, UPS etc. Electronic equipment's are dumped in the departments. So it is recommended to take initiative for e-waste management as well as the biological and hazardous waste management including plastic waste.
10. It is discussed and recommended for upgrading the campus to Wi-Fi and also to establish CCTV network for all buildings.
11. IQAC members suggested to purchase UPS, computers, Printers, scanners etc. and required software for the departments and the office.
12. The IQAC made an appeal to N.C.C. and N.S.S department to be proactive in upcoming special social events for protecting the environment and helping for maintaining the law and order.

## Members

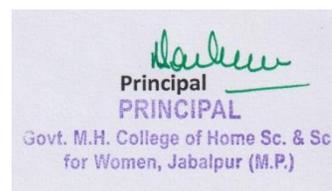
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## Action taken report

1. Software was updated according to grade, grade points and credit for different subjects.
2. E-content was developed by faculty members after being trained.
3. Departmental magazines were published holding articles by students.
4. Question papers of major/minor/elective subjects comprised of 70 marks each according to NEP, whereas internal exams comprised of 30 marks. All four papers for Foundation Course to be conducted in objective mode comprising of 50 mark each.
5. The IQAC made an appeal to N.C.C. and N.S.S department to be proactive in upcoming special social events for protecting the environment and helping for maintaining the law and order



**IQAC Coordinator**



**Principal**

**Govt. M. H. College Of Home Science & Science for Women,  
Autonomous, Jabalpur (M P) – 482002**



**IQAC Meeting - 2021-22**

**Date–22 March 2022**

**Meeting Notice**

All the members of IQAC are hereby informed that meeting of IQAC will be held in room no. 139 at 3.00 p.m. on 28 March 2022. All the members are requested to be present on time for the same.



**IQAC COORDINATOR**



**PRINCIPAL**

**Agenda**

1. Review and confirmation of the previous meeting as well as appreciation of the efforts by faculty.
2. Examination/curriculum reforms according to new/national education policy.
3. Strengthening library, ICT infrastructure and maintenance of infrastructure.
4. Review of online admission for upcoming academic year.
5. Development of e-database for the library.
6. Enhancement of Wi-Fi network facility on campus.
7. Games and sports are to be conducted to prepare the students for inter collegiate, state and national level competitions.
8. To review the work of AQAR 2021-22 and finalize it at earliest.
9. To plan waste of best activity.
10. To take membership of N-list, e-sodh sindhu and sodh ganga.
11. To decide on eco-friendly measures to reduce energy consumption along with green initiatives and waste management steps in campus.
12. Defining PO, CO and PSO of programme.
13. Analysis and preparation of different type of feedback report collected from stakeholders.

**Members -**

1. Dr. Sadhna Kesharwani
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14. Dr. Uma Neb

**Date –28 March 2022**

### **Minutes of the meeting**

1. IQAC coordinator welcomed and read the minutes of the meeting conducted on 20/09/2012. The minutes were reviewed by the members and approved.
2. The following issues were discussed:-
  - Pattern of question papers for CCE and main exams to be changed.
  - Examination software to be updated.
  - Examination time table for B.Sc. I<sup>st</sup> Year to be meticulously planned.
  - Reports of projects/internship/field work to be compiled.
  - Timely conduction of exams for UG.
  - Admit cards to be uploaded on the website.
  - E-content development by faculty.
3. It is decided and suggested to provide additional books and journals in the central library. Further also suggested to pay special attention for maintenance of infrastructure, equipment and other facilities in the campus.
4. The issues related with online admission process were discussed in the meeting. As the whole process is governed by dept. of higher education, there is no more attention is required but sometimes some modification is required. So this task is assigned to the IQAC coordinator for time to time.
5. The IQAC suggested establishing online connectivity with Library for sharing of e-database.
6. The IQAC appreciated the efforts of Reliance Jio team for establishing a 4G Wi-Fi Network and also thanked the Reliance-Jio company for providing the services at free of cost.
7. Spots related issues are discussed and for better performance of students in inter collegiate, state and national level competitions, Spots officer is assigned to see this task.
8. The IQAC coordinator reported that the AQAR 2020-21 has been uploaded to the NAAC website and has been accepted on 15<sup>th</sup> Dec. 2022 and acknowledged the support of IQAC team.
9. It is decided to do activity in coming session based on waste of best from different departments.
10. It is brought to the notice of all IQAC members that membership of e-Shodh Singhu And Shodh ganga is required to enable faculty and students e-resources available related to library. Thorough discussion it is decided to take membership of e-shodh Singhu and Shodh ganga. This responsibility is given to Librarian for taking membership of e-sodh Singhu and Shodh ganga and instructed to submit report to IQAC.
11. It is decided to use only LED bulb as well as solar lamp and also discussed to dispose the waste material properly belong from different laboratories. E-waste material should be sold to the company assigned to this work.
12. It is decided that as per new guidelines of accrediting bodies like NAAC, there is need of defining COs, POs and PSOs of the program. As IQAC has representation of all stakeholders, IQAC can work for defining of COs, POs and PSOs of the program. This

committee is responsible for conducting 3 Meetings for defining of Vision, Mission, COs, POs and PSOs of the program and submitting report to Principal.

13. It is decided to analyze the feedback collected for the year 2021-22 in March and April 2022 on curriculum from stake holders, student satisfaction survey and performance appraisal of teacher by students and thereafter that analysis report will be submitted to the principal for taking necessary action.

#### **Members**

1. Dr. Sadhna Kesharwani
2. Dr. Vinita Nanda
3. Dr. Sudipta Sanyal
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#### **Action taken report**

1. AQAR 2020-21 is submitted.
2. Departmental magazines were published holding articles by students.
3. Various skill oriented training programs were conducted throughout the year such as training program on dress making and designing based on evening gowns was conducted.
4. A number of workshops/webinars on assimilation, data structures, natural farming, go green initiative, preparation of ecofriendly Ganesh, profile creation in LinkedIn, hardware and networking, khadi apparels, bandhni technique, colour strokes on fabric, theme based designing, exhaust and fueling technology etc. were conducted.
5. To analyze and prepare the report of the feedback collected from stakeholders in the academic year 2021-22.
6. All departments conducted competitions and other activities following the time table of 'Azadi ka Amrit Mahotsav'.
7. A number of training programs for clearing competitive exams were conducted by Vivekananda Career Guidance Cell.
8. A virtual FDP on NEW AQAR guidelines is organized.



**IQAC COORDINATOR**



**PRINCIPAL**