

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

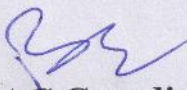


IQAC Meeting - 2023-24

Date:- 07/07/2023

**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 11/07/2023. All the members are requested to be present on time for the same.

  
**IQAC Coordinator**

Co-ordinator

Internal Quality Assurance Cell

Govt. M.H. College of H. Sc. & Scien-

**Agenda** Women, Jabalpur (M.P.) 482002

- Read - out of the previous meeting.
- Revising IQAC committee.
- Purchase requirement of IQAC
- Student Induction session
- Start new short term, skill-based courses as well as new programmes.
- Academic plan.
- To Organize FDP, seminars, workshops and conferences.
- Best practices.
- To develop the industrial linkages for placement.
- Library resources.
- Discussion on revised format of AQAR.
- To request the Alumni Coordinator and Head of the Departments to start planning early for the Annual alumni meeting.
- Any other matters with the permission of the chairperson.

**Members -**

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
- Smt. Shruti Singh
- Smt. Rashmi Singrore
- Mr. Jagdish Sen
- Mr. Prashant Pole-Social Worker
- Mr. Ashok Kumar Kapur- Industrialists
  
- Suchitra Badonia (Alumni)
- Vanshika (M. Sc I semester Maths)
  
- Somya Chakravarty (M. Sc I semester Chemistry)

  
**Principal**

Principal

Govt. M.H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)



**Date: - 11 July 2023**

**Minutes of the meeting: -**

- The coordinator read- out the minutes of last meeting of 2022-23.
- A revised list of IQAC committee framed by principal is approved in meeting which is as follows: -
  - Chairperson: Head of the Institution – Dr. Nandita Sarkar
- A few senior administrative officers
  - Dr. Sadhna Kesharwani
  - Dr. Vinita Nanda
  - Dr. Sudipta Sanyal
  - Dr. Manju Gupta
- Five teachers
  - Dr. Jyoti Jain
  - Dr. Archana Gupta
  - Smt. Shruti Singh
  - Smt. Rashmi Singrore
  - Chandrakanta Mourya
- One member from the Management
  - Mr. Jagdish Sen (Accountant)
- One/two nominees from Society, Alumni and Students
  - Mr. Prashant Pole – Social Worker
  - Suchitra Badonia (Alumni)
  - Vanshika (M. Sc I semester Maths)
  - Somya Chakrabarty (M. Sc I semester Chemistry)
- One/two nominees from Employers/Industrialists/Stakeholders
  - Mr. Ashok Kumar Kapur- Industrialists
- One of the senior teachers as the Coordinator/Director of the IQAC
  - Dr. Binay Kumar Singh
- It was decided to purchase the essential things like papers and others stationary items.
- 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.
- It was also decided to start short term courses, certificate courses, add-on courses along with some new programs introduced.
- The basic issues discussed were as follows: -
- Counselling of students regarding new course combinations viz (major, minor, elective and vocational) during admission.
- 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.
- It is decided to organize FDP, seminars, workshops and conferences, online learning opportunities and webinars by each department and by IQAC.
- 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.



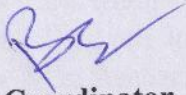
- It was suggested in the meeting for industrial linkages with different companies in view to better placements for students.
- It was decided to give special attention to enhance resources like new journals, Magazines periodicals as well as more numbers of references for library.
- A regular meeting of Alumni should be conducted for 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

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
- Smt. Shruti Singh
- Smt. Rashmi Singrore
- Mr. Jagdish Sen
- Mr. Prashant Pole-Social Worker
- Mr. Ashok Kumar Kapur- Industrialists
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- Somya Chakravarty (M.Sc I semester Chemistry)

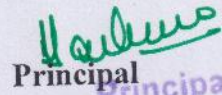
#### Action taken report

- As per NAAC guidelines, IQAC committee was reconstituted.
- Academic calendar is prepared.
- Library resources are updated.
- NEP-2020 is implemented in continuity.



**IQAC Coordinator**  
**Co-ordinator**

Internal Quality Assurance Cell  
Govt. M.H. College of H. Sc. & Science  
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**Principal**  
**Principal**  
Govt. M.H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)



**Govt. M. H. College Of Home Science & Science for Women,**  
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IQAC Meeting - 2023-24

Date– 18/09/2023

**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 22/09/2023. All the members are requested to be present on time for the same.

  
IQAC Coordinator

Internal Quality Assurance Cell  
Govt. M.H. College of H. Sc. & Science  
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**Agenda**

- Confirmation of the minutes of last meeting.
- Promotion of research activities as well as extension activities
- Outcome based education.
- To develop ICT facility for teaching learning as well as e-content development to strengthen digital education.
- Review of results of the departments.
- Preparation of institutional development programme (IDP)

  
Principal

Principal  
Govt. M.H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)

**Members –**

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
- Smt. Shruti Singh
- Smt. Rashmi Singrore
- Mr. Jagdish Sen
- Mr. Prashant Pole-Social Worker
- Mr. Ashok Kumar Kapur- Industrialists
- Suchitra Badonia (Alumni)
- Vanshika (M. Sc I semester Maths)
- Somya Chakrabarty (M.Sc I semester Chemistry)



Date- 22 September 2023

## Minutes of the meeting

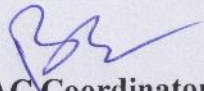
- The coordinator read the minutes of last meeting and the minutes are reviewed and passed by the members.
- It is decided that faculty members will submit proposals for Major-Minor research projects to different funding Agencies during the academic year. The research students are advised to conduct interactive sessions for promotion of research culture. All the faculties are to be encouraged for publishing their research papers in UGC recommended National and International Journals, magazines and present their papers in National, International workshop and seminars as well as to conduct extension activities through NSS and the departments.
- The placement cell should arrange for 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.
- 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 is decided to purchase more LCD projectors. Faculty members are also advised for the active use of lecture capturing facility as well as video editing facility to create more high quality of E- content.
- The review of result analysis of the departments is taken up by the members of IQAC.
- It is decided to prepare IDP and so all stakeholder of college is asked to give their suggestion to prepare final IDP

### Members

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
- Smt. Shruti Singh
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### Action taken report

- 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.
- Six scholars were awarded Ph.D. degree.
- A virtual FDP on IPR is organized.

  
IQAC Coordinator

  
Principal

Principal  
Govt. M.H. College of Home Sc.  
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**Govt. M. H. College of Home Science & Science for Women,**  
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**IQAC Meeting - 2023-24**

**Date– 30/11/2023**

**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 01/12/2023. All the members are requested to be present on the time for the same.

  
**IQAC COORDINATOR**

**Internal Quality Assurance Cell**

**Govt. M.H. College of H. Sc. & Science**

**Women, Jabalpur (M.P.) 482002**

**Agenda**

- Review and Confirmation of the earlier meeting.
- Updating of College Website.
- preparations for submission of IIQA and SSR.
- Review and discuss the SSS of previous year.
- Discussion on revised guidelines of NAAC for Autonomous colleges.
- Review and discussion on SSS of previous year.

**Members -**

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
- Smt. Shruti Singh
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**PRINCIPAL**

**Principal**

**Govt. M.H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)**



**Date: 1 December 2023**

### **Minutes of the meeting**

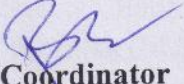
- IQAC coordinator welcomed and read the previous minutes of the meeting conducted.
- The minutes were reviewed by the members and approved.
- Keeping in view the NAAC Assessment, all the HoDs and criterion heads are instructed to collect the data of last 5 years . The principal underlined the importance of submitting IIQA within the deadline.
- The guidelines of NAAC for Autonomous colleges have changed in April 2023 and so the need for certain strategic changes in overall college administration and academics is stressed by the IQAC coordinator. The changed criterion metrics are discussed, and the members were made aware of how these changes may the college performance. The support services NSS, NCC, Sports and Cultural unit are also made aware of the changed aspects of NAAC from these departments
- One of member read the report of previous year's student satisfaction survey thoroughly and gave suggestions for its improvements. Accordingly, our respected Principal instructed to all teacher members to carry student mentoring effectively.

### **Members**

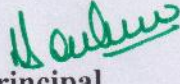
- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
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### **Action taken report**

- Preparation of IIQA is started to complete it in due time.
- Mentoring process is continued effectively to make SSS more effective.

  
**IQAC Coordinator**  
**Co-ordinator**

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**Principal**

**Principal**

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**Govt. M. H. College Of Home Science & Science for Women,**  
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IQAC Meeting - 2023-24

Date-22/03/2024

**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 28/03/2024. All the members are requested to be present on time for the same.

  
IQAC COORDINATOR

Co-ordinator

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PRINCIPAL

Govt. M. H. College of Home Sc.  
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Principal  
Govt. M.H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)

**Agenda**

- Review and confirmation of the previous meeting as well as appreciation of the efforts by faculty.
- Review of online admission for upcoming academic year.
- Plan for waste of best activity.
- Decision on eco-friendly measures to reduce energy consumption along with green initiatives and waste management steps in campus.
- Defining PO, CO and PSO of programme.
- Analysis and preparation of different type of feedback report collected from stakeholders.

**Members -**

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
- Dr. Archana Gupta
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- Suchitra Badonia (Alumni)
- Vanshika (M.Sc I semester Maths)
- Somya Chakrabarty (M. Sc I semester Chemistry)



## Minutes of the meeting

- IQAC coordinator welcomed and read the minutes of the meeting conducted on 1/12/23. The minutes were reviewed by the members and approved.
- As the admission 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 admission In charge for time to time.
- It is decided to do activity in coming session based on waste of best from different departments.
- It is decided to use only LED bulb as well as solar lamp and discussed to dispose the waste material properly belong from different laboratories. E-waste material should be sold to the company assigned to this work.
- 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.
- It is decided to analyse the feedback collected for the year 2023-24 in March and April 2024 on curriculum from stake holders, student satisfaction survey and performance appraisal of teacher by students and many more and thereafter that analysis report will be submitted to the principal for taking necessary action.

## Members

- Dr. Sadhna Kesharwani
- Dr. Vinita Nanda
- Dr. Sudipta Sanyal
- Dr. Manju Gupta
- Dr. Jyoti Jain
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## Action taken report

- Used only LED bulb as well as solar lamp and discussed to dispose the waste material properly belong from different laboratories. E-waste material should be sold to the company assigned to this work.
- CO, PO and PSO are framed by different departments.
- Analysed and prepare the report of the feedback collected from stakeholders of the academic year 2022-23.

  
IQAC COORDINATOR

Co-ordinator

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PRINCIPAL

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