

**Govt. M.H. College of Home Science and Science for Women
(Autonomous), Jabalpur**

**Minutes of the Meeting of the Internal Quality Assurance Cell
(IQAC)**

Session 2020-2021

A meeting of the IQAC was held on the 25 of June 2020.

The following members were present in the meeting:

- **Chairperson** - Dr. Nandita Sarkar
- **Coordinator**- Dr. B. K. Singh
- **IQAC Members** -
 1. Dr. Smita Pathak
 2. Dr. Vinita Nanda
 3. Dr. Manju Gupta
 4. Dr. Sadhana Kesharwani
 5. Dr. Sudipta Sanyal
 6. Dr. Jyoti Jain
 7. Dr. Chandrakanta Mourya
- **Students** -
 8. Drishti Jain – M.Sc. Chemistry
 9. Zainab Fatima – M.Sc. Mathematics

Agenda of the meeting –

- To take all possible precautions and follow the protocol of Covid-19.
- Only very necessary activities to be carried out in the campus.
- All important requirements to be conveyed through website.
- Corona awareness programs.

Minutes of the meeting -

The basic issues discussed were as follows:-

- Due to the spread of pandemic it was unanimously decided that the students should be discouraged to visit the college campus.
- Only genuine and urgent cases to be entertained within the campus others to be refused entrance at the gate.
- Sanitization and thermal screening at all doors was made compulsory.
- Formation of task force for the implementation of Covid -19 guidelines such as compulsory use of mask, social distancing, frequent use of sanitizers, etc.
- Looking into the condition of the pandemic it was decided to postpone the practical as well as theory exam till further notification.
- All the important notifications to be duly published on the website.
- All the departments were instructed to prepare proposals to conduct online activities, awareness programmes, etc.
- To conduct community outreach programs online as well as offline based on corona awareness.

Outcomes of the meeting – Corona protocol was strictly followed. All the class rooms, departments, hostel and the entire campus was sanitized from time to time, in collaboration with Nagar Nigam, Jabalpur. The security guards were instructed to restrict the entry of students and other outsiders, unless very urgent. The task force committee was allotted different floors of the building for implementation of Covid-19 norms. Online/ offline corona awareness programs were conducted by NCC, NSS, faculty and office staff.

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**Minutes of the Meeting of the Internal Quality Assurance Cell
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Session 2020-2021

A meeting of the IQAC was held on the 26 of August 2020.

The meeting was attended by the following members.

- **Chairperson** - Dr. Nandita Sarkar
- **Coordinator**- Dr. B. K. Singh
- **IQAC Members** -
 1. Dr. Smita Pathak
 2. Dr. Vinita Nanda
 3. Dr. Manju Gupta
 4. Dr. Sadhana Kesharwani
 5. Dr. Sudipta Sanyal
 6. Dr. Jyoti Jain
 7. Dr. Chandrakanta Mourya
 8. Mrs. Ayesha Tahera Khan
- **Students** -
 9. Drishti Jain – M.Sc. Chemistry
 10. Zainab Fatima – M.Sc. Mathematics

Agenda of the meeting –

- To prepare WhatsApp groups
- Allotment of teacher guardian for each class
- To prepare college page id on social media
- To prepare time table, and strategy for the conduction of online classes.

Minutes of the meeting -

The basic issues discussed were as follows:-

- To probe into the conditions of the pandemic and make strategies accordingly for the conduction of classes and other activities.
- To procure online links for the conduction of online classes for under graduates and for the post graduate classes the heads were instructed to generate their own links.
- Verification of documents for admissions to be carried out offline, following the corona guidelines.
- EBSB activities to be carried out online.
- Allotment of teacher guardian for each class and make their Whats App group.
- Time table for online classes to be prepared and uploaded on the website.
- Links for classes to be shared with the students through teacher guardian in their WhatsApp groups.
- Video clips and power point presentations for practical and theory classes to be shared with the students.

Outcomes of the meeting – Online links were purchased and shared with the UG students.

PG classes were managed with self-generated links.

- Documents for admission were verified offline, following all Covid-19 norms.
- EBSB activities were conducted throughout the year.
- Time table for online classes and other important notifications were uploaded on the website and shared in Whats App groups.
- Video clips and links for Practicals were provided to the students by the respective subject teachers.

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**Minutes of the Meeting of the Internal Quality Assurance Cell
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Session 2020-2021

A meeting of the IQAC was held on the 2 December 2020.

The following members were present in the meeting.

- **Chairperson** - Dr. Nandita Sarkar
- **Coordinator**- Dr. B. K. Singh
- **IQAC Members** -
 1. Dr. SmitaPathak
 2. Dr. Vinita Nanda
 3. Dr. Manju Gupta
 4. Dr. Sadhana Kesharwani
 5. Dr. Sudipta Sanyal
 6. Dr. Jyoti Jain
 7. Dr. Chandrakanta Mourya
 8. Mrs. Ayesha Tahera Khan
- **Students** -
 9. Drishti Jain – M.Sc. Chemistry
 10. Zainab Fatima – M.Sc. Mathematics

Agenda of the meeting –

- All activities such as teaching, training programs, webinars, remedial classes, research activities, feedback etc. to be carried out online.
- Conduction of Audits

Minutes of the meeting -

- Conduction of green, academic and administrative audit to be carried out.
- Training programmes to be organized for teaching and non-teaching staff.
- Each department to conduct subject specific, as well as other webinars on important topics at National as well as International level.
- Proposals to be prepared for diploma and certificate courses under “Atma Nirbhar Bharat Yojna”.
- Emphasis was laid on enhancement of research activities.
- Each department was directed to apply for major and minor research projects.
- Old furniture are to be replaced by new furniture.
- Counseling of students for career and psychological problems to be conducted.
- Every department to send information regarding departmental activities and personal academic activities to college group, collected through Google form.
- Conduction of online remedial classes.
- Online feedback to be taken from all stakeholders.

Outcomes of the meeting – Audits were conducted as per requirements.

- FDP and other national as well as international webinars were conducted.
- Proposals for certificate and diploma courses were prepared and forwarded to the concerned.
- Faculty members were encouraged to get registered as research guides and apply for research projects.
- New furniture was procured through World Bank scheme.
- Counseling of students was carried out online through teacher guardian.
- Information regarding all activities conducted was provided through Google links.
- Online remedial classes according to timetable were conducted for various subjects.
- Online feedback from students, parents, teachers and alumni were collected and analyzed.

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**Minutes of the Meeting of the Internal Quality Assurance Cell
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Session 2020-2021

A meeting of the IQAC was held on the 15 March 2021.

The following members were present in the meeting.

- **Chairperson -** Dr. Nandita Sarkar
- **Coordinator-** Dr. B. K. Singh
- **IQAC Members -**
 1. Dr. Smita Pathak
 2. Dr. Vinita Nanda
 3. Dr. Manju Gupta
 4. Dr. Sadhana Kesharwani
 5. Dr. Sudipta Sanyal
 6. Dr. Jyoti Jain
 7. Dr. Chandrakanta Mourya
 8. Mrs. Ayesha Tahera Khan
- **Students -**
 9. Drishti Jain – M.Sc. Chemistry
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Agenda of the meeting –

- To conduct activities under EBSB, AtmaNirbhar Bharat and Azadi ka Amrit Mahotasav.
- To provide career opportunities through placement drives and career fair.
- To sign new MOU's with renowned institutes/agencies.
- To introduce new diploma and certificate courses.

Minutes of the meeting -

The following issues were discussed:-

- Activities relating to EBSB were discussed.
- Conduction of departmental activities to be conveyed through the Google form provided.
- Online feedback from students, teachers, parents and alumni to be collected through Google form.
- Registration of students for training under “Atma Nirbhar Bharat” through mentors to be ensured.
- To motivate maximum number of students for participation in career fair in collaboration with The Collector, Jabalpur through teacher guardian.
- Practicals to be conducted in batches following corona guidelines.

Outcomes of the meeting –

Various webinars, departmental activities, co-curricular activities, student satisfaction survey etc. were carried out online during the pandemic.

- All programs under “Atma Nirbhar Bharat” and “ Azadi Ka Amarat Mahotasav” were successfully conducted.
- EBSB club activities were carried out online.
- Career fair and placement drive were organized in which the students participated in large numbers.
- Orientation of students regarding corona vaccination was carried out by teacher guardians.
- Practicals were carried out with about 25% strength.
- MOU’s were signed with
 1. TBONLABLLC: as environmental service company from USA
 2. JNKVV, Jabalpur, M.P.
 3. Department Of Food and Nutrition College of H. Sc. G. B. Pant University of Agriculture and Technology
 4. Narmada Jacksons Grand Heritage Hotel
 5. Choithram Hospital and Research Center, Indore
 6. AIMMS, Delhi

7. Sir Vitthaldas Thackersey College of Home Science, Mumbai
 8. PG Teaching Department of Home Science, Rashtrasant Tukado ji Maharaj Nagpur University
 9. ICMR, NIRTH Jabalpur
 10. NSCB, Medical, Jabalpur
 11. National Career Service Center for Differently Abled Govt. of India , Napier Town, Jabalpur
 12. Vasant Kanya Mahavidhyalaya Kamachi, Varanasi (U.P.)
 13. The Bhor Chemical and Plastic Pvt. Ltd. Ambad Nasik
 14. Nitra (Power Loom Service Center) PLSC Varanasi
 15. SAGE University Indore (M.P.)
 16. Research India LLP Jabalpur
- Diploma Courses i.e. –
 1. Apparel designing and Fashion designing
 2. Bakery products and Patisserie
 3. Mushroom cultivation
 - Certificate Courses i.e. –
 1. Apparel designing
 2. Bakery and Confectionaries
 3. Mushroom cultivation
 4. Vermin composting
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