

Significant Activities and Contribution made by IQAC

1. IQAC has taken initiatives to organize and to conduct various international ,national state level and Institutional seminars
2. IQAC has taken initiatives to strengthen the center for teaching learning and evaluation by conducting various activities and thereby played a significant role in enhancing the quality of education in the college
3. IQAC has taken initiative to conduct remedial classes for weaker students and organized “Science Techno Management fest and Arts commerce exhibition for all students
4. IQAC has taken initiative to organize a Job fair under career guidance scheme
5. IQAC has emphasized and encouraged the use of ICT tools to enhancing the quality for teaching learning process and encouraged faculty members to do refresher and orientation program

Plan of Action by IQAC/Outcome:

The plan of action* towards Quality Enhancement chalked out by the IQAC in the beginning of the year and the outcome achieved by the end of the year is stated below

S.NO.	Plan of Action	Outcomes/ Achievements
1	Enhancing Quality of Teaching and Learning	Implementation of Teachers Diary that contains detailed information regarding the teaching plan, execution, and recording of the day-wise activities of the teacher.
2	Motivating the research culture	Many faculty members published research papers in international, national journals

		and Some faculties published books from international publication
3	Enhancing results	<ol style="list-style-type: none"> 1. Remedial classes were conducted for weaker students 2. Google classrooms created by a few faculty 3. E-Content developed by Some faculty members 4. Personal website made by few faculty
4	Sports Initiatives	Two sports officers appointed and students has received award at District level
5	Enhancing Value-based education program	Value-based education programs/activities are organized by NSS / NCC unit.
6	Organize International, National, State level, Institutional Seminars	In this year total of 12 International, National, State level seminars organized by the Institute
7	Organize a job fair	<p>A District level Job fair organized on Sep .. 2021</p> <p>Under Swami Vivekanand Career Guidance scheme</p>
8	Organize Science Techno-Management fest and Arts commerce exhibition and Youth festival	Science Techno-Management fest and Arts commerce exhibition and Youth festival organized

Govt. College Timarni, Dist- Harda (M.P.)

1. Minutes of Meeting IQAC held on 7 August 2020

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Friday 7th August at 2 pm at the committee room of the college with the following agenda:

- Confirmation of the minutes of the meeting held on 1st February 2020*
- Norms to start admission process as per COVID 19 guidelines*

The following decisions were taken:

- 1. The minutes of the meeting held on 1 February 2020 were confirmed.*
- 2. Nominated the following faculty members as in charge of Admissions 2020*

Dr. J.K. Jain - Commerce

Dr. Neeraj Malviya - Science

Dr. Mahendra Singh Tadwal - Art

- 3. New Assistant Professors encouraged to join the orientation program as per UGC norms*

- 4. Planned a webinar for Open Book Exam to solve the queries of the students*

- 5. Technical experts Mr. Pankaj Khairnar and Mr. Deepak Malakar were tasked to explore the possibility of online classes and test Zoom/Google Meet/Google Classroom/WebMeeting.*

- 6. Planned an institutional webinar on New Education Policy 2020 under NSS and Swami Vivekananda Career Guidance Scheme*

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2. Minutes of Meeting IQAC held on 25th November 2021

A meeting of IQAC cell of the college was held on Wednesday 25th November at 12 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 7th August 2020*
- Review of teaching-learning process*
- . Planning of webinars/quiz on various aspects*

Following decisions were taken:

- 1. The minutes of the meeting held on 7 August were confirmed.*
- 2. Online / offline classes conducted in the college were reviewed*
- 3. It was decided to organize a one-day employment-oriented webinar under the Swami Vivekananda Career Guidance Scheme.*
- 4. It was decided to organize a one-day webinar for training for the proposed NAAC accreditation in the college.*
- 5. It was decided to organize an online quiz at the national level on National Voters' Day*

Govt. College Timarni, Dist- Harda (M.P.)

3. Minutes of Meeting IQAC held on 30th January 2021

A meeting of Internal Quality Assurance Cell (IQAC)of the college was held on Saturday 30th January 2021at 3.30 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on, 25th November 2020*
- . Planning of various Seminar and Science Techno Management fest*

- 1. It was decided to organize a national seminar of Mathematics on date 20-02-2021 and the following committee was formed for this work.*

Dr. NeerajMalviya

Dr. Mahendra Singh Tadwal

- 2 .Decision was taken for the National Seminar on Chemistry on 26-02-2021 Ms. Sadiya Patel was entrusted with the task of coordination*

- 3. It had been decided to organize Science Techno Management Fest and Art Commerce Exhibition on 05-03-2021 and 06-03-2021 on the occasion of National Science Day. The work of coordination of science was given to Dr. NeerajMalviya and Mr. VijendraGurjar and the work of coordination of arts and commerce was given to Dr. J.K. Jain and Mr. Sanjay KumarPatwa.*

- 4.It was decided to organize a national seminar over the subject computer on 06-03-2021, for this the work of coordination was given to Mr. Pankaj Khairnar and Mr. Deepak Malakar.*

4. Minutes of Meeting IQAC held on 2nd March 2021

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Tuesday 2nd March 2021 at 2 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 30th January 2021*
- Planning of Practical exam as per covid 19 guidelines*

.Planning of National and International Seminar

Following decisions were taken:

- 1.The minutes of the meeting held on 30th January 2021 were confirmed.*
- 2. All Faculty members who have practical subjects instructed to make a separate plan for each practical exam as per the guidelines of University and Covid 19*
- 3.Decided to have a national webinar on Physics and directed Mrs Surabhi Chourey to coordinate this work.*
- 4.After deciding the national seminar of the subject of Botany, the task of coordination was given to Dr. Swati Upadhyay.*
- 5.It was decided to jointly organize International Seminar in Mathematics and Computer Science in virtual mode on 25-03-2021 and the following faculty was entrusted with the task of organizing it.*

Dr. Neeraj Malviya

Dr. Mahendra Singh Tadwal

Mr. Deepak Malakar

5. Minutes of Meeting IQAC held on 11th June 2021

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Friday, 11 June 2021 at 2 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 2nd March 2021*
- Planning of open book exam as per covid 19 guidelines*
- .Planning of Seminar under career guidance cell*

Following decisions were taken:

- 1. The minutes of the meeting held on 2nd March 2021 were confirmed.*
- 2. According to the instructions of the government, the examination of third year students was planned through open book examination method. Dr. Mahendra Singh Tadwal was given the charge of examination of the Stream of Arts, Ms. Barkha Jaiswal was made the Center President of the Stream of Commerce, Mr. Satya Prakash Jadhav was made the Center President of the Stream of Science.*
- 3. It was decided to organize a two-day short term training program for the students under the guidance of Swami Vivekananda Career Guidance Cell and the work of coordination was given to Dr. Neeraj Malviya and Mr. Deepak Malakar.*
- 4. The decision to organize a one-day webinar to diagnose the problem of depression arising in the corona epidemic and to counsel the students. This opportunity was also taken under the Swami Vivekananda Career Guidance Scheme for students, The responsibility of this work was also given to Dr. Neeraj Malviya and Mr. Deepak Malakar.*
- 5. Under Swami Vivekananda Career Guidance Scheme, it was decided to organize a college level webinar on topics like personality development, communication skills, moral values and impact of cottage and small scale industries on the economy etc. And Dr. Vinita Raghuvanshi (Principal), Ms. Meenakshi Yadav (HOD English), Mr. Sanjay Kumar Patwa (HOD Arts), Mr. Mahendra Singh Tadwal (HOD Political Science) were nominated for the lecture.*

6. Minutes of Meeting IQAC held on 13th September 2021

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Monday, 13th September 2021 at 2 PM in the committee room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 11th June 2021*
- Planning of offline and online classes as per covid 19 guidelines*

.Planning of Job Fair

Following decisions were taken:

1. According to the orders of the Higher Education Department, it was decided to conduct online and offline classes. Dr. NeerajMalviya, Ms. BarkhaJaiswal and Mahendra Singh Tadwal were entrusted with the task of preparing the proper time table.

2. In the last week of September 2021, it was decided to organize a job fair under the Swami Vivekananda Career Guidance Scheme so that the students of the college could get employment opportunities. The task of planning this work was given to Training and Placement Officer Dr. NeerajMalviya and Mr. Deepak Malakar.

3. It was decided to organize a one-day workshop to guide various competitive examinations, the responsibility of making the outline of this work was also given to Dr. NeerajMalviya.

4. It was decided to organize one institutional day workshop for training to protect constitutional values. The responsibility of organizing the program was given to Dr. NeerajMalviya and Mr. Deepak Malakar and Mr. Sanjay Kumar Patwa, Dr. Mahendra Singh Tadwal, Mr. SunitKashiv were given the task of lecturing

5. Motivated the newly appointed assistant professor to do refresher course and orientation course.

7. Minutes of Meeting IQAC held on 1st December 2021

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Wednesday, 1st December 2021 at 2 PM in the Principal room of the College with the following agenda:

- Confirmation of the minutes of meeting held on 13th September 2021*
- Planning of MOU with Dr.C V Raman University Khandwa*
- . Preparation for NAAC accreditation*

Following decisions were taken:

- 1. In the meeting IQAC Chairman Dr. J .K. Jain appointed Dr. NeerajMalviya as the coordinator of IQAC. All the members congratulated the new principal.*
- 2. It was decided to MOU with Dr. CV Raman University to organize a joint program of academic and research.*
- 3.IQAC chairman orders Dr. NeerajMalviya to set up new IQAC cell*
- 4. According to the orders of the government, it was decided to celebrate the youth festival and directed MrsSurabhiChourey to make a detailed outline while making the program in-charge.*
- 5.Dr. Archana Singh was made the NAAC coordinator for the preparation of the proposed NAAC next year. NAAC coordinator and IQAC coordinator were given the task of making all the criteria in-charge and committee of NAAC AQAR.*