



1. Minutes of the IQAC Meeting

Date: 11.07.2022

The first meeting of the newly constituted Internal Quality Assurance Cell, for the session 2022-23, was held in the IQAC on 11th July 2022 at 2 pm.

Agenda:

1. Action Plan for the session 2022-23
2. Add on, Value Added and certificate courses
3. Experiential learning
4. Induction programme and Bridge classes
5. Teaching planners
6. Academic Calendar
7. Incubation Center
8. Alumni Meet
9. New website of the institution
10. Azadi ka Amrit Mahotsava
11. Proposal for the seminar to be organized\



Proceeding :

At the outset, Dr J. K. Jain , the Chairperson of the IQAC welcomed all the newly nominated members. The Coordinator, Dr. Neeraj Malviya apprised them of the NAAC, its revised methodology and the preparation of the institution for the assessment and accreditation by NAAC. They were also briefed about the performance of the institution during the second cycle of NAAC assessment, recommendation of the peer team and post accreditation initiatives of the institution. The members were informed about the guideline of NAAC to include the activities of the institution till 31st of August in the SSR of the session 2021-22. The IQAC emphasised the need to organise the activities which can help in getting better grade from NAAC. They assured the Principal to extend their full support for the quality enhancement of the institution as well as for the assessment process.

The IQAC deliberated on the following issues:

1. The IQAC devised the Action Plan for quality enhancement and sustenance during the session 2022-23.
2. The IQAC suggested to start some short term add on and certificate courses of thirty hours' duration. Department of English, Computer, Career Counselling Cell will conduct these courses next month.
3. The Chairperson informed the members about the upcoming seminars/ webinars being organised by the department of Hindi, Sociology, Economics, Political Science and Chemistry. The proposal for the educational / Industrial tours given by incharge of RUSA and World bank. The IQAC laid emphasis on the utmost participation of the students in the said seminars and educational tours.
4. The institution is organising Induction Programme for the new entrants from first week of July month. Bridge classes will also be organised during the same period. The reports along with the geotagged photographs of the Induction Programme and Bridge Classes organised by all the departments will have to be submitted after the completion of the programme and the classes.



5. All the teachers will be instructed to submit their teaching planners incorporating teaching methodologies till second week of July month.
6. Academic calendar of the institution incorporating all the activities of NSS, NCC, career counselling and sports will be prepared.
8. Alumni meeting will be convened and the association will be formed as per the guidelines after registration.
9. New website of the college is being created. All the HODs and the coordinators of all the committees will be instructed to provide the data, reports and photographs to be submitted to the IQAC and after approval should be uploaded on the website.
10. Azadi ka Amrit Mahotsava will be celebrated in the session.
11. national seminar will be organised on topic related to NAAC accreditation process

The meeting ended with the vote of thanks extended by the Coordinator.

The following members were present in the meeting:

The INTERNAL QUALITY ASSURANCE CELL (IQAC) of the college has been Reconstituted and following are its members:



Office of The Principal Govt. Degree College Timarni, Dist, Harda (M.P.)

Phone/Fax 292018-07573

College Code: 3208

E-mail Id- hegctimhar@mp.gov.in

Minutes of meeting IQAC held on 11 July 2022

The INTERNAL QUALITY ASSURANCE CELL (IQAC) of the College has been Reconstituted and following are its members:

1. Dr. J.K. Jain (Chairman, principal)
2. Dr. Neeraj Malviya (Director/Coordinator, Assistant Professor of Mathematics)
3. Miss Sadiya Patel (Member, Assistant Professor of Chemistry) *Sadiya*
4. Dr. Mahendra Singh Tadwal (Member, Assistant Professor of Po. Science) *Mahendra*
5. Dr. Archana Singh (Member, Assistant professor of Physics)
6. Mr. Sanjay Kumar Patwa (Member, Assistant professor of Economics) *Sanjay*
7. Miss Meenakshi Yadav (Member, Assistant professor of English) *Meenakshi*
8. Mr. Satya Prakash Jadhav (Member, Assistant professor of Zoology)
9. Mrs Surabhi Chourey (Member, Assistant professor of Physics)
10. Mr. Dharmendra Jamra (Member, Assistant professor of Sociology) *Dharmendra*
11. Mr. G S Patel (Office Superintendent)
12. Mr. Arun Kumar Tiwari (Community Representative)
13. Mr. Sunit Kashiv (Community Representative) *Sunit*
14. Dr. Baby Saluja (Community Representative)
15. Mr. Pankaj Khairnar (Technical Expert) *Pankaj*
16. Mr. Deepak Malakar (Technical Expert) *Deepak*
17. Mr. Abhishek Agrawal (Technical Expert) *Abhishek*
18. Ms. Jyoti Kashiv (Technical Expert) *Jyoti*
19. Abhishek Nagpure (Alumni) *Abhishek*
20. Abhishek Bourashi (Stakeholder)

Dr. J.K. Jain
Principal
Govt. Degree College, Timarni
Distt. Harda (M.P.)



2. Minutes of the IQAC Meeting

Date: 30.09.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Saturday , 30 September 2022 at 2 pm in the IQAC room of the College with the following agenda:

Agenda

1. Confirmation of the minutes of meeting held on 2 July 2022
2. Handed over IQAC charge
3. SWOC analysis
4. Enriching Thursday
5. Alumni Registration
6. Review of NAAC preparation

Proceeding

1. The minutes of the meeting held on 2nd March 2021 were confirmed
2. For the proper functioning of IQAC cell and preparation of NAAC ,IQAC coordinator Dr. Neeraj Malviya handed over the charge of IQAC to Ms. Sadiya Patel.
3. SWOC analysis of the institution will be done and quality enhancement initiatives will be taken on the basis of the report.
4. For scoring higher grade in the NAAC, all criteria in charges and staff members are instructed to attend Enriching Thursday session conducted by State level NAAC Cell every Thursday. According to the expert lecture and suggestions given by the experts all staff members are advised to prepare files and data accordingly.
5. Incharge of Criteria 5 instructed Mr. Sumit Kashiv to ensure the Alumni registration. Newly appointed IQAC incharge Ms. Sadiya Patel discussed the Progress of NAAC preparation so far.



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Minutes of meeting IQAC held on 30 September 2022

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1. Dr. J.K. Jain (Chairman, principal)
2. Miss. Sadiya Patel (Director/Coordinator, Assistant Professor of Chemistry) *Sadiya Patel*
3. Dr. Mahendra Singh Tadwal (Member, Assistant Professor of Po. Science) *Mahendra Singh*
4. Mr. Sanjay Kumar Patwa (Member, Assistant professor of Economics) *Sanjay Kumar*
5. Miss Meenakshi Yadav (Member, Assistant professor of English) *Meenakshi*
6. Mr. Satya Prakash Jadham (Member, Assistant professor of Zoology)
7. Mrs Surabhi Chourey (Member, Assistant professor of Physics) *Surabhi*
8. Mr. Dharmendra Jamra (Member, Assistant professor of Sociology) *Dharmendra*
9. Mr. G S Patel (Office Superintendent)
10. Mr. Arun Kumar Tiwari (Community Representative)
11. Mr. Sunit Kashiv (Community Representative) *Sunit Kashiv*
12. Dr. Baby Saluja (Community Representative) *Baby Saluja*
13. Mr. Pankaj Khairnar (Technical Expert) *Pankaj Khairnar*
14. Mr. Deepak Malakar (Technical Expert) *Deepak Malakar*
15. Mr. Abhishek Agrawal (Technical Expert) *Abhishek Agrawal*
16. Ms. Jyoti Kashiv (Technical Expert) *Jyoti Kashiv*
17. Abhishek Nagpure (Alumni) *Abhishek Nagpure*
18. Abhishek Bourashi (Stakeholder)

Dr. J. K. Jain
PRINCIPAL
Govt. Degree College, Timarni
Harda (M.P.)



3. Minutes of the IQAC Meeting

Date: 10.11.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of the College was held on Monday , 10 November 2022 at 3 pm in the IQAC room of the College with the following agenda:

Agenda:

1. Confirmation of the minutes of meeting held on 03 September 2022
2. Submission of IIQA
3. Preparation of SSR
4. Preparation of the AQAR of remaining session
5. The Academic and Administrative Audit
6. Sustainable Development Goals
7. Alumni Engagement
8. Student Satisfaction Survey
9. Proposal for training programs for teachers
10. Orientation of the Students
11. Frequent meeting of the committee
12. Action Taken Report on Feedback
13. Financial Support for Research Activities



At the outset, the IQAC Coordinator welcomed the Chairman and all the member of the committee. The following issues were discussed during the meeting.

Proceeding :

1. Submission of IIQA

In wake of the expiration of institutional validity of the second cycle of NAAC grading, the committee decided to submit the IIQA of the institution at the earliest. The Coordinator apprised the members that the IIQA will be submitted as soon as the results are declared by the University.

2. Preparation of SSR

The Coordinator Ms. Sadiya Patel informed the external members that the data is being collected for preparing the SSR of the institution and the SSR of the institution will have to be uploaded on the NAAC portal within forty-five days of the acceptance of the IIQA.

3. Preparation of the AQAR

The Coordinator also informed the members that the AQAR for the session 2021-22 is also to be submitted. The data templates have been provided to the criteria coordinators and the process of data collection is underway.

4. The Academic and Administrative Audit

The Academic and Administrative Audit for the current session will also be done. The criteria coordinators were instructed to collect the data as per the AAA format.

5. Sustainable Development Goals

The institution will focus more attention on the planning and achievement of Sustainable Development Goals.

7. Alumni Engagement



The committee discussed the strategy to involve the active members of Alumni Association in the planning and implementation of institutional quality improvement strategies.

8. Student Satisfaction Survey

The committee reiterated the need to obtain the email IDs of newly admitted students and initiate a mock SSS to ensure the success of Student Satisfaction Survey during the DVV. The posters for the SSS downloaded from the NAAC portal will be displayed for motivating the students to participate in the survey.

9. Proposal for training programs for teachers

Proposal for training programs for teachers will be prepared by IQAC and MPHEQIP jointly.

10. Orientation of the Students

Students will be oriented for the NAAC Assessment and Accreditation Process.

11. Frequent meeting of the committee

The external members decided to meet more frequently for monitoring the progress of the institution in the execution of the strategic development plan devised by the committee.

12. Action Taken Report on Feedback

The Coordinator informed the IQAC members about the action taken report on feedback obtained from the stakeholders.

13. Financial Support for Research Activities

The committee decided to place the proposal of extending financial support to the research activities in the next JBS meeting.

The meeting ended with vote of thanks extended by the Chairperson.

The following members were present in the meeting:



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Minutes of meeting IQAC held on 10 November 2022

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1. Dr. J.K. Jain (Chairman, principal)
2. Miss. Sadiya Patel (Director/Coordinator, Assistant Professor of Chemistry) *Sadiya Patel*
3. Dr. Mahendra Singh Tadwal (Member, Assistant Professor of Po. Science) *Mahendra Singh*
4. Mr. Sanjay Kumar Patwa (Member, Assistant professor of Economics) *Sanjay Kumar*
5. Miss Meenakshi Yadav (Member, Assistant professor of English) *Meenakshi Yadav*
6. Dr. Sunil Kumar Bourasi (Member, Assistant professor of Botany) *Sunil Kumar*
7. Mrs. Surabhi Chourey (Member, Assistant professor of Physics) *Surabhi Chourey*
8. Mr. Dharmendra Jamra (Member, Assistant professor of Sociology) *Dharmendra Jamra*
9. Mrs. Sulochan Uprariya (Office Superintendent) *Sulochan Uprariya*
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14. Mr. Deepak Malakar (Technical Expert) *Deepak Malakar*
15. Mr. Abhishek Agrawal (Technical Expert) *Abhishek Agrawal*
16. Ms. Jyoti Kashiv (Technical Expert) *Jyoti Kashiv*
17. Abhishek Nagpure (Alumni) *Abhishek Nagpure*
18. Abhishek Bourashi (Stakeholder)

Dr. J.K. Jain
PRINCIPAL
Govt. Degree College, Timarni
District Harda (M.P.)



4. Minutes of the IQAC Meeting

Date: 04.03.2023

The third meeting of Internal Quality Assurance Cell (IQAC) session 2022-23 was held in the conference room on March 4, 2023 at 02:00 pm.

Agenda:

1. Approval of the Minutes of Previous Meeting
2. Submission of IIQA
3. Students' Awareness for Student Satisfaction Survey
4. Curriculum Enrichment
5. Workshop on NEP-2020
6. Celebration of Science day as “SRIJAN “
7. Activities of Research and Development Committee
8. Activities in the Incubation Centre
9. Alumni Meet
11. College Chalo Abhiyan
12. Recruitment Drive
13. Motivating Lectures
14. Action on Feedback Analysis Report



15. Sustainable Development Goals

16. Renovation of College Building and Sports Ground

Proceeding

The committee deliberated on the following issues:

1. Approval of the Minutes of the Previous Meeting:

The minutes of the previous meeting held on November 18, 2022 were presented for review and approval. The members discussed the minutes and the minutes were approved.

2. Submission of IOA:

The IQAC Coordinator informed the members that the IIQA of the institution would be submitted in the second week of March. The Self-Study Report is being finalised and will be submitted within the forty-five days after the submission of IIQA.

3. Students Awareness for Student Satisfaction Survey:

The committee emphasised the need to display Student Satisfaction Survey brochures for ensuring maximum participation of students in the survey conducted by the NAAC.

4. Curriculum Enrichment:

For curriculum enrichment, fifteen short-term certificate courses will be introduced.

5. Workshop on NEP-2020:

A workshop on the New Education Policy will be organised.

6. National Seminar:

A seminar on "The Concept and the Outcomes of the National Movement" will be organised.



7. Activities of the Research and Development Committee:

The R&D Committee will motivate the faculty and PG students for research work.

8. Activities in the Incubation Centre:

More activities will be organised in the Incubation Centre. The students will be trained for self-employment. Their handmade products will be displayed.

9. Alumni Meeting:

The Alumni Association meeting will be organised to garner their assistance and enhance their participation in the Assessment and Accreditation process.

10. Purchase of Computers:

In view of the shortage of computers in the college, the committee decided to purchase computers for the library and computer laboratories.

11. College Chalo Abhiyan:

The committee formed for College Chalo Abhiyan will be instructed to visit more higher secondary schools to attract more students to higher education institutions.

12. Recruitment Drive:

To provide more job opportunities to the students, a recruitment drive will be organised next month.

13. Motivational Lectures:

Motivational lectures of highly influential personalities will be conducted.

14. Action on Feedback Analysis Report:



The committee emphasised the need to take actions on all the suggestions received from the stakeholders during feedback collection.

15. Sustainable Development Goals:

IQAC will organise activities for Sustainable Development Goals. World Environment Day, World Blood Donors' Day, and World Yoga Day will be celebrated.

16. Renovation of College Building:

The dilapidated part of the old college building will be renovated.

The meeting concluded with a vote of thanks proposed by the Coordinator.

The following members were present in the meeting:



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Minutes of meeting IQAC held on 04 March 2023

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Dr. J. K. Jain
Dr. J. K. Jain
principal

Principal
Principal
Govt Degree College
TIMARNI (HARDA) M.P.