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Criteria : ....06...

Key Indicator : ......6.:5..

Metric No. : ..6:5:2....The Institution Reviews its teaching

Metric Name : learning process, structures & Methodologies of operations and learning outcomes at periodic intervals through IQAC setup as per norms and Recorded .....

S.No.	Particulars of Document	Annexure	Page No.
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2.	Action-Taken Report of IQAC	A-02	01-08

A-01

OFFICE OF THE PRINCIPAL
Govt. College Khertha Distt. Balod (C.G.)

(Affiliated to Hemchand Yadav Vishwavidyalay, Durg)
A NAAC ACCREDITED INSTITUTE ("B" Grade, CGPA 2.36)
AISHE CODE :- C-21812, Dept. college code – 1808
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Let. No./2 17/2023   Khertha, Date : 10/10/2023

:: Revised Order ::

According to the instruction regarding the internal quality assurance cell [IQAC] of National Assessment and Accreditation Council [NAAC] in accordance with the formation order dated 23/12/2015 of the college; the following committee is constituted in the college.

S.N.	Name of the person	Representative As
1	Dr. Yaser Qureshi	Chairperson [Principal In-charge]
2	Mr. Rum Lal	Member [Teacher]
3	Miss Gayatri Netam	Member [Teacher]
4	Smt. Veenita Gajbhiye	Member [Teacher]
5	Mr. Komal Ram Rawate	Member [Teacher]
6	Smt. Yamini Sahu	Member [Teacher]
7	Dr. Shafikunisa Khan	Member [Teacher]
8	Mr. Manoj Kumar	Member [Teacher]
9	Mr. Amit Agrawal	Member [Teacher]
10	Mr. N. S. Mankar	Member [Management]
11	Dr. Shailendra Singh	Senior Administrative Officer
12	Mr. Yogeshwar Kumar Sahu	Member [Staff]
13	Smt. Devprabha Sahu	Member [Staff]
14	Mr. Gopal Sinha	Member [Local Society]
15	Ku. Veena Bhuarya	Member [Student]
16	Mr. Yogeshwar Chandrakar	Member [Alumni]
17	Mr. Jay Sahu	Member [Employers]
18	Mr. Prashant Sahu	Member [Industrialists]
19	Mr. Khomlata	Member [Stakeholders]
20	Mr. Pradeep Kumar	Co-ordinator IQAC

Co-ordinator, I.Q.A.C
Govt. College Khertha, Distt. Balod

Principal,
Govt. College, Khertha
Khertha, Date 10/10/2023

Let. No.
Copy to :-
1. Commissioner, Directorate of Higher Education Naya Raipur C.G.
2. Co-ordinator; State Quality Assurance Cell Raipur.
3. For information and compliance to the concerned officers/employees.

Principal,
Govt. College, Khertha
Distt. Balod (C.G.)

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Internal Quality Assurance Cell

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

Introduction

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bengaluru proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of its institution. For this, during the post-accreditation period, institutions need to channelize their efforts towards promoting holistic academic excellence including the implementation of peer team's recommendations.

The guidelines provided in the following pages will facilitate the institution in the creation and operation of the IQAC.The establishment of the IQAC is the first step towards institutionalization and internalization of quality enhancement initiatives. Its success depends on its sense of belongingness and participation in all the activities of the institution. It will not be yet another hierarchical structure or a record-keeping unit of the institution but will be a facilitative and participative unit of the institution. It has the potential to become a vehicle for ushering in quality enhancement through its planned and interventionist strategies to remove deficiencies and enhance quality, as in Quality Circles in industries.

IQAC – Vision

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Objective

The primary aim of the IQAC is

☐ To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.

☐ To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

IQAC shall evolve a mechanism and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;

b) Adoption of relevant and quality academic and research programmes;

c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;

d) Optimization and integration of modern methods of teaching and learning;

e) Ensuring credible assessment and evaluation processes;

f) Ensuring the proper allocation, adequacy and maintenance of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

a) Development and application of quality benchmarks;

b) Setting parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all the stakeholders;

e) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;

f) Documentation of various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;

i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensuring clarity and focus in the institution's march towards quality enhancement;

b) Ensuring internalization of quality culture;

b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;

c) Providing a sound basis for decision-making to improve institutional functioning;

d) Acting as a dynamic system for quality changes in HEIs; and

e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting these members, several precautions need to be taken. A few of them are listed below:

- ➤ It is advisable to choose persons from different backgrounds who have earned respect for∂ their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ➤ It is advisable to change the Coordinator every two/three years to usher in new thoughts and∂ activities in the institution.
- ➤ It would be appropriate to choose senior administrators and persons in charge of institutional∂ services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination and planning and development.
- ➤ The management representative should be aware of the institution's objectives, strengths and∂ limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education, in particular.

The Role of the Coordinator

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management.

Operational Features of the IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year and the submission should start after one year from the date of accreditation. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to go in for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken by it.

The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.

Two practices institutionalized at Government College Khertha with IQAC initiatives are: (i) Academic Audit of Departments and (ii) Feedback mechanism.

Academic Audit of Departments

The IQAC initiated the Academic Audit of Departments primarily to take account of teaching-learning and extension processes in all disciplines and to institutionalize documentation and record-keeping of all academic and extension matters of every department. The internal academic audit is conducted by IQAC coordinator every year for fulfillment of IQAC-driven practices toward quality assurance. The process requires a self-regulated assessment of teaching-learning processes anda systematic management of documents of extension activities. The review based audit evaluates the fulfillment of the following procedures in teaching-learning processes and extension activities:

- The IQAC coordinator assesses the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of lesson plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department AND extension activities.
- Teaching methodology, use of ICT facilities, and opportunities for experiential learning are also apprised of at the audit meeting.
- Documents of internal assessment, policy for moderation of marks, steps taken to assist slow learners, and analysis of the results of end-semester examinations are examined meticulously as part of the audit process.
- It also assesses if the teacher-student mentoring program, which provides a meaningful platform for engaging with students and addressing their concerns, takes place regularly.
- The auditors also determine if the laboratories in the college follow proper organization and management procedure; conduct stock verification of laboratory equipment and consumables; examine the status of the AMC of equipment; and check if biochemical, chemical and other laboratory waste are segregated and disposed of as per guidelines.
- Documentation of faculty achievements (paper presentation/participation in faculty development courses, publications, honors and distinctions) is also registered at the audit.
- Documentation of extension activities like various days, jayanti, internal sports activities and events are also registered at the audit.

Feedback mechanism

The IQAC at Government College Khertha has implemented a feedback system for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on. Feedback system is crucial to institutional progression as it allows for self-reflexivity and reform. The submitted feedbacks are analyzed, and measures are taken for reform and redressal. They function as the catalyst for up gradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacity building and enrichment of students. The feedback mechanism at Government College Khertha offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development.

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. Accordingly, IQAC complements the Teaching, Learning activities and modify after taking the review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, up gradation and addition of the requisite material, equipment, infrastructure etc. Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC.

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: (I) Academic Review (II) Teaching and Learning reforms.

Academic Review

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes:

The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every year. The AAA evaluates the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co- curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan;

academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of annual examination results, and so on. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

Review of learning-outcome takes place by evaluating students 'interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and annual examination. Every department presents a report of students' academic performance at the audit meeting. The Internal Assessment Committee also reviews and regulates the practices of evaluation of students (conducted through internal assessments like tests, assignments, presentations, and projects). This exercise is based on the final internal assessment reports submitted by the teachers-in-charge of all departments.

Teaching and Learning reforms:

The IQAC at Government College Khertha encourages and ensures continual reforms in teaching-learning methodologies. It lays impetus on the adoption of ICT and participatory learning in teaching practices.

❖ Teachers use free and trial versions of software like ChemDraw, Argus Lab, and Simulations for virtual laboratory for chemistry; free statistical tools; Tally.ERP 9 for financial accounting; andonline/offline video lecture, short video and others.

❖ Teaching-learning has been supported by various virtual platforms. These tools are used for video-lecture and interaction, sharing study materials, and assessing assignments. Digital library facilities like INFLIBNET-N LIST and other e-resources provide a repository of articles and e-books for teaching and research purposes.

❖ To complement curricular learning, participatory learning and experiential learning takes place through educational tours, industrial visits, field study, film screenings, skill-based workshops and webinars. Apart from this, capacity building programs called "Bouddhik Paricharcha" organized by NSS, Entrepreneurship Development Cell (EDC), Eco Club, Youth Red Cross, RRC and NSS enhance the entrepreneurial, leadership and organizational skills.

❖ Certificate courses in MS Office and Tally, Legal Awareness Program, and other skill-enhancement activities have also sharpened the skill sets of students.

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements**
2. **Collaborative quality initiatives with other institution (s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (IS Certification, NBA)**

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क्रं. /२२8/ 2023   खेरथा, दिनांक 28 / 10 / 2023

आंतरिक गुणवत्ता आदेश 2023 – 24

महाविद्यालय की आंतरिक गुणवत्ता रिपोर्ट तैयार करने हेतु आंकडों का व्यवस्थित संग्रहण एवं विश्लेषण किया जाना है। अतः निम्नानुसार सभी कर्मचारियों को दायित्व सौपते हुए यह अपेक्षा की जाती है कि वे आंबंटित कार्य निर्धारित समय पर पूर्ण करेंगे। विभिन्न विभागों/प्राध्यापकों को आंबंटित कार्यो/दिवसों की कार्यवाही रिपोर्ट, जियोटैग फोटोग्राफ, छात्र नामांकन, मोबाइल नंबर सहित उपस्थिति हस्ताक्षर आदि का संधारण संबंधित प्रभारियों द्वारा किया जायेगा। इस संबंध में की गई कार्यवाही से आई. क्यू.ए.सी. समन्वयक को अवगत करावें।

क्रं.	प्रभारियों के नाम	सौपे गये दायित्व
1	श्री प्रदीप कुमार	महाविद्यालय में कैरियर मार्गदर्शन/कैरियर काउंसलिंग कार्यक्रम/ रोजगार व स्वरोजगार मूलक आयोजन/आंत्रप्रेन्योरशीप व नवचार कार्यक्रम एवं प्लेसमेंट संबंधी गतिविधियॉ एवं छात्रवृत्ति संबंधी रिपोर्ट।
2	श्री रूमलाल	एन.एस.एस. एवं अन्य समितियों व प्रकोष्ठों के गतिविधियों की रिपोर्टिंग तथा महाविद्यालय की आधारभूत संरचना, प्रेस विज्ञप्ति प्रेषण एवं संग्रहण संबंधी रिपोर्ट, राज्य, संभाग, जिला स्तरिय क्रीडा प्रतियोगिताओं में भागीदारी संबंधी प्रतिवेदन।
3	श्री अमित अग्रवाल	महाविद्यालय में सभी संकायो में कक्षावार वार्षिक परीक्षा परिणाम की रिपोर्टिंग एवं उनका विश्लेषण, सभी प्रकार के फीडबैक प्राप्त करना एवं विश्लेषण प्रतिवेदन।
4	श्रीमती विनीता गजभिये	महाविद्यालय में आयोजित शैक्षणिक/गैर शैक्षणिक विभिन्न संकायो के द्वारा आयोजित सभी कार्यक्रमों की रिपोर्ट।
5	श्रीमती यामिनी साहू	महाविद्यालय में संकायवार, कक्षावार यूनिट टेस्ट/ त्रैमासिक/ अर्द्धवार्षिक/आंतरिक प्री यूनिवर्सिटी परीक्षा संबंधी रिपोर्ट
6	सुश्री शोवन्ति बेक	महाविद्यालय में कार्यरत प्राध्यापक द्वारा प्रकाशित रिसर्च पेपर/वर्कशॉप /सेमीनार/कॉफ्रेंस/ पुस्तक आदि की रिपोर्ट एवं अतिथि व्याख्यान (ऑनलाईन/ऑफलाईन) आदि का प्रतिवेदन।
7	श्री कोमल राम रावटे	महाविद्यालय में सकायवार, कक्षावार, वर्गवार प्रवेशित छात्र/छात्राओं से संबंधित आंकडे। सभी संकाय में शैक्षणिक भ्रमण/फिल्ड रिपोर्ट आदि का प्रतिवेदन।
8	सुश्री गायत्री नेताम	महाविद्यालय में इन्डक्सन प्रोग्राम/पी.टी.एम./एल्यूमिनी मिटींग/ महाविद्यालय के सभी संकाय में शैक्षणिक कैलेन्डर अनुसार संपादित कार्य का प्रतिवेदन
9	डॉ. शफिकुन्निसा खान	संकायवार/वर्गवार संदर्भ ग्रंथ, जर्नल्स, पत्रिका, लाईब्रेरी व्यवस्था, वाचनालय एवं विभागीय पुस्तकालय व्यवस्था।
10	श्री मनोज साहू	मेंटर मेंटी रिपोर्ट कक्षावार, शिकायत/सुझाव समिति रिपोर्ट, रेडक्रॉस/रेड रिबन क्लब/ ईको क्लब/ एक्वा क्लब, कार्यालयीन गुणवत्ता वृद्धि एवं अन्य सुविधाएं संबंधी रिपोर्ट

An ISO 21001:2018 Certified Institution

कार्यालय प्राचार्य, शासकीय महाविद्यालय खेरथा ,जिला –बालोद (छ.ग.)

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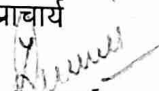
आवश्यक दिशानिर्देश   :–

1. उपरोक्त दायित्वो के अतिरिक्त संबंधित विभाग, महाविद्यालय द्वारा आबंटित विभिन्न आयोजित दिवसों का आयोजन कर प्रतिवेदन के साथ प्रेस विज्ञप्ति भी तैयार करेंगे।

2. त्रैमासिक / अर्द्धवार्षिक तथा सत्रांत परीक्षा आयोजन उपरांत विद्यार्थियों की उपस्थित व परीक्षाफल को आई.क्यू.एस.सी. प्रकोष्ठ के वार्षिक परीक्षाफल रजिस्टर में दर्ज करायेंगे। पूर्व वर्षो के परीक्षाफल रजिस्टर में संबंधित विषय के शिक्षक दर्ज करायेंगे। परीक्षाफल घोषणा के 10 दिवस के अंदर अनिवार्य रूप से किया जाए।

3. सभी संबंधित प्रभारी आबंटित कार्य की जियोटैग फोटोग्राफ, शार्ट विडियो कार्यक्रम के तीन दिवस के अंदर आई.क्यू.एस.सी. प्रकोष्ठ स्थित कम्प्यूटर में श्री खिलेन्द्र कुमार की सहायता से लोड करवायेंगे। एक प्रति अपने पास भी सुरक्षित रखेंगे।

4. कार्यक्रमों के संबंधित जियोटैग फोटोग्राफ, शार्ट विडियो आदि में अपलोड करवाने की जिम्मेदारी संबंधित प्रभारी की ही होगी अतः कार्यक्रम के उपरांत तत्काल श्री प्रणोद को आवश्यक फोटो / विडियो देकर अपने सामने ही उसे अपलोड करवायेंगे।

समन्वयक, आई.क्यू.एस.सी.
Co-ordinator, I.Q.A.C
Govt. College Khertha, Distt. Balod

क्रं.   / 236 /2023

प्रतिलिपि

Principal,
Govt. College Khertha
Distt. Balod (C.G.)

प्राचार्य

प्राचार्य,
शासकीय महाविद्यालय, खेरथा
जिला बालोद (छ. ग.)

1. समन्वयक, आई.क्यू.एस.सी., शासकीय महाविद्यलय खेरथा।

2. संबंधित अधिकारियों / कर्मचारियों को पालनार्थ।

प्राचार्य

A-02

कार्यालय प्राचार्य, शासकीय महाविद्यालय खेरथा,
जिला. बालोद (छ0ग0)

(कार्यपूर्णता विवरण)

(Action-Taken Report)

दिनांक 27.06.23

दिनांक 19.04.23 एवं 20.04.23 के बैठको को
क्रियान्वित करते हुए Physical facility के
अंतर्गत छात्र/छात्राओं की संख्या के आधार
पर पर्याप्त टेबल, चेयर की व्यवस्था तथा समस्त
क्लास रूम को Audio/Vidual बनाने हेतु
शासन के पत्र के माध्यम से estimate बनाकर
पत्राचार किया गया। लाइब्रेरी के Automation
हेतु बजट एवं Software के समिति की
बैठक आयोजित कर उच्च शिक्षा विभाग से
पत्राचार किया गया।
सत्र 2022-23 मे भरे
जाने वाले छात्रवृति योजनाओं मे पोस्टमैट्रिक,
NSP के अंतर्गत BPL Scholorship, Santkar
Scholorship, अल्पसंख्यक तथा दिव्यांग
छात्रवृति की सूचना से छात्र/छात्राओं को
अवगत कराया गया।

Coordinator, I.Q.A.C
Govt. College Khertha, Distt. Balod

Principal,
Govt. College, Khertha,
Distt. Balod (C.G.)

कार्यालय प्राचार्य, शासकीय महाविद्यालय खैरथा जिला. बालोद (छ०ग०)

॥ बैठक ॥ दिनांक . 15।09।23

आज्ज दिनांक 15।09।23 को दोपहर 3.00 बजे IQAC की प्रथम बैठक महाविद्यालय के प्राचार्य कक्ष में आयोजित की गई जिसमें एजेण्डावार निम्न मीनट्स पर चर्चा की गई :—

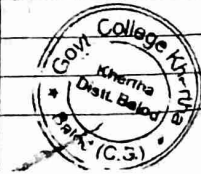| क्र.	एजेण्डा	मीनट्स	कार्यपूर्णता रिपोर्ट
①	AQAR Submission	1. सत्र 2022-23 का प्रभारी को निर्धारित तथ्य हेतु निर्देशित किया गया। AQAR भरने तथा सत्र का कार्य प्रारंभ करने हेतु गई।	AQAR भरने IQAL सीमा में सनमीट करने सत्र 2022-23 का सत्र 2023-24 का AQAR जानकारी प्रदान की गई	दिनांक 27.10.23 तक सत्र 2022-23 के AQAR के व्याप criteriawise upload कर समस्त टेम्प्लेट भरने का कार्य पूर्ण कर लिया गया है
		2. AQAR से संबंधित धारककर अतिथि शिक्षको को पूर्ण करने निर्देश दिए	कार्य को क्राइटेरियावार का सहयोग लेकर गए।	समस्त क्राइटेरिया में अतिथि शिक्षको की सहायता से कार्य पूर्ण किया गया तथा criteriawise रिपोर्टिंग को
		3. AQAR के Qualitative विनिता गर्भमिश्र को करने हेतु निर्देशित किया	मॉनिटल को श्रीमती राइप कर चैक गया।	श्रीमती विनिता गर्भमिश्र (अ०प्रा० अंग्रेजी) से चैक किया गया।
		4. AQAR से संबंधित समय-सीमा में करने गए।	समस्त कार्य निर्धारित हेतु निर्देश दिए	

②	Academic and Administrative Audit (AAA)	1 Academic and Administrative Audit हेतु क्राइटेरियावार विश्लेषण कर SWOC Analysis करने तथा बाह्य ऑडिटर से Audit करने हेतु निर्देश दिए गए।	Academic and Administrative Audit हेतु Criteriawise SWOC Analysis सम्बन्धी ड्राफ्ट बनाकर IQAC Co-ordinator के समक्ष प्रस्तुत किया गया।
		2. Administrative Audit हेतु formate तैयार कर module बनाने के संबंध में आवश्यक निर्देश दिए गए।	IQAC Co-ordinator द्वारा module व External expert हेतु शा. महा. विद्यालय गुप्तांकगांव एवं स्थानीय महा. अधिकारियों से संपर्क किया गया।
③	WORKSHOP OF WOODEN ARTS and CRAFT	1. skill Enhancement के लिए wooden Arts and Craft के संबंध में workshop आयोजित करने श्री अमित अग्रवाल को निर्देशित किया गया।	skill Enhancement हेतु "wooden Arts & Craft program" 6 दिवसीय दिनांक 25-09-23 से 30-09-23 तक आयोजित किया गया। जिसमें "प्राचार्य शास. महाविद्यालय मंगचुआ श्री वाय.एस. चुरेन्द्र द्वारा छात्र/छात्राओं को प्रशिक्षण प्रदान किया गया।
		2. workshop "Bastar wooden Arts and Craft" पर आयोजित करने तथा Resource person से संपर्क करने श्री कोमल वाघे एवं श्री अमित अग्रवाल को निर्देशित किया गया।	प्रशिक्षण के पश्चात छात्र/छात्राओं की परीक्षा आयोजित कर सर्टिफिकेट प्रदान किया गया।
		3. workshop का module wise Brosher बनाने के संबंध में निर्देश दिए गए।	

(4) feedback

1 समस्त कार्यक्रम का format तैयार करने निर्देशित किया गया।

2. IQAC प्रभारी द्वारा अनुशासन समिति एवं को सुझाव पेटी के कर feedback पर निर्देश दिए।

3. Employer feedback भिजवाकर प्रस्तुत IQAC के संबंध में निर्देश

feedback लेने हेतु IQAC प्रभारी को

छात्र/छात्राओं हेतु शिकायत निवारण समिति आवेदनों का निपटान विशेष ध्यान हेतु

को समय-सीमा को के समक्ष प्रस्तुत करने प्रभारी किए गए।

महाविद्यालय के छात्र छात्राओं द्वारा प्रस्तुत किया भरकर submit किया गया जिससे Student satisfaction survey" रिपोर्ट बनाया गया।

Employer feedback हेतु employer's से संपर्क कर feedback form प्रदत्त किया गया।

उक्त बैठक में IQAC के निम्न सदस्यगण एवं शिक्षक उपस्थित रहे :—

1. श्री प्रदीप कुमार -
2. श्री रूमलाल -
3. श्री कमल गावरे -
4. श्री आभेत अग्रवाल -
5. श्री मनोज साहू -
6. श्रीमती गायत्री मोताम -
7. श्रीमती देवप्रभा साहू -
8. " विनिता गर्वाभरण -
9. " सामिती साहू -
10. डॉ. शाहिदुन्निशा

Govt. College Khertha
Khertha
Distt. Balod
Balod (C.G.)

Co-ordinator, I.Q.A.C.
Govt. College Khertha, Distt. Balod

Govt. College K.
Khertha
Distt. Balod
Balod (C.G.)

भारयं,
शासकीय महाविद्यालय, खेरथा
जिला बालोद (छ. ग.)
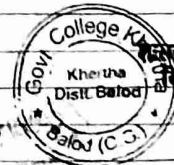
कार्यालय प्राचार्य, शासकीय महाविद्यालय खेरथा जिला- बालोद (छ.ग.)

|| बैठक ||

दिनांक 03/10/23

आज दिनांक 03/10/23 को दोपहर 3.30 बजे IQAC की बैठक आयोजित की गई जिसमें निम्न एजेण्डा पर चर्चा की गई।

स.क्र.	एजेण्डा	मीनट्स		कार्यवाही रिपोर्ट
01	AQAR	1. सत्र 2022-23 का का कार्य समय सीमा में पूर्ण करने हेतु निर्देशित श्रीमती विनिता गव्यभिरस को तक पूर्ण करने	AQAR Submission पूर्ण करने किया गया जिसे गव्यभिरस को 10/10/23 हेतु निर्देश दिस गयस।	सत्र 2022-23 AQAR का कार्य श्री प्रदीप कुमार द्वारा पूर्ण किया गया।
02	Academic, Green Audit	2. AAA, Green Audit हेतु External Audit हेतु श्री रमलाल को निर्देशित किया गया। Audit कराने हेतु समस्त विभाग को निर्देशित किया गया।	External डाट्रीयावार संबंधित समस्त विभाग को	AAA, Green Audit हेतु External expert से संपर्क कर Team तैयार किया गया।
03	NIRF	3 NIRF 2024 में Re-registration करने हेतु ... को निर्देशित किया गया। एक सप्ताह के भीतर रिपोर्ट प्रस्तुत करने हेतु निर्देश दिए गए।	overall, College Reregistration करने हेतु IQAC प्रभारी को	NIRF 2023-24 हेतु Registration का कार्य पूर्ण कर लिया गया है जिसका खिरण प्राचार्य के समक्ष प्रस्तुत किया गया।
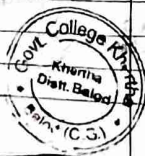
| 04. | VAC | 1. सत्र 2023-24 में नए Value Added Course | 1. Zoology Department की ओर से "Soil Testing |

04. VAC

1. सत्र 2023-24 में नए प्राणीशास्त्र स्वं समाज शास्त्र विभाग की ओर से प्रारंभ करने हेतु समिति के समक्ष हिन्दी विभाग द्वारा "हिन्दी टायपिंग कोर्स," प्राणीशास्त्र विभाग द्वारा "Water testing and Analysis" तथा Soil testing and Analysis" के syllabus को Approve किया गया।

2. Hindi Typing Course 34 hrs. स्वं Soil testing & Analysis 30 hrs water testing & Analysis 30 hrs. तथा mm. 100 का syllabus को 10 hrs से स्वीकृति दी गई।

3. Bastar wooden & Arts & Craft का 30 hrs. Workshop Commerce स्वं Political Science Department के तत्वावधान में Value Added Course महाविद्यालय में संचालित किया गया।

4. Workshop समाप्ति के पश्चात कार्यशालाओं का पंजीयन आयोजित कर सर्टिफिकेट वितरण करने श्री कोमल बावटे को निर्देशित किया गया।

05 Result Analysis

1. शिक्षकवार परीक्षा परिणाम विश्लेषण कर रिपोर्ट प्रस्तुत करने हेतु शिक्षकों को निर्देशित किया गया।

1. Zoology Department की ओर से "Soil Testing & Analysis" एवं "Water Testing & Analysis" VAC Course प्रारंभ किया गया तथा Hindi Department की ओर से "Hindi Typing" VAC प्रारंभ किया गया।

'Bastar wooden Arts & Craft' VAC Complete होने के पश्चात छात्रों छात्राओं का पंजीयन लेकर सर्टिफिकेट वितरित किए गए।

शिक्षकवार Result Analysis पर Report प्रस्तुत किए गए।

02. AISHE एवं NIRF के अनुसार Result Analysis निकालने हेतु IQAC प्रभारी को निर्देशित किया गया।

Result Analysis Report तैयार कर एवं AISHE एवं NIRF भरने श्री प्रदीप कुमार द्वारा किया गया।

06. Experiential learning

01. समस्त शिक्षकों को कक्षावार एवं विषयवार प्रोजेक्ट बनाने एवं आंतरिक मूल्यांकन परीक्षा में 40% अंक व्याख्यात्मक देने हेतु छात्रों के मध्य सूचित करने के संबंध निर्देश जारी किए गए।

कक्षावार एवं विषयवार प्रोजेक्ट समस्त छात्रों को टॉपिक निर्देशित किया गया तथा नवम्बर माह में project जमा करने हेतु निर्देशित किया गया।

02 नया VAC course "Basic Computer Skill" के नए पाठ्यक्रम को चालू कराने हेतु अनुमोदन किया गया।

07. AAA

01. Academic Audit and Administrative Audit बाह्य Agency से कराने हेतु निर्देश दिए गए।

08. Mentor/Mentee

01. Mentor/Mentee meet के परिणाम का विश्लेषण करते हुए कक्षावार छात्रा छात्रा रिपोर्टर सर्वोच्च अंक पानेवाले विद्यार्थियों को बनाने हेतु निर्देश दिए गए।

सभी कक्षाओं में सर्वोच्च अंक पाने वाले छात्रों को रिवार्ड निर्धारित बनाया गया।

02 B.Sc. III की कक्षा में Projector लगवाने हेतु श्री योगेश्वर साहू को निर्देशित किया गया।

B.Sc. III year में Projector लगवाया गया।
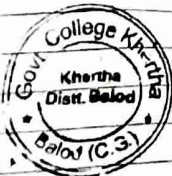
| Os | छात्र/छात्राओं को की सूचना समय सूचित करने हेतु किया गया। | महाविद्यालय में अवकाश का ध्यान रखते हुए शिक्षकों को निर्देशित | कक्षावार whatsapp group के माध्यम से अवकाश की सूचना प्रदान की गई। |

बैठक में निम्न सदस्यगण उपस्थित रहे :-

1. श्री प्रदीप कुमार
2. श्री मनोज साहू   - M.K.
3. श्री कमलाल   V.16.23
4. श्री योगेश्वर साहू
5. श्री कोमल राम रावटे
6. श्रीमती यामिनी साहू
7. श्रीमती विनिता गर्जभिन्न
8. कुमारी गायत्री नेताम   - 24/10/2023
9. श्रीमती देवप्रभा साहू
10. कुमारी कीर्तनी बोक
11. डॉ. शाहिदुन्निशा खेलोन

01/11/23

Principal,
Govt. College, Khertha
Distt. Balod (C.G.)

Co-ordinator, I.Q.A.C
Govt. College Khertha, Distt. Balod

Govt. College Khertha
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