



The meeting of the Internal Quality Assurance Cell (IQAC) was held on 22 June 2019 (Saturday) in the IQAC room (B-107) at 3.00 pm.

**MEMBERS PRESENT:**

<b>Principal &amp; Chairperson</b>	Dr. Raksha Singh
<b>NAAC Co-ordinator</b>	Dr. J Durga Prasad Rao, <i>JDR</i> Additional Director & Head, Computer Science
<b>IQAC Co-ordinator</b>	Mr. Sandeep Jashwant, <i>SJ</i> Assistant Prof & Head, Management

**IQAC members:**

1. Dr. Archana Jha, Assistant Prof & Head, Hindi *AJha*
2. Dr. Anita Pandey, Assistant Prof & Head, Commerce *AP*
3. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce *SKD*
4. Dr. Virendra Kumar Singh, Sports Officer *VKS*
5. Dr. Rahul Mene, Assistant Prof & Head, English *RM*
6. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics *PS*
7. Dr. Vandana Singh, Assistant Prof, Education *V.S.*
8. Dr. Rachana Choudhary Assistant Prof & Head, Microbiology **ABSENT**
9. Dr. Sonia Bajaj, Assistant Prof & Head, Zoology *SB*
10. Mr. Pawan Kumar Sahu, Administrative staff *PKS*
11. Mrs. Soniya Verma, Administrative staff *SV*

**External Members:**

1. Mr. Vikesh Mishra, Dy. Divisional Manager, Dhavalas Agribusiness Consortium Ltd, Bhilai (Local Society) *Vikesh*
2. Mr. Vijay Narayan Dwivedi, Ex AGM Bhilai Steel Plant (Parent, Stakeholder) *VN*
3. Mr. Torit Sarkar (Parent, Stakeholder) *Torik*

4. Mr. Vaibhav Singh Chandel (Alumni, Member) **ABSENT**

5. Mrs. Usha Sao (Student Member, B.Ed.) 

The members Dr. Rachana Choudhary and Mr. Vaibhav Singh Chandel were not present in the meeting due to their preoccupations.

#### **Agenda:**

1. Confirmation of the minutes of the previous meeting.
2. To prepare the Annual Teaching Plan as per Academic Calendar prescribed by the Directorate of Higher Education Govt. of Chhattisgarh
3. To re-constitute the working committee for the preparation of NAAC 3<sup>rd</sup> Cycle as per new guidelines.
4. Conduct Certificate Training Programme
5. Planning to conduct Green and Energy Audit in the college campus
6. Establishment of Research Centre
7. Signing up of MoU with International/National level Institution/organization
8. Provision of College Scholarship/Freeship to deserving students as per rule
9. Any other point with the consent of the chair

#### **Minutes of IQAC Meeting**

##### **Meeting 1:- 22 June 2019**

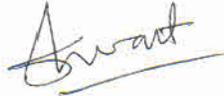
1. The IQAC confirmed the minutes of the previous meeting held on **27 April 2019**
2. It has been decided to prepare department wise annual teaching plan as per schedule released by the Directorate of Higher Education Govt. of Chhattisgarh
3. To re-constitute the working committee for NAAC 3<sup>rd</sup> Cycle which will shoulder the responsibility of collecting and compiling the requisite data from the departments for submission of IIQA and SSR in NAAC portal.
4. It was decided to conduct Certificate Training Programme in the Department of Education, Computer Science, Microbiology, Hindi, English and Management for the purpose of skill development and employability among students.
5. It was decided to conduct Green & Energy Audit of the college campus and proposal has been invited from certified firm in this regard.
6. Process has been initiated for the establishment of Research Centre in the subjects Commerce, Education and Computer Science.

7. It was decided to sign MoUs with the institution/organization of International/National importance for the overall development of the student and staff of the college.
8. It was decided to give College Scholarship/Freeship to the deserving students as per policy framed by the IQAC
9. Any other matter with the permission of the chair (i)Preparation of API as per UGC Regulations, July 2018 so in accordance with that every teaching staff members should update their API for the academic year 2019-2020 with necessary evidences, on or before the document verification date decided by the IQAC before completion of the academic year.
- 10 In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the Co-ordinator.

### Action Taken Report

Resolutions	Action Taken
Preparation of Annual Teaching Plan for the upcoming academic session.	It has been decided to prepare department wise annual teaching plan as per schedule released by the Directorate of Higher Education Govt. of Chhattisgarh.
To re-constitute the working committee for NAAC 3rd Cycle.	Reconstitution of working committee were formed for NAAC 3rd Cycle which will shoulder the responsibility of collecting and compiling the requisite data from the departments for submission of IIQA and SSR in NAAC portal.
Conduct Certificate Training Programme	It was decided to conduct Certificate Training Programme on <i>Painting, Intensive English Communication Language, Aatma Darshan, Hardware, Cultivation of Edible Mushroom, and Research Methodology</i> organized by the Department of <i>Education, English, Hindi, Computer Science, Microbiology, and Management</i> respectively for the purpose of skill development and employability among students.
Planning to conduct Green & Energy Audit of the college campus	It was decided to conduct Green & Energy Audit of the college campus and proposal has been invited from certified firm in this regard.
Establishment of Research Centre	Process has been initiated for the establishment of Research Centre in the subjects Commerce, Education and Computer Science.

Signing of MoUs with the institution/organization of International/National importance	Successfully signed MoU with <i>ShereBangla Agricultural University Dhaka Bangladesh, Lab of Medicinal Plant Research, Department of Biotechnology, Kathmandu University Nepal, Enriched Soil and Soul OPC Pvt. Ltd. Gurgaon Haryana, Centre for Molecular Biology Research, Bhopal (M.P.), Dhote Bandhu Science College Gondia (Maharashtra), Bhilai Institute of Technology Durg and CAD Academy Bhilai.</i>
Invite Application for IQAC Scholarship/Freeship for the upcoming academic session	It was decided to give College Scholarship/ Freeship to the deserving students as per policy framed by the IQAC



**Co-ordinator**  
Internal Quality Assurance Cell  
Shri Shankaracharya Mahavidyalaya  
Junwani, BHILAI (C.G.)




**Dr. Raksha Singh**  
Principal  
Shri Shankaracharya Mahavidyalaya  
Junwani, Bhilai (C.G.)



The meeting of the Internal Quality Assurance Cell (IQAC) was held on 03 September 2019 (Tuesday) at 11.00 a.m. in the IQAC Room (B-107)

**MEMBERS PRESENT:**

**Principal & Chairperson** : Dr. Raksha Singh

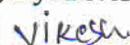
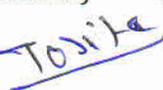
**NAAC Co-ordinator** : Dr. J Durga Prasad Rao,   
Additional Director & Head, Computer  
Science

**IQAC Co-ordinator** : Mr. Sandeep Jashwant,   
Assistant Prof & Head, Management

**IQAC members:**

1. Dr. Archana Jha, Assistant Prof & Head, Hindi 
2. Dr. Anita Pandey, Assistant Prof & Head, Commerce 
3. Dr. Subodh Kumar Dwivedi Assistant Prof, Commerce 
4. Dr. Virendra Kumar Singh, Sports Officer 
5. Dr. Rahul Mene, Assistant Prof & Head, English 
6. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics 
7. Dr. Vandana Singh, Associate Professor, Education 
8. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology 
9. Dr. Sonia Bajaj, Assistant Prof & Head, Zoology **ABSENT**
10. Mr. Pawan Kumar Sahu , Administrative staff 
11. Mrs. Soniya Verma, Administrative staff 

**External Members:**

1. Mr. Vikesh Mishra, Dy. Divisional Manager, Dhavalas Agribusiness Consortium Ltd[Local society] 
2. Mr. Vaibhav Singh Chandel (Alumni member) 
3. Mr. Torit Sarkar(Parent, Stakeholder) 

4. Mr. Vijay Narayan Dwivedi, Ex AGM Bhilai Steel Plant (Parent, Stakeholder)
5. Mrs. Usha Sao (Student Member, B.Ed.) **ABSENT**

The members Dr. Sonia Bajaj and Mrs. Usha Sao were not present in the meeting due to their preoccupations.

#### **Agenda:**

1. Confirmation of the minutes of the previous meeting.
2. Registration for NIRF India Ranking 2020.
3. Initiate the preparation of All India Survey on Higher Education (AISHE) data for the session 2019-2020
4. Propose to organise an International Conference/Seminar/Workshop
5. SWOC analysis of each faculty.
6. Result Analysis for the session 2018 -19.
7. Copy Right and Patent culture to be promoted amongst the teachers and students.
8. Guidelines for Internal Administrative Audit be set.
9. Go Green concept be promoted in the college campus with the production of Bio-Enzymes and Solid Waste Management initiative.
10. Any other point with the permission of the chair.

#### **Minutes of IQAC Meetings & Action Taken Report**

##### **Meeting 2:- 03 September 2019**

1. The IQAC confirmed the minutes of the previous meeting held on **22 June 2019**.
2. Committees were formed to take care of NIRF India Ranking 2020 in the category *Overall* and *College* level and upload relevant data accordingly.
3. All the departments has been informed to provide relevant data to the Nodal Officer for uploading in MHRD All India Survey on Higher Education (AISHE) portal for the session 2019-2020.
4. All the departments are informed to prepare a proposal for organising an International Conference/Seminar/Workshop from various funding agencies like UGC, ICSSR, NAAC, CCOST etc.

5. SWOC analysis of all the departments including NSS, NCC and TPA (Training & Placement) is conducted by the IQAC members and given some suggestion to departments for further improvement.
6. Discussion on Result Analysis for the session 2018-2019 has been done and the departments who have performed well has been appreciated and others are advised to improve. IQAC members suggested that the underperforming students should take the help of the respective departmental staff members for the improvement in their results.
7. Departments are advised to organize Guest Lecture/ Invited Talk on copyright and patent culture for all areas of study as per their interest.
8. Guidelines for Internal Administrative Audit discussed with the office staff for further improvement as per revised NAAC guidelines for proper maintenance of office records like service book, cash book, bank book, journal voucher, EPF, ESIC, TDS records etc.
9. IQAC members were informed about green audit and to promote the use and production of Bioenzymes and Solid Waste Management popular in our area of influence as it is also related to environmental sustainability.
10. Any other matter with the permission of the chair (i) Department of Microbiology & Zoology will be organising a Seven Day National Workshop on "*Trends on Solid Waste Management & Biology: Approaches to a Serene World*" from **03-09 December 2019** which focuses on Conservation of Wildlife, Snake and Ecological Balance, Solid Waste Management and their methodologies, DNA extraction, RAPD/RFLP technique, mushroom cultivation etc.
11. In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the co-ordinator.

### Action Taken Report

Resolutions	Action Taken
Registration done for NIRF India Ranking 2020 in the category <i>Overall</i> and <i>College</i> level	Committees were formed to take care of NIRF India Ranking 2020 in the category <i>Overall</i> and <i>College</i> level and upload relevant data accordingly.
Preparation for uploading of data in MHRD All India Survey on Higher Education (AISHE) portal for the	All the departments has been informed to provide relevant data to the Nodal Officer for uploading in MHRD All India Survey on Higher

session 2019-2020.	Education (AISHE) portal for the session 2019-2020.
Proposal for organising an International Conference/Seminar/Workshop from various funding agencies like UGC, ICSSR, NAAC, CCOST etc.	Department of Microbiology & Zoology will going to organise a Seven Day National Workshop on " <i>Trends on Solid Waste Management &amp; Biology: Approaches to a Serene World</i> " from <b>03-09 December 2019</b> and further, Department of Microbiology is also planning to organise an <b>International Conference</b> in the month of Jan.-Feb. 2020 on the topic <b>A New Microbiome Research Era for Human Welfare Cure of Infectious Diseases</b> and proposal has been sought from CCOST (Chhattisgarh Council of Science and Technology, Raipur) for the same.
SWOC analysis of all the departments including NSS, NCC and TPA (Training & Placement)	SWOC analysis of all the departments including NSS, NCC and TPA (Training & Placement) was conducted by the IQAC members and given some suggestion to departments for further improvement.
Discussion on Result Analysis for the session 2018-2019	Discussion on Result Analysis for the session 2018-2019 has been done and the departments who have performed well has been appreciated and others are advised to improve. IQAC members suggested that the underperforming students should take the help of the respective departmental staff members for the improvement in their results.
Organize Guest Lecture/ Invited Talk on copyright and patent culture	Departments are advised to organize Guest Lecture/ Invited Talk on copyright and patent culture for all areas of study as per their interest.
To conduct Internal administrative Audit as per revised NAAC guidelines	Guidelines for Internal administrative Audit discussed with the office staff for further improvement as per revised NAAC guidelines for proper maintenance of office records like service book, cash book, bank book, journal voucher, EPF, ESIC, TDS records etc.
Initiation of Green & Energy Audit and	IQAC members were informed about the

production and use of Bioenzymes and Solid Waste Management	conduct of Green & Energy Audit from certified Energy Auditor of the college campus and similarly to promote the use and production of Bioenzymes and Solid Waste Management popular in our area of influence as it is also related to environmental sustainability.
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**Co-ordinator**  
Internal Quality Assurance Cell  
Shri Shankaracharya Mahavidyalaya  
Junwani, BHILAI (C.G.)



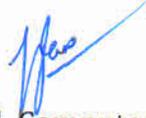
**Dr. Raksha Singh**  
Principal  
Shri Shankaracharya Mahavidyalaya  
Junwani, Bhilai (C.G.)

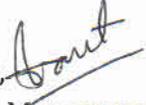


Emergent Meeting of the IQAC members was held on 21 April 2020 (Tuesday) at 10.00 a.m. in the IQAC Room No. B-107

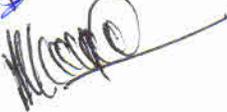
**MEMBERS PRESENT:**

**Principal & Chairperson** : Dr. Raksha Singh

**NAAC Co-ordinator** : Dr. J Durga Prasad Rao,   
Additional Director & Head, Computer Science

**IQAC Co-ordinator** : Mr. Sandeep Jashwant,   
Assistant Prof & Head, Management

**IQAC members:**

1. Dr. Archana Jha, Assistant Prof & Head, Hindi 
2. Dr. Anita Pandey, Assistant Prof & Head, Commerce 
3. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce 
4. Dr. Virendra Kumar Singh, Sports Officer 
5. Dr. Rahul Mene , Assistant Prof & Head, English **ABSENT**
6. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics 
7. Dr. Vandana Singh, Assistant Prof, Education 
8. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology 
9. Dr. Sonia Bajaj, Assistant Prof & Head, Zoology 
10. Mr. Pawan Kumar Sahu , Administrative staff 
11. Mrs. Soniya Verma, Administrative staff 

### External Members:

1. Mr. Vikesh Mishra, Dy. Divisional Manager, Dhavalas Agribusiness Consortium Ltd, Bhilai (Local Society) *Vikesh*
2. Mr. Vijay Narayan Dwivedi, Ex AGM Bhilai Steel Plant (Parent, Stakeholder) **ABSENT**
3. Mr. Torit Sarkar (Parent, Stakeholder) **ABSENT**
4. Mr. Vaibhav Singh Chandel (Alumni, Member) *V*
5. Mrs. Usha Sao (Student Member, B.Ed.) *Usha*

The members Dr. Rahul Mene, Mr. Vijay Narayan Dwivedi and Mr. Torit Sarkar were not present in the meeting due to their preoccupations.

### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Revision of Fees Structure for the forthcoming session 2020-2021 in view of COVID-19 Pandemic.
3. Commencement of Online classes for UG & PG semester students from the first week of April due to the nationwide lockdown in view of Corona Virus.
4. Appointment of Teaching Staff as State Level Nodal Officers for PG Online Classes
5. Application for the Recognition of a Research Centre in the institution.
6. Any other point with the permission of the chair

### Minutes of IQAC Meetings & Action Taken Report

#### Meeting 3:- 21 April 2020

1. The IQAC confirmed the minutes of the previous meeting held on **03 September 2019**.
2. The fees structure was tabled and agreed upon by all the IQAC members and it was decided that only the tuition fees will be charged from the students in the coming session 2020-2021 due to the outrage of COVID-19 Pandemic.
3. It was decided to conduct online classes for UG & PG students and thereby complete the remaining syllabus at the earliest due to nationwide lockdown in view of Covid-19 Pandemic.
4. Dr Raksha Singh (Director & Principal), Dr J Durga Prasad Rao Addl. Director & HoD Computer Science, Dr Neera Pandey Professor & HoD Education, Dr Vandana Singh

Assistant Professor (Education), Dr Rachana Choudhary Assistant Professor & HoD Microbiology and Dr Laxmi Verma Assistant Professor (Education) has been appointed as State Level Nodal Officer/members by the Department of Higher Education for preparation and uploading of Video Lectures, PDF notes for UG/PG classes in the <https://cgschool.in> portal under title "पढ़ई तुंहर दुआर" (*Teaching at your doorstep*) along with the affiliating university website.

5. Application for the Recognition of a Research Centre in the subjects: Commerce, Education and Computer Science is sought from Hemchand Yadav University, Durg as per their Notification No./555/Acad./Res./2020, Durg Dated 03 January 2020 under **Revised Regulation No. 107**
6. Any other point with the permission of the chair:
  - (i) During discussion the IQAC chairperson informed the members that college has bagged 3<sup>rd</sup> Position for *Cleanliness Drive in College Campus* organized by Hemchand Yadav Viswavidyalaya, Durg for its affiliated colleges on the occasion of 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi.
  - (ii) During discussion in the meeting IQAC coordinator informed the members that NSS and NCC unit of the college will actively participated in the awareness programme initiated from govt. agencies from time to time and teachers are involve in taking online classes through College You Tube Channel, online classes conducted for semester classes through virtual platforms like google meet, zoom etc and study notes from home in SSMV AARAMBH APP and students WhatsApp groups.
  - (iii) A one-day virtual motivational workshop for faculties will be organized in the month of June on the topic "***Stay Strong, Stay Positive for Teachers***". Renowned Motivational Speaker Dr Harrish Sairaman (Mumbai) will host this workshop. As today the teaching fraternity are facing challenge with how to reduce anxiety and stress due to pandemic.
7. In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the co-ordinator. Further, meeting was held adhering to strict social distancing norms issued from central/state government.

#### Action Taken Report

Resolutions	Action Taken
Implementation of Fee Structure for the session 2020-2021	The fees structure was tabled and agreed upon by all the IQAC members and it was decided that only the tuition fees will be charged from the students in the coming session 2020-2021 due to the outrage of COVID-19 Pandemic.
Virtual classes for UG & PG students for their left over syllabus	It was decided to conduct online classes for UG & PG students and thereby complete the remaining syllabus at the earliest due to nationwide lockdown in view of Covid-

	19 Pandemic.
Appointment of State Level Nodal Officer/Members for preparation and uploading of Video Lectures, PDF notes for UG/PG classes on virtual platform	Dr Raksha Singh (Director & Principal), Dr J Durga Prasad Rao Addl. Director & HoD Computer Science, Dr Neera Pandey Professor & HoD Education, Dr Vandana Singh Assistant Professor (Education), Dr Rachana Choudhary Assistant Professor & HoD Microbiology and Dr Laxmi Verma Assistant Professor (Education) has been appointed as State Level Nodal Officer/members by the Department of Higher Education for preparation and uploading of Video Lectures, PDF notes for UG/PG classes in the <a href="https://cgschool.in">https://cgschool.in</a> portal under title "पढ़ई तुंहर दुआर" (Teaching at your doorstep) along with the affiliating university website.
Application for Recognition of Research Centre in the subjects: Commerce, Education and Computer Science	Applied for the Recognition of a Research Centre in the subjects: Commerce, Education and Computer Science from Hemchand Yadav University, Durg as per Revised Notification <b>Regulation No. 107 No./555/Acad./Res./2020, Durg Dated 03 January 2020.</b>

  
**Co-ordinator**  
 Internal Quality Assurance Cell  
 Shri Shankaracharya Mahavidyalaya  
 Junwani, BHILAI (C.G.)



  
**Dr. Raksha Singh**  
 Principal  
 Shri Shankaracharya Mahavidyalaya  
 Junwani, Bhilai (C.G.)



The meeting of the IQAC members was held on 26 May 2020 (Tuesday) at 1.30 p.m. in the IQAC Room No. B-107

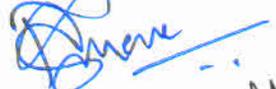
**MEMBERS PRESENT:**

**Principal & Chairperson** : Dr. Raksha Singh

**NAAC Co-ordinator** : Dr. J Durga Prasad Rao,   
Additional Director & Head, Computer Science

**IQAC Co-ordinator** : Mr. Sandeep Jashwant,   
Assistant Prof & Head, Management

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3. Dr. Subodh Kumar Dwivedi, Assistant Prof, Commerce 
4. Dr. Virendra Kumar Singh, Sports Officer 
5. Dr. Rahul Mene, Assistant Prof & Head, English 
6. Mrs. Preeti Shrivastava, Assistant Prof & Head, Mathematics 
7. Dr. Vandana Singh, Assistant Prof, Education 
8. Dr. Rachana Choudhary, Assistant Prof & Head, Microbiology 
9. Dr. Sonia Bajaj, Assistant Prof & Head, Zoology 
10. Mr. Pawan Kumar Sahu, Administrative staff 
11. Mrs. Soniya Verma, Administrative staff 

### External Members:

1. Mr. Vikesh Mishra, Dy. Divisional Manager, Dhavalas Agribusiness Consortium Ltd, Bhilai (Local Society) **ABSENT**
2. Mr. Vaibhav Singh Chandel (Alumni, Member) **ABSENT**
3. Mr. Vijay Narayan Dwivedi, Ex AGM Bhilai Steel Plant (Parent, Stakeholder) 
4. Mr. Torit Sarkar (Parent, Stakeholder) **ABSENT**
5. Mrs Usha Sao (Student Member, B.Ed.) 

The members Mr. Vikesh Mishra, Mr. Vaibhav Singh Chandel and Mr. Torit Sarkar were not present in the meeting due to their preoccupations.

### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Admissions for the New Session 2020-2021.
3. Planning of Organising International/National Webinars during this Pandemic
4. Analysis of new AQAR guidelines by NAAC for 2020-21 and documentation for AQAR 2019-20
5. Discussion on e-content development and strengthening of E Learning activity
6. Any other point with the permission of chair.

### Minutes of IQAC Meeting & Action Taken Report

#### Meeting 4: 26 May 2020

1. The IQAC confirmed the minutes of the previous meeting held on **21 April 2020**.

#### Announcement:

- ✓ One Day **International** Webinar on "*Cybernetics in Fitness: With Special reference to COVID-19 Pandemic*" will be organized by the Department of Computer Science & Sports, in joint collaboration with Indian Federation of Computer Science in Sports, Hyderabad & International Federation of Physical Education, Fitness and Sports Science Association, Hyderabad on 09 June 2020.
- ✓ One Day **International** Webinar on "*Exploring New Possibilities During Covid-19 Crisis*" will be organized by IQAC (Internal Quality Assurance Cell) of the college in

association with International Federation of Physical Education, Fitness and Sports Science Associations, Hyderabad on 27 June 2020.

1. The Admission issues for the session 2020-2021 was discussed and it was already decided that except tuition fee no other fees will be charged from the students however, an advance amount of Rs.1000.00 (One Thousand Only) be taken towards admission of first year and balance amount will be deposited by them in instalments. (UG & PG due to Covid -19 challenges)
2. IQAC discussed on organizing International/National webinars. The intention was to broaden the branches of knowledge and fruitful development towards potential quality for faculty members in challenging times of teaching and learning. The webinars should be pertinent and generate interest among faculty members. IQAC Team's discussion was focused on precise steps to be taken and to take measures to make sure these activities are highly productive. The discussion also centered on how reduce the anxiety and stress due to covid-19 lockdown and to prepare faculty members to teach in fully online platforms. They were also encouraged to participate in International/National webinars/conferences/workshops and FDPs organized by other reputed institution to improve on the subject knowledge and better exposure to in-depth information as well as to get versed with new technology.
3. The point of discussion was the revised guidelines for AQAR framed by NAAC to be implemented from academic year 2020-21. The changes in revised version in each criterion of AQAR was discussed and points were noted to implement from the upcoming academic session. The discussion also focused on respective Criterion Heads and team members, adhering to the timelines provided by IQAC, collected details required for AQAR 2019-20 and cross verified the same. The IQAC members were suggested the modifications that may be implemented regarding the examination and results as per guidelines of Hemchand Yadav Vishwavidyalaya Durg (C.G.) due to the pandemic situation. All the information must be maintained in online mode in order to facilitate quick access. IQAC finalized on a plan to compile the data and streamline the same.
4. The team of IQAC discussed on the challenges to encounter in teaching learning process in the forthcoming academic year with the shifting of the online classes. It was also decided to strengthen the E- learning capabilities of the students and staff in order to cope up with future endeavours. Faculty members were suggested to work on development of e-contents of respective subjects and finalize on online platforms and tools to be applied for the same to reach to students. IQAC has decided to orient the teachers on digital tools and its applications and effectively present or deliver the e-content to the students and accordingly share assignments, links, online test through

multiple choice question or subjective pattern in accordance with the academic calendar released by the Directorate of Higher Education Govt. of Chhattisgarh.

5. In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the co-ordinator. Further, meeting was held adhering to strict social distancing norms issued from central/state government.

### Action Taken Report

Resolutions	Action Taken
Acceptance of Only Tuition Fee for the forthcoming academic session 2020-2021	The Admission issues for the session 2020-2021 was discussed and it was decided that except tuition fee no other fees will be charged from the students however, an advance amount of Rs.1000.00(One Thousand Only) be taken towards admission of first year UG & PG due to Covid -19 challenges.
To organise Online International/National webinars for the development of faculty members due to the pandemic situation	IQAC discussed to organise virtual International/National webinars. The intention was to broaden the branches of knowledge and fruitful development towards potential quality for faculty members in challenging times of teaching and learning. IQAC Team's discussion was focused on precise steps to be taken and to take measures to make sure these activities are highly productive. The discussion also centered on how to reduce the anxiety and stress due to covid-19 lockdown and to prepare faculty members to teach on fully online platforms. Faculties were also encouraged to participate in International/ National webinars/conferences/workshops and FDPs organized by other reputed institution to improve on the subject knowledge and better exposure to in-depth information.
Revised guidelines for AQAR framed by NAAC to be implemented from academic year 2020-21	The point of discussion was the revised guidelines for AQAR framed by NAAC to be implemented from academic year 2020. The

	<p>changes in revised version in each criterion of AQAR was discussed and points were noted to implement from the upcoming academic session. The discussion also focused on respective Criterion Heads and team members, adhering to the timelines provided by IQAC, collected details required for AQAR 2019-20 and cross verified the same. The IQAC members were suggested the modifications that may be implemented regarding the examination and results as per guidelines of Hemchand Yadav Vishwavidyalaya Durg (C.G.) due to the pandemic situation. All the information must be maintained in online mode in order to facilitate quick access. IQAC finalized on a plan to compile the data and streamline the same.</p>
<p>Use of ICT in Teaching Learning Process</p>	<p>The team of IQAC discussed on the challenges to encounter in teaching learning process from the forthcoming academic session with the shifting of the online classes. It was also decided to strengthen the E-learning capabilities of the students and staff in order to cope up with future endeavours. Faculty members were suggested to work on the use and development of e-contents of respective subjects and finalize on online platforms and digital tools to be applied for the same to reach to students. IQAC has also decided to orient the teachers on digital tools and its applications and effectively present or deliver the e-content to the students and accordingly share assignments, links, online test through multiple choice question or subjective pattern in accordance with the academic calendar and syllabus released by the Directorate of Higher Education Govt. of Chhattisgarh and the affiliating university.</p>

  
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