

### सूचना

सत्र 2015-16 के लिये गठित आन्तरिक गुणवत्ता प्रकॉष्ठ के सदस्यों की बैठक प्राचार्य कक्ष में दिनांक 05.11.2015 को अपहान को आहूत की गई है, जिसमें प्रकॉष्ठ के सदस्य की उपस्थिति में महाविद्यालय में सतत गुणवत्ता में सुधार लाने के लिये जाने हैं।

इस सत्र के लिये गठित आन्तरिक गुणवत्ता प्रकॉष्ठ की निम्नांकित सदस्यों की उपस्थिति अनिवार्य है

समन्वयक - डॉ. सुमीत अग्रवाल

सदस्य - डॉ. (श्रीमती) आशा दीवान

डॉ. (श्रीमती) शीला विजय

डॉ. (श्रीमती) मंजूलता साव

डॉ. (श्रीमती) संगीता देवी शर्मा

समन्वयक

IBAC & NNAC प्रभावी

डॉ. सुमीत अग्रवाल

प्राचार्य  
डा. आनन्द कुमार  
विश्वकर्मा

Principal  
Govt. Naveen College Bori  
Dist. Durg (C.G.)

बैंक

आज दिनांक 05/11/2015 को प्राचार्य-कक्ष में आन्तरिक गुणवत्ता प्रकोष्ठ का एक बैठक हुई जिसमें आन्तरिक गुणवत्ता प्रकोष्ठ की बैठक के भाषणों के अनुसार आकस्मिक कैलेंडर 2015 से 2016 के प्रकोष्ठ का गठन किया गया। गुणवत्ता आन्तरिक प्रकोष्ठ के नियमों के अनुसार अगले दो वर्षों के लिए उक्त प्रकोष्ठ का गठन किया जाता है, क्योंकि महाविद्यालय में अकादमिक तथा अन्य सहपाठ्यतर गतिविधियों में सतत गुणवत्ता लाने के लिये प्रयास करेगी। उक्त बैठक में निम्नांकित सदस्य उपस्थित थे -

समन्वयक - डॉ. सुनील अग्रवाल

- सदस्य
- डॉ. (श्रीमती) आशा दीवान
  - डॉ. (श्रीमती) शीला विजय
  - डॉ. (श्रीमती) मंजुलता साव
  - डॉ. (श्रीमती) संगीता देवी शर्मा
  - डॉ. आनंद कुमार विश्वकर्मा

*(Signature)*  
 Principal  
 Govt. Neveer College Bori  
 Dist. Durg (C.G.)

3/11/15



आन्तरिक गुणवत्ता प्रकौष्ठ/सत्र  
2015-2017 के लिये निम्नानुसार किया  
गया।

अध्यक्ष - डॉ. आनन्द कुमार विश्वकर्मा  
प्राचार्य

शिक्षक प्रतिनिधि - डॉ. आशा दीवान -  
विभागाध्यक्ष हिन्दी

डॉ. शीला विजया  
विभागाध्यक्ष अंग्रेजी

डॉ. मंजुलता साव  
वाणिज्य विभाग

डॉ. संगीता देवी शर्मा  
विभागाध्यक्ष वनस्पति  
विज्ञान

प्रशासनिक अधिकारी -

प्राचार्य, शा. वि. या. ता. स्नातक  
महाविद्यालय दुर्ग (द.ग.)

1. प्राचार्य, - सैठ रतनचंद मुशाना महावि. दुर्ग

3. स्थानीय समिति, विद्यार्थी एवं भूतपूर्व छात्र

① स्थानीय प्रतिनिधि - ① शासकीय उच्चतर माध्यमिक  
प्राचार्य बोरी,

② भूतपूर्व छात्र प्रतिनिधि - श्री चेलाराम

3. अन्य उद्योगपति / नियोजक / स्टैक होल्डर प्रतिनिधि

श्री अजय गुप्ता, प्रो. श्यामा  
इंडस्ट्रीज

4. समन्वयक आन्तरिक गुणवत्ता प्रकौष्ठ

डॉ. सुमीत अग्रवाल  
विभागाध्यक्ष वाणिज्य

5. कार्यालयीन प्रतिनिधि - श्री अनिल कुमार मिश्रा  
सहायक ग्रेड दो

IBAC गठन के कार्यवाही के उपरांत  
समन्वयक ने प्रकौष्ठ के कार्यवाही पर  
प्रकाश डाला।

*Chawish*  
Principal

Govt. Neveen College Bori  
Dist. Durg (C.G.)



संज्ञ

आन्तरिक गुणावली प्रकौष्ठ  
की- बैठक 12.12.2015 को आयुक्त की- गद्द.  
जिसमें निम्नांकित सदस्यों का उपस्थिति  
रू :-

समन्वयक - डॉ. सुमीत अग्रवाल

सदस्य - डॉ. आशा दीवान

डॉ. शीला विजय

डॉ. मंजुलता साव

डॉ. संगीता देवी शर्मा

प्रचार्य

समन्वयक आन्तरिक गुणावली प्रकौष्ठ

डॉ. सुमीत अग्रवाल

डॉ. आनन्द कुमार विशकर्मा

Principal  
Govt. Neveen College Bori  
Dist. Durg (C.G.)

बैंक

आज दिनांक 12.12.2015 को प्राचार्य कक्ष में आन्तरिक ग्योक्ता प्रकृष्ट की बैठक हुई जिसमें निम्नलिखित सदस्य उपस्थित हुए।

1. प्राचार्य - डॉ. आनन्द कुमार विश्वकर्मा
2. I & AC समन्वयक - डॉ. सुमील अशवाल
3. सदस्य - डॉ. आशा दीवान  
डॉ. शीला विजय  
डॉ. मंजुलला सावर्कर  
डॉ. संगीता देवी शर्मा

बैंक में लिये गये निर्णय -

1. चूंकि महाविद्यालय वर्तमान में शा. उ. मा. वि. विद्यालय बेरी के भवन में संचालित हो रही है अतएव अधो-संरचना संबंधी कोई कार्य किया जाना सम्भव नहीं है।
2. विद्यालय के द. (06) अध्यापन कक्ष से अध्यापन कार्य संचालित होती है। इन कमरों को सुव्यवस्थित कर छात्रों की अध्यापन व्यवस्था सुचारु बनाने का निर्णय लिया गया।
3. महाविद्यालय में श्वेतबुद-गतिविधियां भी-



- विद्यालय प्रांगण में सम्पन्न कराये जाने का निर्णय लिया गया।
4. संस्थागत सामाजिक जिम्मेदारी (ISR) के तहत महाविद्यालय के कक्षा एवं विशाल विषय क्षेत्र प्राध्यापकों द्वारा समय-समय पर विद्यालयों के छात्रों हेतु मोटिवेशनल एवं व्याख्यानो का आयोजन किये जाने का निर्णय लिया गया।
5. अकादमिक कैलेंडर के नियमों का परिपालन हेतु निर्णय लिया गया।
6. विभिन्न विभागों द्वारा अपने-अपने विभागों के गतिविधियों को संचालित करने का निर्णय लिया गया।
7. विश्वविद्यालयीन परीक्षाओं को सुचारु रूप से सम्पन्न करने हेतु, विद्यालयों से अतिरिक्त कमरों की आवश्यकताओं को देखते हुये उनके व्यवस्था हेतु निर्णय लिया गया।
8. वि. वि. परीक्षार्थी के परिणामों का विश्लेषण कर यथोचित शिक्षण शैली और प्रभावी करने का निर्णय लिया गया ताकि परीक्षा परिणाम में उत्कृष्टता आ सके।

*Suneet*

*Shama*

*Raj*

*Rao*

*Brij*

*Chaitanya*  
Principal

Govt. Neveen College Bori  
Dist. Durg (C.G.)

## बैठक

आज दिनांक 10-08-2016 में प्राचार्य कक्ष में आंतरिक गुणवत्ता प्रकल्प की एक बैठक आयोजित की गयी। बैठक में महाविद्यालय में इस अकादमिक सत्र के लिये आंतरिक गुणवत्ता में सुधार लाने के लिये निम्नलिखित निर्णय लिये गये।

1. अकादमिक सत्र के प्रारम्भ में अकादमिक कैलेंडर का निर्माण ताकि सुचारु रूप से शैक्षणिक तथा गैर-शैक्षणिक गतिविधियां सम्पन्न कराया जा सके।

2. जिन कक्षाओं में प्रोजेक्ट वर्क पाठ्यक्रम में निर्धारित है, इनके documentation विभाग अपने पास तैयार रखें।

3. पर्यावरण के प्रति सजगता हेतु छात्रों को कक्षाओं में विशेष रूप से प्रोजेक्ट तैयार करने के लिये प्रेरित किया जाय।

4. महाविद्यालय के faculty को F.PP सम्मिलित करने के लिये प्रेरित किया जाये। ताकि नये शैक्षणिक विधाओं से वे अवगत हो सके।

5. महाविद्यालय परिक्षेत्र में सफा-सफाई की व्यवस्था कराई जाय।

6. महाविद्यालय को plastic free zone घोषित किया जाये। तथा छात्रों को motivate किया जाय कि वे plastic का दुरुपयोग न करें और campus में plastic न फैलाये।

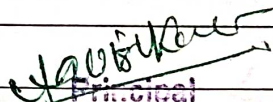
7. सभी विभागाध्यक्षों को निर्देश दिया गया कि वे अकादमिक calendar के अनुसंधान वर्ष भर



के गतिविधियों को संचालित करेंगे तथा परीक्षाओं को निर्धारित समय पर सम्पन्न करेंगे।

6) छात्रों के सर्वांगीण विकास हेतु परिचर्चा क्लबों का Group Discussion क्लबों का आयोजन नियमित रूप से करने के लिये निर्देश दिये गये।

7) शिक्षक-पालक योजना को कारगर बनाने के लिये पृथक से रजिस्टर्ड मानवान् करने के लिये निर्देश दिये गये।

  
Principal  
Govt. Neveon College Bori  
Dist. Durg (C.G.)



## बॉर्डर (आंतरिक गुणवत्ता प्रकोष्ठ)

आज 10-05-2017 को आंतरिक गुणवत्ता प्रकोष्ठ की एक बॉर्डर आयोजित की गयी, जिसमें वर्ष भर में विभिन्न समितियों द्वारा किये गये कार्य का Assessment किया गया। विभिन्न समितियों द्वारा निष्पादित कार्यों का सटिक Documentation विभागों को खरवने के लिये कहा गया।

विगत सत्र में परीक्षा परिणामों का विश्लेषण कर विभागों में शकत्रित करने के लिये निर्देश दिये गये।

(2) आने वाले सत्र में छात्रों के लिये Workshop Seminars इत्यादि के आयोजन के लिये व्यवस्था करने को कहा गया।

(3) महाविद्यालय में कीपली कुपकरणी तथा Energy Consumption के कम करने हेतु LED Bulbs का क्रय करने का निर्णय लिया गया।

(4) छात्रों के बीच वैज्ञानिक खोज Develop करने के लिये विज्ञान दिवस मनाया जाने का निर्णय लिया गया।

(5) महाविद्यालय का Vision, mission, objectives के महाविद्यालय पत्र पर Display करने के लिये निर्णय लिया गया ताकि छात्र-छात्राई महाविद्यालय द्वारा निर्धारित Mission, vision, mission से अवगत हो सकें।

(6) महाविद्यालय में अतिथि व्याख्यान आयोजन करने के लिये भी निर्णय लिया गया।



(7) विश्वविद्यालयीन परीक्षाओं के paper setting एवं  
मूल्यांकन के लिये भी सभी को निर्देश दिये गये।

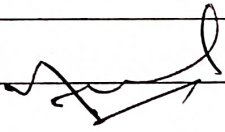
(8) सभी faculty members को Journals इत्यादि में  
प्रकाशन के लिये प्रेरित किया गया।

*S. Prasad*

Principal

Govt. Neveer College Bori

Dist. Durg (C.G.)



Date: 8<sup>th</sup> January 2019.

A meeting was held at the Principal's chamber today, to discuss the formation of the IQAC of the institution. The meeting was attended by the following members.

1. Dr. Tapas Mukherjee
2. Dr. Abha Dinda
3. Dr. Amritha Sharma
4. Dr. Manjulata Sao
5. Dr. Maya Chakraborty
6. Dr. Mansraj Nalun
7. Dr. Sangita Sharma
8. Smt. Kavita Nalun
9. Shri Sanjay Jaiswal

*[Handwritten signatures and dates]*  
8-1-2019  
Sharma  
Kavita  
Jaiswal

The meeting was chaired by the Principal, Dr. Anand Kumar Vishwakarma. While giving a general outline of the role and function of the IQAC in the institution, the IQAC co-ordinator, Dr. Tapas Mukherjee highlighted the following areas:

- The need for strategies for quality enhancement at the institution
- The necessity for quality sustenance by incorporating newer methodologies in the classroom
- Organisation of more institutional programmes to create greater awareness amongst the students
- To provide skills to the students that would facilitate employability better
- To provide communication skills as students normally speak
- Organisation of more extra-curricular activities to



### Facilitate leadership skills

- It was also decided that the IQAC would hold quarterly meetings to assess the improvements being brought about through its functioning in the institution.
- Promoting of health and fitness programmes among students was also decided upon.
- The guidelines for the formation of a functional IQAC in the institution was read out and it was decided that the next meeting would be held after the formation of the Cell.

The NAAC Coordinator proposed the vote of thanks to

**IQAC Coordinator**  
**Dr. Tapas Tulyajee**

~~Dr. Anand K. Vishwakarma~~  
Principal

**Dr. Anand K. Vishwakarma**  
**Principal**  
**Govt. Neveen College Bori**  
**Dist. Durg (C.G.)**



7<sup>th</sup> February 2019.

The members of the staff assembly at the Principal's chamber for the formation of the IQAC cell. As per the directives given by the UGC the Institutional IQAC would comprise of the following:

1. Chairperson : Dr. Anand Kumar Vishwakarma  
Principal, Govt. College Bori

2. Teacher Representatives :  
Prof. Vaidehi Sharma ✓  
Dr. Asha Divan ✓  
Dr. Amanath Sharma ✓  
Dr. Manjulata Sharma ✓  
Dr. Meena Chakraborty ✓  
Dr. Mansraj Thakur ✓  
Dr. Sangita Sharma ✓  
Smt. Kavita Thakur ✓  
Shriee Samir Jainwal ✓

3. Administrative Officers  
Principal, Govt. VYTPG College Durg ✓

Principal, Ratanchand Surana College, Durg

4. Alumnus from local society, students and Alumni  
Principal, Govt. Higher Secondary School, Bori

Alumni Pradeep Kumar Yadav



5. Nominee from Industrialists / Employers / Stakeholders

Shri Raju Lal Sarwa,  
Proprietor, Sarwa Fabrications, Chandkhuri,  
Dt. Durg

6. Co-ordinator IQAC : Dr. Tapas Tuljapure

Dept. of English, Govt. College Bori

7. Office Assistance : Shri Ajil Mishra

Asst. Gr. Or

Ku. Pragna Dewangan

The Committee members were briefed by the IQAC co-ordinator about the purpose and objectives of this body. Periodic meetings would be conducted to thrash out plans and programmes that would be taken up at the institution for a particular calendar year. It was brought to the notice of all the members that our institution would opt to get itself accredited by the NAA (U) and as such documentation of every activity, curricular or co-curricular would have to be initiated and presented from time to time.

Javinder Kaur  
Principal

Govt. Nevean College Bori  
Dist. Durg (C.G.)



# Minutes of Meeting of IQAC

Date: 30.04.19.

The following members of the institution's IQAC assembled today at the Principal's Chamber to discuss certain plans and programmes that would be taken up for initiating discernable improvement in the institution's quality of teaching and other cocurricular activities.

1. Dr. Anand Kumar Vishwakarma, Principal
2. Dr. Tapas Mukherjee IQAC Coordinator
3. Smt. Vandevi Sharma
4. Smt. Asha Dhanraj
5. Dr. Amratal Sharma
6. Dr. Meera Chakraborty IQAC Coordinator
7. Dr. Manjullata Das
8. Dr. Sangita Sharma
9. Dr. Mahiraj Rakus
10. Smt. Kavita Rakus
11. Smt. Sami Dasgupta

*[Handwritten signatures and initials of the members listed above]*

At a general level of discussion the following areas were highlighted so that the improvement in quality becomes the principal focus of this body. The following decisions were taken after due discussion with all the present members.

- a) Evolving strategies department wise for better delivery of curriculum. It was agreed upon by all the department heads that a multi-disciplinary approach to the university's curriculum would be attempted to by all so that students get a broader exposure to the subject he/she is studying and also understands its relevance in real life. As the institution cannot frame its own syllabus and has to follow the syllabus prescribed by the university, this multi-disciplinary approach



would promote a degree of critical thinking among students and also facilitate a spirit of inquiry among themselves. The areas in which such lectures would be delivered would be ~~at~~ decided by consensus <sup>after referring to common areas in the</sup> syllabus prescribed by the university. A list of such topics would be distributed to the respective teachers so that they may enlighten students of other faculties with their knowledge.

b) The IQAC would take up Capacity building initiatives among the faculty members. The initiative would be in-house and where in faculty members proficient in ICT would train and share their knowledge with others. This would bring a more efficient work environment, with better technological skills among all.

c) It was decided to conduct Induction Programmes for students taking admission in college. The objective of these programmes would be to acquaint the students of the rules and regulations of the institution and also to make them aware of the vision, mission and objectives of the institution.

d) Taking Green Initiatives :

As a part of the growing responsibility of all of us, a general consensus was arrived at which reflects the a growing concern towards our environment. Faculty members would deliver lectures and also acquaint students about the various factors that are presently responsible for climate change all over the world. The NSS unit of the college would take up tree plantation as one of its activities and motivate others to plant trees.

e) Formation of Help Desk.

The Institution constituted a help desk for students to assist them in any issues related to the institution or the



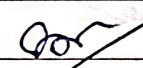


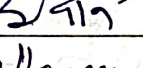
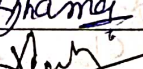
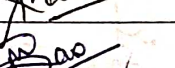


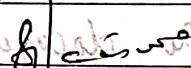


university under which they are studying. It was decided that the help desk would be headed by a senior faculty member who would be assisted by a team of three other members.

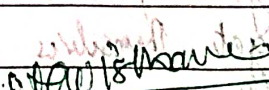
The help desk would provide guidance, assistance and help to students with reference to issues relating admissions, filling in of applications, forms, examinations or any other problems that they may be facing while studying at this institution.

A record of all such applications would be kept and remedial or action taken reports would be documented.

e) Observation of Special Days

The institution would observe special days of national or International significance and keep a record of the celebration of such events.

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Principal  
Govt. Neveen College Bori  
Dist. Durg (C.G.)



Minutes of the meeting of the IQAC  
Date 19.07.2019

The following members of the staff assembled at the Principal's Chamber for a meeting of the IQAC. The agenda of the meeting was to chart out plans and programmes that would be taken up in the academic session. The following members were present:

1. Dr. Anand Kumar Vishwakarma (Principal & Chairperson)
2. Dr. Tapas Kumar
3. Smt. Vandevi Sharma
4. Smt. Asha Dixit
5. Dr. Amanjoli Sharma
6. Dr. Manjulata Das
7. Dr. Meera Chakraborty (Coordinator NAAC)
8. Dr. Sangita Sharma
9. Dr. Maheswari Rakus
10. Smt. Kavita Rakus
11. Shri. Samir Jaiswal

The IQAC coordinator briefed the gathering regarding the evaluation and accreditation that the institution would have to get from the NAAC and stressed on the documentation of all activities specifically with reference to the seven criteria enumerated by NAAC.

The NAAC coordinator discussed the seven criteria throwing light on each. Members of the faculty were all asked to get themselves acquainted with the various parameters in which the accreditation is to take place.

The following decisions were taken during this meeting:



a) Observation of the Institutional Academic Calendar.

Based on the larger academic calendar of the university, it was decided to frame Departmental Academic Calendar, so as to conduct all departmental activities within the schedule of the University's Curriculum.

b) It was decided to observe special days like Earth Day, Science Day, Yoga Day, International Day for Girl-Students and other such important days to create awareness amongst students regarding major issues.

c) The schedule for various internal exams was to be maintained according to the Academic Calendar. The course of the relevant semesters were to be completed as per schedule.

d) To promote experiential learning among students, it was decided to give them regular projects especially on topics that were contemporary in nature. The Post-graduate Deptts. were especially directed to collate such topics and allot them to their students.

e) It was decided to hold workshops and seminars for students of Post-graduate Departments so that students could learn to make presentations.

f) In order to facilitate ICT based learning, students would be asked to prepare PPT's. Teachers would also make PPT's of certain important topics/chapters for the benefit of students.

g) It was decided to hold continue with the workshops in Improving Communication Skills in English and acquaint these original students with the skills of Listening, Speaking, Reading Writing.



- h) For ICT based teaching, it was decided to form WhatsApp group so that study materials could be made available to students, and also the sharing of e-resources could be streamlined.
- i) Every Department was asked to work out the Learning Outcomes as well as the Program Outcome so that students should be able to assess their learning outcome.
- j) It was also decided to take workshops for the development of Employability skills among students. As a part of best practice it would be included in the institution's regular curriculum to match <sup>with</sup> its vision and mission statement.
- k) Departments were asked to work out plans for Collaborative work with neighbouring institutions so that there could be mutual give and take of between students of both institutions  
Continue with the
- l) It was also decided to ~~take~~ ~~initiate~~ a feedback mechanism so that further planning could be done in the areas of improving the teaching-learning process.
- m) Teachers were reminded to continue with Group discussions, presentations, and quizzes in the classroom.
- n) As a part of the Green Campus initiative, the NSS unit was asked to create awareness among students relating to Environmental Protection and Energy Conservation. They were also asked to conduct promotional activities beyond the campus to make society aware with issues relating to the environment.
- o) The Institutional Vision, Mission and Objectives were to be kept in mind to frame/plan any activity/program in the institution.



