

STUDENT'S NAME		TOTAL MARKS OBTAINED ①
CLASS	SUBJECT	
ROLL NO.	DATE	

20.15-6.

Minutes of IGAC meetings and Action taken Report

① Meeting - All the teaching staff here by informed to assemble in principal chamber to prepare the calendar events of the college and other issues. It will be held on 01.07.2015.

- Agenda
- 1) Preparation of calendar of events for the year.
 - 2) Orientation Programme and Welcome junction to freshers.
 - 3) Fixing of responsibilities to all the committees.

Action Taken -

* It is decided to prepare the calendar of events of the college and asked to adhere to it strictly.

* It is decided to have a junction for freshers to welcome them and give a complete information of the college.

* It was also decided to pin point the responsibilities to the convenors and members of the various committees in the college.

② Meeting - All the teaching members are hereby respected to attend a meeting called at principal chamber to discuss various issues. The meeting will be held on 03.06.2015 at 12.00. P.M.

- Agenda :
- 1) Inauguration of Dr. Ambedkar Vihar Vedithe.
 - 2) Inauguration of U.G.C. sponsored Coaching classes.

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Action Taken

* It is decided to inaugurate Dr. Ambedkar Forum. It is also resolved to make the list of the guests to be present in the inaugural function.

* At the same time it is decided to hold free coaching classes for college students.

* It is resolved to conduct spoken English classes to enhance the language competency among the students. It is also decided to make the students into batches to attend

Computer Basic classes.

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3)

Meeting.

All the non-teaching staff at principal chamber at 11.00 am on 04-08-2015 to discuss about the preparation of Admission list and other issues.

Agenda 1) Preparation of Admission list of B.A & B.Com 1st sem students.

2) Combination wise strength of the students.

3) Change of subjects of the students.

Action Taken.

1) It is decided to prepare of the list of Admitted list of the students particularly B.A & B.Com 1st sem. It is done with the intention to take attendance of the students.

2) It is resolved to make the list of the students combination wise.

3) It is also resolved to give an opportunity to the students to opt the subject they like.

4)

Meeting.

All the staff and students are requested to assemble in R.No-13 to discuss the various issues regarding staff and students, on 21.9.2015 at 11.00 am.

Agenda : 1) Attendance of the students.

2) Dress code for students.

3) Preparation of I.A tests.

Action taken:

1) Teaching faculty is asked strictly

to take attendance of the students. And their

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to send the letters to the parents whose wards remained absent to the classes.

* It is also resolved to implement dress code to the students strictly.

* It is also decided to give tips and information to the students about I.A. tests.

~~Ans 6~~

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5)

Meeting

Meeting was called of the absentees parents or guardians on 20.10.15 at IQAC room regarding their wards.

Agenda:

1) Parents to ask and give reasons why their wards remain absent to the classes despite undertaking taken at the time of admission.

Plan of Action

It is decided to give concession for the students who remained absent for genuine reasons such as medical, finance or death of elders at home. Rest of the students were to pay penalty.

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~~Ans 6~~

6)

Meeting

All the teaching faculty were by requested to attend a meeting held in principal room at 12.00 p.m on 9.1.2016. It is called the purpose to discuss the matters like achievement of the students in previous exams.

Agenda :

- 1) Felicitation for the highest scorers.
- 2) Preparing work done diary & attendance.

Action taken.

- 1) It is resolved to felicitate the highest scorers at Dr. Ambedkar Vihar Vidyalaya vidictory function.
- 2) It is decided to write work done diary daily. And it is also resolved to get them signed by the principal.

~~and~~



7)

Meeting

All the non-teaching faculty is asked to assemble at principal chamber on 05.02.2016 at 1.00 p.m to discuss about accounts and files update and other issues.

Agenda - Updation of files and accounts.

Action Plan ! It is resolved to update all files regarding academic and administration. It is also decided to each book

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8)

Meeting.

The members of the library committee and the librarian along with his staff were by asked to call a meeting at his chamber at 12.00 p.m on 9.3.2016 to discuss about the said matter.

Agenda !

- * Extension of time of library timing during exam.
- * Drinking water facility to students
- * About maintaining library garden
- * Providing U.G.C & J.C/Sr cell books.

Action taken

- * It is resolved to extend timing of library from 8.00 am to 5.00 pm
- * It is resolved to provide R.O drinking water to students in library
- * It is resolved to issue vacant seats/books even to students with below 70%.
- * It is also resolved to depute a worker to maintain library garden

[Signature]

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Minutes of IQAC meeting and Action taken Report for the year 2016-17:

1)

5.8.2016.

All the Staff members ^{have} been informed to attend a meeting in connection with the following agenda:

- 1) Wel-come to Freshers.
- 2) Orientation to new comers.
- 3) Action plan of 2016-17.

Action taken: - It is decided to have a welcome and orientation to new comers on 10.8.2016.

- An action plan of the college for the period 2016-17 should be prepared under the coordination of IQAC immediately.

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12.8.2016

2) Teaching Staff members are hereby asked to attend a meeting in the principal chamber to discuss the following matters.

- 1) Ban on using the mobiles on Campus
- 2) Discipline in the college premises.
- 3) Wearing of Dress Code and ID.
- 4) Implementation of Action plan.

Action taken: - A notice was circulated to the class rooms and informed them not to bring the mobile to the college or not use it in the college unnecessarily.

- By sending a notice to the student institution asking them to maintain the Discipline and wear the Dresscode and ID Compulsorily.

- Asked the Staff to adhere the action plan of the IQAC.

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3)

19/8/2016

Teaching Staff members are hereby asked to attend a meeting in IGAC chamber at 1:00 pm.

- Conduct of religious and human values festival.
- Preparation of RAR.
- Talant day.
- Inauguration of Dr. Ambedkar Vichara Vedike.
- Starting of certificate courses.

Action taken

- It was decided to send the RAR online.
- Dr. Ambedkar Vichara Vedike inauguration

Decision is decided on 24/8/2016.

- Block of 'Talent Day' is fixed on Dr. G. S. Vidya...
- Spoken English, Indian Constitution and Computer

Course, certificate course work is shifted to staff members to start it.

4)

15/8/16

Non-teaching staff members are asked to gether in Chamber at 4 pm today to discuss the administrative matters.

Asked the non teaching staff to maintain the following documents - up to date.

- They are
- Maintaining the list of students.
 - writing of cash book (i.e. software).
 - maintaining of impital files.
 - Affiliatic work.
 - TDS/LIC/G-I amount should sent in time.
 - College FDC should look after the work of the all days.

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26.9.2016.

A meeting with NSS have been called and work to be done in and around the college has decided.

- As a Community Service:
 - Blood donation Camp is to be organised.
 - Arranging ^{supply of} food to orphanage.
 - Talks for Air awareness / Not to smoke and drink.
- As a Environmental protection:
 - Surrounding of the Campus is to be cleaned.
 - NSS unit has to maintain plants.
 - Organising the NSS Spand Camp.

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4.1.2017.

All the staff members are by asked to assemble in the principal Chamber at 12:00 pm today. Matter to be discussed.

- ~~One~~ Two National Seminars is to be organised.
- Function on 'Pusthaka Premi Badge'

Achi's kakan:

- Two day national Seminar has to be organised on 18th and 19th Feb. 2017 On 'Demonitisation and Remonitisation - An impact on India Economy'.
- 'Pusthaka Premi Badge' function is to be organised in the month march.

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7)

9.1.2017.

A meeting is called Under IQAC in the IQAC room to be held in the following:

- Block Shops
- Special Lectures
- Celebrations of National Festivals and Anniversaries of Great Souls.

Action taken:

- Number of workshops has to be conducted to up grade the knowledge of faculty.
- National festivals and Anniversaries of Great Souls are to be conducted.

Note: Every year as per the date of birth of the Great personalities, Anniversaries are conducted.

- Every year Independence day and Constitution day 26th Jan. is celebrated.

30.1.2017

8)

A meeting is called at 1:00 PM to discuss on conduct of Alumni meet / parent meet

- Conduct of Alumni / parent meet

Action taken:

Alumni / parent meeting is to be conducted in the month of March / April and work is assigned to Dr. G.S. Vidyaasagar.

- As per the date Alumni / parent meet was conducted in the month of April 2017.

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1.3.2017.

A Staff meeting is called in IQAC Room to discuss:

- Students attendance / Absent list.
- Staff work done daily
- movement register.
- Valedictory Function of Dr. Ambedkar Vikas Vedike and Students send-up party.

Action taken:

- It is decided to submit Students attendance / Absent reports and work done daily to IQAC Coordinator
- It is resolved to have ^{Valedictory} function of Dr. Ambedkar Vikas Vedike on 7.3.2017.
- Send off party is to be organised in the third week of march 2017.

~~and~~

Note: - The matter which was discussed in the meetings, on that action was taken in all most matters.

- Inaugural & Valedictory Function was held as per the decision
- Various function was held on Human Value and School Harmony
- Under NSS, Various works have been done.
- Organised work shops / Special lecture / two days national seminar

All above send were Conducted Under IQAC: