



**Jaywanti Haksar Government Post Graduate College, Betul**  
**Internal Quality Assurance Cell**

No. IQAC/M-01/2019

Date: 10.07.2019





**Minutes of the Meeting of IQAC held on 10.07.2019**

The meeting of the Internal Quality Assurance Committee was held in the Internal Quality Assurance Cell on 10.07.2019 at 2 pm.

**Agenda:**

1. Regular meetings of IQAC
2. Annual Quality Assurance Report
3. Feedback from stakeholders
4. Student Satisfaction Survey
5. Optimization and integration of modern methods of teaching and learning
6. Monitoring of classes
7. SWOC analysis
8. Infrastructure augmentation
9. Induction Programme
10. Co-curricular activities
11. National/international commemorative days/ events
12. J.H. e-News
13. Promotion of universal values
14. Voters awareness activities
15. Community welfare activities
16. Eco-friendly campus
17. Career fair
18. Short-term career oriented training programme
19. Career-oriented motivational lectures

The following members of the committee were present in the meeting:

1. Dr K.R. Magarde (Chairperson) 
2. Dr Dharmendra Kumar 
3. Dr Sukhdev Dongre 
4. Dr G.P. Sahu 

5. Dr Rajesh Sheshkar
6. Dr Meena Doniwal
7. Dr Rashmi Agarwal
8. Prof Ashok Kadwane
9. Dr Meenakshi Choubey
10. Prof H.K. Deshpande
11. Kunj Sarle
12. Dr Usha Dwivedi
13. Mr Sunil Hirani
14. Mr Ashish Pandey
15. Dr PK Mishra (Coordinator)

At the outset the coordinator welcomed the hon'ble chairperson and hon'ble members of the Internal Quality Assurance Committee.

The committee devised the following plan of action for the session 2019-2020:

1. Regular meetings of IQAC

The meeting of internal quality assurance cell will be conducted regularly. The IQAC will meet at least once every quarter.

2. Annual Quality Assurance Report

The AQAR of the previous year will be prepared and submitted to the NAAC within the time limit.

3. Feedback from stakeholders

Feedback from students, teachers, parents and alumni will be collected, analysed and utilised for quality enhancement.

4. Student Satisfaction Survey

Student Satisfaction Survey will be conducted, analysed and utilised for quality enhancement and sustenance.

5. Optimization and integration of modern methods of teaching and learning

Innovative modern teaching-learning methods will be used for making the process of teaching-learning participative and student-centric. The use of ICT will be promoted. More emphasis will be laid on experiential learning. Students of the Department of History will be given tours of the places of historical importance.

## 6. Monitoring of Classes

A monitoring committee will be formed to monitor the classes. The committee will comprise of senior professors of all the faculties.

## 7. SWOC Analysis

SWOC analysis of the institution will be done to find out the strength, weaknesses, opportunities and challenges. Quality enhancement initiatives will be taken on the basis of the analysis.

## 8. Infrastructure Augmentation

Keeping in view the rise in the strength of students, four class rooms are being constructed through the scheme of RUSA. Attempts will be made to get more class rooms constructed. Equipment and instruments for science laboratories will also be purchased.

## 9. Induction Programme

Induction programme will be conducted for the newly admitted students to inform them about the courses, infrastructure, student welfare schemes, study centre, amenities etc. available in the institution.

## 10. Co-curricular Activities

Students will be motivated to participate and give their best in curricular as well as co-curricular activities.

## 11. National/International Commemorative Days/ Events

National/International commemorative days like world yoga day, *Sadbhavana Diwas*, Gandhi Jayanti, NSS Day, Earth Day, World AIDS Day, World Youth Day, Independence Day, NSS Day, *Madhya Pradesh Sthapna* (foundation) *Diwas*, World Human Rights Day, *Vivekananda Jayanti*, Votes Day, Republic Day, Martyrs Day etc. will be celebrated/organised.

## 12. J.H. e-News

In order to disseminate the information regarding various activities related to quality enhancement and sustenance to all the stake holders, JH e-News will continue to be published.

## 13. Promotion of Universal Values

In order to promote universal values amongst the students, activities like workshops, seminars, group discussions and guest lectures will be conducted.

## 14. Voters Awareness Activities

Activities like essay writing, slogan writing, debate, rangoli, *mukkad nataak* (street plays) quiz. etc. will be conducted under the SVEEP (Systematic Voters Education Electoral Participation) programme.

15. Community Welfare Activities

Community welfare activities will be conducted through NSS and NCC.

16. Eco-Friendly Campus

Initiatives will be taken to make the campus eco-friendly. Faculty members, students and non-teaching staff will be motivated to participate in plantation drives. The use of plastic, tobacco smoking and chewing of pan-masalas will be completely banned in the campus. Incandescent light bulbs will be replaced with LEDs.

Students will be encouraged to spread awareness regarding environment pollution during the NSS camps.

17. Career Fair

District level career fair will be held in the institution where local companies as well as companies / organisations from the surrounding areas will be invited to provide job-oriented training or job opportunities to the students.

18. Short-term Career-Oriented Training Programmes


Short-term career-oriented training programmes will be conducted under Swami Vivekanand Career Guidance scheme of the state government.

19. Career-Oriented Motivational Lectures

Career-oriented motivational lectures will be organised.

The meeting ended with vote of thanks proposed by the IQAC coordinator.

  
(Dr PK Mishra)  
IQAC Coordinator

  
(Dr K R Magarde)  
Principal  
**PRINCIPAL**  
J.H. GOVT PG. COLLEGE  
BILASPUR



**Jaywanti Haksar Government Post Graduate College, Betul**  
**Internal Quality Assurance Cell**

No. IQAC/M-02/2019

Date: 13.12.2019

**Minutes of the Meeting of IQAC held on 13.12.2019**

The meeting of the Internal Quality Assurance Committee was held in the Internal Quality Assurance Cell on 13.12.2019 at 3:30 pm.







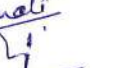


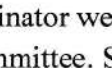
**Agenda:**

1. Confirmation of the minutes of the meeting of IQAC held on 10<sup>th</sup> July 2019.
2. Distribution of the work for the preparation of AQAR for the session 2018-19
3. Updation of the institutional website
4. Analysis of Student Satisfaction Survey and feedback
5. Use of ICT in teaching and learning
6. Activities related to research work
7. MOU
8. Extension activities
9. Introduction of new programmes/courses
10. Felicitation of the Students
11. Infrastructure augmentation
12. Departmental libraries and central library
13. Proposals for the augmentation of science laboratories
14. Student support
15. Registration of alumni association
16. Health awareness programmes
17. Teaching by students
18. Additional Best Practices
19. Achievements of the institution

The following members of the committee were present in the meeting:

1. Dr Vijeta Choubey
2. Dr P K Mishra
3. Dr Alka Pandey
4. Prof A K Kadwane

*(Handwritten signatures in blue ink)*  
1. Dr Vijeta Choubey  
2. Dr P K Mishra  
3. Dr Alka Pandey  
4. Prof A K Kadwane

5. Prof Hemant Deshpande - 
6. Prof Rakesh Pawar 
7. Mrs Nisha Soni - 
8. Mrs Neelima Peter - 
9. Prof Usha Dwivedi 
10. Mr Sunil Hirani 
11. Mr Ashish Pandey 
12. Sonali Wagadre 
13. Mr Kunj Sarle 
14. Dr Meenakshi Choubey 

At the outset the coordinator welcomed the hon'ble Principal and hon'ble members of Internal Quality Assurance Committee. She requested the hon'ble chairperson to permit her to initiate the business of the meeting.

The committee deliberated on the following issues:

**Item No 1**

Confirmation of the minutes of the meeting of IQAC held on 10<sup>th</sup> July 2019

The committee confirmed the minutes of IQAC held on 10<sup>th</sup> July 2019.

**Item No 2**

Distribution of the work for the preparation of AQAR for the session 2018-19

The work related to the preparation of AQAR was distributed amongst the professors working as the members of IQAC. It was decided that the information related to various criteria will be collected from all the departments within fifteen days.

**Item No 3**

Updation of the institutional website

It was decided that the website of the institution will be updated. A separate committee will be constituted for the purpose.

An exclusive window tab will be created on institutional website for keeping the records/files of NAAC, Peer Team Reports, AQARs and certificates of accreditation outcomes. The bio-data of the professors, reports on the activities of various committees as well as of departments will be collected for uploading on the website. The soft copies of the question papers of the previous five years' examinations will be collected from all the departments to be uploaded on the website.

**Item No 4**Analysis of Student Satisfaction Survey and Feedback

Students Satisfaction Survey was done through the World Bank a few months ago. It was decided that the proformas of the survey will be collected from all the department. The data received will be analysed.

The feedback taken from the students, teachers, alumni, parents and other stakeholders will also be analysed and necessary action will be taken for the enhancement of the quality culture of the institution.

**Item No 5**Use of ICT in teaching and learning

All the newly appointed teachers will be instructed to prepare the PPTs as teaching material. The same PPTs will be saved in the computers of their departments to be used as teaching material. Senior professors will be instructed to prepare their study materials for NPTEL.

**Item No 6**Activities related to research work-

All the professors will be motivated to publish their research papers in UGC approved journals, to present their research papers in national and international journals and to get MRPs from UGC.

**Item No 7**MOU

MOUs will be signed with institutions and industries for student teacher exchange as well as for project work and employment.

**Item No 8**Extension Activities

Various college level and district level competitions will be organised for voter awareness. The NSS unit of the college will start a campaign for preparing the voters identity cards of the students.

**Item No 9**Introduction of new programmes/courses

Attempts will be made to motivate the students to do short-term certificate courses through SWAYAM (Study Webs of Active Learning for Young Aspiring Mind) portal of UGC.

**Item No 10**Felicitation of the Students

Hon'ble Principal expressed her pleasure at the outstanding performance of the students of the institution at National level and State level Youth Festival. It was decided that they would be felicitated during the annual function of the college.

**Item No 11**Infrastructure Augmentation

Attempts will be made to expediate the construction work being done through World Bank and other agencies.

**Item No 12**Departmental libraries and central library-

As per the decision taken in AF committee meeting, a sum of ten thousand rupees will be given to each department for buying latest books and subscribing journals of repute.

All the PG departments will be instructed to issue maximum number of books to the PG students. Departmental libraries will be enriched with the study materials prepared by the professors of the institution.

Appropriate actions will be taken to complete the remaining work of the computerization of the central library of the institution.

The Principal expressed satisfaction on the release of the remaining amount allocated for the construction of library building.

**Item No. 13**Proposals for the augmentation of science laboratories

Proposals are being sent for the development of science laboratories. Necessary action will be taken to complete the work before the assessment and accreditation of the institution by NAAC in the 3rd cycle.

**Item No. 14**Student Support

Poor boys fund will be utilised for helping poor students. The committee formed for the purpose will take necessary action to utilize the fund.

**Item No. 15**Registration of Alumni Association



Though the Alumni Association has been working for year, it has not yet been registered. The process will be completed by the in charge Alumni Association to get it registered.

**Item No. 16**

Health Awareness Programmes

Physical and mental health awareness programmes will be conducted for the wellbeing of students.

**Item No. 17**

Teaching by students

Meritorious students of all the departments will be prepared to engage the classes in the absence of teachers.

**Item No. 18**

Additional Best Practices

After the regular classes, one period will be allotted to show the videos of the lectures of eminent professors. The record of attendance of students present in these classes will be maintained.

**Item No. 19**

Achievements of the Institution

The Principal expressed her pleasure while sharing the news of the selection of Mr. Sanjay Uikey for Republic Day Parade, New Delhi.

The selection of our institution as one of the paperless districts is also going to be beneficial for the institution.

The meeting ended with vote of thanks proposed by the IQAC coordinator to the chair.

  
(Dr Meenakshi Choubey)  
IQAC Coordinator

  
(Dr Vijeta Choubey)  
Principal

**PRINCIPAL**  
J.H. GOVT. PG. COLLEGE  
BETUL (M.P.)



**Jaywanti Haksar Government Post Graduate College, Betul**  
**Internal Quality Assurance Cell**

No. IQAC/M-03/2020

Date: 06.03.2020

**Minutes of the Meeting of IQAC held on 06.03.2020**

The meeting of the Internal Quality Assurance Committee with the teaching staff of the institution was held in the Vivekananda Hall on 06.03.2020 at 3:30 pm.

**Agenda:**

1. Use of ICT in Teaching Learning and Evaluation
2. Extra classes for slow learners and advance learners
3. Transparency in Evaluation process
4. MoUs with other institutions and organisations
5. Certificate Courses
6. Inclusion of students in various committees
7. Seminars and Faculty Development Programmes
8. Extension Activities
9. Best Practices
10. SWOC Analysis

The following professors and the members of the Internal Quality Assurance Cell were present in the meeting:

1. Dr Vijeta Chouebby
2. Dr Alka Pandey
3. Prof Hemant Kumar Deshpande
4. Prof Dharmendra Kumar
5. Prof Subhash Khatarkar
6. Dr Anita Soni
7. Dr Jyoti Sharma
8. Dr Archana Mehta
9. Dr Kamlesh Ahirwar
10. Dr Meena Doniwal
11. Dr Pushpa Rani Arya

*Alka*

*Hemant*

*Subhash*

*Archana*

*Meena*

12. Prof. Archana Sonare - *Asonare*
13. Dr Pranaya Tiwari *Pranaya Tiwari*
14. Dr Ritu Sahu *Ritu Sahu*
15. Dr Sonali Sahu *Sonali*
16. Dr Mousmi Rai *Mousmi*
17. Dr Archana Mishra *Archana*
18. Dr Niharika Bhawsar *N.B.*
19. Prof Madhuri Dhote *MD*
20. Prof Priyanka Likhitkar *Priyanka*
21. Prof Divya Dangi *Divya*
22. Prof Swati Lokhande *Swati*
23. Dr Rashmi Agarwal *Rashmi*
24. Prof Sheetal Khare *Sheetal*
25. Prof Krishna Gosar *Krishna*
26. Dr Om Singh Sisodiya *Om Singh*
27. Prof MR Wagadre *MR*
28. Prof Mukund Chandel *Mukund*
29. Dr Khushal Devghare *Khushal*
30. Mr Viraj Vardhan Pandey *Viraj*
31. Dr Ram Kumar Gautam *Ram Kumar*
32. Dr Abha Verma *Abha*
33. Prof Ashok Dabhade *Ashok*
34. Dr H K Verma *H K Verma*
35. Prof G R Rane *G R Rane*
36. Dr B D Nagle *B D Nagle*
37. Dr B R Khatarkar *B R Khatarkar*
38. Dr Ramakant Joshi
39. Dr BD Khatarkar *BD Khatarkar*
40. Prof Rajesh Sheshkar *Rajesh*
41. Prof Lalit Dhandole *Lalit*
42. Dr Manohar Gawande *Manohar*
43. Prof Neeraj *Neeraj*
44. Prof Rishikant Panthi *Rishikant*
45. Dr Manoj Ughade *Manoj*

46. Prof Sunita Gadekar
47. Prof Shiv Prakash Pawar
48. Prof Manoj Ghorase
49. Prof Yugal Kishore Sarle
50. Prof Mukesh Pandole
51. Prof Pankaj Barakar
52. Prof Raja Atulkar
53. Prof Rahul Singh Thakur
54. Prof Ramkumar Choukikar
55. Prof Santosh Pawar
56. Prof Hitesh Jain
57. Prof Rajendra Waghmare
58. Prof Sanjay Kumar Vishwakarma
59. Prof Manesh Mankar
60. Prof Prahlad Kamdi
61. Dr G P Sahu
62. Prof Mahendra Nawange
63. Prof Santosh Patil
64. Mr Sunil Hirani
65. Prof Usha Dwivedi
66. Miss Sonali Wagadre
67. Mr Kunj Sarle

**Item No 1**

Use of ICT in Teaching Learning and Evaluation

All the professors were instructed to use ICT in teaching-learning and evaluation. It was decided to save the PPTs prepared by the professor in departmental computers. They were also instructed to share qualitative study material in the WhatsApp groups of the students.

**Item No 2**

Extra classes for slow learners and advance learners

All the faculty members were instructed to sort out slow learners and advance learners on the basis of their performance in previous examination and engage extra classes for both.

### **Item No 3**

#### **Transparency in Evaluation process**

In order to ensure transparency in evaluation process the faculty members were instructed to show the answers sheets of continuous comprehensive evaluation to the students. They were also instructed to guide the students for better performance in future.

### **Item No 4**

#### **MoUs with other institutions and organisations**

In order to provide greater learning opportunities to the students and the faculty members it was decided to sign MOUs with other institutions/organisations.

### **Item No 5**

#### **Certificate Courses**

It was decided to start some certificate courses in the coming session.

### **Item No 6**

#### **Inclusion of students in various committees**

In order to increase the participation of students in the activities of the institution as well as to increase their sense of responsibility and belongingness, it was decided to include the names of active students in the committees of the institution.

### **Item No 7**

#### **Seminars and Faculty Development Programmes**

In order to create better learning ambience in the institution it was decided to organise seminars and faculty development programmes in the institution. Proposals were sought from different departments.

### **Item No 8**

#### **Extension Activities**

It was decided to continue extension activities in summer for the benefit of downtrodden section of society. The social services done by the volunteers of NSS were highly appreciated.

### **Item No 9**

#### **Best Practices**

The sports officer was instructed to continue with the best practice initiated during the session 2018-19.

The meeting ended with vote of thanks proposed by the IQAC coordinator.



(Dr Meenakshi Choubey)  
IQAC Coordinator



(Dr Vijeta Choubey)  
Principal

**PRINCIPAL**  
**J.H. GOVT. PG. COLLEGE**  
**BETUL (M.P)**



## Office of the Principal

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NAAC Accredited B+ Grade

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### Action Taken and Outcome Achieved Session 2019-2020

- The meetings of internal quality assurance committee were held regularly.
- The AQAR of the previous year was prepared.
- Feedback from students, teachers, parents and alumni was collected, analysed and utilised for quality enhancement .
- Student Satisfaction Survey was conducted, analysed and utilised for quality enhancement and sustenance.
- Innovative modern teaching- learning methods were used for making the process of teaching - learning participative and student - centric. The use of ICT was promoted. More emphasis was laid on experiential learning. The students of the Department of History were taken to the places of historical importance. Online classes were conducted during the lockdown period.
- A monitoring committee comprising of some of the senior faculty members was formed to monitor the classes.
- SWOC Analysis of the institution was done to find out the strength, weaknesses, opportunities and challenges of the institution. Quality enhancement initiatives were taken on the basis of the analysis.
- Keeping in view the growth in the enrolment of the students, four class rooms were constructed through the scheme of RUSA. Equipment and instruments for science laboratories were also purchased.
- Induction programme was conducted for the newly admitted students to inform them about the courses, infrastructure, student welfare schemes and amenities available in the institution.
- Student were motivated to participate and give their best in curricular as well as co-curricular activities.
- National/International commemorative days like World Yoga Day, *Sadbhavana Diwas*, Gandhi Jayanti, NSS Day, Earth Day, World AIDS Day, World Youth Day, Independence Day, NSS Day, Madhya Pradesh *Sihapna* (Foundation) Diwas, World Human Rights Day, Vivekananda Jayanti, Votes Day, Republic Day, Martyrs' Day were celebrated/ organised.
- In order to disseminate the information regarding various activities related to quality enhancement and sustenance to all the stake holders, J H e-News was published.
- In order to promote universal values amongst the student, activities like workshops, seminars, group discussion and guest lectures were conducted.

- Activities like essay writing, slogan writing, debate, rangoli, *nukkad natak* (street plays) quiz. etc. were conducted under the SVEEP (Systematic Voters Education Electoral Participation) programme.
- A large number of community welfare activities were conducted through NSS and NCC.
- Initiatives were taken to make the campus eco-friendly. Faculty members, students and non- teaching staff were motivated to participate in plantation drive. The use of plastic, tobacco- smoking and chewing of *pan- masala* were completely banned in the campus.
- Students spread awareness regarding environment pollution during the NSS campus.
- A district level career fair was held in the institution where local companies as well as companies / organisations from the surrounding areas were invited to provide job- oriented training and job opportunities to the students.
- A short-term career-oriented training programme was conducted under Swami Vivekanand Career Guidance scheme of the state government.
- A large number of career-oriented motivational lectures were organised.

**Dr Meenakshi Choubey**  
Coordinator, IQAC

**Dr Vijeta Choubey**  
Principal

**PRINCIPAL**  
**J.N. GOVT.PG.COLLEGE**  
**BETUL(M.P)**