

IQAC MEETING MINUTES [2021-22]

1QAC meeting of Bhilai Maitri College in the Academic Session 2021-22 was held on 15/07/2021 (Thursday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeev (Management)
Member:	Mr. S. Sajan (Management)
Member:	Mr. Reena Majumdar (External Expert)
Member:	Mr. Jaiprakash Sao (External Expert)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)
Member:	Nishant Verma (Student Representative)
Member:	Sanjana Singh (Student Representative)

Agenda & Resolution

- Paper publish- More papers to be published by the faculty
- Workshops & seminars to be conducted
- Website should be functional and regularly updated

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2021-22]

1QAC meeting of Bhilai Maitri College in the Academic Session 2021-22 was held on 20/09/2021 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeev (Management)
Member:	Mr. S. Sajan (Management)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)
Member:	Nishant Verma (Student Representative)
Member:	Sanjana Singh (Student Representative)

Agenda & Resolution

- Faculty Development Program- More FDP to be conducted to acquaint the staff with online technique
- Value Added Course- To be conducted for the development of students
- Renewable of MoU- To renew for further 2yrs
- AQAR- Documentation has to be done according to the new format

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2021-22]

The first IQAC meeting of Bhilai Maitri College in the Academic Session 2021-22 was held on 20/01/2022 (Thursday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 1:00 p.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeev (Management)
Member:	Mr. S. Sajan (Management)
Member:	Mr. Reena Majumdar (External Expert)
Member:	Mr. Jaiprakash Sao (External Expert)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)
Member:	Nishant Verma (Student Representative)
Member:	Sanjana Singh (Student Representative)

Agenda & Resolution

- Social activities to be conducted to inculcate social values
- Gender sensitization program to be conducted
- AQAR documents to be verified

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC compliance Report-2021-22

Action Taken:-

- Paper published by the teachers in national & international journals
- Workshops & seminars were conducted as per the scheduled date
- Online FDPs were attended by the teachers
- Value -added courses like yoga for health & basics of computer held in college
- MoU renewed with Apollo College for another 2 years
- AQAR uploaded on time

IQAC MEETING MINUTES-1 [2022-23]

1QAC meeting of Bhilai Maitri College in the Academic Session 2022-23 was held on 25/07/2022 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeev (Management)
Member:	Mr. S. Sajan (Management)
Member:	Mr. Reena Majumdar (External Expert)
Member:	Mr. Jaiprakash Sao (External Expert)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)
Member:	Nishant Verma (Student Representative)
Member:	Sanjana Singh (Student Representative)

Agenda & Resolution

- Preparation of making SSR- Data of all 5 years have to be compiled
- External expert suggested to updating website
- Criterion-wise documentation to be done

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2022-23]

1QAC meeting of Bhilai Maitri College in the Academic Session 2022-23 was held on 18/10/2022 (Tuesday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman: Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator: Dr. D. Laxmi (Teacher Representative)
Co-ordinator: Dr. Shampa Goswami (Teacher Representative)
Member: Dr. Sajitha Thambi (Management)
Member: Mr. S. Sajeev (Management)
Member: Mr. S. Sajan (Management)
Member: Mr. Reena Majumdar (External Expert)
Member: Mr. Jaiprakash Sao (External Expert)
Member: Dr. Apoorva Shukla (Teacher Representative)
Member: Dr. Shalini Verma (Teacher Representative)
Member: Dr. Prabha R. Kurup (Teacher Representative)
Member: Mrs. Swapna Anil (Teacher Representative)
Member: Dr. T.Vani (Teacher Representative)
Member: Mrs. Smita Singh (Administrative Staff)
Member: Mr. Mahesh Sharma (Administrative Staff)
Member: Nishant Verma (Student Representative)
Member: Sanjana Singh (Student Representative)

Agenda & Resolution

- All the documents to be prepared and verified
- Suggestions were taken from external experts to give the final stage of preparing SSR
- More activities to be conducted

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2022-23]

The first IQAC meeting of Bhilai Maitri College in the Academic Session 2022-23 was held on 14/03/2023 (Tuesday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m. Principal welcomed new members in the committee.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeev (Management)
Member:	Mr. S. Sajan (Management)
Member:	Dr Ambarish Tripathi (External Expert)
Member:	Dr. Pankaj Soni (External Expert)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)
Member:	Nishant Verma (Student Representative)
Member:	Sanjana Singh (Student Representative)

Agenda & Resolution

- In charge of all the criteria directed to complete documentation work for NAAC inspection
- External expert suggested to conducting more alumni meet
- Remedial classes to be conducted for weak students

- Skill enhancement program to be conducted

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC compliance Report-2022-23

Action Taken:-

- Allotted work has been done criterion-wise and submitted
- Different activities were conducted
- Remedial classes held according to the need of a student
- College website was upgraded
- Skill enhancement programs were conducted for the women

IQAC MEETING MINUTES [2020-21]

1QAC meeting of Bhilai Maitri College in the Academic Session 2020-21 was held on 06/07/2020 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeew (Management)
Member:	Mr. S. Sajan (Management)
Member:	Dr Ambarish Tripathi (External Expert)
Member:	Dr. Pankaj Soni (External Expert)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- Lecture series to be conducted an online mode
- Online classes to be conducted due to pandemic
- Value-added courses to be organized for the quality enhancement in education

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2020-21]

1QAC meeting of Bhilai Maitri College in the Academic Session 2020-21 was held on 21/09/2020 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman:	Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator:	Dr. D. Laxmi (Teacher Representative)
Co-ordinator:	Dr. Shampa Goswami (Teacher Representative)
Member:	Dr. Sajitha Thambi (Management)
Member:	Mr. S. Sajeew (Management)
Member:	Mr. S. Sajan (Management)
Member:	Dr. Apoorva Shukla (Teacher Representative)
Member:	Dr. Shalini Verma (Teacher Representative)
Member:	Dr. Prabha R. Kurup (Teacher Representative)
Member:	Mrs. Swapna Anil (Teacher Representative)
Member:	Dr. T.Vani (Teacher Representative)
Member:	Mrs. Smita Singh (Administrative Staff)
Member:	Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- Personality development program to be conducted to develop communication skill
- Online workshops to be conducted
- Inter & intra collegiate competitions will be conducted an online mode

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC MEETING MINUTES [2020-21]

The first IQAC meeting of Bhilai Maitri College in the Academic Session 2020-21 was held on 26/01/2021 (Tuesday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman: Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator: Dr. D. Laxmi (Teacher Representative)
Co-ordinator: Dr. Shampa Goswami (Teacher Representative)
Member: Dr. Sajitha Thambi (Management)
Member: Mr. S. Sajeev (Management)
Member: Mr. S. Sajan (Management)
Member: Dr. Apoorva Shukla (Teacher Representative)
Member: Dr. Shalini Verma (Teacher Representative)
Member: Dr. Prabha R. Kurup (Teacher Representative)
Member: Mrs. Swapna Anil (Teacher Representative)
Member: Dr. T.Vani (Teacher Representative)
Member: Mrs. Smita Singh (Administrative Staff)
Member: Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- The in charge of all the cells was directed to submit the files
- Management members are suggested to regularly updating website
- Teachers will keep reminding the students to complete their assignments and submit to them on time

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC, Coordinator

IQAC compliance Report-2020-21

Action Taken:-

- Allotted file work has been done criteria by the faculty members
- Different activities were conducted
- Submission of assignment work confirmed by the subject teachers
- College website was upgraded

IQAC MEETING MINUTES [2019-20]

The first IQAC meeting of Bhilai Maitri College in the Academic Session 2019-20 was held on 02/03/2020 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman: Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator: Dr. D. Laxmi (Teacher Representative)
Co-ordinator: Dr. Shampa Goswami (Teacher Representative)
Member: Dr. Sajitha Thambi (Management)
Member: Mr. S. Sajeev (Management)
Member: Mr. S. Sajan (Management)
Member: Dr. Prabha R. Kurup (Teacher Representative)
Member: Mrs. Nisha Shaji (Teacher Representative)
Member: Mrs. Smita Singh (Administrative Staff)
Member: Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- Academic calendar to be prepared in accordance with the university norms
- Classes to be taken on online platform like Google meet
- Environmental awareness program to be conducted

The meeting ended with a vote of thanks to chair.

IQAC, Coordinator

IQAC MEETING MINUTES [2019-20]

1QAC meeting of Bhilai Maitri College in the Academic Session 2019-20 was held on 08/09/2020 (Tuesday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman: Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator: Dr. D. Laxmi (Teacher Representative)
Co-ordinator: Dr. Shampa Goswami (Teacher Representative)
Member: Dr. Sajitha Thambi (Management)
Member: Mr. S. Sajeev (Management)
Member: Mr. S. Sajan (Management)
Member: Dr. Prabha R. Kurup (Teacher Representative)
Member: Mrs. Nisha Shaji (Teacher Representative)
Member: Mrs. Smita Singh (Administrative Staff)
Member: Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- To organize social visit for inculcating social values
- Plan to review PLO & CLO
- Teachers will keep reminding the students to complete their assignment and submit on time

The meeting ended with a vote of thanks to chair.

Dr. Shampa Goswami

IQAC compliance Report-2019-20

Action Taken:-

- Students were taken to orphanage and old age home during social visits
- PLO & CLO reviewed
- Remedial classes held according to the need of a student
- Competitions were conducted an online mode

IQAC MEETING MINUTES [2018-19]

1QAC meeting of Bhilai Maitri College in the Academic Session 2018-19 was held on 11/09/2018 (Monday) under the chairmanship of Dr. Surekha Vinod Patil (Principal) at 11 a.m.

Attended By:

Chairman: Dr. Surekha Vinod Patil (Principal)
NAAC Coordinator: Dr. D. Laxmi (Teacher Representative)
Co-ordinator: Dr. Shampa Goswami (Teacher Representative)
Member: Dr. Sajitha Thambi (Management)
Member: Mr. S. Sajeev (Management)
Member: Mr. S. Sajan (Management)
Member: Dr. Nisha Shaji (Teacher Representative)
Member: Dr. Prabha R. Kurup (Teacher Representative)
Member: Mrs. Swapna Anil (Teacher Representative)
Member: Mrs. Smita Singh (Administrative Staff)
Member: Mr. Mahesh Sharma (Administrative Staff)

Agenda & Resolution

- Intercollegiate competition to be conduct
- Awareness program to be conducted
- Go green drive will be initiated by the college

The meeting ended with a vote of thanks to chair.

IQAC Coordinator