

**Mahatma Gandhi Government Arts & Science College Kharsia**  
**IQAC Meeting Agenda: 23 October 2019 in Seminar Hall in the college.**

**Action Taken Report:**

- 1) The concept of Help Desk in the institution, as per the order of higher education deptt. Naya Raipur, was setup regarding the student satisfaction matter to give more prominence and all the admission in charges were present in the allotted time 12:30 to 01:30 PM for post their filled up seats and also the fill up seats details to the Help Desk authorities.
- 2) The process in Alumni association in our institution is under process of registration. A form is uploaded in the college website. IQAC has also provided a printed form also. The last date for the filing of the form and submission is given as 15th of October.
- 3) Placement cell, as per guided by IQAC , went to the Power Plants. The placement cell coordinator went to visit the industries and met the HR department of RKM, SKS, JSW NAHARPALI,RPP, DB POWER PLANT in order to arrange a campus in the institution for the placement.
- 4) Cleanliness is in need to be a habit. In this regard new dustbins are to be purchased and also the students are to be motivated to put the garbage in the dustbins`.
- 5) In order to purchase the a sanitary disposal machine, a letter was written on behalf of IQAC to the JBS to provide a sanitary disposal machine in our institution. And in this respect the JBS has already ordered the machine.
- 6) IQAC drafted a letter to the Women Grievance cell to make arrangement for organizing a workshop regarding the women rights and to invite some legal authorities in the college for a lecture for providing the better secured teaching learning environment for girls.
- 7) JBS provided Dust Bins for the better making of the habits of cleanliness

**Meeting Agenda:**

- 1) Green audit and ,Energy,Gender audit proposal for the year 2019-2020.
- 2) Arranging a workshop for the Women's Grievance Cell.
- 3) Lab updating.

- 4) Organizing one workshop in Communicative Skill (English).
- 5) Organizing Plant visit.
- 6) Opening a stationary shop for the students welfare.
- 7) Organising an educational tour for the students.
- 8) Widening the Community activities.
- 9) For purchasing more competitive Books.

**MEETING MINUTES:**

- a. Green audit and ,Energy,Gender audit proposal for the year 2019-2020.
- b. Arranging a workshop by the IUCAW Raigarh for the Women's Grievance Cell.
- c. Lab updating of the do`s, don`t and also strict warnings in the lab regarding the students security.
- d. Organizing one workshop in Communicative Skill (English) under the guidance of H.O.D. English.
- e. Organizing Plant visit by the H.O.D. Commerce and Chemistry department.
- f. For starting a stationary shop with Xerox machine for the students welfare.
- g. Organising an educational tour for the students.
- h. Widening the Community activities by NSS, NCC also Red Cross.
- i. For purchasing more competitive Books for athenaeum (*the vachnalaya*) for the entire daily coming students.

**The following members were present:**

- **DR. P.C. Ghritlahre (Principal)**
- **Dr. R.K. Tamboli (Member as appointed by Additional Director Higher Edu. Bilaspur)**
- **Mr. Sunil Sharma ( Member as Industrialist)**
- **..... (Jan bhagidari Chairman)**
- **Mr. Anil Agarwal ( Member as Industrialist)**
- **B.E.O Kharsia( Member as Administrator of School education dept.)**
- **Prof. P.L. Patel(Member IQAC as Teaching dept of Institution)**
- **Dr. R.K.Tondon(Member as Coordinator NAAC)**
- **M.K. Sahu (Coordinator IQAC)**
- **S.K. Ijardar (Assistant Coordinator IQAC)**
- **Shreeya Agarwal (Member as a Student Leader)**
- **Brajesh Rathore (Member as an Allumni )**
- **D.K.Yadav (Member as Office incharge of institution IQAC)**

Sd/-  
Coordinator, IQAC

Sd/-  
Chairperson, IQAC