

**K R Technical College, Ambikapur**  
**Internal Quality Assurance Cell**  
**2018-19**

**Minutes of meetings of IQAC.**

**Date and Time :- 04/03/2018, 02:00 Pm**

**Venue :- College Hall**

**MEMBER PRESENT**

1. Mr. Binay Kumar Ambastha (COORDINATOR)
2. Mr. ViniteshGupt (CO-COORDINATOR)
3. Dr.Ritesh Verma (EXTERNAL EXPERT)
4. Dr. Alka Jain (EXTERNAL EXPERT)
5. Mr. H.S.P. Tonde (EXTERNAL EXPERT)
6. Mrs. Rinu Jain (MANAGEMENT REPRESENTATIVE)
7. Mr. Sandeep Dey (FACULTY MEMBER)
8. Mr. Ved Prakash (FACULTY MEMBER)
9. Miss. Shrutika Mudgal (FACULTY MEMBER)
10. Miss. Mamta Dubey (FACULTY MEMBER)
11. Mr.Ashish Singh (SPORTS INCHARGE)
12. Mr. Pawan Sharma (LIBRARIAN)
13. Miss. Anjali Gupta (ALUMNI MEMBER)
14. Mr. Manganjeet Ram (STUDENT MEMBER)

**Following Members could not attend the meeting**

1. Dr. Anju Goyal (COMMUNITY REPRESENTATIVE)
2. Dr. S. K. Tripathi (UNIVERSITY REPRESENTATIVE)
3. Miss. Rashmi Sinha (ALUMNI MEMBER)
4. Miss. Purnima Pandey (STUDENT MEMBER)
5. Mr. Rahul Jain (COMMUNITY REPRESENTATIVE)

**AGENDA**

- 1.Discussion on Preparation and Adherence of Academic Calendar.
- 2.To discuss College Budget for 2018-19.
- 3.To organize program for Smartphones distribution under Sanchar Kranti Yojna.
- 4.To discuss MOU.
- 5.To discuss revised fee structure for this session.
- 6.To discuss the Staff Salary.
- 7.To discuss new staff appointment as per new course.
- 8.To discuss establishment of different cell/club/committee as per the requirement of new session.
- 9.To discuss purchasing of books and required apparatus for different courses and labs.
- 10.To discuss conducting the value added course for students of different departments.
11. Discussion to conduct faculty development program for teaching & non-teaching staff.
12. Discussion regarding the program to be conducted by the existing club committee.

## PROCEEDINGS

1. The institution prepares the academic calendar every year in advance. The coverage of academic calendar covers college(session) starting date as per University guidelines, list of University and College Level Internal (CCA, Unit Tests, Model) and External (Main UG exams, CBCS Exams and Practical Exams) Examination Dates, Seminar and Project/Assignment Submission Dates, Departmental and Club/Cell/Committees related Programs, Celebration of Commemorative Days, Festivals, Sports, Holidays, Vacation Dates etc.
2. In the IQAC meeting Principal, Dr. Mantosh Sinha proposed the college budget for 2018-19. Which was further discussed, approved and the members unanimously agreed and praised the budget for this year.
3. Principal, Dr. Mantosh Sinha mentioned that Sanchar Kranti Yojana will include the distribution of smartphones. Students in their first and second years who were enrolled in classes during the 2017-18 academic year and who have reached their 18th birthday are eligible. The registration will be done from May 22 to May 24.
4. Principal informed the committee members that as per the discussion the college has entered into an MOU with Manjusha Academy, Ambikapur for providing Tally Education. He further expressed the need to enter into more MOUS.
5. In the meeting Principal of college Dr. Mantosh Sinha suggested that since, there is no other government or non government funding received by the institute so this step for increasing the tuition fee by 10% will be taken in installments to manage staff salary is and maintain a positive work environment.
6. Principal of the college informed the members of the governing body that the staff salary will be increased by 08% to 10% for the current session. The director also advised increasing this much of employee salary in order to recognize the dedication to the organization and hard work.
7. The suggestion was proposed by the Principal for appointment of new staff for the new courses in the meeting. The institute will issue advertisement in local and national newspapers as per the guidelines of UGC required to teach those courses. The institute will be giving time period of 30 days for applying for these vacancies from the date of publication of advertisement.
8. Recommendation for the formation or establishment of social work committee, legal literacy club and sexual harassment cell was given by IQAC coordinator for taking the responsibilities of the pertinent issues.
9. IQAC cell coordinator Mr. Binay Kumar Ambastha suggested about the books and lab equipments which are required for the college for students so that they can gain theoretical as well as practical knowledge for their future. College doesn't want to leave any stone unturned to give facilities to their students as well as for teachers so that they can explain everything in detail manner.



10. Mr. Binay Ambastha, coordinator of IQAC Suggested to provide Value added courses of Basic computer, Tally and personality development (PD) for the students of MSc Botany, MSW, Bcom, BBA BSc MSc IT & CS.

11. IQAC Co-ordinator Mr. Binay Ambastha Suggested to conduct Faculty development program for teaching & non-teaching staff which was agreed by all members.

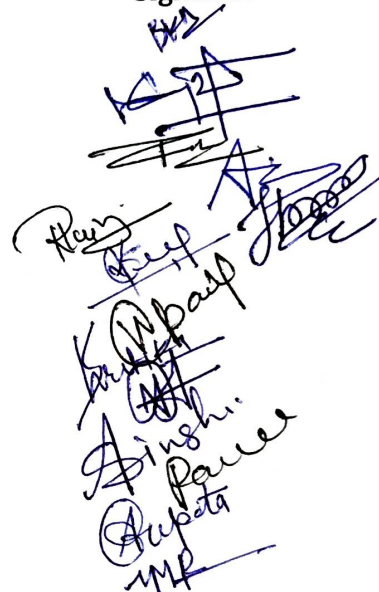
12. The head of each club committee was consultation regarding the program that could be conducted by them & IQAC co-ordinator ask for the information about the program.


### Members to attended meeting

#### Name (Designation)

1. Mr. Binay Kumar Ambastha (COORDINATOR)
2. Mr. Vinitesh Gupta (CO-COORDINATOR)
3. Dr. Ritesh Verma (EXTERNAL EXPERT)
4. Dr. Alka Jain (EXTERNAL EXPERT)
5. Mr. H.S.P. Tonde (EXTERNAL EXPERT)
6. Mrs. Rinu Jain (MANAGEMENT REPRESENTATIVE)
7. Mr. Sandeep Dey (FACULTY MEMBER)
8. Mr. Ved Prakash (FACULTY MEMBER)
9. Miss. Shrutika Mudgal (FACULTY MEMBER)
10. Miss. Mamta Dubey (FACULTY MEMBER)
11. Mr. Ashish Singh (SPORTS INCHARGE)
12. Mr. Pawan Sharma (LIBRARIAN)
13. Miss. Anjali Gupta (ALUMNI MEMBER)
14. Mr. Manganjeet Ram (STUDENT MEMBER)

#### Signature



  
**IQAC In-Charge**  
Co-ordinator IQAC  
KR Technical College  
Ambikapur

  
**Principal/Chairman**  
**PRINCIPAL**  
K.R. Technical College  
Ambikapur (C.G.)

**K R Technical College, Ambikapur**  
**Internal Quality Assurance Cell**

Minutes of meetings of IQAC.

Date and Time :- 01/06/2018, 02:00 Pm

Venue :- College Hall

**MEMBER PRESENT**

1. Mr. Binay Kumar Ambastha (COORDINATOR)
2. Mr. ViniteshGupt (CO-COORDINATOR)
3. Dr. Alka Jain (EXTERNAL EXPERT)
4. Dr. Ritesh Verma (EXTERNAL EXPERT)
5. Mr. H.S.P. Tonde (EXTERNAL EXPERT)
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2. Dr. S. K. Tripathi (UNIVERSITY REPRESENTATIVE)
3. Miss. Rashmi Sinha (ALUMNI MEMBER)
4. Mr. Rahul Jain (COMMUNITY REPRESENTATIVE)
5. Miss. Purnima Pandey (STUDENT MEMBER)

**AGENDA**

1. To discuss regarding NAAC Accreditation.
2. To discussion on encouragement and support to the faculty members to get funded project from various research.
3. To discussion about permanent affiliation from Sarguja University.
4. To discuss about innovation, teaching learning methodologies, remedial classes and updating of subject courses by faculty member.
5. To discuss about timing of college running two shifts.
6. To discuss regarding New Courses.
7. To discussion about updation of IQAC (Internal Quality Assessment Cell).
8. To discuss on TALLY as Compulsory for all undergraduate students.
9. Discussion regarding the timely meetings with club/cell/committee heads.



## PROCEEDINGS

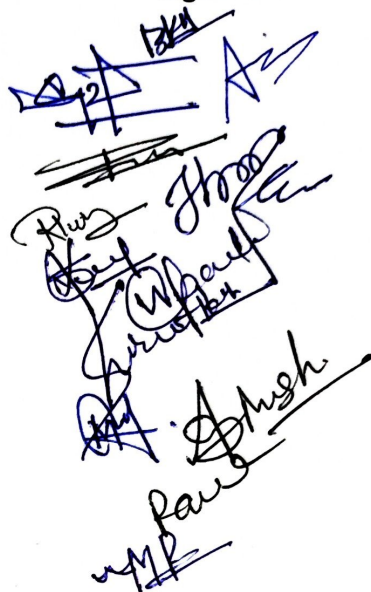
1. IQAC Co-Ordinator, Mr Binay Kumar Ambastha Suggested that the assessment process for providing an opportunity to the institution to measure its effectiveness and efficiency and to identify its strength and weakness and take the necessary action for improvement and specialized future plans of the institutions for quality enhancement and commitment of every college member.
2. Principal of college Dr. Mantosh Sinha Suggested to facilitate research in Institution at higher education available to faculty member worked out and approved research proposals. Faculty member should be accountable to maintain progress of research of acceptable standards as should be evidence by publication in reputed Journal.
3. It was by the Director of College Mrs. Rinu Jain that the College Management has favored granting permanent affiliation to college from Sarguja University for this an application has been submitted by Management of College to Sarguja University.
4. Mr. H.S.P. Tonde, External Expert suggested that professional development activities such as participation in seminars, conference, short term training classes, Industrial experience, lectures in orientation, refresher course, faculty development programmes, dissemination and general articles and any other contribution to support in academic alerts reforms.
5. College Representative, Mrs. Rinu Jain mentioned that college will be running in two shift, first shift will be from 08:00 AM to 02:00PM and Second shift will be 11:00AM to 05.00PM.
6. Principal of College Dr. Mantosh Kumar Sinha mentioned that the college will be again applying for the M.Com, M.Sc (Mathematics) courses from higher education. It was also mentioned that for the present year college have got the permission for M.Sc.(Botany) and M.S.W. Courses.
7. IQAC Co-Ordinator, Mr Binay Kumar Ambastha mentioned to initiate, monitor, assess, and report on relevant steps to increase the quality of teaching, learning, evaluation, research activities in the campus, and student support examined by the Cell.
8. It was suggested by the college Advisor Mr. Rahul Jain that Tally must be compulsory for graduate student as add on course for the empowerment of the student so that at the end of three years the student will be equipped with a certificate diploma along with a conventional degree in Science/Arts/Commerce and Computer Science.
9. IQAC Co-ordinator Mr Binay Kumar Ambashtha mentioned that the meeting of cell, club and committee heads will be conducted in order for the smooth conduction of various upcoming major events, celebration of comemmorativedays, sports, festivals and other programs.

## Members to attended meeting

Name (Designation)

1. Mr. Binay Kumar Ambastha (COORDINATOR)
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7. Mr. Sandeep Dey (FACULTY MEMBER)
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11. Mr. Ashish Singh (SPORTS INCHARGE)
12. Mr. Pawan Sharma (LIBRARIAN)
13. Miss. Anjali Gupta (ALUMNI MEMBER)
14. Mr. Manganjeet Ram (STUDENT MEMBER)

Signature

A collection of handwritten signatures in blue ink, corresponding to the list of members. The signatures are written in a cursive, somewhat stylized manner. Some are clearly legible, while others are more abstract. The names 'Binay', 'Vinitesh', 'Alka', 'Ritesh', 'H.S.P.', 'Rinu', 'Sandeep', 'Ved', 'Shrutika', 'Mamta', 'Ashish', 'Pawan', 'Anjali', and 'Manganjeet' are visible in various forms.

A handwritten signature in blue ink, likely belonging to one of the members listed.

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**K R Technical College, Ambikapur**  
**Internal Quality Assurance Cell**

**Minutes of meetings of IQAC.**

**Date and Time :- 03/09/2018, 02:00 Pm**

**Venue :- College Hall**

**MEMBER PRESENT**

- 1.Mr. Binay Kumar Ambastha (COORDINATOR)
- 2.Mr. ViniteshGupt (CO-COORDINATOR)
- 3.Dr. Alka Jain (EXTERNAL EXPERT)
4. Dr.Ritesh Verma (EXTERNAL EXPERT)
- 5.Mr. H.S.P. Tonde (EXTERNAL EXPERT)
6. Dr. Naveen Jain (EXTERNAL EXPERT)
- 7.Mrs. Rinu Jain (MANAGEMENT REPRESENTATIVE)
- 8.Mr. Sandeep Dey (FACULTY MEMBER)
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- 1.Dr. Anju Goyal (COMMUNITY REPRESENTATIVE)
- 2.Dr. S. K. Tripathi (UNIVERSITY REPRESENTATIVE)
- 3.Miss. Rashmi Sinha (ALUMNI MEMBER)
- 4.Miss. Purnima Pandey (STUDENT MEMBER)

**AGENDA**

1. Discussion for organizing Placement camp
2. Discussion regarding installation of coffee machine
3. Discussion regarding construction of new cycle stand
4. Discussion regarding inclusion of new staff in PF

**PROCEEDINGS**




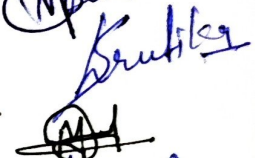

- 1.To provide direction to the students to forward in right direction Principal Dr.Mantosh Sinha suggested to organise the placement camp in the college.
- 2.The proposal of installing coffee machine was also put forward in the meeting for the teachers and students.
- 3.IQAC coordinator Mr BinayAmbastha suggested the construction of new cycle stand in the place of the old one for the facility of students.
4. The discussion to include the names of new staff in PF was also taken place in the meeting.

### Members to attended meeting

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Signature

  
  
Naveen Jain  
  
Sandeep Dey  
  
  
Ashish Singh  
Anjali Gupta  
MR



**IQAC In-Charge**  
Co-ordinator IQAC  
R Technical College



**Principal/Chairman**  
**PRINCIPAL**



## **K R Technical College, Ambikapur**

### **Internal Quality Assurance Cell**

**Minutes of meetings of IQAC.**

**Date and Time :- 03/12/2018, 02:00 Pm**

**Venue :- College Hall**

#### **MEMBER PRESENT**

1. Mr Binay Kumar Ambastha (COORDINATOR)
2. Mr ViniteshGupt (CO-COORDINATOR)
3. Dr Alka Jain (EXTERNAL EXPERT)
4. Dr Ritesh Verma (EXTERNAL EXPERT)
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#### **AGENDA**

- 1.discussion regarding oath taking ceremony.
- 2.Discussion for organizing NSS camp
- 3.Discussion to organise Beti Bachao Beti Padhao program.
- 4.discussion regarding Annual function
- 5.discussion regarding students'- parents' feedback.
- 6.Discussion regarding cleanliness initiative for tourist destination.

#### **PROCEEDINGS**

- 1.IQAC Coordinator Mr.BinayAmbastha told to organize oath taking ceremony for the students union office bearers and Mr.Sandeep Dey, the cultural head was given the charge.
2. Principal Dr.Mantosh Sinha discussed about the seven days special camp of NSS to be organised in Balsedi district he assigned the incharge ship to Mr. ViniteshGupt, NSS officer.

3. The awareness program on "Beti Bachao Beti Padhao" was discussed to be organised in the college and Miss Mamta Dubey , women empowerment cell incharge was given the charge.
4. Principal Dr.Mantosh Sinha initiated the organisation of Annual function and Mr.Sandeep Dey and Miss Shrutika Mudgal the cultural incharges were assigned the charges.
5. The meeting covered the discussion regarding the feedback collection given by students and their parents that are related to outcome and curriculum and it was suggested by the Principal to bring a change in view of the feedback to provide quality education to the students.
6. Discussion regarding the cleanliness effort to be made for tourist destination was also initiated in the meeting for which the charge was Given to NSS officer.

#### Members to attended meeting

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Signature

*[Handwritten signatures of the members listed above, including Binay Kumar Ambastha, ViniteshGupt, Dr Alka Jain, Dr Ritesh Verma, Mr HSP Tonde, Dr Naveen Jain, Mr Rahul Jain, Mrs Rinu Jain, Mr Sandeep Dey, Mr Ved Prakash, Miss Shrutika Mudgal, MissMsmta Dubey, MrAshish Singh, Mr Pawan Sharma, Miss Anjali Gupta, and Mr Manganjeet Ram.]*

*[Handwritten signature]*  
**IQAC In-Charge**  
 Co-ordinator IQAC  
 KR Technical College  
 Ambikapur

*[Handwritten signature]*  
**Principal/Chairman**  
**PRINCIPAL**  
 K.R. Technical College  
 Ambikapur