



Ref: GDRCT/IQAC/22-23/04

Date: 07/04/2023

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

It is proposed to convene the IQAC meeting on 08/04/2023 at 1:30 PM. All the members of IQAC are requested to attend the meeting.

Venue: Principal Office

**AGENDA**

- Welcome address
- Confirmation of minutes of last meeting.
- To review overall progress of the academic, co-curricular, extracurricular, research and extension activities.
- To report quality initiatives by IQAC.
- Review and Analysis of Feedback from different stakeholders.
- Any other matter with permission of the cell.

Coordinator IQAC

Principal & Chairperson

Copy to

- Chairman Sir (for kind information)
- All IQAC members for necessary action
- Institute website and Notice Board for dissemination



## IQAC MINUTES OF THE MEETING

Meeting No: 04

Date & Time: 08/04/2023 at 1:30 PM

Venue: Principal Office

The IQAC coordinator welcomed the gathering and briefed the meeting agenda. The following points were deliberated in the meeting.

- To confirm the minutes of the last IQAC meeting.  
The minutes of the last meeting were read and confirmed.
- To review overall progress of the academic, co-curricular, extracurricular, research and extension activities. Faculty were assigned the elective subjects based on expertise.  
Various workshops on skill enhancement programs organised like research paper writing, presentation skills etc.  
Workshop on Use of Ai tools for research conducted successfully by the institute  
Dr Manoj Verghese suggested to organize a Programme on new education policy
- To report quality initiatives by IQAC.  
IQAC plan to conduct an internal exam, mock viva for semester students.
- Action Taken and Report is enclosed herewith.
- Any other matter with the permission of the cell. The meeting was concluded with no other matter to be discussed.

Coordinator

*M. Manoj*  
PRINCIPAL  
G.D. RUNGTA COLLEGE  
OF SCIENCE & TECHNOLOGY  
BHILAI (C.G.)

Principal & Chairperson (IQAC)

**INTERNAL MEMBERS**

S no	INTERNAL MEMBERS	DESIGNATION
1	Dr Neema S Balan	Principal
2	Dr Sushma Shrivastav	HOD, Dept of Education
3	Mr Amit Shrivastav	Astt Prof, Dept of Science
4	Ms Farhat Anjum	Astt Prof, Dept of Computer Science
5	Dr. Susheel Punwatkar	Astt Prof, Dept of Comm & Mgmt
6	CA Sonal Rungta	Director, (F&A)
7	Dr Sanjeev Shukla	Administrative Representative
8	Mr Prakash Wahaney	Administrative Officer
9	Dr. Ajazuddin	Prof, RCPSR
10	Dr Manoj Verghese	Prof, Dept of Mgmt, RCET

**EXTERNAL MEMBERS**

S.no	EXTERNAL MEMBERS	DESIGNATION
1	Dr Sourabh Gupta	Nominee from the Industry.
2	Mr Rahul Bhandari	Nominee from the Industry.
3	Ms Sweta Kumari	Student Alumni
4	Ms Banmeet Kaur Kalra	Student Alumni

**IQAC COORDINATOR**

Dr Jyoti Upadhyay (HOD)



Coordinator IQAC



Principal & Chairperson (IQAC)



# **ACTION TAKEN REPORT ON FEEDBACK FROM STAKEHOLDERS**



As per the collected feedback from all stakeholders during the session 2022-23, Following are the highlighted points;

**Feedback Analysis and Action taken**

**Course: BBA**

Feedback	Action Taken
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Needs to add more industrial visits</li> <li>● Soft skill classes are needed to improvement of the students.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>● Real world knowledge to be provided to student by arranging Industrial visits.</li> <li>● Knowledge about current technology to be provided by organizing workshops enriched with hands on practical.</li> <li>● By organizing Guest lecturers/Seminars etc on the technologies which are not covered in syllabus provided by university</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>● In teachers view our students are lacking in new technologies. They are not tech-savvy.</li> <li>● Many teachers have suggested to organize to fulfill the gap;                             <ul style="list-style-type: none"> <li>○ Guest lectures.</li> <li>○ Workshops.</li> <li>○ Industrial trainings.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Guest lectures,workshops on emerging technologies was conducted.</li> </ul>



<p><b>Parents</b></p> <ul style="list-style-type: none"><li>From the analysis of parent's feedback, it is observed that parents are satisfied with progress of their ward and facilities available in campus.</li></ul>	<ul style="list-style-type: none"><li>No Action Taken here.</li></ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"><li>Newer books to be made available in library.</li></ul>	<ul style="list-style-type: none"><li>Library updated with new books.</li></ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"><li>Communication skills need to be improved of students.</li><li>Presentation skills are to be improved for the students.</li></ul>	<ul style="list-style-type: none"><li>Soft skills seminars and workshops made available to students.</li><li>Seminars on Presentation Skills conducted to hone the students.</li></ul>



**Feedback Analysis and Action taken**

**Course: Bcom**

<b>Feedback</b>	<b>Action Taken</b>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Need to focus on all round development of students from practical knowledge to extra curriculum activities</li> <li>• Extracurricular activity should be given importance</li> <li>• Tally and GST Classes are required.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>• Real world knowledge to be provided to student by arranging Industrial visits.</li> <li>• Focus on extra curricular activities like Student Clubs was given.</li> <li>• Courses on GST and Tally were conducted for a short duration of time.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Students need to be made serious about the importance of placement and further career options as most of them are not aware of the different opportunities in the job sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Seminars on industrial training organized.</li> </ul>



<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>From the analysis of parent's feedback, it is observed that parents are satisfied with progress of their ward and facilities available in campus.</li> </ul>	<ul style="list-style-type: none"> <li>No Action Taken here.</li> </ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>Make Students aware about new Government Projects.</li> <li>Practical exposure is to be improved in our college, which should be more than theoretical knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Internship must be included and vocational training shall be followed religiously.</li> <li>Departments are asked to motivate students for field projects only.</li> </ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>Communication skills need to be improved of students.</li> </ul>	<ul style="list-style-type: none"> <li>Soft skills seminars and workshops made available to students.</li> </ul>



**Feedback Analysis and Action taken**

**Course: BCA**

<b>Feedback</b>	<b>Action Taken</b>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>● Institute should focus more on practical's with upgraded PC's in labs</li> <li>● Water filters are to be installed.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>● By organizing different certificate courses once in a year for 2nd and 3rd year students.</li> <li>● New water filters installed.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>● Current syllabus partially fulfills the need of industry, there is a scope for revision of syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>● Different types of training programs, workshops were organized. Certificate Courses were introduced to bridge the gap.</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>● From the analysis of parent's feedback, it is observed that parents are satisfied with progress of their ward and facilities available in campus.</li> </ul>	<ul style="list-style-type: none"> <li>● No Action Taken here.</li> </ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>● Design analysis or any other software which are used in currently in industries should be implemented.</li> <li>● Workshops on new and upcoming languages should be conducted.</li> </ul>	<ul style="list-style-type: none"> <li>● Students of any year can participate in any certificate course running in Institute so that every student who is interested in software / programming languages can get the benefit of it.</li> </ul>



<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>Students need to work on their communication skills and should be comfortable using new technologies.</li> </ul>	<ul style="list-style-type: none"> <li>Soft skills seminars and workshops made available to students.</li> <li>Training and Placement workshops conducted for students to improve communication skills.</li> </ul>
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**Feedback Analysis and Action taken**

**Course: B.Ed**

Feedback	Action Taken
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>Needs to add more Educational tours</li> <li>Practical session should be more</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>It is decided that the practical classes should not be limited to Psychology practical list provided by the university. Suggested to add at least two more practicals beyond syllabus.</li> <li>Real world knowledge to be provided to student by arranging Industrial visits.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>Current syllabus partially fulfills the need of industry, there is a scope for revision of syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>Many teachers have suggested to organize following events to fulfill the gap;</li> <li>Guest lectures.</li> <li>Workshops.</li> <li>Webinar</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>Overall the parents are satisfied with the college.</li> </ul>	<ul style="list-style-type: none"> <li>No Action Taken here.</li> </ul>



<p><b>Alumni</b></p> <ul style="list-style-type: none"><li>• Teaching training should be followed religiously.</li><li>• Syllabus to be brush up according to today's industry requirement.</li></ul>	<ul style="list-style-type: none"><li>• University Board of study members of the institution are advised to put forward the recommendation given by alumni, so that syllabus can be structured according industry needs.</li><li>• Departments are asked to motivate students for teaching trainings from reputed industries and keep the record of that.</li></ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"><li>• Students need to work on their communication skills and should be tech-savvy.</li></ul>	<ul style="list-style-type: none"><li>• Soft skills seminars and workshops made available to students.</li><li>• Training and Placement workshops conducted for students to improve communication skills.</li></ul>



**Feedback Analysis and Action taken**

**Course: B.SC CS & PCM**

Feedback	Action Taken
<ul style="list-style-type: none"> <li>Need to focus on all round development of students from practical knowledge to extra curriculum activities.</li> <li>More T&amp;P classes needed</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>It is decided that the practical classes should not be limited to Psychology practical list provided by the university. Suggested to add at least two more practicals beyond syllabus.</li> <li>Real world knowledge to be provided to student by arranging Industrial visits.</li> <li>More significance to be given to soft skill classes and T&amp;P classes.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>The syllabus needs to be updated or additional courses need to be added to prepare students according to the job market.</li> </ul>	<ul style="list-style-type: none"> <li>Many teachers have suggested to organize following events to fulfill the gap;</li> <li>Guest lectures.</li> <li>Workshops.</li> <li>Webinar</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>Overall the parents are satisfied with the college.</li> </ul>	<ul style="list-style-type: none"> <li>No Action Taken here.</li> </ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>Initially the course that must meet today's industrial requirement must be added in order to make students excel in academics as well as practical knowledge within college campus.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus to be brushed up according to today's industry requirement.</li> <li>Students of any year can participate in any certificate course running in Institute so that every student who is interested in software / programming languages can get the benefit of it.</li> </ul>

<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>Students need to work on their communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Soft skills seminars and workshops made available to students.</li> <li>Training and Placement workshops conducted for students to improve communication skills.</li> </ul>
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**Feedback Analysis and Action taken**

**Course: B.Sc Biotechnology**

Feedback	Action Taken
<ul style="list-style-type: none"> <li>Practical labs should have proper working equipment's. Lack of these equipment's leads to non-performing practical classes</li> <li>More T&amp;P classes needed</li> <li>The institute should organize plant visit for the depth of practical knowledge.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>Labs are checked and maintained periodically to ensure everything is in working condition.</li> <li>It is decided that the practical classes should not be limited to experiment list provided by the university. Suggested to add at least two experiment beyond syllabus.</li> <li>More significance to be given to soft skill classes and T&amp;P classes.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>Current syllabus partially fulfills the need of industry, there is a scope for revision of syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>They also decided to enhance teaching learning by providing following facilities:</li> <li>By organizing Guest lecturers/ Seminars/Symposiums etc., on the technologies which are not covered in syllabus provided by university.</li> <li>By organizing different certificate courses once in a year for 2nd and 3rd year students.</li> </ul>



<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>● Overall the parents are satisfied with the college.</li> </ul>	<ul style="list-style-type: none"> <li>● No Action Taken here.</li> </ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>● Bioinformatics software should be included which are used in currently in industries.</li> <li>● More of hands on after the immense theoretical lecture.</li> </ul>	<ul style="list-style-type: none"> <li>● Students of any year can participate in any certificate course running in Institute so that every student who is interested in software / programming languages can get the benefit of it.</li> <li>● Departments are asked to motivate students for field projects only.</li> <li>● Departments are asked to motivate students for internships and vocational trainings from reputed industries and keep the record of that.</li> </ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>● Students need to work on their communication skills and should be tech-savvy.</li> </ul>	<ul style="list-style-type: none"> <li>● Soft skills seminars and workshops made available to students.</li> <li>● Training and Placement workshops conducted for students to improve communication skills.</li> </ul>



**Feedback Analysis and Action taken**

**Course: M.Sc Biotechnology**

<b>Feedback</b>	<b>Action Taken</b>
<ul style="list-style-type: none"> <li>● Practical labs should have proper working equipment's. Lack of these equipment's leads to non-performing practical classes</li> <li>● More T&amp;P classes needed</li> <li>● The institute should organize plant visit for the depth of practical knowledge.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>● Labs are checked and maintained periodically to ensure everything is in working condition.</li> <li>● It is decided that the practical classes should not be limited to experiment list provided by the university. Suggested to add at least two experiment beyond syllabus.</li> <li>● More significance to be given to soft skill classes and T&amp;P classes.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>● Current syllabus partially fulfills the need of industry, there is a scope for revision of syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>● They also decided to enhance teaching learning by providing following facilities:</li> <li>● By organizing Guest lecturers/ Seminars/Symposiums etc., on the technologies which are not covered in syllabus provided by university.</li> <li>● By organizing different certificate courses once in a year for 2nd and 3rd year students.</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>● Overall the parents are satisfied with the college.</li> </ul>	<ul style="list-style-type: none"> <li>● No Action Taken here.</li> </ul>



<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>• More of hands on after the immense theoretical lecture.</li> </ul>	<ul style="list-style-type: none"> <li>• Students of any year can participate in any certificate course running in Institute so that every student who is interested in software / programming languages can get the benefit of it.</li> <li>• Departments are asked to motivate students for field projects only.</li> <li>• Departments are asked to motivate students for internships and vocational trainings from reputed industries and keep the record of that.</li> </ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>• Students need to work on their communication skills and should be tech-savvy.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft skills seminars and workshops made available to students.</li> <li>• Training and Placement workshops conducted for students to improve communication skills.</li> </ul>

**Feedback Analysis and Action taken**

**Course: MSW**

<b>Feedback</b>	<b>Action Taken</b>
<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Internet facility to be improved.</li> <li>• Real world knowledge to be provided to student by arranging Industrial visits.</li> </ul>	<p><b>Action Taken</b></p> <ul style="list-style-type: none"> <li>• High speed Modem Installed.</li> <li>• Industrial visits were carried out.</li> </ul>



<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Current syllabus partially fulfills the need of industry, there is a scope for revision of syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>• They also decided to enhance teaching learning by providing following facilities:</li> <li>• By organizing Guest lecturers/ Seminars/Symposiums etc., on the technologies which are not covered in syllabus provided by university.</li> <li>• By organizing different certificate courses once in a year for 2nd and 3rd year students.</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Overall the parents are satisfied with the college.</li> </ul>	<ul style="list-style-type: none"> <li>• No Action Taken here.</li> </ul>
<p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>• Field projects are necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Students of any year can participate in any certificate course running in Institute so that every student who is interested in software / programming languages can get the benefit of it.</li> <li>• Departments are asked to motivate students for field projects only.</li> <li>• Departments are asked to motivate students for internships and vocational trainings from reputed industries and keep the record of that.</li> </ul>
<p><b>Employers</b></p> <ul style="list-style-type: none"> <li>• Students need to work on their presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft skills seminars and workshops made available to students.</li> </ul>

**IQAC Coordinator -  
Dr. Jyoti Upadhyay**

*Neema S. Balan*  
PRINCIPAL  
G.D. RUNGTA COLLEGE  
OF SCIENCE & TECHNOLOGY  
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