



**OFFICE, PRINCIPAL GOVERNMENT TULSI COLLEGE, ANUPPUR**

**Affiliated to Awadhesh Pratap Singh University Rewa (MP)**

Registered Under Section 2 (F) & 12 (B) of UGC Act

E-mail: [hegtcano@mp.gov.in](mailto:hegtcano@mp.gov.in)



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## **Criteria 6**

### **Governance, Leadership and Management**

#### **Key Indicator- 6.5**

#### **Internal Quality Assurance System**

##### **Metric No. 6.5.2**

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.



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**DECLARATION**

The information, reports, true copies of the supporting documents, numerical data etc. furnished in this file are verified by IQAC and found correct.

Hence this certified.

  
Dr. Devendra Singh Bagri

**IQAC Incharge**  
**IQAC Incharge**  
**Govt. Tulsi College Anuppur,**  
**Distt. Anuppur (M.P.)**

Dr. J. K. Sant

  
Principal

Govt. Tulsi College Anuppur

**PRINCIPAL**  
**Govt. Tulsi College Anuppur**  
**Distt. Anuppur (M.P.)**



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## INDEX

### IQAC MEETING SUMMARY REPORT 2018 TO 2023

Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
2020	06 Jan- 20	Formation of IQAC Committee	1. Establishing the Purpose and Objectives . 2. Constituting the Committee. 3. Promoting Stakeholder Engagement and Participation.
2020	13-Jan-20	Major quality initiatives include establishing an IQAC for ongoing improvement discussions, organizing industrial tours for practical exposure, implementing internal assessments, conducting workshops for project work, creating official social media accounts for better communication, and planning the annual function to celebrate achievements	1. Organizing industrial tours for practical exposure 2. Implementing internal assessments. 3. Conducting workshops for project work



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2020	20-Mar-20	<p>Major quality initiatives include issuing instructions for managing COVID-19, implementing online education methods to ensure continuity, and conducting awareness programs to educate about the pandemic risks. These measures aim to safeguard health, maintain educational standards, and raise awareness to combat the spread of the virus effectively.</p>	<p><b>1. Issuing instructions for managing COVID-19:</b> Develop comprehensive guidelines and protocols in line with recommendations from health authorities such as the World Health Organization (WHO) and local health departments. Clearly outline procedures for maintaining hygiene, such as handwashing, sanitization of surfaces. Implementing online education methods to ensure continuity:</p> <p><b>2. Assess the technological infrastructure and resources available to support online education, including access to devices, internet connectivity, and learning management systems (LMS).</b> Develop guidelines and best practices for transitioning to online teaching and learning, including strategies for delivering lectures, conducting assessments, and facilitating student engagement. Provide training and support for faculty members and staff to adapt to online teaching methods and utilize relevant technology effectively.</p> <p><b>3. Conducting awareness programs to educate about the pandemic risks by NSS and NCC :</b> Develop educational materials such as pamphlets, posters, videos, and presentations to raise awareness about COVID-19 risks, prevention measures, and vaccination information. Organize workshops, webinars, or seminars featuring health experts, epidemiologists, and public health officials to provide accurate information and answer questions from participants.</p>
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2020	06-Aug-20	Major quality initiatives encompass planning and executing an Open Book System Exam to enhance assessment methods. Additionally, streamlined admission and verification processes for the 2020-21 session aim to ensure efficiency and transparency. These measures reflect a commitment to improving educational standards and administrative procedures within the institution.	<b>1. Planning and executing an Open Book System Exam:</b> Form a committee comprising faculty members, assessment experts, and IT specialists to design and oversee the implementation of the Open Book System Exam. Define the objectives and format of the exam, including the types of questions, duration, and permitted resources. <b>2. Streamlining admission and verification processes for the 2020-21 session:</b> Review and analyze existing admission and verification procedures to identify inefficiencies, bottlenecks, and areas for improvement. Develop standardized processes and documentation requirements for admission, including online application forms, verification checks, and document submission procedures
2020	03-Oct-20	Major quality initiatives include transitioning to online teaching, establishing Examination and Evaluation Centers, designing a user-friendly website, and creating timetables for online classes. These measures aim to adapt to remote learning, ensure efficient examination procedures, enhance accessibility, and streamline scheduling for improved educational delivery.	<b>1. Transitioning to online teaching:</b> Assess the technological infrastructure and resources available to support online teaching, including learning management systems (LMS), video conferencing tools, and content creation software. <b>2. Establishing Examination and Evaluation Centers:</b> Identify suitable locations for Examination and Evaluation Centers, ensuring accessibility, security, and compliance with safety protocols. <b>3. Designing a user-friendly website:</b> Conduct user research to understand the needs, preferences, and expectations of website visitors, including students, faculty, staff, and other stakeholders. <b>4. Creating timetables for online classes:</b> Collaborate with academic departments and faculty members to develop a master timetable for online classes, taking into account course offerings, faculty availability, and student preferences.



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2020	14-Dec-20	Major quality initiatives involve conducting classes in compliance with updated guidelines, adopting blended teaching methods, administering Continuous and Comprehensive Evaluation (CCE) exams via Google Meet along with offline assignments, planning for 3rd-year exams during the COVID era, and implementing promotion policies for undergraduate students in their 1st and 2nd years.	<b>1. Conducting classes in compliance with updated guidelines:</b> Stay updated with the latest guidelines and recommendations issued by health authorities and government agencies regarding COVID-19 safety measures. <b>2. Adopting blended teaching methods:</b> Design a curriculum that incorporates both online and offline teaching components to create a blended learning experience. <b>3. Administering Continuous and Comprehensive Evaluation (CCE) exams via Google Meet along with offline assignments:</b> Schedule CCE exams using Google Meet, google form or other suitable video conferencing platforms, ensuring that students have access to the necessary technology and instructions for participation.
2021	05-Jul-21	Major quality initiatives include designing comprehensive timetables and academic calendars, streamlining admission processes, ensuring efficient examination and evaluation procedures, and introducing additional courses and certificate programs. These measures aim to enhance organizational efficiency, facilitate student enrollment, maintain academic standards, and offer diversified learning opportunities within the institution.	<b>1. Designing comprehensive timetables and academic calendars:</b> Gather input from faculty members, academic departments, and administrative staff to understand scheduling needs and preferences. <b>2. Streamlining admission processes:</b> Review and streamline the admission procedures to simplify the application process for prospective students <b>3. Ensuring efficient examination and evaluation procedures</b> <b>4. Introducing additional courses and certificate programs:</b>
2021	03-Sep-21	A major decision on quality initiatives involves planning and executing the National Education Policy 2020. This initiative encompasses comprehensive strategies for educational reform, including curriculum revisions, pedagogical advancements, and systemic improvements. Implementation aims to foster holistic development, equity, and excellence in the education sector, aligning with national goals and aspirations.	Establishment of Implementation Committees. Curriculum Revisions and Development. Teacher Training and Professional Development Infrastructure Development and Technology Integration Equity and Inclusion Strategies





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2021	06-Dec-21	Quality initiatives include organizing remedial classes for academic support, hosting youth festival programs to promote cultural engagement, establishing NAAC criteria-wise committees for accreditation preparation, and forming an Internal Quality Assurance Cell (IQAC) department. These efforts aim to enhance academic support, foster cultural enrichment, and facilitate accreditation readiness within the institution.	Organizing remedial classes for academic support. Organizing remedial classes for academic support. Establishing NAAC criteria-wise committees for accreditation preparation. Forming an Internal Quality Assurance Cell (IQAC) department.
2022	02-Mar-22	Major quality initiatives include creating and collecting feedback forms to gather input, compiling committee and activity reports for accountability, and allocating budgets for the MPHEQIP program. These measures aim to solicit stakeholder feedback, track progress, and ensure effective resource allocation to enhance quality and performance in higher education.	Creating and collecting feedback forms to gather input. Compiling committee and activity reports for accountability. Allocating budgets for the MPHEQIP program.
2022	17-May-22	Major quality initiatives involve forming schedules and committees for "College Chalo Abhiyaan," discussing admission processes for the 2022-23 session (NEP and non-NEP programs), designing timetables and academic calendars, promoting undergraduate students, and planning various activities for the Golden Jubilee celebration, including plantation drives, lectures, awareness programs, and cultural events.	Forming schedules and committees for "College Chalo Abhiyaan". Discussing admission processes for the 2022-23 session (NEP and non-NEP programs). Designing timetables and academic calendars. Promoting undergraduate students
2022	07-Sep-22	Major quality initiatives include organizing sports and cultural activities aligned with the higher education calendar, forming committees for kho-kho competitions at district, division, and state levels, discussing cleanliness policies and waste management strategies, recruiting computer operators, and reconstituting the Internal Quality Assurance Cell Committee. These efforts aim to enhance campus engagement, infrastructure, and administrative efficiency.	Organizing sports and cultural activities aligned with the higher education calendar. Forming committees for kho-kho competitions at district, division, and state levels. Discussing cleanliness policies and waste management strategies. Recruiting computer operators
2022	25-Nov-22	Internal Quality Assurance Cell Committee was reconstituted	Reviewing and updating the IQAC mandate Identifying key stakeholders and committee members. Establishing clear roles and responsibilities



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2022	05-Dec-22	Key quality initiatives include designing the college website, conducting SWOC analysis for strategic planning, creating an IQAC logo for institutional identity, organizing awareness programs as part of the "Har Ghar Tiranga" campaign, forming committees for a national seminar, and collecting NAAC progression data for presentation at divisional NAAC meetings in Rewa, ensuring institutional progress and visibility.	Designing the college website. Conducting SWOC analysis for strategic planning. Creating an IQAC logo for institutional identity. Organizing awareness programs as part of the "Har Ghar Tiranga" campaign". Forming committees for a national seminar.
2023	13-Mar-23	Major quality initiatives involve conducting UG/PG examinations, launching the "College Chalo Abhiyaan" outreach program, performing an energy audit for sustainability, compiling committee reports for accountability, and introducing additional courses and certificate programs. These measures aim to ensure academic integrity, increase student enrollment, promote energy efficiency, enhance institutional transparency, and offer diverse learning opportunities.	Conducting UG/PG examinations. Launching the "College Chalo Abhiyaan" outreach program. Performing an energy audit for sustainability. Compiling committee reports for accountability. Introducing additional courses and certificate programs.
2023	17-Jun-23	Key quality initiatives include designing qualitative policies, streamlining the admission process, and prioritizing the preparation of the National Assessment and Accreditation Council (NAAC) Self-Study Report (SSR). These efforts aim to enhance institutional standards, improve administrative efficiency, and ensure readiness for accreditation evaluation.	Designing qualitative policies. Streamlining the admission process. Prioritizing the preparation of the NAAC Self-Study Report (SSR).
2023	08-Aug-23	Quality initiatives entail reviewing NAAC criteria documents, drafting the SSR, conducting audits from 2018 to 2023, and compiling sports department activity reports. Additionally, there's a request for a sanitary pad machine to support female students. These measures aim to enhance institutional quality, compliance, transparency, and inclusivity, fostering holistic development and support for all stakeholders.	Reviewing NAAC criteria documents. Drafting the SSR (Self-Study Report) . Conducting audits from 2018 to 2023. Compiling sports department activity reports . Requesting a sanitary pad machine to support female students.
2023	22-Sep-23	Key quality initiatives include forming AAA/NIRF and MOUs, preparing NAAC SSR documents and data collection, maintaining facilities like common rooms, store rooms, and botanical gardens, implementing N-list, conducting college campaigns like "Plastic Free Camp" and science exhibitions, establishing women harassment cells and eco clubs, and making adjustments to the IQAC committee for comprehensive institutional development.	Forming AAA/NIRF and MOUs. Preparing NAAC SSR documents and data collection. Maintaining facilities like common rooms, store rooms, and botanical gardens. Implementing N-list. Conducting college campaigns like "Plastic Free Campus" and science exhibitions





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2023	09-Dec-23	Key quality initiatives include organizing UG & PG examinations, hosting seminars, workshops, and industrial visits, offering certificate courses and programs, launching the "College Chalo Abhiyaan" campaign, establishing teacher mentor ratios department-wise for student monitoring, and assisting students in creating email accounts for preparation and communication. These efforts aim to enhance academic excellence, practical learning, student engagement, and support services within the institution	Organizing UG & PG examinations. Hosting seminars, workshops, and industrial visits. Offering certificate courses and programs. Launching the "College Chalo Abhiyaan" campaign". Establishing teacher mentor ratios department-wise for student monitoring. Assisting students in creating email accounts for preparation and communication.
2023	15-Jan-24	Key quality initiatives involve indexing all criterion-wise documents for NAAC, implementing declaration forms for each criterion, ensuring timely data submission for AAA, uploading departmental activity documents for the past five years on the workspace ID, offering 30-hour certificate courses in every department, and conducting remedial classes and pre-exam preparation sessions. These efforts aim to enhance accreditation readiness, documentation compliance, and academic support services.	Indexing all criterion-wise documents for NAAC. Implementing declaration forms for each criterion. Ensuring timely data submission for AAA. Uploading departmental activity documents for the past five years on the workspace ID. Offering 30-hour certificate courses in every department. Conducting remedial classes and pre-exam preparation sessions.