14/08/18

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 14.08.2018 at 12:30 PM under the chairmanship of the Principal in his office chamber. The following members were present in the meeting:

1. Prof. ANIL KR Jha — 14/8/18
2. Narayan Jha — NJha 14/8/18
3. Prabhat Kr. Chaudhary — 14.8.18
4. DIVAKAR JHA — 14/8/2018
5. Arun Ranjan Singh — 14.8.18
6. Indira Jha — Indira Jha 14/8/18
7. Mohan Mishra — 14/8/18
8. Dr. Suresh Paswan — Paswan 14.8.18
9. MD. ZEYA HAIDER — 14.8.18
10. Ram Binod Singh — RBS 14/8/18
11. VIKASH KUMAR — 14.8.18
12.
13.

14/8/18

Since more than two-third members were present in the meeting, the quorum was obtained. At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting & suggest the ways

to strengthen the academic environment of the college.
Thereafter the agenda item were taken up with the permission of the chair.

Agenda 1 - To confirm and approve the minutes of last meeting.
Resolution : The coordinator presented the minutes of the last IQAC meeting for approval. The minutes were approved as presented.

Agenda 2 - Action Plan for AY (2018-19)
Resolution: The members suggested & resolved the measures for successful & effective completion of AY 2018-19.

1. That syllabus should be decided in terms of minimum teaching hour to each & every topic of the syllabus at UG & PG level.
2. That some new certificate courses (Add-on Courses) should be started.
3. That all blackboards should replaced with white boards.
4. That two more class rooms should be equipped with ICT enabled audio-visual classrooms.
5. That the college through its IQAC should organise a workshop to aware the student about SWAYAM & MOOCs.

6. ~~Xer~~ Xerox facility in the library at minimal cost should be provided to the student.
7. That the documentation of every activity should be made habit in the college.
8. That every department should organise two departmental seminar in AY 2018-19.
9. That every department should also organise one symposium every month on any important issues.
10. That there should be a brains storming session among internal members of IQAC to make the feedback system more effective.
11. That the process of registration of alumni association of the College should be expedited.

Agenda 3 : Preparation of AQAR of the last 4 years.

Resolution : The members expressed their deep concern over the non-compliance of the NAAC instruction for mandatory submission of Annual Quality Assessment Report every year.

Since it has not been sent for the last 4 years, it was decided that AQAR of the last 4 years should be sent on the priority basis in the month of September 2018.

Agenda 4: Preparation of SSR for 3rd cycle.
Resolution: Resolved that Steering Committee for the purpose of preparing SSR of the college should be constituted at the earliest.

Agenda 5: Discussion of CBCS to implemented at PG level from AY 2018-19.
Resolution: After discussion, it was decided that Regulation of CBCS & syllabus should be made available to all the PG department of the College & opinion in terms of any discrepancies between Regulation & syllabus has to be sought as earlier.

Agenda 6: Any other matters
Resolution: With the permission of the

Chairman Mr. Binod Kumar Pansari, external member of IQAC highlighted that awareness programs related to Child marriage, Global warming & Nasha Mukti should be organised by the College in the campus.

In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval. It was also decided to hold the next meeting of IQAC in the last week of Nov 2018. The meeting ended with a vote of thanks delivered by the Coordinator IQAC to the chair & members of IQAC.

14/8/18

29/11/18

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 29/11/2018 under the chairmanship of Principal-cum-chairman ~~under~~ at 10:00 A.M. in the office chamber of IQAC. Following members were present in the meeting:

1. Md. Zafer Alam — 29.11.18
2. Arun Ranjan Singh — 29.11.18
3. AMRENDRA K SHARMA — A K Sharma 29/11/18
4. Ashok Kr. Poddar — 29/11
5. Indira Jha — 29/11/18
6. DIVAKAR JHA — 29/11/18
7. DINESH PRASAD GUPTA — 29/11.18
8. NARAYAN JHA — 29/11/18
9. Prof. Anil Kr Jha — 29/11/18
10. Prof. Mohan Mishra — 29/11/18
11. MD. ZEYA HAIDER — 29.11.18
12. Ram Binod Singh — 29.11.18

29/11/18

At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and suggest ways to sort out the drawbacks and deficiencies in the college from the point of view of NAAC.

After that, the agendas were taken up with the permission of the chair.

Agenda 1: To confirm the minutes of the last meeting.

Resolution 1: The minutes of the last meeting were presented by the Co-ordinator and were approved by the members as such.

Agenda 2: To discuss and point out the SWOC and get it approved.

Resolution 2: The SWOC of the college, prepared by the committee constituted for this purpose, was approved with some modifications.

Agenda 3: Approval of the AQAR (2018-19) draft.

Resolution 3: The draft for the AQAR (2018-19) prepared by the members was approved unanimously.

Agenda 4: To discuss the Revised Accreditation Framework (RAF) issued by NAAC.

Resolution 4: It was resolved that a workshop should be organised by IQAC on

RAF issued by NAAC.

Agenda 5 : To regularise the Internal academic and Administrative audit of every department.

Resolution 5 : It was resolved to carry out the Internal Academic and Administrative Audit of every department by IQAC team in the second week of the December 2018.

Agenda 6 : To organise a computer literacy drive for the supporting staff.

Resolution 6 : It was resolved that a computer literacy drive for the Non-teaching staff of the college will be organised in the third week of December 2018.

Agenda 7 : To carry out plantation inside the college premises and outside on the behalf of the college.

Resolution 7 : It was resolved that a plantation drive inside the college premises and outside on the behalf of the college will be carried through the NSS unit of the college by the permisson of the chair.

Agenda 8: To discuss the draft of AQAR for last 4 years thoroughly.

Resolution 8: The first draft of AQAR of last 4 years (2014-15, 2015-16, 2016-17 and 2017-18) prepared by the IQAC team was presented before the members. It was resolved that the draft will be further improved in accordance to the modifications suggested by the members.

Agenda 9: To fix the schedule for the next meeting of IQAC.

Resolution 9: It was resolved that the next meeting of IQAC will be held in February 2019.

In the end, it was decided that the minutes of the present meeting would be placed in front of College Advisory Committee (CAC) for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the Chair and the member of the committee.

29/11/18

18/02/19

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 18/02/2019 under the chairmanship of Principal-cum-chairman at 10:00 AM in the office chamber of IQAC. Following members were present in the meeting:

1. Prabhat Kr. Chaudhary — 18.2.19
2. Ashok Kr. Poddar — 18/2/19
3. Arun Ranjan Singh — 18.2.19
4. Md. Zafar Alam — 18.2.19
5. Dr. Suresh Paswan — 18.2.19
6. AMRENDRA K SHARMA — 18/2/19
7. Indira Jha — 18/2
8. DIVAKAR JHA — 18/2/2019
9. DINESH PRASAD GUPTA — 18/2/19
10. Prof Anil Kr Jha — 18/2/19
11. VIKASH KUMAR — 18.02.19
12. MD. ZEYA HAIDER — 18.02.19
13. Ram Binod Singh — 18/2/19
14. — 18/2/19

At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and propose some new programmes to be introduced in the new year.

After that, the agendas were presented with the permisson of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 29/11/2018 were presented by the Co-ordinator and were approved by the committee as such.

AGENDA 2: To discuss the report of Internal Academic and Administrative Audit of each department.

RESOLUTION 2: The report of the Internal Academic and Administrative Audit of each department done by IQAC was presented. The members resolved to take corrective measures suggested by the Co-ordinator and the committee

AGENDA 3: To review the Action Plan for the Academic Year (2018-19)

RESOLUTION 3: The Action Plan for the Academic Year (2018-19) was reviewed and it was resolved that the incompleted schedules are needed to be finished on time in order to avoid trailing much from the fixed programme.

AGENDA 4: To review the extent of the courses completed by each department.

RESOLUTION 4: The committee review the extent to which each department has completed its syllabus. It was resolved that the departments that are behind the timeline should catch up with the help of extra classes.

AGENDA 5: To discuss the construction of Smart classes, etc.

RESOLUTION 5: It was resolved that the construction of two smart classes should be done. It was unanimously decided that the Seminar Hall, Language Lab, Psychology Lab and Smart class should be renovated.

AGENDA 6: To discuss about the Boys Common Room.

RESOLUTION 6: It was resolved that the Boy's Common Room should be renovated and more facilities should be provided in the room.

AGENDA 7: To discuss the organising of seminars and workshops.

RESOLUTION 7: It was resolved the Workshops and seminars should be organised and sponsored by IQAC on various themes in the next few months.

RESOLUTION 8: It was also resolved that the Green Audit of the College premises should be done with the permisson of the chair.

In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the chair and the members of the committee.

18/7/11

06/04/19

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 06/04/2019 under the chairmanship of Principal-cum-Chairman at 10:00 AM in the office chamber of IQAC. Following members were present in the meeting:

1. Indira Jha 6/4/19
2. Suresh Paswan 6.4.19
3. Amar Ranjan Singh 6.4.19
4. Prabhat Kr. Chaudhary 6.4.19
5. AMRENDRA K SHARMA 6/4/19
6. DINESH PRASAD GUPTA 6/4/19
7. Md. Zafar Alam 6.4.19
8. Ashok Kr. Poddar 6/4/19
9. DIVAKAR JHA 6/4/2019
10. NARAYAN JHA — 6/4/19
11. VIKASH KUMAR 06.04.19
12. Prof. Anil Kr Jha 6/4/19
13. MD. ZEYA HAIDER 6/4/19
14. Ram Binod Singh — 6/4/19

6/4/19

At the outset, the Principal-cum-Chairman Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and to evaluate the performance of various committees in the Academic Year from the point of view of NAAC.

After that the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 18/02/2019 were presented by the Co-ordinator and were approved by the committee as such.

AGENDA 2: To review the completion of the Undergradute and Postgraduate syllabus.

RESOLUTION 2: It was resolved that a committee comprising the heads of various departments be formed to review the Undergraduate and Postgraduate syllabus's completion.

AGENDA 3: To start the preparation of 3rd cycle of NAAC Accreditation.

RESOLUTION 3: It was resolved that a time-based action plan will be prepared for the 3rd cycle of NAAC Accreditation.

AGENDA 4: To constitute the NAAC steering committee.

RESOLUTION 4: It was unanimously resolved that the new members shall be inducted in the NAAC steering committee.

AGENDA 5: To decide a plan of action for Academic, Administrative and Environmental Audit of the college.

RESOLUTION 5: Resolved that proposal for these Audits will be placed before College Advisory Committee and the department shall be informed to prepare for the same.

AGENDA 6: To prepare Academic calendar for 2019-20.

RESOLUTION 6: It was resolved that Academic Calendar will be prepared by IQAC once the calendar of University is finalized.

In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-Ordinator of IQAC to the chair and the members of the committee.

6/4/[illegible]