

Meeting number 20

Date 03-03-2021

The 20th IQAC meeting was held on 3rd March 2021 (Wednesday) in room no.17. The meeting started with the welcome note by the IQAC Co-coordinator Dr. Mridula Prasad. First of all a review on the progress of the following resolutions taken in the 16th IQAC meeting was presented agenda wise:

- Agenda – To ensure the presence of students in College.
The resolution of conducting internal exams at certain intervals (Interval of 10-15 days) to ensure the presence of students in the college campus, is resolved.
- Agenda – MOUs with more Organizations, Organizing Departmental/conferences
The resolution to sign MOUs with different institutions like Ram Krishna Mission, Raksha shakti Vishvavidyalaya, ISM Pundag etc. is under process.
- Agenda – Initiation of Second best practice of the Institution.
It has been resolved that the Institution will provide financial assistance to selected poor students who belong to BPL and differently abled categories through “Staff Student Assistance Fund”.
- Agenda – 12 B registration of the Institution and registration of Alumni Association.
The registration process of Institution and Alumni Association is need to be stimulated.
- Agenda – Water harvesting and Compost pit.
The functional Compost pit needs proper monitoring from time to time. Rain Water harvesting of the Institution is pending, which needs to be looked upon as early as possible.

- Agenda - Short notes for College website and Publication of books and research articles by teachers.
Short notes have been uploaded which are updated from time to time. The teachers are also encouraged to engage in more research and project works.

The following resolutions (agenda wise) were made after discussion on pre decided several agenda.

Agenda 1 - AQAR Preparation for year 2020-21

Minutes: Dr. Mridula Prasad suggested that we need to prepare AQAR for the year 2020-21 which has to be uploaded by May 2021.

Resolution:

- AQAR will be downloaded from the website
- To prepare AQAR , each criteria will be dealt by different teams
- Each team will have to submit the required details by March 20th 2021

Agenda 2 - Committee Reformation

Minutes: Principal Dr. Manoj Kumar directed that all the existing committees should be reformed as many teachers have been transferred and retired from the institution.

Resolution:

- All the existing committees will be reformed
- For smooth functioning and quality enhancement few more committees will be formed (Media Cell, Digital Cell etc.)

Agenda 3 - Offline classes to be started

Minutes: As per the notice from the state government regarding offline classes, Principal Dr. Manoj Kumar informed that the institution will start offline classes under state govt. guidelines.

Resolution:

- Offline and online classes will be conducted at the same time for the same class.
- Social distancing and sanitization will be maintained with the onset of offline classes.

Agenda 4 - Departmental Routine

Minutes: Mrs. Smita Kiran Toppo , the routine in-charge suggested that the offline and online classes will be conducted on the basis of new temporary departmental routine.

Resolution:

- B.Com/M.Com/Vocational Studies classes to be conducted by 10:00 am
- B.A/B.Sc/ M.A classes to be conducted from 10:30 am/ 1:00 pm
- Only 2 semesters will be engaged in a day

Agenda 5 - Library Catalogue

Minutes: Dr. A.M.Z Hassnain suggested that a library catalogue is required in the library for proper access to the books by teachers and students.

Resolution:

- For the time being a book list of all the books available in the library will be prepared

Agenda 6 - Preparation of Program outcome, Course outcome, result analysis, Feedback analysis and Academic Calender

Minutes: As per the direction given by the Principal in the Staff Council meeting dated 10/2/2021, Mrs. Neetu Kumari suggested that the Teachers need to be reminded for the preparation of Program outcome, Course outcome, result analysis, Feedback analysis and Academic Calender.

Resolution:

- IQAC will direct the teachers to prepare the above mentioned in the coming Saturday meeting
- The duration for the completion and submission of the above mentioned work will be 1 month

2 more meetings to be added with Dr. Manoj Kumar and with Dr. J.P Singh Sir

Due to Covid-19, offline classes could not be conducted. So for smooth and continuous functioning of classes the IQAC recommended to initiate online classes and to upload short notes on College website and audio video lectures in the newly created College YOUTUBE channel