

Meeting no . 06 (12.04.2018)

### **Minutes of the Meeting**

The meeting started with the welcome note of IQAC co-ordinator Dr. ShritiChoudhary. New members were introduced to all the members. She briefed the members about the agenda for enhancing the quality of education and academic environment of the institution.

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

#### **Agenda 01. – Identification of Developmental Parameters and formation of committees for Administrative, Academic, Financial and Green audit.**

##### **Minutes –**

Dr. ShritiChoudhary, mentioned the improving academic environment of the college in spite of the limited resources available to it. For further improvement she proposed to form four different committees, viz- Administrative, Academic, Financial and Green audit to study and suggest measures on the respective front. Sharing his experience on administrative assessment by the NAAC, Dr. S.C. Gupta, former DSW, Ranchi University, suggested that the faculty members who have held any administrative post earlier should preferably be included as the members of the committee for administrative audit. He stressed on the formation of counselling cell and help desk at the time of admission. On the Green audit front he suggested for water harvesting , compost pit for waste management of the campus , installation of solar plates and tree plantation. He further suggested that help for green audit can be sought either from the Forest Department of Jharkhand or Ranchi University, P.G. Department of Botany.

Shri Praveen Kumar Sinha, Alumni , expressed that a proposal for setting up of water harvesting system in the campus can be placed before the Kokar Industrial Area Association to seek funding for its setup. The other members of the committee asked him to take an initiative in this regard to which he agreed happily.

Regarding the Academic audit, Dr. S. C. Gupta opined that every department of the college should strictly maintain a **properly updated departmental profile**. He was of the view that **Innovative techniques of teaching learning process like ICT enabled classes and providing write-ups to students** before the classes should be encouraged more. Inculcating the practice of conducting Monthly tests, remedial classes for SC/ST students and Parents Teacher meetings were some of his other noteworthy suggestions for further Academic betterment.

**Resolution 01.** –Following committees with the members were proposed to be formed to look after the AAA in the campus :

- I. Committee for Administrative audit –
  1. Dr.V.B. Singh , Professor-in-charge
  2. Dr. Snehlata Singh, Dept. of Zoology
  3. Dr.Dinesh Kumar, Dept. of Anthropology
  4. Dr. Khalique Ahmad, Dept. of TRL
  
- II. Committee for Academic audit –
  1. Dr. MeenaKujur, Dept. of Commerce
  2. Dr. Mridula Prasad, Dept. of Hindi
  3. Dr. Vijay Kumar, Dept. of Mathematics
  4. Dr. Neeta Lal, Dept. of Zoology
  5. Ms. Kumari Rita, Dept. of Psychology

The committee will be supposed to look after the Academic and Administrative audit of the institution.

- III. Committee for Financial audit –
  1. Dr. Sanjay Chakraborty, Dept. of CommerceBursur.
  2. Shri Vikrant Kumar Singh, Accountant
  
- IV. Committee for Green audit –
  1. Dr. J.P. Singh, Dept. of Botany
  2. Dr. SeemaKeshri, Dept. of Zoology
  3. Dr. S.D.Tirkey, Dept. of TRL
  4. Dr.A.Xaxa, Dept. of TRL

**Resolution 02.** - A Counselling cell cum help desk shall be made available to the students at the time of admission

**Resolution 03.** - Concrete steps shall be taken on the following matters related to environment :

- a. Setting up a water harvesting system/ plant` ,
- b. A compost pit for waste management near college canteen ,
- c. Installation of solar plates on the administrative wing of the college.
- d. More trees shall be planted in the college campus in thecoming rainy season.

- e. A proposal for water harvesting setup shall be placed before the Kokar Industrial Area Association. The head will depute some persons to prepare the plans.

**Resolution 04.** -For Academic audit

- a. Each department shall have to keep their departmental profile ready by June end .
- b. Each department shall arrange an ICT enabled class once in a fortnight from the next academic session.
- c. Providing write-ups of the subject matter to be taught to the students before classes shall be encouraged.
- d. Remedial classes for SC/ST students and monthly tests shall be conducted.
- e. Parents-Teachers meetings shall be arranged in the beginning of the each semester.
- f. Each department shall arrange an orientation program to train students for filling up online feedback from the coming academic session.  
The committee on Academic audit will look after the above resolution to be implemented in the campus.

**Agenda 02 – Admission Policy**

**Minutes -**

Dr. A.M.Z. Hussnain, teacher member, focused on sticking to the deadlines related to issues of admission and examination to which Dr. Manoj Kumar, Chairperson IQAC and other members agreed.

Dr. ShritiChoudhary,Co-ordinator,IQAC expressed that the software for admission and examination available with the college should be thoroughly checked and necessary reforms should be done for its smooth functioning. As the software is in its initial stage , the lessons learned in last admission should must be incorporated for the next admission.

**Resolution 01-**

- a. Deadlines related to the issues of admission and examination shall be strictly followed.
- b. Operational preparedness of the Software shall be ensured before the onset of the admission process.

### **Agenda 03 – Formation of Alumni association**

#### **Minutes -**

Dr. S. C. Gupta was of the opinion that formation of Alumni Association is highly required for NAAC and hence, every department should take initiative for Alumni meet as earlier as possible. Ms. S. K. Toppo said that each department should ensure the presence of at least 10 alumni on the day of alumni meet. The date and time for alumni meet should be decided and meet should be called after the completion of Part III examination.

**Resolution 01-** Alumni association shall be formed before summer vacations.

### **Agenda 04 – Strategies for improvement in classroom attendance of students.**

#### **Minutes -**

Dr. ShritiChaudhary, IQAC Coordinator pointed out that for improving classroom attendance, each department should provide the knowledge of the percentage of attendance of each student.

Dr. Nancy Tirkey and Ms. NeetuKumari suggested several measures to assure 75 percent classroom attendance.

**Resolution 01-** Every Department shall display monthly attendance report in their respective departments.

**Resolution 02-** Students with poor classroom attendance shall be debarred from appearing in End Sem Exams.

### **Agenda 05 – Miscellaneous**

#### **Minutes –**

Members present suggested that sick rooms, NCC, Cultural and sports activities at college level is highly required for NAAC. They also highlighted on initiating extension programs and encouraging students for Add-on courses.

As miscellaneous suggestions, Cctv cameras, silent generator, College entrance gate and No Smoking zone board were proposed by the Chair Person.

AdityaAgarwal, student representative gave his opinion on enhancing the discipline to which Dr. S. C. Gupta suggested that college monograms in the form of badge can be given to students for their identification as college student.

ShriRatanLalAgarwal, Community representative assured that he would try his best that before this rainy season the green shade classrooms would be converted into proper classrooms and a cycle stand would be set up, with the help of Lions Club of Ranchi (East).

**Resolution 01-** Sick room shall be arranged.

**Resolution 02-** NCC for student is proposed and the proposal is pending in the NCC office however in the near future it will be started in the college campus.

**Resolution 03-** Cultural and sports events at college level shall be organized at frequent intervals.

**Resolution 04-** As extension activities students from different departments shall go to nearby Government schools to impart education.

**Resolution 05 –** “No Smoking Zone Board” shall be placed shortly at the college entrance gate.

**Resolution 06 -** College monograms in the form of badge as student identification shall be issued from the next academic session by the college administration.

The meeting came to an end with the vote of thanks by Dr. ShritiChoudhary, Co-ordinator, IQAC.