

MINUTES OF THE MEETING HELD ON 30.07.2018

A meeting of the IQAC was held on 30.07.2018 at 10 30 a.m. in the Office of the Principal to discuss the following agenda.

Agenda of the meeting

- Students' Attendance
- Feedback from Teachers
- Gap Analysis Report (NAAC)
- Induction Programme
- Adherence to the Academic Calendar
- Utilization of Smart Classrooms
- Certificate Courses

Members Present

1. Dr. Bibhakar Thakur, Principal	Chairperson
2. Dr. Baikunth Pandey, Secretary G.B.	Member
3. Dr. Ved Pareek	Management Representative
4. Dr. Manoj Shekhar Prof. In charge, Academics	Member
5. Prof. Pragati Bakshi, Bursar	Member
6. Dr. D. Jha Sudhir, Controller of Examinations	Member
7. Dr. Suniti Chaudhary	Member
8. Dr. S.N. Prajapati	Member
9. Dr. Mrinal Gaurav	Coordinator, IQAC
10. Md. A R Ansari, Librarian	Member
11. Sri J. Mukhopadhyay, Office Staff	Member

Minutes of the meeting:

The meeting started with the welcoming of the members of IQAC. The following issues were discussed in the meeting and accordingly resolved:

1. Students' Attendance

The Chairperson invited suggestions and recommendations to enhance the students' attendance. He also insisted upon the fact that the faculty should make increased use of innovative teaching learning methods to keep the students engaged. It was resolved that the students with low attendance should be tracked/monitored and counseled. In case of continued absence, the guardian/parents to be notified.

2. Feedback from Teachers

It was resolved to collect feedback from the teachers on varied parameters concerning the college. This constructive feedback would not only enable the institution to improve but also facilitate teaching-learning in a conducive environment.

20.8
3. **Post NAAC Action Plan**

It was collectively decided that the 'Post NAAC Action Plan' should be prepared on the basis of NAAC peer team's suggestions. Once prepared, the it will be circulated to all the members. This would serve as the basis of future course of action. Dr. Ved Pareek volunteered to prepare the report.

4. **Induction Programme**

A decision was taken to conduct Induction session for the newly admitted students of B.A./B.Com./B.Sc. It was decided that the induction sessions would take place faculty-wise on separate days. It was resolved that in the induction programme besides the routine affairs, students should be made familiar with the various cells/committees functional in the college and they should also be sensitized with the code of conduct to be followed whilst their stay in the college.

5. **Adherence to the Academic Calendar**

It was decided that the IQAC team will ensure that the departments adhere to the academic calendar that is prepared before the commencement of the session.

6. **Utilization of Smart Classrooms**

The IQAC coordinator, Dr. Mrinal Gaurav recommended that the utilization of smart classrooms should be encouraged. It was decided that Mr. Sanjay would facilitate those faculty who require assistance in doing so.

7. **Procurement of Books**

For the purchase of books for different subjects, the list should be given by the HODs of every department after its approval in the departmental meetings. The lists of the books may be sent to the Professor-in-Charge of the library/Librarian for the fulfillment of subsequent procedure.

8. **Certificate Courses**

It was resolved to resume in-house certification course for the students to enhance their employability. The certification course would continue to be conducted in two domains viz., Communicative English and Yoga.

Mrinal Gaurav

Dr. Mrinal Gaurav
(Coordinator IQAC)

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on 01/10/2018 at 10:30 am in the Office of the Principal.

Agenda of the meeting:

- Review of the minutes of the last IQAC meeting held on 30.07.2018
- Preparedness status of AQAR 2017-18 and maintenance of relevant records criterion wise.
- Extra- curricular activities and observing important days and events in the college.
- Student Participation in varied events at university level and beyond.
- Upgradation of the college website.
- Induction of New Faculty members who have joined against sanctioned posts.
- Solar Power Panel

Members Present:

1. Dr. B.P.R Narsimha Rao, Principal	Chairperson, IQAC
2. Dr. Ved Pareek	Management Representative
3. Dr. Manoj Shekhar, Prof.-In-charge, Academics	Member
4. Prof. Pragati Bakshi, Bursar	Member
5. Dr. D Jha Sudhir, Controller of Examination	Member
6. Dr. Suniti Choudhary	Member
7. Dr. S.N. Prajapati	Member
8. Dr. Mrinal Gaurav	Coordinator, IQAC
9. Md. A. R Ansari, Librarian	Member
10. Sri J. Mukhopadhyay Office Staff	Member

Minutes of the meeting:

The IQAC Coordinator, Dr. Mrinal Gaurav welcomed the new Principal, Dr. B. P Narsimha Rao to the IQAC meeting.

The following issues were discussed in the meeting and resolved accordingly:

1. Review of the minutes of the last meeting

- The IQAC coordinator read out the Post NAAC Action Plan prepared by Dr. Ved Pareek based on the recommendations of NAAC peer team's suggestions.

2. Preparedness status of AQAR 2017-18 and maintenance of relevant records criterion wise.

The IQAC coordinator briefed about the status of the AQAR 2017-18 preparation. He informed that the records pertaining to criterion 3 regarding faculty research activity need to be documented. Maintenance of records, one of the important aspects for NAAC assessment, was emphasized. For the purpose of record keeping in Criterion 3,

it was resolved that a copy of the letter of evaluation /question paper setting, certificate of participation in seminar /conferences/FDP /workshop and paper publication details shall be submitted by the faculty to the IQAC.

3. **Extra- curricular activities and observing important days and events in the college**
The Principal emphasized that the students be encouraged to participate in extra-curricular activities. All important days should be celebrated in a way that not only infuses values in the students but also provides the students a forum to showcase their talent.
4. **Student Participation in varied events at university level and beyond.**
For the purpose of facilitating our students perform brilliantly in the upcoming Inter College Youth Festival and other such events services of external experts may be hired on a short-term basis/case to case basis. The young faculty may nominate themselves for different event categories. However, for Yoga Championship Mr. Govardhan Kumar would be arranging special sessions for the students.
5. **Upgradation of College website**
Regular updating of the college website was emphasized. Details of upcoming events, brief reporting of latest events, faculty profile including the recently appointed faculty members and such other information shall be uploaded on the website on a regular basis.
6. **Induction of New Faculty members who have joined against sanctioned posts**
It was decided that an orientation session for the 5 new appointed faculty members shall be conducted in the next week (before the Durga Puja break) so as to sensitize them towards their duties and responsibilities.
7. **Solar Power Panel**
In order to live in a sustainable manner and reduce the grid electricity consumption (cost-saving approach) it was decided that a proposal regarding the installation of Solar Panel shall be submitted before the management for perusal.

Mr. Mrinal Gaurav
Dr. Mrinal Gaurav
(Coordinator, IQAC)

MINUTES OF THE MEETING HELD ON 07.01.2019

A meeting of the IQAC was held on 07.01.2019 at 10 30 a.m. in the Office of the Principal to discuss the following agenda.

Agenda of the meeting

- Preparation of Academic Calendar 2019-20
- Preparation of Prospectus 2019-20
- Annual Sports 2019
- Preparation of AQAR initial Draft
- ICT Training for Teaching and Non-Teaching Staff
- Any other Matter

Members Present

1. Dr. B.P.R Narsimha Rao, Principal	Chairperson, IQAC
2. Dr. Baikunth Pandey, Secretary G.B.	Member
4. Dr. Manoj Shekhar Prof. In charge, Academics	Member
5. Prof. Pragati Bakshi, Bursar	Member
6. Dr. D. Jha Sudhir, Controller of Examinations	Member
7. Dr. Suniti Chaudhary	Member
8. Dr. S.N. Prajapati	Member
9. Dr. Mrinal Gaurav	Coordinator, IQAC
10. Md. A R Ansari, Librarian	Member
11. Sri J. Mukhopadhyay, Office Staff	Member

Minutes of the meeting:

The meeting started with the welcoming of the members of IQAC. The following issues were discussed in the meeting and accordingly resolved:

1. Academic Calendar 2019-20

It was resolved that the Head of Departments and functional units shall be submitting their academic calendars for the year 2019-20 latest by the first week of February to the IQAC Team for the purpose of compilation.

2. Prospectus 2019-20

It was resolved that a committee for the purpose of drafting the prospectus shall be notified. Dr. Anjana Verma shall be entrusted with the responsibility of coordinating that team. HODs and other stakeholders shall submit their valuable inputs for the College Prospectus 2019-2020 to Dr. Verma.

3. Annual Sports 2019

A committee for the conduct of Annual Sports 2019 shall be notified. It was also decided to involve new faculty members in the committee.

4. Preparation of Initial AQAR Draft

Dr. Mrinal Gaurav suggested the compilation of criterion wise records for the AQAR 2018-19 must begin as six months have already gone by. For this purpose, the faculty concerned to be sent a gentle reminder.

5. ICT Training for Teaching and Non-Teaching Staff

It was resolved that in-house IT Training for both Teaching and Non-Teaching Staff shall be conducted to equip them with the much-needed IT skills.

6. Any other Matter

- The Principal informed that the proposal of Solar Panel Installation is being pursued at the level of the management.
- The Principal appreciated the team that lead the students of YSM for their extraordinary performance in the Ranchi University Inter College Youth Festival held in the month of December, 2018

Mrinal Gaurav

Dr. Mrinal Gaurav
(Coordinator, IQAC)