

MINUTES OF THE MEETING HELD ON 06.01.2020

A meeting of the IQAC was held on 06.01.2020 at 10 30 a.m. in the Office of the Principal to discuss the following agenda.

Agenda of the meeting

- Review of the previous meeting.
- Celebration of Avirbhav Diwas (Celebration of Birth Anniversary of Gururji)
- Upgradation of Sports Infrastructure
- Internet Bandwidth
- Online Documentation of Academic Deliverance
- Preparation of Initial AQAR Draft

Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum Principal	Chairperson, IQAC
2. Dr. Baikunth Pandey, Secretary G.B.	Member
3. Dr. Manoj Shekhar Prof. In charge, Academics	Member
4. Prof. Pragati Bakshi, Bursar	Member
5. Dr. D. Jha Sudhir, Controller of Examinations	Member
6. Dr. Suniti Chaudhary	Member
7. Dr. S.N. Prajapati	Member
8. Dr. Mrinal Gaurav	Coordinator, IQAC
9. Sri J. Mukhopadhyay, Office Staff	Member
10. Mr. Abhishek Vishwakarma	Special Invitee
11. Dr. Mritunjay Kumar	Special Invitee
12. Ms. Simran Kaur	Special Invitee
13. Ms. Pooja Kumari	Special Invitee

Minutes of the meeting:

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

1. Review of the previous meeting.

- National Seminar

The proposal for the National Seminar was accepted. Dr. Mritunjay Kumar was entrusted with the responsibility of preparing the timeline document for covering details and deadlines of activities like creation of a separate e-mail id for papers, printing of brochures, circulation etc. It was further decided to create a separate WhatsApp group for the proposed Seminar to streamline all activities pertaining to it.



- To address the specific needs of the students, Department/Semester wise WhatsApp shall be created.
- Teachers shall take classes through online platforms (Zoom, Google Meet, Webex) as per the routine.
- Online study material in the form of PDF/PPTs shall be shared by the faculty members to supplement learning.
- Recorded lectures shall be uploaded on the YouTube channel of the Mahavidyalaya. SOP for the same will be issued. Mr. Abhishek Vishwakarma will be sharing the template for e-lectures. Students may be requested to subscribe to the YouTube channel of the college.

3. Question Bank

Head of Departments will ensure that question bank for each of the courses shall be prepared and made available for ready reference of the question papers.

- ### 4. Finalization of KRAs of Functional Depts like Exam, Admission, Accounts and Office
- Functional departments have been asked to institutionalize their SOPs in the form of KRAs. Many procedures would undergo changes due to Govt. Policies. To have a smooth transition realignment would be needed.

5. Continuity of Extra Curricular Activities

Students Society activities shall continue. The platforms may switch to Virtual Space.

Mr. Mrinal Gaurav

Dr. Mrinal Gaurav
(IQAC Coordinator)

MINUTES OF THE MEETING HELD ON 29.03.2020

An online meeting of the IQAC was held on 29.03.2020 at 10 30 a.m. on Zoom to discuss the following agenda.

Agenda of the meeting

- Communication Protocol during WFH arrangement
- Continuity of Teaching-Learning Activity
- Question Bank
- Finalization of KRAs of Functional Depts like Exam, Admission, Accounts and Office.
- Continuity of Extra Curricular Activities

Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum Principal
2. Dr. Manoj Shekhar Prof. In charge, Academics
3. Prof. Pragati Bakshi, Bursar
4. Dr. D. Jha Sudhir, Controller of Examinations
5. Dr. Suniti Chaudhary
6. Dr. S.N. Prajapati
7. Dr. Mrinal Gaurav

Chairperson, IQAC
Member
Member
Member
Member
Coordinator, IQAC

Special Invitee

1. Sri Ratnesh Pathak
2. Mr. Abhishek Vishwakarma

Member, Academic Council
Coordinator.IT Cell

Minutes of the meeting:

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

1. Communication Protocol during WFH arrangement

To avoid cluttering of the "YSM Family" WhatsApp Group (working and general communication group) it was resolved that:

- Any communication from UGC, MHRD, Jharkhand Government, RU is to be shared with Academic In-charge. It shall be studied and only then shared in the WhatsApp group for pertinent system.
- Only functional/work related messages/information to be posted.
- Appreciation messages for any individual is NOT to be posted in the YSM Family group. Such messages may be sent privately.

2. Continuity of Teaching-Learning Activity

It was decided to take the following immediate steps to gain grip over the disruption caused by the pandemic and WFH arrangement:

- Teachers will ensure their availability for the students through WhatsApp.

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- The Draft of Leave Policy prepared by Ms. Simran Kaur was accepted with minor changes and forwarded to the Governing Body for necessary action.
- The initial draft of the Charter of Committees prepared by Ms. Pooja Kumari was accepted with minor changes and forwarded to the Governing Body for necessary action.
- The status of online admission process and fee waiver application was reviewed.
- The Principal appreciated the performance of the students in the Ranchi University Inter College Youth Festival held on 7th and 8th November, 2019 in Gossner College, Ranchi.
- A video message titled "BE THE CHANGE" was circulated through social media Handles of the College. The video urges the students to keep the campus clean.

2. **Celebration of Avirbhav Diwas (Celebration of Birth Anniversary of Guruji)**
It was resolved to create a committee to celebrate the birth Anniversary of Guruji.

3. **Upgradation of Sports Infrastructure**
The proposal invited by the Sports and Games Committee was discussed. It was resolved to invite quotations for the following:

- (a) Levelling and Construction of Basket Ball Court.
- (b) Badminton Court.
- (c) Cricket Practice Pitch Ground.

4. **Internet Bandwidth**
It was decided to increase the internet Bandwidth in the college premises to meet the growing demands.

5. **Online Documentation of Academic Deliverance**
Brig (Retd.) Dr. Anil Sharma, Additional Secretary cum Principal proposed the creation of an online mechanism wherein the details of classes taken by the faculty members can be posted/recorded. This would facilitate creation of records of academic deliverance across departments. Mr. Abhishek Vishwakarma would create a template of the same and facilitate creation of e-college on the website of the college.

6. **Preparation of Initial AQAR Draft**
Dr. Mrinal Gaurav suggested the compilation of criterion wise records of the past 5 to 6 months for the AQAR 2019-20.

Mr. Gaurav
IQAC Co-ordinator

MINUTES OF THE MEETING HELD ON 14.09.2019

A meeting of the IQAC was held on 14.09.2019 at 10:30 a.m. in the Office of the Principal to discuss the following agenda.

Agenda of the meeting:

- Inauguration of the Solar Power Panel
- Charter for the Committees and SOP
- Leave Policy
- Ranchi University Inter- College Youth Festival
- Selection trial for the upcoming Ranchi University Inter- College Athletics Meet
- Initialization of Online Admission
- Initialization of Online Fee Waiver System
- Any Other

Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum 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. Sri J. Mukhopadhyay, Office Staff	Member

Minutes of the meeting:

The IQAC Coordinator welcomed the Additional Secretary Cum Principal to the IQAC Meeting. The following issues were discussed in the meeting and resolved accordingly:

1. Inauguration of the Solar Power Panel

It was resolved that an inaugural ceremony of the Solar Power Panel shall be held in the month of September itself. It was also decided a series of competitions and performances too shall be held in a bid to raise awareness amongst the student fraternity.

2. Draft of Charter of the Committees and SOP

It was decided to draft the Charter of the committees that shall help committees to deliver and uphold effective governance. Ms. Pooja Kumari, Assistant Professor, Department of Commerce was entrusted the responsibility of preparing the initial draft of the same. Dr. Gaurav would assist her in this assignment.



3. Drafting of Leave Policy and Procedures

In order to streamline the leave application and granting process, it was decided to draft a leave policy to outline the different types of leaves admissible to the employees (in sync with the relevant statutes) and the mechanism/channel to apply for the same. Ms. Simran Kaur, Assistant Professor, Department of Commerce was entrusted with the responsibility of the same. Prof. Pragati Bakshi would assist Ms. Kaur in this assignment.

4. Ranchi University Inter- College Youth Festival

It was resolved that the students across departments be encouraged to participate in the upcoming Ranchi University Inter-College Youth Festival, 2019. Ms. Simran Kaur, Assistant Professor, Department of Commerce and Dr. Abhishek Pandey, Assistant Professor, Department of Commerce shall be the team managers this year. Like last year, services of expert may be hired to prepare the students depending upon the requirement.

5. Selection Trial for the upcoming Ranchi University Inter- College Athletics Meet.

It was decided to organize the selection trials at the college level for the upcoming Ranchi University Inter College Athletics meet (Men & Women) 2019-2020, being organized by K.O. college, Gumla

6. Initialization of Online Admissions

It was resolved to make the admission process online. For this purpose, admission committee to work in close coordination with the IT cell.

7. Initialization of Online Fee Waiver System

It was resolved to make the admission process online. For this purpose, fee waiver committee to work in close coordination with the IT cell.

8. Any other

- Dr. Manoj Shekhar, Prof in charge, Academics and Head of the Department, History proposed to conduct a National Level Seminar in the Mahavidyalaya. He would be submitting a proposal regarding the same.
- Brig (Retd.) Dr. Anil Sharma, Additional Secretary cum Principal proposed that through Social-Media we should make an attempt to educate our students to keep the campus clean. Social Media Champion, Ms. Simran Kaur shall be asked to create audio-visual content for circulation.

Ms. Simran Kaur
IOAC Coordinator