INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING HELD ON 21st January 2022

An online meeting of the IQAC was held on 21st January 2022 at 3 pm. to discuss the following agenda.

Agenda of the meeting

- Welcoming the New Principal
- IQAC Status Report -Coordinator, IQAC
- Finalization of Criteria Champions for NAAC
- Launch of Certification Courses.
- Increasing the Utilization of the Library.
- Regular Uploading of Faculty Engagement Information on UTKARSH.

Members Present

1. Dr. Shyam Pandey, Principal		Chairperson, IQAC
2. Prof. Pragati Bakshi, Bursar		Member
3. Prof. D Jha Sudhir, Controller of Examinations		Member
4. Dr. Suniti Chaudhary		Member
5. Dr. I Banerji, Prof. In-Charge, Library		Member
6. Dr. Mrinal Gaurav		Coordinator, IQAC
7. Prof. Pooja Kumari		Assistant Coordinator, IQAC
8. Prof. Abhishek Vishwakarma, Coordinator, IT Cell		Member
9.Dr. Mritunjay Kumar		Member
10. Prof. Simran Kaur		Member

Minutes of the meeting:

The IQAC coordinator, Dr. Mrinal Gaurav welcomed the new Principal, Dr. Shyam Pandey, to the IQAC meeting. The following issues were discussed in the meeting.
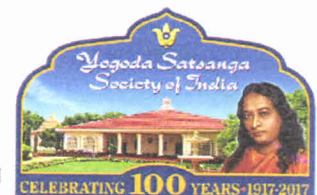
1. IQAC Status Report

Dr. Gaurav presented the IQAC status report and apprised the members of the work done so far in terms of NAAC preparations.

2. Finalization of Criterion Champions for NAAC

It was decided to finalize the assignment of 7 Criterions of NAAC to different faculty members(based on the interest received) to ensure systematic distribution of work. The following faculty members were assigned different Criterions:

Criterion	Name of the Faculty Members
Criteria 1	Prof. Saroj Kumari, Prof. Ratnesh Pathak
Criteria 2	Dr. Mritunjay Kumar
Criteria 3	Dr. Shweta Singh
Criteria 4	Dr. Amrita Dutta
Criteria 5	Dr. Mallika Kumari, Dr. Abhishek Pandey
Criteria 6	Prof. Pooja Kumari
Criteria 7	Prof. Simran Kaur, Dr. Sumit Pathak

3. Launch of Certification Courses.

It was decided that when the classes would resume in offline mode, we shall formally launch a few certification courses for the students. The Principal suggested that meanwhile the students should be encouraged to enroll in online certifications on platforms like Swayam etc.

4. Increasing the Utilization of the Library.

- Suggestions were invited to enhance the utilization of the library. It was decided to conduct sessions on INFLIBNET to orient the faculty members and students to enhance the greater utilization of e-resources.

- It was decided that the HODs may be requested (in the next OMC meeting) to further insist their students and faculty members make use of the e-library services offered by the college besides the physical library.

5. Regular Uploading of Faculty Engagement Information on UTKARSH.

- The IQAC Coordinator highlighted the importance of documenting academic records.

- Based on the suggestion made by the IQAC, the IT Cell reported necessary modifications in the application, so as to make it UTKARSH mobile friendly.

- It was decided that the Heads would ensure the regular upload of records of Academic Deliverance of the faculty members of their department.

6. Appointment of Contractual Faculty

To supplement the departments with additional hands, it was decided to hire additional faculty members in the departments of Political Science, Mathematics, Zoology, and Economics for a short-term period before the recruitment against sanctioned posts begins.
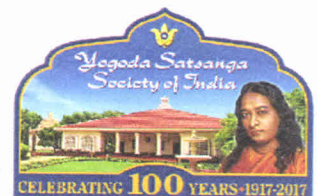

Dr. Shyam Pandey

Principal

Dr. Mrinal Gaurav

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING HELD ON 16th February, 2022

A meeting of the IQAC was held on 16th February 2022 at 3 pm. at CVS Boardroom to discuss the following agenda.

Members Present

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1. Principal	Chairperson, IQAC
2. Prof. Pragati Bakshi, Bursar	Member
3. Controller of Examinations	Member
4. Dr. Suniti Chaudhary	Member
5. Dr. Mrinal Gaurav	Coordinator, IQAC
6. Dr. Mritunjay Kumar	Member
7. Prof. Simran Kaur	Member
8. Prof. Pooja Kumari	Assistant Coordinator, IQAC
9. Prof. Abhishek Vishwakarma, Coordinator, IT Cell	Member
10. Prof. Saroj Kumari	Member
11. Prof. Ratnesh Pathak	Member
12. Dr. Sumit Pathak	Member
13. Dr. Shweta Singh	Special Invitee
14. Dr. Amrita Dutta	Special Invitee
15. Dr. Mallika Kumari	Special Invitee
16. Dr. Abhishek Pandey	Special Invitee

Agenda of the meeting

- Revision of AQAR 2018-19 & 2019-20-

- Compilation of AQAR 2020-21/2021-22

- Feedback Form Revision and Collection of Feedback from all Stakeholders.

- Course Plan Revision

- Parent-Teacher Interactions.

- Appointment against vacant sanctioned Teaching positions.

- Infrastructural Upgradation

- Any other

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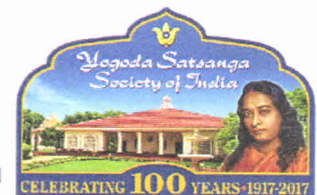
Discussion and Resolution:

The following issues were discussed in the meeting.

1. Revision of AQAR 2018-19 & 2019-20

The Principal informed that the AQARs for the aforesaid years were submitted on 26th January 2022. However, some comments have been received on them. It was decided that Dr. Mrinal Gaurav will be sharing the AQAR for the aforesaid years and the subsequent report generated with the criteria champions. The criterion champions will ensure the updation/correction of the same based on the comments received from NAAC.

2. Compilation of AQAR 2020-21/2021-22

- The Principal shared the NAAC revised/latest manual and SOP document with the criterion champions.

- It was decided that the criterion champions shall document all events /activities pertaining to their criteria for the said years.

- It was decided that for the purpose of documenting faculty-wise research-related data, the format/template shall be downloaded from the NAAC portal and shared with the HODs in the next OMC meeting.

- It was decided that the Criteria 5 champions shall be developing a google form to facilitate the Departments to collect data on their respective Alumni.

3. Feedback Form Revision and Collection of Feedback from all Stakeholders.

- The Principal suggested redrafting the feedback form for all stakeholders and using the rating scale of 1 to 5 in the responses /options so as to facilitate the analysis. Prof. Kaur and Criteria 1 champion have entrusted the responsibility of the same.

- It was decided that once the initial draft is ready, the IQAC would further deliberate, and thereafter the revised form shall be used for the purpose of feedback collection.

4. Course Plan Revision

- Dr. Shyam Pandey suggested the improvisation of the Course Plan Document.

- It was decided that the Principal would conduct a few workshops department-wise to facilitate the departments, beginning with the department of vocational studies.

5. Parent-Teacher Interaction

- It was decided to organize Parent teacher interactions for the final year students of session 2019-22.Besides apprising the parents of the performance of their ward in the interaction meeting, the departments would also collect the feedback from the parents.

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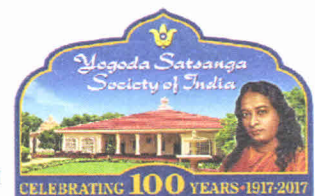
- The Departments that wish to conduct PTM in online mode shall plan such interactions on virtual platforms but all records of the same shall be duly maintained by them. Arrangement of refreshment for the parents be made, in case of offline interactions.

- It was decided that this agenda shall be discussed in the OMC meeting to note the preference of the departments to hold online/offline interactions.

6. Appointment against vacant Sanctioned Teaching Positions

- The Principal informed that the interviews for the appointment against vacant sanctioned teaching positions would be held in the month of April 2022. He invited suggestions to ensure that the selection process is more rigorous and comprehensive. He suggested that we may take proactive steps to ensure that the new faculty selected are best suited to the interest of the organization.

- It was decided that an induction programme will be designed and conducted for the newly appointed faculty members to apprise them of the working of the institution and ensure their familiarization with the college/Yogoda Jeevan Shally.

7. Infrastructural Upgradation

- The Principal informed that the Project assigned to YSS by the Union Ministry of Culture (National Implementation Committee) has made significant progress. The Project team has completed the construction of a Multipurpose Hall, comprising of five classrooms and a faculty sitting area. However, the internal furnishing work, which includes flooring, stage, and audio/acoustic setup, will be initiated shortly. The Principal invited suggestions regarding the construction of the stage, its related requirements, and the furnishing of the classrooms.

8. Any Other

(a) Creation of a mail id for IQAC team

- It was decided to create a new and separate mail id for IQAC to ensure systematic documentation of all reports and activities at one place. All the criterion champions would have access to that particular mail-id.

- It was also decided to float that email id to all the HODs in the OMC meeting so that departments could also submit reports of the events conducted by them through the mail.

(b) Prerna Parv- Employee Recognition Program

- It was decided to host the Prerna Parv in offline mode, to carry out the physical distribution of mementos and certificates to the employees who had performed in an extraordinary manner.

(c) Skill Development Initiative to facilitate the Girl's students

- Criteria 5 champion Dr. Mallika Kumari proposed the conduct of a special skill development workshop for the girls' students of the Mahavidyalaya in collaboration with Mahindra Group. The proposal was deliberated and accepted.
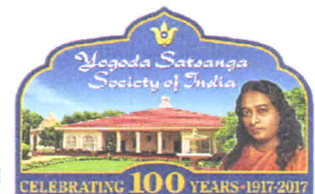

Dr. Shyam Pandey

Principal

Dr. Mrinal Gaurav

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CEL

MINUTES OF THE MEETING HELD ON 2nd MAY 2022

A meeting of the newly reconstituted IQAC was held on 2nd May 2022 at 10 am at CVS Boardroom to discuss the following agendas.

Members Present

1. Dr. Shyam Pandey, Principal	Chairperson, IQAC
2. Prof. Pragati Bakshi, Bursar	Member
3. Dr. R.S Dey	Member
4. Prof. T.K Sarkar	Member
5. Dr. N N Chaudhary	Member
6. Dr. P K Sinha	Member
7.Dr. Suniti Chaudhary	Member
8. Dr. Anjana Verma	Coordinator, IQAC
9. Prof. Simran Kaur	Co-Coordinator, IQAC
10. Prof. Pooja Kumari	Co-Coordinator, IQAC
11. Prof. Abhishek Vishwakarma, Coordinator, IT Cell	Member
12. Prof. Saroj Kumari	Member
13. Prof. Ratnesh Pathak	Member
14.Dr. Mritunjay Kumar	Member
15.Dr. Shweta Singh	Special Invitee
16.Dr. Amrita Dutta	Special Invitee
17.Dr. Mallika Kumari	Special Invitee
18.Dr. Abhishek Pandey	Special Invitee
19. Dr. Sumit Pathak	Special Invitee

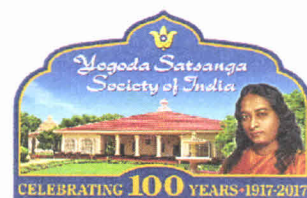### Agenda of the meeting

- Academic Calendar
- Collaboration/MOUs
- FDP on NEP Implementation
- IT Training for Non-Teaching Staff

- Environment and Energy Audit
- Analysis of Feedback collected from different stakeholders.
- Review of the readiness status of AQAR of AY 2018-19,19-20 and 20-21.
- Research -Revival of the in-house journal Lakshya etc
- Placement
- KRA setting for newly appointed teachers.

Discussions:

Dr. Shyam Pandey welcomed the IQAC coordinator and all the new members of the Internal Quality Assurance Cell to the meeting. The following issues were discussed in the meeting.

1. Academic Calendar

- It was decided that the Departments(academic as well as others) may be requested to submit their proposed academic calendar for the Academic year 2022-23.
- It was decided that Criterion 2 champion Dr. Mritunjay Kumar would provide a template of the same to the respective departments and carry out the follow-up as well.
- The academic calendar compiled by IQAC shall be forwarded to the IT Cell to upload on the website.

2. Collaboration/MOUs

- Dr. Shyam informed us that we are in the process of executing an MOU with Learnet Skills Private Ltd.
- He suggested that we should go for the increased collaborative activity that shall give an impetus to employability skills and also give students much-needed exposure.

3. FDP on NEP and its Implementation.

- It was decided that IQAC would facilitate a few FDPs, particularly on NEP, and its implementation gear up institutional preparedness.
- Dr. Shyam suggested that such FDPs may be planned online mode during holidays/summer break so that the continuity of classes can be ensured.

4. IT Training for Non-Teaching Staff

- It was decided to conduct in-house IT training sessions for the non-teaching staff to facilitate them hone their skills. After the training session examination shall also be conducted for them.

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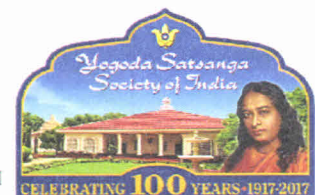
5. **Environment and Energy Audit**

- Dr. Shyam Pandey briefed that the proposal of Criteria 7 to facilitate the Environment and Energy Audit has been accepted and is due for execution.

6. **Analysis of Feedback collected from different stakeholders.**

- It was decided that Criteria 1 champions along with a few other members of the IQAC team will be analyzing the feedback collected from different stakeholders.

- The analyzed feedback concerning different departments/cells/etc will be redirected to them for necessary action. The follow-up of the same to be ensured by the team.

7. **Review of the readiness status of AQAR of AY 2018-19,19-20 and 20-21.**

   The Coordinator, Dr. Verma informed us that the criteria-wise updation of AQARs of 2018-19 and 19-20 stands completed. The same may be placed before the Governing Body for final approval. She informed IQAC that a few templates of the AQAR 2020-21 need reconsideration as the format has been revised by NAAC.

8. **Research-Revival of the in-house journal 'Lakshya'**

- It was decided to revive the in-house journal 'Lakshya'. A meeting of the Research Advisory Committee shall be called to further deliberate on this. Criteria 3 Champions shall be working in close collaboration with RAC.

- It was decided that IQAC would facilitate the departments in organizing National and International Conferences.

- The Principal suggested conducting of a few workshops on research proposal writing, research ethics, etc to facilitate/enhance the faculty participation in research-oriented activities. It was decided that RAC would facilitate these workshops.
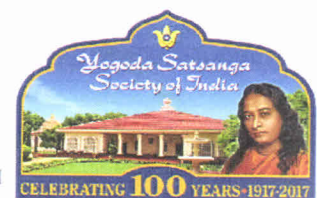
9. **Placement**

- It was decided to facilitate more certification courses for the students to make them placement ready.

- The Principal suggested that we can liaison with the companies and host placement drives in our campus for students of other colleges of Ranchi as well.

10. KRA setting for newly appointed teachers.

- The Principal informed that the newly appointed faculty members have joined the college.It was decided to set KRAs for them so that they are clear on their roles and responsibilities.

Dr. Shyam Pandey

Principal

Dr. Anjana Verma

Coordinator, IQAC

Action Taken Report

2021-22

Meeting on 21ˢᵗ January, 2022

1. Certification Course

   ✓   Students were oriented in the classrooms about the process of registering to the certification courses conducted by platforms like Swayam.

   ✓   Certification course in Martial Arts commenced for the students.

2. Increasing the Utilization of the Library

   ✓   Orientation Programme on Inflibnet conducted jointly by the Prof in Charge Library and Coordinator IT Cell of the Mahavidyalaya on 13ᵗʰ March 2022.

   ✓   Students were oriented in the classrooms to access the e-resources besides the physical books available in the library.

3. Appointment of Contractual Faculty

   ✓   The faculties were recruited in the Departments of Political Science, Zoology and Economics in the month of March.

4. Regular Uploading of Faculty Engagement Information on UTKARSH.

   ✓   The faculty members are uploading their engagement information on UTKARSH.

Meeting on 16ᵗʰ February 2022

1. Revision of AQAR 2018-19 & 2019-20

   ✓   AQAR for the said years was revised and submitted to the NAAC portal.

2. Compilation of AQAR 2020-21/2021-22

   ✓   The process of compilation of the data pertaining to the years 2020-21 and 2021-22 began.

3. Feedback Form Revision and Collection of Feedback.

   ✓   Feedback form for different stakeholders was revised.

   ✓   Online feedback forms were circulated to the students.

   ✓   Feedback from parents was collected in offline mode.

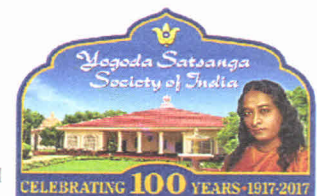   ✓   Alumni feedback was collected in offline mode as and when they visited the campus.

4. Course Plan Revision

   ✓   Online workshops on the preparation of course plans were conducted for a few

departments during the summer break .

✓ Series of in-house Course Plan workshops conducted to revise the course plan document for different departments.

5. Parent-Teacher Interactions.

✓ Parent-Teacher interactions for the students of the session 2019-22 across departments from 6th May 2022 to 13th May 2022.

6. Appointment against vacant sanctioned Teaching positions.

✓ The appointment against various sanctioned teaching positions was carried out in the month of April.

✓ Two-Day orientation/induction program was conducted for the newly appointed teachers.

7. Infrastructural Upgradation

✓ The suggestions regarding the construction of the stage, its related requirements, and the furnishing of the classrooms made by the IQAC team was compiled in the form of a presentation and the same was presented in the GB-MC meeting held in the month of April. The same was approved.

8. Any Other

(a) Creation of a mail id for the IQAC team

A separate mail id (ysm.iqaccoordinator@gmail.com) created for the IQAC team. All reports etc are being shared to that mail and are accessible by all the criterion champions.

(b) Prerna Parv- Employee Recognition Program

The physical distribution of mementos and certificates to employees took place on May 10 2022

(c) Skill Development Initiative to facilitate the Girl's students.

Employability Skills Training and Domain Training Programme conducted for the girls students by Nandi Foundation under the CSR initiative of Mahindra and Mahindra.

Meeting on 2nd May 2022

1. Academic Calendar

✓ Academic Calendar for the year 2022-23 prepared.

2. Collaboration/MOUs

The college initiated the process MOUs with the following institutions/organizations:

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✓ Jharkhand Rai University

✓ Learnet Skills Pvt. Ltd.

3. FDP on NEP Implementation

✓ A Five Day online FDP on ' NEP : 2020 Curricular Reforms and Skill Development' was conducted for the faculty members from 27th June 2022- 2nd July 2022. The FDP was conducted by the Department of Curriculum Development and Assessment Education(DCDAE) ,National Institute of Technical Teachers Training and Research, Bhopal.

4. IT Training for Non-Teaching Staff

An in-house 15 days training programme was conducted for the members of the non-teaching staff.The 15-days training was attended by 15 staff members.

5. Environment and Energy Audit

✓ The Green audit was carried out in the month of April 2022.

6. Analysis of Feedback collected from different stakeholders.

✓ The feedback collected from the parents and the students was analyzed.The feedback and suggestions received were shared with concerned departments/offices for remedial action.Proposed actions were also suggested by Team IQAC.

7. KRA setting for newly appointed teachers.

✓ KRA's for the newly appointed teachers in the domain of teaching, research and outreach activities defined.

✓ This was followed by a PPT presentation describing the target and timeline.