Action Taken Report

(As per IQAC Meeting held on 29th of February, 2024)

1. DVV Queries:

➢ On 14th March 2024, the D.V.V queries were received. All clarifications were provided within 15 days with documentary evidence as required.

2. Internal Academic Audit:

➢ Internal Academic audit of the departments carried out from March 4, 2024.

3. Authorization of New faculty position:

➢ The detailed proposal regarding the authorization of new faculty positions in alignment with the introduction of the National Education Policy (NEP) and student-teacher ratio was submitted to the Governing Bodyon 2nd May 2024

4. New Programs at UG/PG level:

➢ On 14th March 2024, the D.V.V queries were received. All clarifications were provided within 15 days with documentary evidence as required

5. Implement Signage to Promote NDLI Usage:

➢ Informative signage promoting the National Digital Library of India (NDLI) has been strategically placed on the Digital Notice Board at the entrance of the Central Library. A new web portal specifically for NDLI promotion has been created: https://library.ysmranchi.net/ndli. This portal provides users with an easy access to NDLI resources, tutorials, and support.

### 6. Ensure Timely Renewal of Institutional Access to NDLI CLUB:

➢ The renewal process was completed on the 4th of March 2024. Our NDLI Club registration number is INJHNC5XASLIMSY

7. Explore the Feasibility of Integrating the Library with SWAYAM:

➢ To promote the SWAYAM initiative, the library has created a web portal with details about SWAYAM. Additionally, a digital notice has been placed on the Digital Notice Board of the Central Library to further promote SWAYAM Portal. However, the integration of the institution with the SWAYAM portal is under process.

8. Evaluate the Migration to SOUL from Koha for Library Management:

➢ An in-depth evaluation comparing SOUL (Software for University Libraries) and Koha was undertaken. After thorough analysis, it was concluded that Koha better meets our library's needs due to its superior flexibility, extensive community support, and advanced features. As a result, the decision was made to continue using Koha for our library management system.
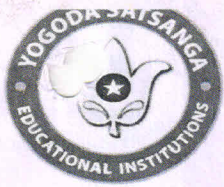
MINUTES OF THE MEETING

INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting of the members of the Internal Quality Assurance Cell was held on 29th February 2024 at the CVS Boardroom to discuss the following agenda:

Agenda:

1. Update on Self-Study Report Submission and the ongoing Data Validation and Verification (D.V.V) by NAAC.

2. Overview of the proposal being made to the Government for New Faculty Authorization commensurate with the student strength.

3. Progress Report on Ongoing Infrastructural Augmentation and Utilization.

4. Presentation of proposed new programs at UG/PG Level.

5. Any Other Matter.

Members present: (*Annexure 1*)

The meeting commenced with the IQAC Coordinator welcoming all members of the Internal Quality Assurance Cell (IQAC) and the special invitees. The following agenda items were taken up for discussion:

1. **Update on Self-Study Report (SSR) Submission and NAAC Activities:**

   Ms. Simran Kaur, Coordinator IQAC, provided the members with updates regarding the submission of the Self-Study Report to NAAC and the ongoing activities:

   (a) **Submission of SSR to NAAC:** February 8, 2024.

   (b) **Initiation of Student Satisfaction Survey (SSS) by NAAC:** February 12, 2024.

   (c) **Initiation of Data Validation and Verification (D.V.V) by NAAC:** February 21, 2024.

   (d) **Departmental PPT Guidelines for NAAC Peer Team Visit (PTV):** Suggestive Bullet points for PPT were shared with academic departments on February 22, 2024.

   (e) **Notification to Other Departments:** Notification was sent to all other departments (Library, DLS, NCC, NSS, etc.) to commence preparation of their PPTs.
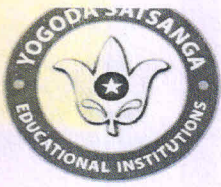
(f) Departmental Audit Schedule: Scheduled for March 4 to March 17, 2024.

Dr. Shyam Pandey, the Principal, presented the college's roadmap for preparing for NAAC accreditation. This comprehensive document outlined all tasks, assigned personnel responsible for each task, along with their start and end dates, and the current status of each task.

During the discussion on the preparation of departmental PowerPoint presentations (PPTs), Dr. B K Sinha, an external member of the IQAC, made the following insightful suggestions:

Selection of Flagship Department: It was proposed that the IQAC should determine in advance a flagship department for presentation during PTV.

Inclusion of Vision and Mission: Dr. Sinha stressed the significance of integrating the institution's vision and mission into the presentations of all departments.

Preparedness for NEP and Vocational Education: He suggested highlighting the institution's readiness and strategies concerning the National Education Policy (NEP) and vocational education.

Uniqueness in Principal and IQAC Coordinator's Presentations: Dr. Sinha recommended that the presentations by the Principal and IQAC Coordinator should be distinct and complementary. The Principal's presentation should have a global perspective, while the IQAC Coordinator's presentation should be target-oriented.

2. **Overview of the proposal being made to the Government for New Faculty Authorization commensurate with the student strength.**

   Dr. Mritunjay Kumar provided an overview of the proposal we shall submit to the Government regarding the authorization of new faculty positions in alignment with the introduction of the National Education Policy (NEP) and the maintenance of an ideal student-teacher ratio. The proposal was tailored for all departments, considering their specific requirements, which were calculated based on factors such as credit allocation for their courses, the number of classes allotted, and the student enrollment in each department.

3. **Progress Report on Ongoing Infrastructural Augmentation and Utilization:**
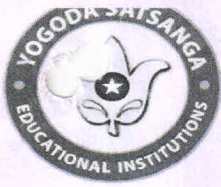
Mr. R P Singh presented an overview of the ongoing infrastructural augmentation, outlining the proposed new infrastructural project of YSM under consideration by the management. Dr. B K Sinha raised a query regarding the overall addition in terms of infrastructure over the last five years. The principal responded, stating that a total of 65,000 square feet had been added during this period.

4. **Presentation of Proposed New Programs at UG/PG Level:**

   Dr. Sanjay Kumar presented the proposed new programs at the undergraduate (UG) and postgraduate (PG) levels. Dr. B K Sinha suggested conducting a feasibility study in the context of colleges nearby. He emphasized the importance of ensuring that all proposals meet contemporary requirements.

5. **Any Other Matter**

   During the discussion *on library enhancements,* Dr. B K Sinha raised several valuable points:

   (a) Library enhancement

   - **Access to NDLI (National Digital Library of India):**

   Dr. B K Sinha inquired about student access to NDLI. Mr. Sourav Nag confirmed 960 student registrations on NDLI.The student representative, Rajnish Kumar Jha, confirmed that students have access to NDLI, which was demonstrated during the meeting.

   - **Enhancing Utilization of NDLI:**

   Dr. B K Sinha suggested implementing signage for NDLI to encourage more utilization.

   - **Institutional Access to NDLI:**

   Dr. B K Sinha queried about institutional access to NDLI. The librarian, Sourav Nag, informed us that the institution already has access, and the renewal process has recently been initiated.

   - **Integration with SWAYAM:**

   Dr. B K Sinha proposed integrating the library with SWAYAM. Dr. Sinha further suggested utilizing resources like SWAYAM as a learning tool to address the constraints posed by a limited number of faculty members. Existing faculty members can leverage these resources to resolve their queries effectively. Librarian, Sourav Nag, shared that the Central Library website already includes SWAYAM under the e-learning tab, and the library conducts

awareness sessions to orient students about e-learning resources. Principal apprised him about the college's initiative to encourage students to participate in SWAYAM and other online courses.

- **iNDICAT-Online Union Catalogue:**

Dr. B K Sinha suggested contributing library data to the iNDICAT-Online Union Catalogue to avoid a standalone concept. The librarian mentioned that while students have access to books through this catalog, our library data is not included as it primarily serves universities.

- **Migration to SOUL from Koha:**

One of the members proposed migrating from Koha to SOUL for library management.

Action Items:

- ✓ Implement signage to promote NDLI usage.
- ✓ Ensure timely renewal of institutional access to NDLI.
- ✓ Explore the feasibility of integrating the library with SWAYAM.
- ✓ Evaluate the migration to SOUL from Koha for library management.

The meeting concluded at 3:30 pm, following the Coordinator's proposal of the Vote of thanks.

Principal   29.02.24

Coordinator IQAC   29.02.24

Meeting of Internal Quality Assurance Cell (IQAC)
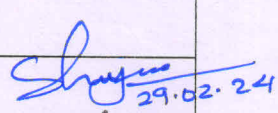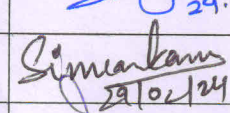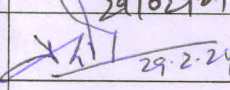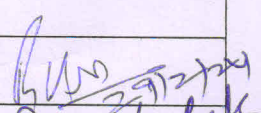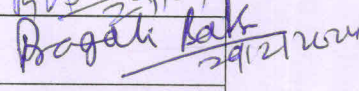
Date: 29.02.2024
Time: 2:00 pm
Venue: CVS Board Room

Agenda:
1. Update on Self-Study Report Submission and the ongoing Data Validation and Verification (D.V.V) by NAAC.
2. Overview of the proposal being made to the Government for New Faculty Authorization commensurate with the Student strength.
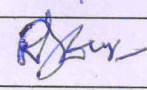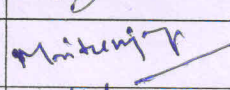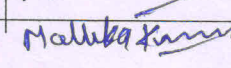3. Progress Report on ongoing Infrastructural Augmentation and Utilization.
4. Presentation of proposed new programs at UG/PG Level.
5. Any Other Matter.

Members present:

Sl. No.	Name	Composition	Signature
1.	Lt. Genl. Gyan Bhusan, (Vice-Chairman, G.B.)	Spl. Invitee	
2.	Mr. Avijit Ghosh, Secretary, G.B.	Member	
3.	Dr. Ved Pareek, Member, G.B.	Member	
4.	Dr. G. G. Sastry	Member	
5.	Dr. B. K. Sinha	Member	_(signature)_
6.	Mr. Bikash Singh	Member	
7.	Dr. Shyam Pandey, Principal	Chairperson, IQAC	_(signature)_ 29.02.24
8.	Mrs. Simran Kaur (Commerce)	Coordinator, IQAC	_(signature)_ 29/02/24
9.	Dr. P. K. Jha (Hindi)	Member	_(signature)_ 29.2.24
10.	Dr. N. N. Chaudhary (Chemistry)	Member	
11.	Dr. Ravindra Kumar (Commerce)	Spl. Invitee	_(signature)_ 29/2/24
12.	Mrs. Pragati Bakshi (Economics)	Member	_(signature)_ 29/2/2024
13	Dr. Mrinal Gaurav (Commerce)	Member	_(signature)_
14.	Dr. R. S. Dey (English)	Member	_(signature)_
15.	Dr. Mritunjay Kumar (History)	Member	_(signature)_
16	Dr. Mallika Kumari	(Spl. Invitee)	_(signature)_ Mallika Kumari

17	Dr. Sanjay Kumar Political Science)	Member	S.K 29-02-24
18.	Mr. Shekhar Suman (Mathematics)	Member	29/2/24
19.	Mr. Ratnesh Pathak (Physics)	Member	Pathak 29/2/24
20.	Mrs. Jayanti Kumari (BCA & IT)	Member	29/02/24
21.	Mrs. Mamta Jha (B. B. A.)	Member	J.Jha 29/2/24
22.	Ms. Saroj Kumari (BCA & IT)	Member	29-2-24
23.	Mr. Abhishek Kr. Vishwakarma (BCA & IT)	Member	29/02/24
24.	Sri J Mukhopadhyay	Member	
25.	Sri Naveen Kumar	Member	29/2/24
26.	Sri Sourav Nag	Member	29/02/24
27.	Sri R. P. Singh (Sr. Manager)	Member	29/2/2024
28.	Sri Amit Kumar Singh	Member	
29.	Mr. Prakash Kumar	Member	
30.	Sri Vikash Munda	Member	
31.	Mr. Rajnish Kumar Jha (BA2021His001)	Member	Rajnish 29/02/24
32.	Santosh Kr Singh		Santosh 29/02/24

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IQAC Meeting on 29th February 2024-Invitation   Inbox ×

Fe

Simran kaur <simran.kaur1405@gmail.com>
to principal, jayanta, Navin, SOURAV, amit, pkjha57, Pragati, Mrinal, jayantikumari, Mamta, amritansh2010, Choudhary, R.S.Dey, Mritunjay, Sanjay,

Dear All,

A meeting of the Internal Quality Assurance Cell (IQAC) members has been scheduled for **February 29, 2024 (Thursday),** **Boardroom** of the college. This meeting aims to discuss and deliberate upon several important matters.

Please find below the agenda for the meeting:

Agenda(s):

1. Update on Self-Study Report Submission and the ongoing Data Validation and Verification(D.V.V) by NAAC.
2. Overview of the proposal being made to the Government for New Faculty Authorization commensurate with the Stude
3. Progress Report on Ongoing Infrastructural Augmentation and Utilization.
4. Presentation of proposed new programs at UG/PG Level.
5. Any Other Matter.

Please make it convenient to attend the meeting.

Ms. Simran Kaur
Coordinator, IQAC
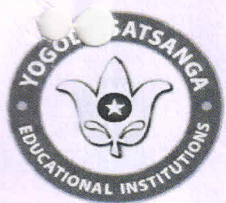
MINUTES OF THE MEETING

Internal Quality Assurance Cell

28.07.23

A meeting of the members of the Internal Quality Assurance Cell was held on 28th July 2023 in the CVS Boardroom.

Agenda:

1. Update on SSR/AQAR 2022-23.
2. Discussion on strategies to enhance the institution's readiness for NAAC along with other relevant matters related to quality assurance.
3. Review the preparedness of the academic departments for upcoming Accreditation.
4. Any other Matter.

MEMBERS PRESENT

1. Sri Avijit Ghosh, Secretary, G.B.

2. Dr. Shyam Pandey, Principal

3. Dr. Pradip Kumar Jha, HOD (Hindi)

4. Dr. Manoj Shekhar, HOD (History)

5. Dr. Suniti Chaudhary, HOD(Botany)

6. Dr. N. N Chaudhary, HOD (Chemistry)

7. Dr. R C L Das, HOD (Mathematics)

8. Dr. Anjana Verma, HOD (Zoology)

9. Ms. Pragati Bakshi, HOD (Economics)

10. Dr. Mrinal Gaurav, HOD (Commerce)

11. Dr. Mallika Kumari, Officiating HOD (Philosophy)

12. Mr. Santosh Kumar Singh, Officiating HOD (Physics)

13. Ms. Jayanti Kumari, HOD(CA&IT)

14. Ms. Mamta Jha, HOD (BBA)

15. Dr. Mritunjay Kumar

16. Dr.Sanjay Kumar

17. Mrs. Simran Kaur, Coordinator, IQAC

18. Mr. Abhishek Vishwakarma, Coordinator, IT Cell

19. Ms. Saroj Kumari

20. Ms. Priyanka Kumari, Department of CA & IT (Special Invitee)

21. Mr. Sourav Nag,Librarian

DISCUSSIONS

(I) Update on SSR/AQAR 2022-23

1. The Principal, Dr. Shyam Pandey, conveyed an important update regarding the submission deadlines for the Self-Study Report (SSR) and the Annual Quality Assurance Report (AQAR).

2. It was informed that the initial deadline for SSR submission, which was scheduled for 10th August will be revised.

3. Considering that a significant number of initiatives have been undertaken during the academic year 2022-23, it has been decided to prioritize and file the AQAR 2022-23 first. This approach will better highlight the recent quality efforts and achievements of our institution.

4. Furthermore, the decision to **exclude the AQAR of 2017-18** was also shared. The reporting of activities in the AQAR of 2017-18 was deemed inadequate and did not accurately reflect the institution's quality endeavors. Therefore, to ensure a more accurate representation of our continuous improvement and quality enhancement measures, the AQAR of 2017-18 will not be included in the current submission.

5. The revised deadlines for both SSR and AQAR submissions will be communicated to all departments accordingly he added.

(II) Review of NAAC Preparedness

CRT 1: CURRICULAR ASPECTS

Sub-Agenda 1: Feedback Mechanism

Key Points Discussed:

1. The importance of a proactive approach to address feedback for institutional improvement was emphasized.

2. All departments to review the feedback analysis and recommended actions shared by IQAC and identify relevant actions to be taken.

Action Items:

1. Departments to document their actions in the format of an Action Taken Report.

2. Action Taken Reports are to be submitted to the IQAC within two weeks for review and consolidation.

CRT 2: TEACHING, LEARNING AND EVALUATION

Sub-Agenda 2: Documentation and Assessment of Remedial Classes and Support Measures for Slow Learners.

Key points discussed:

1. Mrs. Kaur shared the recommendation made by the Secretary in the last IQAC meeting relating to the documentation of remedial classes and all support measures provided to slow learners.

2. Dr. Verma suggested that students' assessment and identification as slow learners should take into account their classroom performance and participation as essential criteria.

3. Dr. Gaurav emphasized that assessment should be an ongoing and continuous process, rather than a one-time event on the basis of marks.He also suggested using the unutilized software for the purpose of assessment.

4. Dr. PK Jha shared concerns about the challenges and constraints in carrying out continuous assessments for students.

5. Dr. Suniti highlighted the issue of the semester system's uneven duration, where some semesters are too short, resulting in less time for students to perform and improve.
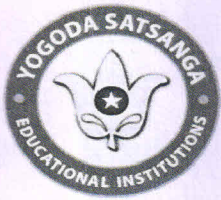
Action Items:

1. All records of remedial classes be meticulously documented to ensure effective progress tracking.

2. The inclusion of additional parameters beyond traditional marks to identify slow learners should also be documented by the departments for future reference.

3. Departments should prepare MCQs for their courses and make use of the OMR software for evaluation.

Sub-Agenda 3: Departmental Initiatives as per the Annual Report 2022-23

Key Points Discussed :

1. Mrs. Kaur presented the departmental initiatives from the Annual Report 2022-23.

2. Emphasis was laid on conducting workshops, lecture series, field visits, seminars, and allied activities for the current academic year.

3. Mrs. Kaur would be sharing the departmental initiatives file/document with the HODs for reference and verification.

4. Departments were requested to report any activities inadvertently missed in the previous year's report(2022-23).

Action Items:

1. All departments to make efforts to organize workshops, lecture series, field visits, seminars, and allied activities for the current academic year.

2. HODs to review the departmental initiatives file/document shared by the coordinator, verify the information, and ensure accuracy.

3. Departments to report any activities inadvertently missed in the Annual Report 2022-23 to the coordinator for inclusion in the records.

Sub-Agenda 4: Presentation of SSR Document on Teaching Pedagogy and Encouraging Departmental Initiatives

Discussion Points:

1. The document prepared for the Self-Study Report (SSR) pertaining to teaching pedagogy was presented by the IQAC coordinator.

2. The document highlighted various teaching initiatives undertaken by departments to enhance the quality of education and foster an effective learning environment.(participative, student-centric, and experiential learning)

3. The coordinator listed several key initiatives that were included in the document by different departments:

- ✓ Integration of ICT into teaching methods (use of projectors,online quizzes, online classes, e-notes, etc)
- ✓ Preparation of e-content to supplement classroom instruction.
- ✓ Conducting group discussions on various topics.
- ✓ Internships
- ✓ Lab session
- ✓ Project-based learning
- ✓ Field Visit
- ✓ Student Seminars/Classroom Presentations
- ✓ Assignments

4. The document also incorporated photographs that served as evidence to substantiate the implementation of these activities by the respective departments.

5. Furthermore, the purpose of presenting the document was twofold: first, to acknowledge and encourage departments that are already implementing these practices, and second, to inspire and motivate other departments that are yet to adopt such initiatives.
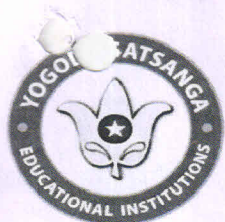
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6. The issue of projectors not being available in small classrooms and the lab was raised for discussion by the Science faculty members.

Action Items:

1. Departments without such initiatives to consider implementing activities.

2. The Department to ensure proper documentation of group discussions, assignments, and all allied initiatives listed above.

3. Provision of portable projectors shall be made for small classrooms.

CRT 3: RESEARCH, INNOVATION AND EXTENSION

Sub-Agenda 5: Mobilization of Research Grants

Points of Discussion:

1. Departments to explore the possibility of attracting research grants through different agencies.

Action Items:

1. Faculty members should prepare proposals aligned with their areas of research and ensure timely submission of the same at appropriate forums.
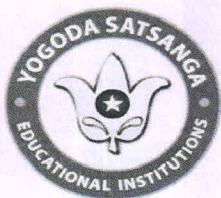
Sub-Agenda 6: MOU

Points of Discussion

1. Confirmation of the functionality of existing MOUs entered with different organizations in the previous academic year.

2. Raising awareness about the possibility of initiating MOUs at the departmental level.

3. Clarification provided by the Secretary on departments' authority to establish MOUs with external organizations.

4. Benefits of departmental-level MOUs, such as research partnerships and industry tie-ups.

Action Items:

1. All HODs to explore potential opportunities for initiating MOUs with external organizations relevant to their departments.

2. HODs to communicate with the administration regarding the process of initiating departmental-level MOUs.

CRT 4: INFRASTRUCTURE AND LEARNING RESOURCES

Sub-Agenda 7: Utilization of Learning Resources in the Library and E-Content Sharing

Points of Discussion:

1. The discussion commenced with the coordinator addressing the topic of infra-level initiatives, which are being taken care of at the institutional level.

2. The focus of the discussion shifted towards the utilization of learning resources available to students in the library.

3. To encourage students to utilize the library more effectively, it was suggested that departments should take an active role in promoting library visits among their students. The introduction of a compulsory library period was highlighted as a step in this direction.

4. The college's library website was mentioned as a valuable platform for accessing additional learning resources. The availability of the previous year's question papers and a dedicated section for notes on the website was emphasized.

5. It was proposed that departments should make students aware of these resources and encourage their use for academic preparation.

6. Additionally, the Central Library has provided departments with a dedicated email ID for the purpose of sharing e-content. (Notice dated 21.07.2023)

7. The coordinator urged all HODs to actively share relevant e-content created by their departments with the library. This would not only enrich the library's collection but also make valuable learning materials easily accessible to students.

Action Items:

1. HODs and faculty members encourage students to visit the library regularly and utilize availabl resources effectively.

2. Departments to make students aware of the e-resources accessible through the website.

3. HODs to ensure departmental e-content is shared promptly with the Central Library through the provided email ID **(ysmlibraryrepository@gmail.com).**

CRT 5: STUDENT SUPPORT AND PROGRESSION

Sub-Agenda 8: Training and Placement

Discussion Points

1. Coordinator shared information about the student placements in the last academic year.

2. It was highlighted that a significant number of students were placed through the Memorandums of Understanding (MOUs) established by the college.

3. There is a need to gear up the activities of the Placement Cell of the college as the majority of the feedback responses of the students and parents relate to inadequate placement opportunities.

Action Items

1. Arrange Career Guidance Sessions with Both Internal and External Resource Persons

2. Host Recruitment Drives with Leading Companies

3. Selection of Student Placement Representatives: These representatives will act as liaisons between the placement cell and their peers, ensuring that the placement cell's initiatives and opportunities reach every student. Through this representative system, we aim to create a more inclusive and student-centric approach to the placement process.

Other Points of Discussion:

1. **Dr. N. N. Chaudhary** made a request to share all documents and formats related to the Internal Quality Assurance Cell (IQAC) in hard copy. He emphasized the importance of having physical copies of relevant documents to ensure easy access and reference for faculty members.

2. **Dr. Manoj Shekhar** raised a concern on behalf of the faculty members in his department. He requested that the faculty engaged in IQAC work be granted some dedicated time for departmental work. This would enable them to focus on department-specific tasks, and initiatives.

3. **Dr. Verma** expressed her concern regarding the time dedicated to documentation, which may be compromising the department's ability to focus on new initiatives and activities. She emphasized the need to strike a balance between the two aspects to ensure that the department's progress is not hindered.

Action Items:

1. Provide hard copies of IQAC-related documents and formats as requested by Dr. N N Chaudhary.

2. Management to consider Dr. Manoj Shekhar's request for dedicated time for departmental work and explore possibilities for implementation.

Dr. Shyam Pandey
Principal

Mrs. Simran Kaur
Coordinator, IQAC

NOTICE dated 11/07/23

A meeting of the Internal Quality Assurance Cell will be held as per the following schedule:

Date: 28th July 2023 (Friday)
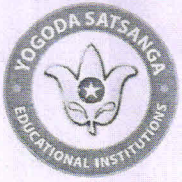Time: 10.00 a.m onwards
Venue: CVS Boardroom

Agenda:

1. Update on SSR/AQAR 2022-23.

2. Discussion on strategies to enhance the institution's readiness for NAAC along with other relevant matters related to quality assurance.

3. Review the preparedness of the academic departments for upcoming Accreditation.

4. Any other Matter.

Principal *Shyam 11.07.23*

Simrankaur 11/07/23
Coordinator, IQAC

Yogoda Satsanga Mahavidyalaya

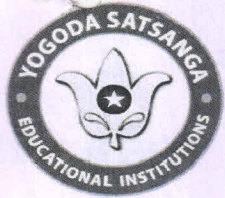## Meeting of Internal Quality Assurance Cell (IQAC)

Date: 28/07/2023
Time: 10.00 a.m.
Venue: CVS Boardroom
Agenda:

1. Update on SSR/AQAR 2022-23.
2. Discussion on strategies to enhance the institution's readiness for NAAC along with other relevant matters related to quality assurance.
3. Review the preparedness of the academic departments for upcoming Accreditation.
4. Any other Matter.

Sl. No	Name	Composition	Signature
1.	Sri. Avijit Ghosh	Secretary, G.B	
2.	Dr. Shyam Pandey, Principal	Principal	
3.	Dr. Pradip Kumar Jha	HOD (Hindi)	
4.	Dr. Manoj Shekhar	HOD (History)	
5.	Dr. Suniti Choudhary	HOD (Botany)	
6.	Dr. N.N Choudhary	HOD (Chemistry)	
7.	Dr. R.C.L Das	HOD (Mathematics)	
8.	Dr. Anjana Verma	HOD (Zoology)	
9.	Ms. Pragati Bakshi	HOD (Economics)	
10.	Dr. Mrinal Gaurav	HOD (Commerce)	
11.	Dr. Mallika Kumari	HOD (Philosophy)	
12.	Mr. Santosh Kumar Singh	HOD (Physics)	
13.	Ms. Jyanti Kumari	HOD (CA & IT)	
14.	Ms. Mamta Jha	HOD (BBA)	
15.	Dr. Mritunjay Kumar		
16.	Dr. Sanjay Kumar		
17.	Ms. Simran Kaur	Coordinator, IQAC	

MINUTES OF THE MEETING

NAAC Sub-Committee

A meeting of the members of the NAAC Sub-Committee was held on 13th July 2023 in the CVS Boardroom to discuss the following agenda:

Agenda:

1. Criteria-wise brief presentation of the institution's current status in meeting NAAC criteria.
2. Any other matter.

Members present: (*Annexure 1*)

Discussion

The IQAC Coordinator, Prof. Kaur delivered a comprehensive report on the team's preparedness for NAAC Accreditation. Alongside outlining the crucial timelines ahead, she provided a detailed overview of the previous observations and recommendations made by NAAC, addressing each criterion and the subsequent actions taken in response to them.

During the discussion, Sri Avijit Ghosh, the Secretary, brought up some pertinent observations concerning the minutes of the previous Internal Quality Assurance Cell (IQAC) meeting. It was revealed that the IQAC team had conducted the last meeting in the month of February, which had a specific focus on infrastructure-related matters. Expressing his keen interest in understanding the details further, the Secretary requested to review the Minutes of the Meeting (MOM) and the corresponding Action Taken Report (ATR). In response, the coordinator of the IQAC assured the Secretary that the MOM and ATR would be promptly shared with him after the conclusion of the ongoing meeting.

The Criteria Champions provided a sequential overview presentation of the criteria for which they collected data in the SSR (Self-Study Report). They presented each criterion one by one, sharing the data they have gathered for each.

The following points came up for discussion during the criteria-wise presentation:

Criteria 1: Curricular Aspects

Prof. Ratnesh Pathak and Prof. Saroj Kumari highlighted the fact that feedback had been collected from all the stakeholders. During the discussion, the Secretary inquired whether an action plan based on the feedback had been shared. In response, the team presented

documents that showed an action plan had been prepared after analyzing the feedback and shared with the respective departments.

The Secretary emphasized the importance of follow-up communication on the progress of the action plan. The team informed that some areas had already been addressed in accordance with the action plan.

Criteria 2: Teaching, Learning, and Evaluation

In the presentation by Dr. Mritunjay, a metric related to Student Diversity was discussed. Dr. Mritunjay clarified that the reservation policy is not applicable to Minority Colleges. Nevertheless, as a matter of policy, the institution provides a 5% relaxation during admission to students belonging to the reserved category. The Secretary inquired whether this policy had been approved by the Governing Body, to which Dr. Mritunjay confirmed the affirmative.*

The Secretary suggested that the remedial classes conducted for slow learners should be well-documented. This documentation would help in keeping track of the progress and effectiveness of the remedial programs provided to these students.

In one of the observations, the NAAC peer team recommended that the Drop out Ratio should be reduced, emphasizing the need for efforts in this regard. It was suggested that we may calculate and project the same.

Criteria 3: Research Innovation and Extension Activities

During the presentation of Criterion 3, which focused on Research, Dr. Shweta Singh and Prof. Santosh shared dissatisfactory figures on research grants. It was at this point that the Secretary suggested submitting a project report to the Ministry of Science and Technology as a potential solution to attract more research grants

The Secretary inquired about the fund allocation for outreach programs. In response, the Bursar stated that there is a specific allocation available under the head of "community service." The Secretary proposed that we should consider implementing the Atmanirbhar scheme of NSS (National Service Scheme). This scheme emphasizes the concept of self-reliance and empowerment through community service activities, he further added.

During the discussion, the Secretary suggested that we can establish more Memorandum of Understanding (MOUs) with other institutions. Some of the names that came up during the conversation were RKDF and YBN, among others. The Secretary suggested organizing a talk for the students of the Mahavidyalaya, inviting an official from Jharkhand Rai University, with whom the college signed an MOU last year.

The principal recommended the creation of a summary sheet to document the activities conducted by NCC. In order to enhance the credibility of the reports, the Secretary proposed that the Criterion 3 champions should request student details and other relevant information.
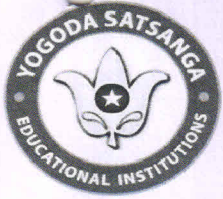
Criteria 4: Infrastructure and Learning Resources

One of the observations made by the NAAC Peer team pertained to the active involvement of the Library Advisory Committee. Prof. Kaur shared that the library team has been taking significant initiatives to enhance library services since last year. These initiatives include conducting department-specific workshops to familiarize students with the e-resources available to them. Additionally, the team organized a book exhibition, instituted the "Best Library User" award, and introduced a Book Bank Service, among other initiatives. Another notable step was the introduction of a compulsory library period in the routine. During the presentation, a live demonstration of the recently redesigned library website was conducted by Librarian Saurav Nag. He showcased various new features that have been added to the website, demonstrating its enhanced usability and accessibility.

Criteria 5: Student Support and Progression

While Dr. Loveneesh Gautam, the Criterion Champion, presented on Student Support and Progression, the Secretary expressed keen interest in reviewing the supporting documents associated with the presentation.

In response to the Secretary's query about the Placement Cell, the team clarified that the majority of placement-related activities have been conducted through the Memorandum of Understanding (MOUs) initiated last year, rather than through direct involvement of the Placement Cell. Furthermore, in the previous year, Dr. Loveneesh Gautam organized a placement drive in collaboration with Glenmark Pharmaceuticals. Seven of our candidates were selected during these drives. However, none of them accepted the job offers as the job locations were outside the city of Ranchi. Our students showed hesitancy in taking up jobs that required relocation.
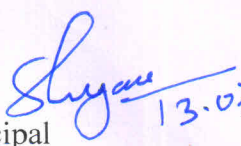
 It's worth mentioning that this placement drive facilitated by the college attracted students from various colleges in Ranchi, added the principal.
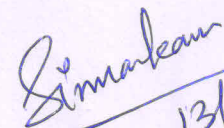
Criteria 6: Leadership, Governance, and Management

During the presentation by Crt 6 Champion, Dr. Neha Kumari Murai, the Secretary made an observation regarding the Mission Statement adopted by the institution, suggesting the need for some changes. Additionally, he informed the team that there would be some minor changes in the governance tree. Due to time constraints during the presentation on Crt 6, the Secretary expressed his interest in going through the document on the optimum utilization of funds at a later time.

Criteria 7: Institutional Values and Best Practices

During the presentation of Crt 7, in which one of the metrics focused on steps for water conservation, the Secretary suggested considering the installation of an input water meter in addition to the Rainwater Harvesting system that the college already has.

Principal 13.07.23

Coordinator,IQAC 13/07/23

Sl. No.	Name	Signature
	A meeting for IQAC Date 13-07-2023 Time: 2:30 P.M.	
1	Dr. Suniti Choudhary	— Absent —
2	Dr. N. N. Choudhary	— Absent —
3	Ms. Pragati Bakshi	Pragati Bakshi 13/7/
4	Dr. Radhsshyam Dey	RS for 13/7/23
5	Ms. Simran Kaur	Simran
6	Dr. Amrita Dutta	13/7/23
7	Dr. Abhishek Pandey	13/07/23
8	Dr. Mritunjay Kumar	Mritun 13/7/23
9	Dr. Shweta Singh	13/7/23
10	Dr. Neha Kumari Murai	13/07/23
11	Dr. Sanjay Kumar	13/7/23
12	Ms. Apna Pandey	13/7/23
13	Sri Santosh Kr. Singh	Santosh 13/7/23
14	Sri Ratnesh Pathak	Pathak 13/7/23
15	Miss. Rakhee Lohia	Absent
16	Dr. Sumit Kumar Pathak	13/7/23
17	Dr. Loveneesh Goutham	13/7/23
18	Dr. Mallika Kumari	M.Kumari 13/7/23
19	Sri Shekhar Sumarn	13/7/23
20	Ms. Priyanka Kumari	Priyanka 13/7/23
21	Ms. Khusbu Kumari	Khushbu 13/7/23
22	Miss. Saroj Kumari	13/7/23
23	Sri Gautam Sanyal	13/7
24	Sri Abhishek Kr. Vishwakarma	

NOTICE

A meeting of the NAAC Sub-Committee will be held as per the following schedule:

Date: 13th July 2023 (Thursday)
Time: 2 pm onwards
Venue: Seminar Hall

Agenda:

1. Criteria-wise brief presentation of the institution's current status in meeting NAAC criteria.
2. Any other matter.

Note: The purpose of this meeting is to discuss and evaluate our institution's readiness for the National Assessment and Accreditation Council (NAAC) assessment, along with other relevant matters related to quality assurance.

Principal 08.07.23

Coordinator, IQAC 08/07/23