SARIYA COLLEGE, SURIYA
Estd. : 1984

Internal Quality Assurance Cell (I.Q.A.C.) Estd. : 2017

(Permanent Affiliated to V.B.U Hazaribag)

Reg. U/S 2(f) & 12(B) of U.G.C. Act, 1956, New Delhi

Reg. Under Socities Registration Act 21, 1860

NAAC accredited

ISO 9001 : 2015 Certified

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Ref. No. : .... **Meeting No. 26** Date : ....

Date: 14ᵗʰ Oct. 2023 **Time : 01:00 P.M.** **Place- Principal Chamber**

I.Q.A.C. has organised a meeting on 14ᵗʰ Oct. 2023. The meeting has been presided by the principal and has been convened by the Co-ordinator, IQAC. Following members have gathered to discuss on following agenda and take the suitable decision.

Chairman

Members

1. Prof. (Dr.) M.K. Singh (Educationist Member)

2. Sri Noushad Alam, S.D.P.O., Bagodar-Suriya (Administrative Member)

3. Dr. Rajesh kumar Singh, M.B.B.S., (Member from local Society)

4. Sri Saurabh Agarwal, C.A. (Alumni Member)

5. Sri Pankaj kumar Agarwal (Member from Industrialist)

7. Sri Arun Kumar (Eco.) (Teacher Member)

8. Sri Arun Kumar (Pol. Sc.) (Teacher Member)

9. Sri Pramod Kumar (Hindi) (Teacher Member)

10. Sri Baijnath Mistry, (Non-Teaching member)

11. Sri Rabindra Kumar Mishra (IQAC, Co-ordinator)

Agenda

1. Confirmation of Last Meeting,
2. Preparation of ATR of last Meeting,
3. NIRF document submission,
4. Organising FDP,
5. National Seminar,
6. Green, Energy and Environment Audit,
7. Workshop on outcome based education,
8. IDP Preparation,
9. Capacity building & Skill development of Students,
10. Language lab,
11. Add on course,
12. Computer literacy Programme and
13. Other

Discussion

The co-ordinator, IQAC welcomed all members and read the proceeding of last meeting.

Agenda No. -01- Confirmation of Last Meeting-It was confirmed by all members.

Agenda No.-02-ATR-It was discussed to prepare ATR with these, two agenda are covered.

Agenda No. -03 – NIRF -Document submission on this agenda, it was vividly discussed to collect demanded data carefully and within the time-limit, we have to upload the data needed for NIRF.

Agenda No. -04-Organising FDP- After a open discussion, we allotted the task to The Principal to communicate a teacher from our Parental University with a professor rank or Associate Professor rank to deliver a lecture and interact with our teachers. He will invite a suitable resourceful man. Sri K.P.Yadav and Sri Pramod Kumar will help in this field.

Agenda No. -05 – National Seminar -On this agenda, it was discussed to organise a National seminar in online /offline mode or Hybrid mode. For this, Sri Arun Kumar (Eco.), Sri Asit Diwakar and Sri Ashish kumar Singh will co-operate to arrange a national seminar successfully Agenda.

Agenda No. -06- Green, Energy and Environment Audit – On this agenda, it was discussed to invite the Audit doing personal to our college for Green Audit, Energy Audit and Environment Audit. For the task, Sri Pramod Kumar will arrange for all audits.

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Agenda No. -07.-Workshop on outcome based education-On this agenda we disused to organise a workshop on outcome based education. For this IQAC Co-ordinator will conduct workshop.

Agenda No. -08. – IDP Preparation –Regarding IDP Preparation, it was discussed to prepare on IDP which will be uploaded in our college website for this, Mr. Pramod Kumar will start the initiative to prepare IDP for the college.

Agenda No. -09. – Capacity building and Skill Enhancement of Students- On this agenda it was discussed to suggest the cell for capacity building and skill enhancement to organise some more activities for students.

Agenda No. -10.-Language Lab- It was discussed that we have to update the language lab software in our language lab. For this Sri Arun Kumar (Eco.), who is the bursar will try to hire the software provider and Sri R.K. Mishra will co-operate in that activity.

Agenda No. -11.-Add-On Course- Sri R. Hazam is allotted this work to communicate with university regarding the process of getting affiliation to run new job oriented/vocational/ Add-on courses. For improvement in quality education the works who have been allotted to Sri Raghunandan Hazam is very slow. We have decided to ask show-cause to him.

Agenda No. -12.-Computer Literacy Programme- On this agenda, it was discussed to arrange a short duration programme on Computer Literacy. This will be highly beneficial for current students. For this task, Sri Ashit Diwakar will Co-ordinate to organise Computer Literacy classes for interested students.

Others- Besides these, it was discussed to prepare for Academic and Administrative Audit. For this our principal is authorized. It was also discussed to buy save common items for gym. To enrich library, Sri Arun Kumar (Pol. Sc.) will work for e-library including digital ID card, which is suggested by U.G.C. and increase the number of N-List user. We have to organise a seminar on cyber defense in which our SDPO will invite his resource person. For female students, we will invite female students for self-defense. For this Sri Arun Kumar (Pol. Sc.) will Co-ordinate for organizing the activity. Photos of Job oriented alumni/pass out students will show in college campus. In near future college will organise parent-teacher meeting. For this Sri R. Hazam is authorized. Our college will update the profile of teacher. For this all teacher will asked to submit their profile in soft copy and hard copy also. Educationist member has been suggested to purchase sofa set, tea table and air conditioning system in principal chamber.

At the last meeting ended with vote of thanks.