



# 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 Societies Registration Act 21, 1860

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Ref. No. : .....

Date : 21-12-2019

### Minutes of Meeting No. :12

Date: 21/12/2019 Time: 02:15 P.M. Place: I.Q.A.C. Chamber, Room no. 08

A meeting on Quality development of I.Q.A.C. of Sariya College, Suriya was held on 21/12/2019 (Saturday) convened by the coordinator I.Q.A.C. in which all members gathered to discuss on the agenda and take suitable decisions. This meeting was presided over by the chairman of I.Q.A.C. Sri A. K. Maldahiya.

Sd.  
Chairperson  
I.Q.A.C.

The following members were present as under:

1. Sri A. K. Maldahiya: Chairperson, I.Q.A.C.
2. Sri Rajesh Kumar Jain: Management Representative
3. Sri Pankaj Kumar Agarwal: Industrialist Member
4. Sri Saurav Agarwal: Alumni Representative
5. Sri Arun Kumar: Dept. of Eco., Member
6. Sri Arun Kumar: Dept. of Pol. Sc., Member
7. Sri Rabindra Kumar Mishra: Dept. of English, Member
8. Dr. Satish Kumar Verma: Dept. of Pol. Sc., Member
9. Dr. Santosh Kumar Lal: Coordinator I.Q.A.C.

#### Agenda:

1. Confirmation of last meeting,
2. Regarding confirmation of various work done by I.Q.A.C.,
3. Plan for future quality enhancement work,
4. Achievements of various staffs,
5. Others.

*[Signature]*  
21/12/19



Discussion:-

1. On agenda no. 1, I. Q. A.C. Coordinator read the proceeding of last meeting. It was found that various works are in progressing stage and deep attention of Prof. In-Charge and other staffs are essential for development of college.
2. On agenda no. 2, Coordinator of I.Q.A.C. stated that some useful programs have been conducted by I.Q.A.C. as Personality Development Program under Industry-Academia Innovative Practice, Two days faculty development program on 'Best practice in Teaching & Research', Capacity building workshop on 'Basic and Advance Excel on Computer', Voters awareness program, Rangoli competition by dept. of Pol. Sc. etc.

But all teaching staffs need to improve teaching-learning innovative practices. The chairman of I.Q.A.C. was said that the English Language Lab has been successfully implemented in the college on 05<sup>th</sup> Nov. 2019 and a workshop has also been organized in this regard.

The new E.R.P. (Complete office automation) system has also been launched in the college for complete office automation which will include admission, finance, planning, examination, H.R. etc. and has also been a workshop has already organized for this.

3. It is regrettable to say that some of teaching staffs are not paying proper attention on enhancement of their academic record. Whereas the honorable G.B. has given strict written instructions to all teaching employee to enhance their academic record as enrollment in Ph. D., taking refresher/orientation course, publishing books or chapter in I.S.B.N. related book, publishing article in U.G.C. care journal, participating conference/seminar, use ICT learning system, Registered Alumni Association, organizing workshop/seminars in college etc. before April 2020. So every teaching staffs must take proper attention on that.

All the members of I.Q.A.C. requested to Prof. In-Charge to introducing the new add on course or certificate course, new M.O.U. etc. in the college very soon.

4. As per agenda no. 4, Coordinator of I.Q.A.C. stated that maximum faculty members as R. Hazam, Dr. S. K. Lal, Arun Kumar (Dept. of Eco.), K. P.Yadav, R. K. Mishra, Dr. S. K. Verma, Pramod Kumar have successfully published their article in U.G.C. Care referred journal and Dr. S. K. Lal, Arun Kumar have successfully published chapter/Book with I.S.B. N.

Co-ordinator of I.Q.A.C. has successfully completed online refresher course through ARPIT, online 4 credit certificate course on GST through U.G.C. (SWAYAM).

5. On agenda no.5, Prof. In-Charge (Prof. A. K. Maldahiyar) has enlighten the essential elements for quality enhancement of teaching-learning process. He gave his best blessing to the college because he will retire on 31<sup>st</sup> Jan. 2020.

At last meeting ended with vote of thanks by chairman of I.Q.A.C.

*S.K. Lal*  
21-12-19  
Coordinator  
I.Q.A.C.  
Sariya College

*Dr. S. K. Verma*  
21/12/19  
Chairman  
I.Q.A.C.  
Sariya College