

## **Minutes of Meeting No. :13**

Date:15/02/2020                      Time: 11:30 A.M.                      Place: I.Q.A.C. Chamber (College Campus)

A meeting on quality development of I.Q.A.C. of Sariya College, Suriya was held on 15/02/2020 (Saturday) convened by the coordinator of 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 protem chairman Sri Rajesh Kumar Jain.

Sd.  
Protem Chairman  
I.Q.A.C.  
Sariya College, Suriya

The following members were presented as under:

1. Sri Rajesh Kumar Jain  
(Management Representative)
2. Dr. Vinita Sinha  
(Prof. In-Charge, Sariya College, Suriya)
3. Sri Pankaj Kumar Agarwal  
(Industrialist member)
4. Sri Saurav Agarwal  
(Alumni Member)
5. Prof. Arun Kumar (Dept. of Eco.)  
(Teacher Member)
6. Prof. Arun Kumar (Dept. of Pol. Sc.)  
(Teacher Member)
7. Prof. Rabindra Kumar Mishra (Dept. of Eng.)  
(Teacher Member cum NAAC Coordinator II)

8. Dr. Satish Kumar Verma (Dept. of Pol. Sc.)  
(Teacher Member cum NAAC Coordinator I)
9. Dr. Santosh Kumar Lal  
(Coordinator I.Q.A.C.)

Agenda:

- (1) Confirmation of last meeting,
- (2) Reconstitution of I.Q.A.C.,
- (3) Preparation of A. Q. A. R. for academic year 2018-19,
- (4) Works completed under Action Taken Report,
- (5) Determining Future Plan,
- (6) Others.

Discussion:

- (1) On agenda no. 1, I.Q.A.C. Coordinator read the proceeding of last meeting and satisfied by all.
- (2) Today on 15-02-2020, after the retirement of Prof. In-Charge Sri A. K. Maldahiyar, new Prof. In-Charge Dr. Vinita Sinha was appointed as the chairman of I.Q.A.C. All members give best wishes to him.

I.Q.A.C. coordinator Dr. Santosh Kr. Lal tells the re organization of the various committees under I.Q.A.C., which after extensive deliberations, approved the new various cell under I.Q.A.C. and NAAC steering committee. (Details of cell/committee and their print out paper handed over to all).

In today's meeting, the Alumni Committee, Anti-Ragging Committee, College Magazine Committee, Sports & Cultural committee, Academic committee was directed to increase their work participation.

- (3) The one year evaluation period is going to expired on 14<sup>th</sup> Feb. 2020 by NAAC. Therefore, preparation of A.Q.A.R. is very important. Therefore, it was decided by each of the member that the A.Q.A.R. should be prepared before first week of March 2020 of Academic year 2018-19.
- (4) The following action have been taken as per previous future plan under Action Taken Report (ATR):-
  - (a) Some teachers have enrolled in Ph. D. course,
  - (b) Some teachers have published their article in U.G.C. care listed journals,
  - (c) Conducted seminar on 'Application of Artificial Intelligence in Today's Era' by Com. dept.,
  - (d) I.Q.A.C. coordinator has completed certificate course on GST under scheme by U.G.C. SWAYAM & ARPIT course.
  - (e) Three teachers have successfully published chapters in edited volume/Books with I.S.B.N.
  - (f) Congratulations to ex-students Hitesh Yadav and Priti Kumari, who have qualified NET/JRF.
- (5) In today's meeting, it was decided to prepare a future plan which will need to be completed before the upcoming meeting, which are as follows:
  - (i) The responsibility of registering the college in N.I.R.F. was given to Prof. R. Hazam.
  - (ii) Each teacher and two students of each subject were instructed to submit short research article, story, poem, etc to the college email by 25-02-2020. This responsibility was given to the College Magazine Committee so that VIHAAN magazine can be edited in time.

- (iii) The sports and cultural committee was directed to organize various sports in Feb. and March 2020.
  - (iv) The concerned students should be registered with the Anti-Ragging cell, whose responsibility was given to the Anti-Ragging cell.
  - (v) Each of the teachers was instructed to contribute their article in U.G.C. care listed journal, Scopus, Chapter in I.S.B.N. related books, participation in Orientation/Refresher/Short term course/Seminar/Workshop/Conference etc by each staff before April 2020 as the guidelines by Hon'ble G.B. of our college, whose responsibility was given to the Academic Committee.
  - (vi) Student counseling committee, Remedial coaching centre try to help the needy students, whose responsibility was given to both committee.
  - (vii) All teachers must collect a written feedback forms from each students, from parents, from pass out students for academic session 2019-20.
  - (viii) The Alumni Committee is specially directed to form a registered alumni association and proceed with the proceedings of the meeting.
  - (ix) Academic Committee should make efforts to get C.N.D. course affiliation in the college and some M.O.U. from others.
  - (x) Sports Committee should organize 'Fit India Movement' program.
  - (xi) Academic Committee should organize 'Ek Bharat Shrestha Bharat Campaign'.
  - (xii) All H.O.D. should organize 'Swachhta Pakhvada'.
  - (xiii) A seminar on 'Suganya Bharat Abhiyan'.
  - (xiv) Dept. of Hindi should organize 'Matribhasha Divas Program'.
  - (xv) An updated register of every cell,
  - (xvi) Using ICT enabled class,
  - (xvii) Others.
- (6) On agenda no. 6 Prof. In-Charge and I.Q.A.C. Coordinator enlighten the other essential elements for quality enhancement for teaching and learning process. They gave some useful tips for quality updating in education.

At last meeting ended with vote of thanks by protem chairman Sri Rajesh Kr. Jain and Chairman Dr. Vinita Sinha.

Dr. Santosh Kr. Lal  
Coordinator  
I.Q.A.C.

Dr. Vinita Sinha  
Chairman  
I.Q.A.C.

Sri Rajesh Kr. Jain  
Prottem Chairman  
I.Q.A.C.