



# 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

NAAC accredited

ISO 9001 : 2015 Certified

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Ref. No. : .....

Meeting No. 26

Date : 23-12-23

Date: 23<sup>rd</sup> Dec., 2023

Time : 01:00 P.M.

Venue- Principal Chamber

I.Q.A.C. organised a meeting on 23<sup>rd</sup> Dec., 2023. The meeting was presided by the principal and convened by the Co-ordinator, IQAC. Following members gathered to discuss on following agenda and take the decision.

Chairman  
IQAC

**The Following members were present as under:-**

1. Prof. (Dr.) M. K. Singh  
(Educationist Member)
2. Mr. Naushad Alam, S.D.P.O.,  
(Administrative Member)
3. Dr. Rajesh Kumar Singh,  
(M.B.B.S., M.S. as member from Local Society)
4. Sri. Rajesh Kumar Jain,  
(Member from Management)
5. Sri. Sourabh Agarwal,  
(Member from Alumni)
6. Sri. Pankaj Kumar Agarwal,  
(Industrialist Member)
7. Sri Arun Kumar (Dept. of Eco.)  
(Teacher Member)
8. Sri Arun Kumar (Dept. of Political Sc.)  
(Teacher Member)
9. Sri Pramod Kumar ( Dept. of Hindi)  
(Teacher Member)
10. Sri Baijnath Mistry  
(Non-teaching member)
11. Sri Rajiv Kumar Singh  
(Student member)
12. Sri Rabindra Kumar Mishra,  
(Co-Ordinator, I.Q.A.C.)

## Agenda

1. Confirmation of last meeting
2. ATR preparation
3. Discussion on Academic and Administrative Audit Team visit and report
4. Question bank
5. Review of suggestion given by NAAC Peer Team (First Cycle) last visited
6. Others

**Discussion:-** The Co-ordinator, IQAC welcomed all members and read the proceeding of the last meeting. It was confirmed by all members. As previous meeting proceeding was discussed, accordingly, ATR will be prepared.

**Agenda No. 02:** It was about confirmation of last meeting and ATR preparation which was discussed in above paragraph.

**Agenda No. 03: Discussion on Academic and Administrative Audit (AAA) team visit and report:** On this agenda, it was discussed that AAA team visited our college on 12/12/2023, scrutinized different cell registers, found some weaknesses, suggested some ways for improvement and qualitative day-to-day work of the college. They asked all teachers to show departmental registers and cell registers connected to different criteria of NAAC. They interacted with the Principal, IQAC Co-ordinator, teachers and supporting staffs separately. They are to send their report by speed post. Whatever their oral observation, comments and suggestions are discussed in the meeting. As the report reaches our college office, we are going to discuss in another meeting along with all teachers.

**Agenda No. 04: Question Bank** –On this agenda, it was discussed that question bank is to be published on regular mode. So all teachers should submit the probable questions in hard copy/soft copy form within one week.

**Agenda No. 05: Review of suggestions given by NAAC Peer Team (First cycle) last visited.** On this agenda, all the suggestions of NAAC Peer Team (First cycle) last visited were discussed. It was found that we have taken action on some suggestions. Some suggestions have not been implemented due to financial problem or official constraint etc. We are in the process of learning and implementing new desirable ideas and systems in our college.

**Agenda No. 06: Others – On this agenda,** we have discussed that we are moving towards IInd cycle accreditation of our college by NAAC. Under this, IIQA, SSR and SSS are to be completed and submitted.

The members discussed to appoint an expert computer operator on contractual basis.

It was discussed to motivate all teachers for collecting e-mails of all students, guiding them on student satisfaction survey participation in using N-list facility, registration in Swayam Portal, registration for voter Identify card etc.

Again for coming days, some procurement and purchases are essential. Some related recommendations of purchase committee are discussed to be forwarded to G.B. meeting for final approval.

Students who are coming very far from our college need support. Hence, our college provides them freeship. Particularly, students residing 20 K.M. far from our college get freeship in tuition and other fees. Our teachers should motivate the public though our students to avail this benefit effectively.

**Agenda No. 05:** In continuation with agenda no. 05, as per suggestion to run add-on and enrichment courses and value-addition to methodology of teaching-learning process, it was found that Tally and G.S.T. Certificate course has been introduced. To run B.C.A. programme, we wait affiliation from our parental university. Again through our teaching we impart values like patriotism, gender-equity, sensitiveness towards divyangjan students, inclusiveness, sense of co-operation and no-ragging, cyber-security etc. NEP-2020 syllabus for Sem.-I students include some value-added papers also.

Industry, need-oriented and Job-oriented programme-on this point we have not done so successfully.

On communication skill, computer literacy and use of ICT, it was found that our capacity building and skill enhancement cell is actively working. Teachers try to use ICT in teaching-learning.

On establishing language laboratory, innovation and incubation centre, it was found that we have language lab but no innovation centre is here. Entrepreneurship is a paper in Sem.-I

On hostel facilities for boys and girls, providing sports facilities and appointing sports officer, we have purchased some sports materials and we are trying to get funds from Hon'ble M.P. (Koderma) to build hostel.

On perspective planning and strategic development with college website and computerized office, we have our own website, computerized office with erp.

On forming effective registered Alumni association, campus interview, placement opportunities, it is found that our college Alumni Association is registered. Some placement activities are done.

On establishing N.C.C. unit, we have approached N.C.C. office. NCC office Hazaribag has completed inspection of our college.

On strengthening IQAC, different cells are working, documentation is done with Geo-tagged Photo. IQAC organizes meetings four times a year.

On teachers be encouraged for research and attending seminar, refresher course, orientation course etc, it is found that 8 teachers have enrolled in Ph.D, 7 teachers have undertaken refresher and orientation course and most of the teachers have attended seminar, workshop, conferees and webinars.

The meeting was ended with vote-of- thanks

*Prin*  
23/12/23  
Co-ordinator  
IQAC

*S. K. Jais*  
23-12-2023  
PRINCIPAL  
Sariya College, Suriya  
Giridih, Jharkhand