



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. :

Date :

Meeting No. 23

Date -16/03/2024

Time: -01 :00 P. M

Venue: Principal Chamber

IQAC organized a meeting on 16th March 2024. The meeting was presided by the Chairman-cum-Principal and the meeting was convened by the Co-ordinator, IQAC. Following members gathered to discuss on following agenda and take the decision.

/
Chairman

The Following members were present: -

1. Prof. (Dr.) M. K. Singh
(Educationist member)
2. Sri Dharanjay Kumar Ram, SDPO
(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. Pankaj Kumar Agarwal,
(Member from Industrialist)
6. Sri. Sourabh Agarwal,
C.A. (Alumni 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 Bajjnath Mistry
(Non-teaching member)
11. Sri Rajiv Kumar Singh
(Student member)
12. Sri Rabindra Kumar Mishra,
Co-Ordinator, I.Q.A.C.

1. Confirmation of last meeting
2. ATR preparation
3. Discussion on IIQA submission & acceptance
4. Finalizing S.S.R. & Compiling documents
5. Parent-Teacher Meeting
6. Revising Vision and Mission of the college
7. Adopting the Revised Institutional Policy
8. Updating of two best practices, distinctiveness in the college website
9. Institutional Gender Audit 2022-23
10. Discussion on Academic & Administrative Audit
11. Finishing Pending works connected to files, documentation in word and excel format
12. Updating c-content
13. Updating Freeship Register
14. Computer literacy for students
15. Others

Discussion – The Co-ordinator, I.Q.A.C. welcomed all members and read the proceeding of last meeting. It was discussed to prepare ATR. With this Agenda No. 01 and No. 02 are covered.

Agenda No. 03 - Discussion on IIQA submission and acceptance: It was discussed that we have submitted IIQA and on behalf of NAAC office, our IIQA has been accepted. It is a matter of happiness for our college. It is also a challenge to compile the data, arrange the documentation and prepare soft copies very shortly.

Agenda No. 04 - Finalizing SSR and compiling documents, reports etc: On this agenda, it was discussed to prepare rough S.S.R. and finalize it. Along with SSR, we have to compile documents, reports in hard copies and soft copies form (as required). Teachers serving as Nodal officers and members of different cells should arrange their cell registers properly.

Agenda No. 05 - Parent-Teacher Meeting: On this agenda, it was discussed to arrange a Parent-Teacher Meeting inside the college campus within coming 20 days. Before the examination of Internal Examination-Minor Paper in Sem-I (2023-27), we have to organise a Parent-Teacher Meeting.

Agenda No. 06 -Revising Vision and Mission of the college: On this agenda, it was found that the vision and mission of the college were lacking some crystal clarity and brevity. After a vivid discussion, it was finalized and informed to Sri Asit Diwaker, HOD Geography to document the new vision and mission and upload it in our college website.

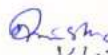
Agenda No. 07 – Adopting revised institutional policy: On this agenda, it was discussed that preplanned institutional policy has to be revised and discussed. After the discussion the revised policy was decided to be adopted for our college.

Agenda No. 08 – Updating two best practices and institutional distinctiveness: On this agenda, it was discussed that we have been implementing following two best practices-

- (a) No vehicle day celebration on 1st Saturday every month
- (b) Special freeship to a large number of students who are far from the college (More than 20 K.M.)

Our institutional distinctiveness is-Women Empowerment Initiative.

It was discussed that necessary data and documents are to be uploaded in the college website.


1/1/2023

Agenda No. 09 – Institutional Gender Audit – On this agenda, it was discussed that for the session 2022-23, an internal Institutional Gender Audit has been done. The report is finalized that report has to be uploaded in the college website.

Agenda No. 10 – Discussion on Academic and Administrative Audit: On this agenda, it was discussed that Academic and administrative Audit has been conducted very recently. Various suggestions are discussed. Whatever report and suggestions have been given by the team, we have to adopt and implement the suggestions as for as possible. On all the suggestions, the members discussed very clearly and vividly.

Agenda No. 11 – Finishing Pending Works-On this agenda, it was found that all the nodal officers, members and teachers have to finish NAAC-related work.

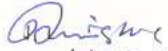
Agenda No. 12 – Updating e-content -On this agenda, it was discussed that almost all teachers have prepared the e-contents. Those e-contents should be uploaded in our college website as early as possible.

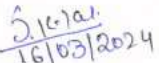
Agenda No. 13 –Updating Freeship Register-On this agenda, it was discussed that as special Freeship is one of the best practices, concerned teachers and supporting staff have to update the Freeship register.

Agenda No. 14 – Computer Literacy Programme for Students – On this agenda, it was decided that for the Sem-III students, we have to arrange a computer literacy programme for this Sri Asit Diwakar was authorized to make necessary arrangements.

Agenda No. 15 – Other – On this matter, it was discussed that immediately SSR submission with accuracy and sincerity is the utmost important task of our college. We have to focus on that task only we have to prepare for coming NAAC Peer team visit.

The meeting was ended with vote-of thanks.


16/03/24
Co-ordinator,
I & A C


16/03/2024
PRINCIPAL
Sariya College, Suriya
Giridih, Jharkhand