

Minutes of the Meeting

In the light of the notice issued on 22/06/2022 and circulated on WhatsApp Group of the college, a formal meeting of IQAC, Annada College, Hazaribag was held to discuss the following agenda on 25/06/2022 at 10:30 am in IQAC office of the college:

Agenda:

1. Welcoming new members on IQAC from Management side and Employer side.
2. Discussion on the need to buy more computer sets for academic activities.
3. Completion of restructuring of website.
4. Reducing touch-points for students for office work.
5. Installation of water coolers.
6. Reintroduction of biometric attendance.
7. Installation of Sanitary Pad Vending Machine and Sanitary Incinerator.
8. Plantation along the path leading to Commerce Block.
9. Installation of Photocopy Machine for students' use.
10. Enforcing the preparation of lesson plans in all departments.
11. Capacity enhancement of Chemistry Lab.
12. Exploring the possibility of converting a classroom into a make-shift auditorium.
13. Increase in the number of solar lights and rain water harvesting facilities.
14. Organizing intra-college sports activities.
15. Laying of pavers near Gate No. 02 to facilitate parking.
16. Remodelling of cycle shed.
17. Remodelling and furnishing of Teachers' Common Room.
18. Remodelling and furnishing of Girls' Common Room and improving facilities.
19. Conduct of at least one National Seminar during the academic session of 2022-23.
20. Fresh appointments/renewal of contracts of teaching and non-teaching staff.
21. Covering of open rain water drain with RCC slabs.
22. Miscellaneous.

The following members were present in the meeting:

1. *[Signature]* (R.P. Singh)
25/06/22

2. *[Signature]* (VIVEK)
25/06/22

[Signature] (KRISHNA KUMAR YADAV)
25/06/22

Dshu
25/06/2022 (DIPTI RASHMI)

Sujay K. Karan
25/6/2022 (SUJAY K. KARAN)

Sarjeera G. Dixi
25/6/22 (Sarjeera G. Dixi)

hita
25/6/22

hita
25/6/22

Niraj Bhandari
25.6.22 NIRAJ BHANDARI

Kshwaranand
25/6/22

(VISHWA RANJAN)

Siddhant Chandra
25/6/22 SIDDHANT CHANDRA

hita
25/6/22

Thakur Prasad
25/6/22 Thakur Prasad

Sunilkumar
25/6/22 Sunilkumar

Md. Naushad Anwar
25/06/22 Md. Naushad Anwar

Resolutions/Discussions

1. The new members from the management side Shri Sidhhant Chandra and from the Employer side Shri Niraj Bhandari were welcomed and briefed about the aims and objectives of IQAC.
2. The Principal in Charge assured the members of the Cell that a budgetary provision has been made for the purchase of computer sets for academic activities during the academic session. The computer sets will be procured by December 2022.
3. The members of the Cell were briefed regarding the initiation of the restructuring of website. It will be completed with necessary ERPs by September 2022.
4. It was also informed to the members that the new website of the college with interactive panels and necessary ERPs are bound to reduce the touch-points for students for their office work.
5. It was informed to the members that necessary budgetary provisions have been made for the procurement of water coolers to provide safe drinking water facility on the college campus.
6. Since the COVID cases are on decline, it was decided that the college administration would be requested to reintroduce biometric attendance for the teaching and non-teaching staff of the college as soon as possible.
7. The Nodal Officer, RUSA informed the members that the recommendations of Women Empowerment Cell regarding installation of Sanitary Pad Vending Machine and Sanitary Incinerator was considered and units of the same have been procured through the RUSA fund. The same would be installed in the coming days.

8. It was decided that Committee for Campus Upkeep and Green Initiative would be requested to look into the plan of plantation along the path leading to the Commerce Block.
9. The members unanimously resolved that a photocopy machine should be installed in the shed near the Administrative Block. It should run on subsidised rate so that the poor students can benefit from it.
10. The members expressed their satisfaction on the commencement of preparing lesson plans in teaching departments. However, it was found that some of the teaching departments failed to implement the plan. It was decided that the Heads/Co-ordinators of the departments concerned would be reminded of the need to prepare the lesson plans.
11. The members discussed the proposal for capacity enhancement of the Chemistry Laboratory and it was decided to take up the issue during the next financial year.
12. The members discussed the possibility of converting a large classroom preferably Room No. 22 into a make-shift auditorium. The Principal in Charge was requested to look into the technical details and prepare a detailed project report regarding this.
13. The IQAC appreciated the Green Initiatives taken during the previous academic session. The members emphasised the need to install more solar lights and expected sincere efforts for rain water harvesting.
14. Since the playground has been redeveloped and sufficient sports equipment is purchased during the previous academic year, the members emphasised the need to conduct intra-college sports activities in organised manner.
15. To avoid mess around the open parking area during the rainy season, the members advised the college administration to look into the possibility of laying of pavers from Gate No. 02 to the open parking area.
16. The members discussed the need to remodel the cycle shed so that two wheelers' parking area for the staff and students could be separated.
17. The members discussed the need to remodel and refurnish the Teachers' Common Room immediately. The Principal in Charge assured to take necessary steps in this regard.
18. The need to remodel, refurnish and improve facilities in Girls' Common Room was also discussed and immediate attention of the Principal in Charge was sought towards it.
19. The members unanimously resolved to make efforts to conduct at least one National Seminar during the academic session of 2022-23.
20. The members drew the attention of the Principal in Charge regarding shortage of teaching staff in certain departments and non-teaching staff as well. The Principal in Charge and Shri Sidhant Chandra, Member IQAC from Management side promised to apprise the Secretary of the need.
21. It was resolved that the open rain water drain would be covered with RCC slabs in the coming days.
22. No other matter was brought to the discussion.

The meeting ended with thanks to the members present.

ACH/IQAC/06,2022

Sanjay Singh
25/06/2022
Co-ordinator
IQAC
Annada College, Hazaribag

Chairman IQAC
ANNADA COLLEGE
HAZARIBAG

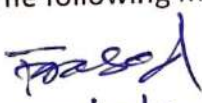
Minutes of the Meeting


In the light of the notice issued on 25/08/2022 and circulated on WhatsApp Group of the college, a formal meeting of IQAC, Annada College, Hazaribag was held to discuss the following agenda on 27/08/2022 at 10:30 am in IQAC office of the college:


Agenda:


1. Presentation of Action Taken Report.
2. Welcoming new members on IQAC from Admin side.
3. Nomination of new representative from Parents and Students category.
4. Initiation of process for third cycle of reaccreditation.
5. Review of the new website.
6. Review of infrastructure development on the college campus.
7. Nomination/Election of class representative.
8. Review of AQAR (2021-22) prior to its submission.
9. Reintroducing biometric attendance for teaching and non-teaching staff.
10. Introducing self-appraisal report for teaching and non-teaching staff.
11. Miscellaneous.

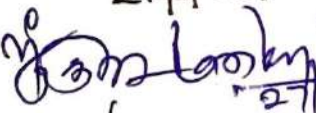
The following members were present in the meeting:

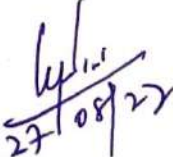

 27/8/2022

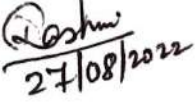

 27/8/2022



 27/08/22

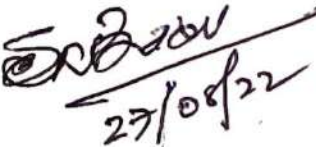

 27/8/22



 27/08/22


 27/08/22


 27/08/2022



 27/08/22


 27/08/22


 27/08/22

Resolutions/Discussions

1. Action Taken Report:
 - a) The new website has been restructured and launched. It will reduce the touch points for the students for office work.
 - b) A water cooler has been installed in Dr. P. S. Mukherjee Memorial Student Corner.
 - c) Biometric attendance for staff could not be started.
 - d) The plantation along the path leading to Commerce Block has been done.
 - e) Installation of Photocopy Machine for students' use has been done.
 - f) All the teaching departments are preparing lesson plans.
 - g) Intra-College sports activities such as Chess Competition and Javelin Throw have been organized.
2. The new members on IQAC from admin side- Dr. Krishna Kumar Yadav, Programme Office, NSS and Dr. Pankaj Kumar Pankaj, ANO/CTO, NCC are welcomed and briefed about the aims and objective of IQAC.
3. New representatives from parent side Shri Madan Kumar Singh and from student category Shri Harsh Vardhan (BBA Sem II) have been nominated unanimously.
4. The Chairman and the members agreed to initiate the process for third cycle of reaccreditation.
5. The new website of the college <annadacollege.ac.in> has been launched on 24/08/2022. The members are requested to suggest measures for improvement.
6. The development of infrastructure on the college campus were considered and members expressed need for further improvement.
7. It was decided that notice would be circulated for the nomination of class representative from every department.
8. The AQAR of 2021-22 was reviewed by the members.
9. The members of IQAC reemphasized the need for reintroducing biometric attendance for teaching and non-teaching staff. The Chairman assured that necessary steps would be taken.
10. It was decided that self-appraisal report for teaching staff and performance appraisal report for non-teaching staff would be introduced.
11. It was decided that the Mentor-Mentee system would be introduced from the academic session 2022-23.
12. No other matter was brought in discussion.


 Co-ordinator
 IQAC
 Annada College, Hazaribag
 ACH/IQAC/08,2022


 Chairman
 IQAC
 ANNADA COLLEGE
 HAZARIBAG