

Minutes of Meetings held on:- 04/08/2015

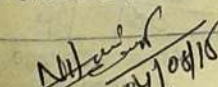
Agenda:-

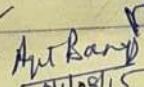
1. Action plan of the year 2015-16.
2. IQAC up-gradation in physical facilities.
3. Internal academic audit.
4. Technical abilities of the teaching staff.

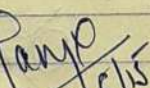
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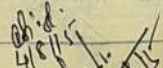
1. Previous year work report was discussed.
2. Funds from UGC for the development of IQAC were provided ₹,00,000/- was received for technical and facility up-gradation of the cell. A well furnished cabin for the IQAC was to be provided.
3. Seminar was conducted on educating about the "Quality education to be provided in HEIs"
4. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - i) Meeting Records.
 - ii) Mentorship Week Data.
 - iii) Weekly modular program.
 - iv) Academic Calendar.
 - v) FDP/ SEMINARS/ LECTURES ORGANISED, convened and attended.
 - vi) Teaching innovative method.
 - vii) Resources added during the academic year.
 - viii) Publications.
 - ix) Teacher's Contribution in Committees/Cells/Societies.
 - x) Individual Profile of faculty
 - xi) Workload Allocation.
 - xii) student teacher ratio in the theory and practical/tutorials.
 - xiii) Examination Work.
 - a) Head Examiner.
 - b) Superintendent/ Deputy / Additional Superintendent.
 - c) Evaluation work.
 - d) External and internal examiner of Practicals.
5. All the teachers were advised to conduct departmental sessions where any topic of their choice has to be discussed using ICT.

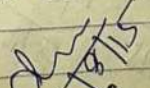
Members Present:

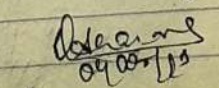

Co-ordinator
04/08/15


04/08/15


04/8/15


04/8/15


04/8/15


04/08/15
Chairman.

Minutes of Meetings held on:- 08/12/2015

Agenda:-

1. Activities For Social support to the society.
2. Awareness programs.
3. Participation in Cultural programs.
4. Sports activities.

Description:-

1. Various teams of the below sports were to be organised and prepared for participation in intercollege sports festival, organized by the University.

- a. Football (M/W)
- b. VolleyBall (M/W)
- c. Athletic (M/W)
- d. Cross Country Race (M/W)
- e. Badminton (M/W)
- f. Air Rifle shooting (M/F)
- g. Cricket (M)
- h. Cricket (W)
- i. Wt. Lifting / P Lifting (M/W)
- j. Hockey (M/W)
- k. Table Tennis (M/W)
- l. Chess (M/W)
- m. Carom

2. Importance of Education to be promoted in the dopted Village.

3. Plantation in the college campus by the students and the teachers.

4. No vehicle Day was to be observed by everyone, in the campus.

5. National holidays as per the academic calendar have to be celebrated in the Collage campus to acknowledge the importance of the day and spread it to the future generation.

6. Preparation for youth fun fest to encourage the talent of the students

MEMBERS PRESENT:-

Alimuddin
08/12/15
CO-ORDINATOR

Manoj
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Minutes of Meetings held on:- 11/01/2016

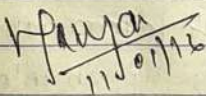
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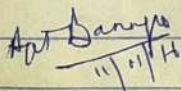
1. Creation of cells and committees to exercise major activities in the institution.
2. Promote research related activities.
3. Feedback modification.

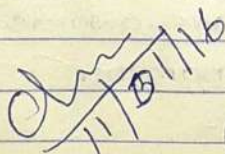
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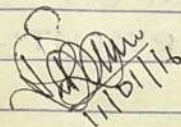
1. Following parameters were to be included in the feedback form -
 - i) Regularity of lectures, tutorials, practical
 - ii) Use of teaching aids such as projectors, computers
 - iii) Completion of Courses.
 - iv) Encouragement of questioning and queries in classrooms.
 - v) Completion of courses in stipulated time.
2. A Research Committee was set up to Organize/ supervise research related activities in the College involving and benefitting both students and Faculty.
3. Institutional level seminars to be conducted and active participation of students should be motivated.
4. Collaboration with NGO should be initiated.
5. Workshop on computer literacy to all.
6. Counselling centre for students should be developed.

MEMBERS PRESENTS :-

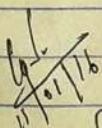

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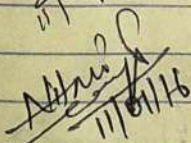

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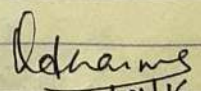

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CO-ORDINATOR


CHARAN MANI
Principal
Annada College
Hazaribag

Agenda: Review of year-end report.

Description:

1. Internal academic Audit was conducted by the IQAC Committee.
2. Workshop was conducted on computer literacy. Complete staff participated with good number of Teachers.
3. Collaboration with an ~~external expert~~ was successful.
4. All the national holidays were celebrated enthusiastically and ethically.
5. Students were counseled by external experts and Counselling centre was set up for the same.
6. Many teachers participated in external seminars and also presented papers. A copy of the same is exhibited in our Library.
7. Innovative processes in teaching-learning method were introduced.
8. Many awareness programs were conducted in the adopted village.
9. Principal-teachers' meeting was conducted to analyze the participation, development and motivation of teachers.
10. Evaluation of Teachers by the students' Feedback was helpful to the Principal.
11. Boy's Football team was Runners-up and Women's Football team was champion in Inter college football tournament.
12. Athletic team (M/W) was awarded runners-up in Inter-College athletics tournament.

MEMBERS PRESENT:-

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CO-ORDINATOR

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4/5/16

[Signature]
04/05/16
CHAIRMAN
Principal
Annapurna College
Hazarbag