

MINUTES OF MEETINGS HELD ON:- 02/06/2016

AGENDA:-

- 1) Action Plan for the year 2016-17.
2. Extra activities for the students.
3. Environment Protection.

Description:-

1. Career Counselling for students by Department of Management.
2. Essay and Debate Competition on 15th Aug.
3. Swachh Bharat Abhiyan by NCC Annada College, and 22nd Bn. NCC Hazaribag
4. Tree Plantation by NCC Annada College and 22nd Bn. NCC Hazaribag and Department of Management.
5. Staff members put forward the topic of efforts to be taken for increasing the admission for the academic year 2016-17. Handbills, pamphlets were distributed to the passed students at various places.
6. Flex boards were also fixed in and around the college.
7. The discipline committee was formed under the chairmanship of our Principal for smooth conduct of Admission.
8. Time table committee was formed and asked to prepare the time table for the academic year.
9. All the HODs presented in brief the distribution of workload that was finalized in the departmental meeting. They also presented the Annual Teaching Plans for the approval of the IQAC. They were approved by the Principal.

MEMBERS PRESENT:-

Mamta
02/06/16

Chod
02/06/16

Chod
02/06/16

Ant Barua
02/06/16

02/06/16

02/06/16

Nehal
02/06/16

CO-ORDINATOR

Chairman
02/06/16
CHAIRMAN.
Principal
Annada College
Hazaribag

MINUTES OF MEETINGS HELD ON: 08/08/16

Agenda:

1. AQAR submission till date.
2. Innovative Practices.
3. Library activities
4. Remedial Classes for weak students.

Description:-

1. Result Analysis of the previous examinations was done by respective departments. Remedial Coaching classes were organized for the poor students in the subject like Physics, Math, English, etc.
2. The proposal Committee was asked to make and send the proposal to get financial assistance for the national/ State level seminars. The IQAC Look after the development of the faculty, students in this regards. The proposal were made by the proposal committee with help of concerned HODs.
3. Importance of mentorship was discussed. It was decided with the permission of chair to conduct mentorship weekly, wherein each teacher would be given a set of students to mentor.
4. Inputs from Library staff were taken to find the gap between their existing knowledge and new technology updated.
5. As Library was being automated, so decided to provide basic computer knowledge to the Library staff. It was decided that a workshop/ training shall be conducted for the non-teaching staff.

MEMBERS PRESENT:-

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CO-ORDINATOR

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08/08/16
CHAIRMAN
Principal

MINUTES OF MEETINGS HELD ON:- 30/01/2017

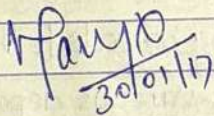
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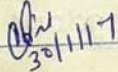
1. Awareness program
2. Faculty Development program.
3. Establishment of Placement Cell.

Description:-

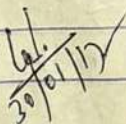
1. Reviewed and accepted the Computer Science Department proposal to conduct 4 days workshop on Computer Awareness for Non-Teaching staff of our College.
2. Reviewed and accepted the Botany Department proposal to conduct 2 days FDP on Ecology: Modern Perspectives to be held.
3. The Department of Economics to conduct student/faculty development program of financial literacy.
4. Awareness program on cashless & digital economy through VISAKA was proposed to be conducted.
5. Classroom quiz, oral tests, black board work, group discussions, etc were decided to be organized to encourage and enthuse the students to be attentive in classroom.

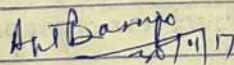
MEMBERS PRESENT:-


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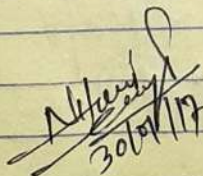

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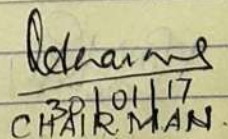

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CO-ORDINATOR


30/01/17
CHAIRMAN.

Principal
Annada College
Hazaribag

MINUTES OF MEETINGS HELD ON:- 30/05/17

Agenda:

1. Review year-end report 2016-17
2. Accounts audit.
3. Review AQAR report submission.
4. Improvement areas for accreditation cycle-3

Description:

1. Career Counselling was conducted for students.
2. Activities related to community services were conducted.
3. Discipline committee, purchase committee, Routine team and placement cell were established to support multiple activities in the campus.
4. New teaching learning plans were introduced in classrooms.
5. Remedial classes were conducted weak students.
6. No financial assistance was received for Seminars or research activities.
7. Mentorship week was conducted where teachers were explained about the duties and responsibilities under mentor-mentees scheme.
8. Library was automated partially by assigning barcode to the Book.
9. Several awareness programs were conducted in various departments.
10. Women football team was announced to be Champions in Inter-college women football tournament.
11. Departmental Audit was conducted.
12. AQAR reports were prepared and uploaded in the institution website.
13. The previous cycle reports were analyzed and preparation for next cycle was decided.

Members Present:-

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CO-ORDINATOR

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30.5.17

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30/5/17

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30/05/17
CHAIRMAN
Annada College
Hazaribag