

MINUTES OF MEETINGS HELD ON: - 05/06/17

Agenda:-

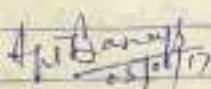
1. Action Plan for the year 2017-18
2. Re-establishment of IQAC
3. Introduction of MIS.
4. Academic Reformation (Lesson plan Submission, Academic calendar, Development of College website.)

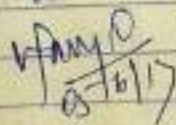
Description:

1. Re-Constitution of IQAC as per the new guidelines of NAAC, with the approval of GO.
2. Management information system to be introduced for supporting in decision making, co-ordination, control, analysis and visualization of information in the Institution.
3. Every teacher is advised to collect their routine from the master routine and academic calendar prescribed by the University to prepare their lesson plan for session.
4. The college website has to be developed to showcase the activities and development evolving in the institution. New web-pages to be introduced, related to activities, facilities etc.
5. Details to be collected for the submission of AISHE reports.
6. New teaching and learning reforms introduced last year were to be maintained this year.
7. Parent-teacher meeting to be called on time.
8. Alumni association to be established.

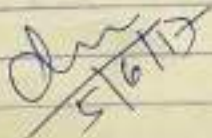
MEMBERS PRESENTS:-


05/06/17


05/06/17


05/06/17

CO-ORDINATOR


05/06/17


05/06/17


05/06/17

CO-ORDINATOR


05/06/17
CHAIRMAN.
Principal
Annada College
Hazariabag

MINUTES OF MEETING HELD ON: 06/07/2017

Agenda:

1. Community service programs and events
2. Up-gradation of library services
3. Exhibition of library books
4. Sports activities
5. Submission of IPBA

Description:

1. Tree plantation program, Swachh Bharat abhiyan, cleanliness drive in and outside the campus, in the adopted village. Educating about health and hygiene to the local people. Arranging blood donation camp, free health check up to all.
2. NO POLLUTION in the campus should be maintained to keep the environment clean.
3. No vehicle day to be observed.
4. IPBA to be submitted for accreditation cycle - III. Data collected for the same.
5. New sports activities to be conducted for this session. If any equipment required, submission of the same has to be done for procurement.
6. NCC camps and NSS camps to be organized for the students.
7. The library technical services to be upgraded and full version of the software should be acquired to make the e-library functions smoothly.
8. A new initiative to exhibit the important, significant and influential books of the library. The heritage collection should be showcased to all lead to encourage the growth of reading among them.

Members Present:

V. Anup
06/07/17

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06/07/17

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06/07/17

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06/07/17

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6/07/17

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06/07/17
Co-ordinator

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06/07/17
Chairman
Principal
Annada College
Hazaribag

Agenda:

1. Seminar on Indo-China Relation (01/10/17 - 04/10/17)
2. Awareness program on Intellectual property rights
3. Internship program for vocational students
4. Anti-lagging cell establishment
5. Workshop by Bio-Technology department (01/10/17 - 04/10/17)

Description:

1. Seminar on Indo-China relation for energizing and educating the children about the foreign relations of our country.
2. Awareness program on Intellectual property rights to be conducted and report should be submitted
3. Workshop on discovery of potential bio-active compounds from local botanical resources to be conducted by the students supported by the teachers
4. Anti-lagging cell to be established with an awareness program for the students
5. Regular internal tests and remedial classes to complete the curriculum on time was discussed.

Members Present:

V. Ramp
15/12/17

A. B. Banerjee
15/12/17

15/12/17

15/12/17

15/12/17

15/12/17

15/12/17
Co-ordinator

15/12/17
Chairman
Principal
Annada College
Hazariba

MINUTES OF MEETING HELD ON: 26/02/2018

Agenda:

1. Feedback sessions and year end analysis.
2. Gender sensitization program
3. Gardening in the campus
4. Grievance redressal cell activation
5. Awareness program

Description:

1. Yearly feedback sessions to be conducted for physical and academic facilities in the institution so that we can improve if required.
2. Gender sensitization programs to be conducted to spread awareness about gender equality, empowerment to all and retention of Indian culture.
3. Gardening should be improvised for beautification of the institution, to support greenery in the campus, to motivate vegetation and horticulture, to promote the practice of plantation among the stakeholders. Every individual are requested to participate.
4. Grievance redressal cell is to be established as per the guidance of UGC so that every individual connected to this institution can put their grievances against the institution or any other individual related to the institution, which would be addressed by the committee.
5. An awareness program regarding the policies and procedure of the grievance cell to be conducted.

Members Present:

26/02/18

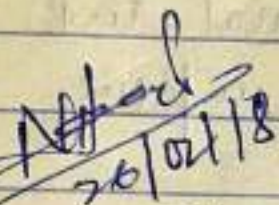
26/2/18


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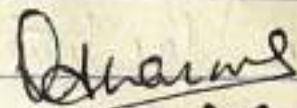
Arjun Banerjee
26/2/18


26/2/18

Abhishek
26/2/18


26/02/18

Co-ordinator


26/2/18
Chaitanya
Principal
Annada College
Hazari Bag

Agenda:

1. Year end analysis report

Description:

1. Financial audit was conducted
2. Data submission in AISHE portal was successful
3. IGA was successfully submitted for accreditation process in NAAC
4. New equipments were purchased under the scheme of RUSA by the purchase committee.
5. Feedback session was conducted for students, teachers and employees.
6. F&S community service programs were conducted
7. MIS was introduced in the administration department
8. Seminars on various prospects were conducted by various departments
9. Awareness programs were conducted
10. New sports activities on chess, carom, badminton, volleyball etc were introduced.
11. Beautification of the campus was initiated
12. New skill development programs were introduced
13. Dr. Nishani Mukherjee was sent to attend the workshop on "Australia India Vocational Education"
14. New cells like grievance redressal cell, anti-ragging cell were activated
15. College website was re-developed with many new features.
16. Books exhibition was postponed for this year and was taken to next year plan as maintenance of books was under process
17. Library software was upgraded and complete e-library is set-up. This can be accessed from our website
18. Successful internship program was conducted for the vocational students.

Members Present:

V. Suresh
30/5/18

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30/5/18

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30/5/18

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30/5/18
to - auditor

[Signature]
30/05/18
Chairman
Principal
Annada College
Hazari Bag