

INTERNAL QUALITY ASURANCE CELL (IQAC)

Academic Session 2019 -2020 (June 01, 2018 – May 31, 2019)

Minutes of Meetings held on 10.08.2019

Agenda:

1. Year-end analysis.
2. Discussion on the causes of rejection of SSR by NAAC.
3. Plan of action for the year 2019 – 20.
4. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis.
5. Reviewing co-curricular activities and social extension activities.
6. Rejuvenating the culture of departmental seminars.
7. Reviewing preparations for Independence Day Ceremony.
8. Conduct of interview for the recruitment of teachers in the departments of English, Economics and Sanskrit.

Description:

1. Minutes of previous meeting were confirmed.
2. Poor record keeping, slow digitalization, neglecting website and ignoring the suggestions of NAAC, lack of will on part of the college administration, etc. were found to be the reasons for the rejection of SSR by NAAC.
3. Academic Calendar for the year is to be circulated which is to be followed by each department.
4. Blood donation camp was organized by NCC on 27.07.2019.
5. To furnish detailed curriculum plan including activities for the students.

Members present:

[Signature]
10/8/19
10/8/19

Acharya
10/8/19

[Signature]
10/8/19

[Signature]
10/8/2019

Aiz Barap
10/08/2019

[Signature]
01/8/19

[Signature]
10/8/19
Co-Ordinator, IQAC

[Signature]
10/08/19
Chairman, IQAC
ANNADA COLLEGE
HAZARIBAG

[Signature]
10/8/19

[Signature]
Secretary 10/08/19
Annada College
Hazaribag

INTERNAL QUALITY ASURANCE CELL (IQAC)

(Academic Session 2019 -2020 (June 01, 2019 – May 31, 2020))

Minutes of Meetings held on 16.11.2019

Agenda:

1. Administrative reforms.
2. Assessing the shortage of teaching and non-teaching staff.
3. Completing the documentation for introducing Four-Year-Integrated Courses.
4. Examining the issues related to delay in sanctioning of B. Voc. Programme.
5. Implementation of the academic calendar.
6. Publishing the result of the interview conducted for the departments of English, Economics and Sanskrit.
7. Going over the co-curricular activities including the performance of the college in the recently concluded Inter-College Youth Festival held at Vinoba Bhave University, Hazaribag between October 22, 2019 and October 24, 2019.
8. Any other agenda with the permission of the Chairman.

Description:

1. Minutes of previous meeting were confirmed.
2. Emphasis has been laid on making the college administration student-centric.
3. Areas were identified where the teaching and non-teaching staffs were required. It was decided that contractual appointments can be made to fulfill the need immediately.
4. Dr. B. Banerjee is assigned to look into the causes of delay in submitting the proposal for B. Voc. Courses.
5. The Chairman expressed his dissatisfaction over the implementation of the academic calendar.
6. Departmental Seminars were organized by the Department of Political Science on 07.09.2019, Department of Mathematics on 19.09.2019, Department of History on 21.09.2019 and Department of Economics on 27.09.2019.
7. The result of the aforesaid interview will be shortly published and the appointment letters will be dispatched.

8. The performance of the cultural team sent for the Youth Festival was reviewed.

9. No other agenda was discussed.

Members present:

[Signature]
16/11/19

[Signature]
16/11/19.

[Signature]
16/11/19

[Signature]
16/11/2019

[Signature]
16/11/2019

[Signature]
16/11/19

[Signature]
16.11.19.

[Signature]
16/11/19

[Signature]
16/11/19
Co-Ordinator, IQAC

[Signature]
PRINCIPAL
Chairman, IQAC
ANNADA COLLEGE
HAZARIBAG

[Signature]
16/11/19
Secretary
Annada College
Hazariabag

INTERNAL QUALITY ASURANCE CELL (IQAC)

Academic Session 2019 -2020 (June 01, 2019 – May 31, 2020)

Minutes of Meetings held on 18.01.2020

Agenda:

1. Reviewing the activities of the college in the last six months.
2. Making preparation for the forthcoming examinations.
3. Assessing the completion of the syllabus in various departments.
4. Looking over the preparations of Republic Day programme.
5. Exploring the possibilities and fixing the modalities for taking online admission of the students.
6. Any other agenda with the permission of the Chairman.

Description:

1. Minutes of previous meeting were confirmed.
2. The Chairman expressed his displeasure for not maintaining the records in the desired Way.
3. The preparations for the forthcoming examinations of JAC Board and University were reviewed. The Controller of Examination was advised to remain vigilant to conduct the examinations in a fair and peaceful manner.
4. The syllabuses of the various departments were found incomplete as some of the teachers were busy in the State Legislative Assembly election duty.
5. Dr. B. Banerjee, ANO and Dr. S. K. Karan, Co-Ordinator NSS were directed to ensure the participation of NCC cadets and NSS volunteers in the Republic Day activities. Dr. Karan was entrusted with the task of sending a cultural team to the University for the Republic Day ceremony and conducting an essay competition before the Republic day.
6. Departmental Seminar was organized by the Department of Management (BBA) on 24.10.2019.
7. Dr N. Mukherjee, Co-Ordinator was assigned the responsibility of introducing the portal for online admission.
8. No other agenda was raised and discussed.

Members present:

18/01/20
N. Srinivas
Co-Ordinator, IQAC

18.1.2020

18/01/20
18/01/2020

18/01/2020

18/1/2020

18/01/20
PRINCIPAL
ANNADA COLLEGE
HAZARIBAG

18/01/2020
Secretary
Annada College
Hazaribag

INTERNAL QUALITY ASURANCE CELL (IQAC)

(Academic Session 2019 -2020 (June 01, 2019 – May 31, 2020))

Minutes of Meetings held on 02. 03.2020

Agenda:

1. Ratification of the minutes of IQAC by the Governing Body.
2. Delay in the publication of result and issue of the appointment letters related to the interview conducted for the appointment of teachers.
3. Reviewing preparations regarding the forthcoming examination of Semester III.
4. Evaluating the completion of syllabus of Semester VI.
5. Discussion social extension activities of NCC and NSS.
6. Updating the website of the college.
7. Any other agenda with the permission of the Chairman.

Description:

1. It was decided to issue the appointment letters related to the interview conducted for the appointment of teachers.
2. It has been assured that the appointment letters to the new appointees will be given within a week.
3. The Chairman directed the Controller of Examination to make necessary preparations for the smooth conduct of Sem III examination.
4. Dissatisfaction was expressed on the slow speed of the progress of the syllabus.
5. The Chairman directed the Dr. B Banerjee and Dr S K Karan to speed up the social extension activities through NCC and NSS.
6. Dr. Chhaya Singh was directed to see that the core value of the institution is uploaded on the college website.
7. No other agenda was brought forth and discussed.

Members present:

Handwritten signatures and dates of members present:

- Signature: *Chhaya Singh*, Date: *02/03/20*
- Signature: *Archievy*, Date: *2/3/2020*
- Signature: *Dr. B. Banerjee*, Date: *02/03/2020*
- Signature: *Dr. S. K. Karan*, Date: *02/03/2020*
- Signature: *Dr. Chhaya Singh*, Date: *02/3/20*
- Signature: *Dr. Chhaya Singh*, Date: *02/3/2020*
- Signature: *Dr. Chhaya Singh*, Date: *02/3/2020*
- Signature: *Dr. Chhaya Singh*, Date: *02/3/2020*
- Signature: *Dr. Chhaya Singh*, Date: *02/3/2020*

Co-Ordinator, IQAC

Chairman, IQAC
ANNADA COLLEGE
HAZARIBAG

Signature: *Saral Chakrabarty*, Date: *02/03/2020*
Secretary
Annada College
Hazaribag