

# MINUTES OF MEETING HELD ON 21/08/2021

A formal meeting of IBAC, Annada College, Mayabadi was organized on 21/08/2021 at 11:00 am in IBAC office of the college.

## Agenda:

1. Discussion on the submission of ABRs.
2. Discussion on the recommendations of NAAC for the overall improvement of work culture.
3. Review of the responsibilities given to the members.
4. Review of events/seminars/activities of the Academic Calendar.
5. Review of the efforts made for seeking the membership of INFLIBNET.
6. Resigning Inclusion of new members in IBAC owing to sudden demise of few members of IBAC.
7. Resigning and implementation of the code of conduct and professional ethics for staff and students.
8. Miscellaneous.

The following members were present:

1. ~~U. P. S. (R. P. S. Sanku)~~
2. ~~U. P. S. (Sujay K. Mishra)~~
3. ~~U. P. S. (Sanjeem K. Das)~~
4. ~~U. P. S. (Nishu Ranjan)~~
5. ~~U. P. S. (DIPTI RASHMI)~~
6. ~~U. P. S. (Rajita Das)~~

7. ~~U. P. S. (Thakur Upendra)~~

9. J.P. Sawyar  
10/08/2021

10. Md. Naushad Anwar  
21/08/2021

J.P. SAWYAR

Md. Naushad Anwar

### Description / Resolution

1. A discussion regarding submission of ABARs was held. The chairman praised the SBAC for working hard for the submission of all previous ABARs pending for years.
2. The discussion on the recommendations of NAAC was held and it was perceived that barring a few efforts, no significant qualitative changes had taken place in the working system of the college. An urgent need of attention was felt in this regard.
3. Review of the responsibilities given to the members yielded the impression that the members were not serious about their roles in bringing qualitative changes in the college.
4. Review of events / seminars / activities of the Academic Calendar was made. Some of the departments and committees conducted events / seminars / activities as per the academic calendar. However, some departments and committees were found lacking initiatives.
5. The membership of INFLONET was already taken. Prof. Sipti Lashmi was entrusted the task of publicizing this among the teachers and students.
6. The chairman, SBAC was appealed to make a request to the Secretary, Ananda College, Hajaribag for nominating new members on SBAC.
7. It was found that no effort was made in designing and implementation of the code of conduct and professional ethics for staff and students. Shri Vivek, Assistant Professor, BBA, was entrusted the task of preparing the code of conduct

and Professional Ethics for Staff and Students.

8. No other matter was discussed during the meeting.

*Dr. P. K. Singh*  
Co-ordinator  
IQAC

Annada College, Hazaribag

*At. Anand Singh*  
21.08.2024  
Chairman IQAC  
ANNADA COLLEGE  
HAZARIBAG

# MINUTES OF MEETING HELD ON 07/12/2021

A formal meeting of SBAC, Amado College, Hajarbag was organised on 07/12/2021 at 01:00 pm in SBAC office of the college.

## Agenda:

1. NIRF Registration.
2. Review of activities of department regarding NAAC
3. Submission of data on AISHE portal.
4. Review of activities of the committees
5. Review of the progress made regarding using INFLIBNET facilities.
6. Conduct of classes during the examination period.
7. Inclusion of new members as SBAC owing to sudden demise of few members of SBAC.
8. Miscellaneous.

The following members were present:

1. ~~Dr. P. P. Singh~~ (Sujay Kumar)
2. ~~Dr. P. P. Singh~~ (R. P. Singh)
3. ~~Dr. P. P. Singh~~ (DIPTI RASHMI)
4. ~~Dr. P. P. Singh~~ (SUNIL KUMAR)
5. ~~Dr. P. P. Singh~~ Thakur Prasad
6. ~~Dr. P. P. Singh~~ 7/12/2021
7. ~~Dr. P. P. Singh~~ 7/12/2021 J.P. - SANVAZ
8. ~~Dr. P. P. Singh~~ 7/12/2021 Leela Devi
9. ~~Dr. P. P. Singh~~ 7/12/2021 Ushra Rajan
10. Md. Naushad Anwar 07/12/21 Md. Naushad Anwar
11. ~~Dr. P. P. Singh~~ 7/12/21 - Sangeeta Prasad

## Description / Resolutions

1. It was resolved unanimously that the college would register itself for NIRF. Dr. B. Banerjee, Assistant Professor, Department of Economics was assigned to complete the formalities.
2. The record registers of various departments were reviewed. It was decided that the Co-ordinators, IQAC would suggest the HODs / Co-ordinators (Vocational) to maintain the record registers in proper format.
3. Shri Lakash Banjan, Assistant Professor, BBA was assigned the duties to collect and prepare the data for the submissions on AISHE portal at the earliest.
4. During the review of activities of the committees, it was found that some of the committees were not functioning and performing adequately. It was decided that the Co-ordinators, IQAC should look into the matter personally.
5. Ms. Dipti Bhatia, In-Charge, INFLIBNET activities was entrusted by the Chairman to increase the membership (teachers and students) for INFLIBNET.
6. It was decided that two classes of every subject of semester will be conducted in the morning hours.
7. The members of IQAC requested the Chairman to persuade the Secretary, Governing Body to nominate the new members on the committee from the management side at the earliest. The Chairman was also requested to nominate a member on the committee from employee side.
8. The Co-ordinators raised the issue of increasing the numbers of washrooms (for staff and students) of the college campus.

Dr. M. T. Banerjee  
Co-ordinator  
IQAC

Dr. M. T. Banerjee  
Chairman IQAC  
ANNADA COLLEGE

## MINUTES OF MEETING HELD ON 06/04/2022

A formal meeting of IBAC, Ananda College, Mayaribag ~~is scheduled~~ was organised on 06/04/2022 at 11:00 am in IBAC office of the college.

### Agenda:

1. Report regarding submission of ABAR 2020-21.
2. Report regarding submission of data on AISHF portal
3. Report regarding submission of NRFI data.
4. Review of efforts (green initiative) made for reuse of grey water, putting up of solar lamp, using timer switches for electric lights at campus and compost making.
5. Review of the present status of the website of the college.
6. Increasing numbers of washrooms.
7. Review of sports activities
8. Formation of Alumni Association
9. Formation of Grievance Redressal Cell on urgent basis
10. Miscellaneous

The <sup>following</sup> members ~~are expected~~ were present:

1. ~~Mr. Anand~~ (R.P. Singh)
2. ~~Mr. Anand~~ (Sujay Kumar)
3. ~~Mr. Anand~~ 06/4/22 (Vishva Ranjan)
4. ~~Mr. Anand~~ 06/4/22 (Sanjaya Kumar)
5. Md. Naushad Anwar (Md. Naushad Anwar) 6/4/22

6. Rajula Ranach 1/22      Rajula Ranach  
 7. S. S. S. 1/22      (SUNIL KUMAR)  
 8. J. P. 1/22      (J. P. SAROYAR)  
 9. Rashmi 1/22      (DIPTI RASHMI)  
 10. Prasad 6/4/2022      Thakur Prasad  
 11. Sarjeer K. Badi 1/22      (Sarjeer K. Badi)

### Description / Resolution

1. The Co-ordinator, IAS informed the members present that the AOP of 2020-21 was submitted on 24/03/2022
2. The Co-ordinator also informed that the data on A/S/HF portal was submitted on 24/01/2022
3. The Co-ordinator further informed that NIRF data was submitted on 24/01/2022
4. The efforts made for the reuse of grey water/rain water and compost making were reviewed. The members were informed that a sump had been constructed to collect grey water/rain water which would later be used to irrigate the land nearby. The members were also apprised of the progress made towards making compost and using the same for the college lawn. The members were also informed that a solar lamp was being installed by the college campus as an important green initiative.
5. It was unanimously decided by the members of IAS that the present website of the college now very poor in nature and it failed to serve the purpose it had made for. It was suggested by the members to explore the possibilities for redeveloping the website of the college.
6. The Chairman assured to work for the improvement of utilities

and number of mushrooms on the campus.

7. The Coordinator IQAC brought to the notice of the members that PTI and even the Sports committee failed to provide any data on the sports activities conducted in the recent past.

8. The Co-ordinator informed the members that the formation of Alumni Association had been initiated formally. Shri. Dr. S. S. Chitambar, Asst. Prof. BBA also a former student of the college was making efforts in this regard.

*Dangayappa*  
**Co-ordinator**  
**IQAC**  
Ananda College, HAZARIBAG

*S. S. Chitambar*  
*20.04.22*  
**Chairman IQAC**  
**ANNADA COLLEGE**  
**HAZARIBAG**



Minutes of the Meeting Held on 10/05/2022

A formal meeting of IQAC, Annada College, Hazaribag was organised on 10/05/2022 at 11.00 AM in IQAC office of the college.

Agenda:

1. Review of decentralization of administration. (Formation/ Reconstruction of Committees and Cells)
2. Review of efforts made to bring transparency through Website restructuring.
3. Discussing recommendations by Department of Higher and Technical Education, Government of Jharkhand on NAAC Accreditation in its meeting held on 05/05/2022.
4. Discussing recommendations by Vinoba Bhave University, Hazaribag on NEP 2020 in its meeting held on 07/05/2022.
5. Review of efforts made for safe drinking water.
6. Popularizing Kulgeet of the college.
7. Discussing delay in putting up of proper signage on the college campus.
8. Discussing plantation layout on way to the Commerce Block and around the playground.
9. Installation of First Aid Boxes.
10. Miscellaneous

The following members were present in the meeting:

1. ~~10/05/22~~ (R. P. SINGH)
2. ~~10/05/22~~ (DIPTI RASHMI)
3. ~~10/05/22~~ (Rajesh Kumar)
4. ~~10/05/22~~ (VIVEK)
5. Prasad (Thakur Prasad)
6. ~~10/05/22~~ (SONIL KUMAR)
7. Achintya (Anjan Choudhary)
8. ~~10/05/22~~ (Md. Naushad Anwar)
9. ~~10/05/22~~ (Vishwa Rajan)
10. ~~10/05/2022~~ (Sujay Kr. Karan)
11. ~~10/05/2022~~ (JYOTI PRAKASH SONI) -
12. ~~10/05/22~~ (SANJEEVA KUMAR BAXI)

### Discussion/Resolutions

1. The decentralization of administrations (formation/reconstitution of committees and cells) was reviewed. The Grievance Address Cell, the Time Table Committee, the Sports Committee and the committee for campus upkeep and Green Initiatives were reconstituted keeping in mind the administrative needs and the benefits of students. The Co-ordinator of Career Counselling and Placement Cell was instructed to step up the activities of the committee.
2. To bring administrative transparency and dissemination of information to the stake holders the college decided to instruct the website of the college. The Co-ordinator L&H informed the members that necessary steps had already been initiated in this regard.

3. The Co-ordinator, I.D.A.E briefed the members of I.D.A.E regarding the recommendations (in its meeting held at Ranchi on 05/05/2022) by Department of Higher and Technical Education, Government of Jharkhand on NAAC Accreditation.
4. Shri Vande, NEP Co-ordinator briefed the members of I.D.A.E regarding the implementation of NEP from the session 2022-23.
5. Regarding the efforts made for providing safe drinking water to the students, it was informed to two members that water cooler with purifier would be installed on the college campus in near future.
6. Committee for Social Extension and Cultural Activities was suggested to popularize the subject among the students.
7. Requests were expressed for the delay in putting up of proper signage on the college campus.
8. Dr. Vishnu Kumar, Co-ordinator, Committee for Campus upkeep and Green Initiatives informed the members that his committee would discuss the plan of plantation on the way to the Commerce Block with other members of his committee and inform the Principal in charge accordingly.
9. It was decided unanimously that First Aid Boxes would be installed on the college campus.