



PROCEEDINGS
OF
INTERNAL QUALITY ASSURANCE CELL

Rajendra College, Chapra

Guiding Spirit...

- **Never Give up, keep striving,
never lose heart with setbacks
and reach the Goal**

Notice of First Meeting

The first meeting of IQAC is intended to be held on 15/04/15 at 02pm in the NAAC office. The following members are kindly requested to be present.

- **01. Prof. Faridul Hasan, HoD, Pol. Science**
- **02. Dr. Surendra Mishra, HoD, Economics**
- **03. Dr. Gajendra Kumar, HoD, English**
- **04. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **05. Dr. V. C. Bharti, HoD, History & Proctor**
- **06. Dr. N.P. Verma, History (Convenor)**
- **07. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **08. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

Principal

Principal
Rajendra College, Chapra

The first meeting of IQAC was held on 15/04/15. The list of members present and absent is given below:-

- **01. Prof. S.M.R. Azam, (Principal)- Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Surendra Mishra, HoD, Economics**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **07. Dr. N.P. Verma, History (Convenor)**
- **08. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **09. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

AGENDA:-

- **.Introduction of the members and distribution of areas/criteria**
- **Introduction to the IQAC**
- **Any other relevant matter**

Minutes:-

1. The meeting started at 2pm.
2. Principal welcomed the new members of the reconstituted IQAC. He informed them about the strategy of having one convenor and some members for each of the seven criteria for accreditation; the distribution of criteria was accepted by members.

(A) Curricular Aspects:

1. Prof. Faridul Hasan, HoD, Pol. Science - Convenor
2. Dr. Gyandeo Prasad Tiwari, HoD, Physics –Member
3. Dr. Arbind Kumar, Botany –Member

(B) Teaching, Learning & Evaluation

1. Prof. B.P. Yadav, HoD, Botany - Convenor
2. Dr. Ramesh Prasad Singh, Zoology -Member
3. Dr. S. K. Srivastava, HoD, Philosophy -Member

(C) Research, Consultancy & Extension

1. Dr. Vijay Kumar, Physics - Convenor
2. Surendra Mishra, HoD, Economics -Member
3. Dr. Gajendra Kumar, HoD, Eng. -Member

4. Dr. Dinesh Prasad Yadav, Zoology -Member

(D) Infrastructure and Learning Resource

1. Prof. R. K. Pathak, Botany - Convenor
2. Dr. Geeta Kumar, HoD, Psychology - Member
3. Dr. Vishwanath Prasad, Physics - Member

(E) Students Support and Progression

1. Dr. Poonam, Pol. Science -Convenor
2. Dr. V. C. Bharti, HoD, History -Member
3. Dr. Sanjay Kumar, HoD, Geography –Member

(F) Governance, Leadership & Management

1. Dr. Vibhu Kumar, Political Science - Convenor
2. Dr. Rajiv Kr. Mishra, HoD, Mathematics- Member
3. Dr. H.P. Singh, HoD, Commerce -Member
4. Sri Harihar Mohan, Head Assistant - Member
5. Sri Nurulain, Accountant - Member
6. Sri Nawal Kishor Singh, Assitant - Member
7. Sri Bhagawan Rai, Assistant - Member
8. Sri Dipu Kumar, Computer Operator - Member
9. Sri Pawan Kumar Singh, Assistant - Member

(G) Innovation & Best Practices

1. Dr. Raj Kumar, HoD, Zoology - Convenor
2. Dr. Ashok Kumar Sinha, Hindi - Member
3. Dr. Sanjay Kumar, History - Member

Decisions Taken:

1. IQAC Convener was advised to finalize two names as student representatives
2. All members would study the NAAC and UGC documents related to the IQAC and reaccreditation; links to these documents would be provided by the Co-ordinator and printed copies would be made available to each member soon. A condensed version of these documents would also be provided by the co-ordinator
3. The next meeting would be held as soon as the members familiarize themselves with these documents

ACTION TAKEN REPORT:-

- Soft copies of documents were forwarded to the members on 19 July and hard copies distributed on 16 April. The members got together for a preliminary discussion on the documents on 16 April. More detailed discussions to follow.
- No action has yet been taken on the student IQAC.

A handwritten signature in blue ink, appearing to be 'AOP', with a long horizontal stroke extending to the right.

Convenor

Notice of Second Meeting

The second meeting of IQAC is intended to be held on 08/08/2015 at 02pm in the NAAC office. The following members are kindly requested to be present.

- **01. Prof. Faridul Hasan, HoD, Pol. Science**
- **02. Dr. Surendra Mishra, HoD, Economics**
- **03. Dr. Gajendra Kumar, HoD, English**
- **04. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **05. Dr. V. C. Bharti, HoD, History & Proctor**
- **06. Dr. N.P. Verma, History (Co-ordinator)**
- **07. Dr. Alok Verma, Political Science(Convenor)**
- **08. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **09. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

Principal

Principal
Rajendra College, Chapra

The second meeting of IQAC was held on 08/08/15. The list of members present and absent is given below:-

- **01. Dr. R. S. Roy, (Principal)- Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Surendra Mishra, HoD, Economics**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **07. Dr. N.P. Verma, History (Co-ordinator)**
- **07. Dr. Alok Verma, Political Science(Convenor)**
- **08. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **09. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

AGENDA:-

- 1. Reading of the minutes of the previous meeting and its approval.
- 2. Decisions on pending action from previous meeting.
- 3. Any other relevant matter

Minutes:-

- 1. The meeting started at 2 pm
- 2. Principal welcomed the new convenor of IQAC
- 3. Decisions taken:-
 - A. IQAC convenor suggested the names of parveen Kumar and Ritu Raj as student representatives of IQAC. Suggestion was accepted by members.
 - B. It was decided to reconstitute following college bodies:-
 1. The Library Advisory committee
 2. Carrers and Coonselling cell
 3. Cell for prevention/Action against sexual Harassment
 4. Counselling for Girls students
 5. Research promotion cell
 6. Placement cell
 7. Grievance Redressal cell
 - C. Academic progress report & Academic Lesson plan should be maintained in all departments

- D. Centralised admission in post-graduation should be made college centric
- E. Regular doubt clearing sessions should be organized
- F. Mentoring system should be started.

ACTION TAKEN REPORT:-

- 1. Suggested college bodies were re-constituted by NAAC steering committee on 10/08/2015.
- 2. Performa of Academic progress report & Academic Lesson plans were supplied to all departments on 10/08/2015.
- 3. Suggestion for abolition of centralized admission in Post-graduation was noted down by principal.
- 4. Mentoring system has started in all departments.



Convenor

Notice of Third Meeting

The third meeting of IQAC is intended to be held on 07/10/2015 at 02pm in the NAAC office. The following members are kindly requested to be present.

- **01. Prof. Faridul Hasan, HoD, Pol. Science**
- **02. Dr. Surendra Mishra, HoD, Economics**
- **03. Dr. Gajendra Kumar, HoD, English**
- **04. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **05. Dr. V. C. Bharti, HoD, History & Proctor**
- **06. Dr. N.P. Verma, History (Co-ordinator)**
- **07. Dr. Alok Verma, Political Science(Convenor)**
- **08. Praveen Kumar (student representative)**
- **09. Ritu Raj (student representative)**
- **10. Smt. Zeenat Ismail – President, Rotary Club, Chapra
(External Expert)**
- **11. Sri Pawan Jee Agrawal – Secretary Chambers of
Commerce, Chapra (External Expert)**

Principal

**Principal
Rajendra College, Chapra**

The third meeting of IQAC was held on 07/10/2015 at 02pm in the NAAC office. The following members were present.

- **01. Dr. R. S. Roy, Principal-Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Surendra Mishra, HoD, Economics**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **07. Dr. N.P. Verma, History (Co-ordinator)**
- **08. Dr. Alok Verma, Political Science(Convenor)**
- **09. Praveen Kumar (student representative)**
- **10. Ritu Raj (student representative)**
- **11. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **12. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

AGENDA:-

- 1. Reading of the minutes of the previous meeting and its approval.
- 2. Decisions on pending action from previous meeting.
- 3. Review of criterion discussions and plan to take it forward
- 4. Any other relevant matter
- 5. Updates: -
 - A. Automation of Library
 - B. Wi-Fi should be set up
 - C. Ramps for physically Handicapped
 - D. Suggestion box
 - E. Planting of trees
 - F. Smart-class rooms
 - G. Canteen
 - H. R.O

Minutes:-

1. The Minutes of first two meetings were read and approved
2. Student representative Praveen Kumar put his suggestion regarding canteen and IT Centre
3. Student representative Ritu Raj suggested need for Health Centre and proper Toilet for girls and separate common room.

DECISION TAKEN:-

1. The meeting was informed that automation of library has already started.
2. Wi-Fi will be set up in 15 days
3. Ramps for Physically Handicapped will be constructed soon
4. Suggestion boxes will be set up in 15 days
5. Planting of trees is already going on
6. Smart-class rooms will start functioning by end of October
7. Canteen is being renovated and will start functioning soon
8. R.O will be set up at different points in a week

ACTION TAKEN REPORT:-

1. Girl's common room with proper toilet has been set up and is being used.
2. Wi-Fi Started functioning on 25/07/2015.
3. Construction of Ramps is going on.
4. Suggestion boxes have been installed at various locations.
5. R.O (eight in number) has been installed.



Convenor

Notice of Fourth Meeting

The fourth meeting of IQAC is intended to be held on 22/12//2015 at 02pm in the NAAC office. The following members are kindly requested to be present.

- **01. Prof. Faridul Hasan, HoD, Pol. Science**
- **02. Dr. Surendra Mishra, HoD, Economics**
- **03. Dr. Gajendra Kumar, HoD, English**
- **04. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **05. Dr. V. C. Bharti, HoD, History & Proctor**
- **06. Dr. N.P. Verma, History (Co-ordinator)**
- **07. Dr. Alok Verma, Political Science(Convenor)**
- **08. Praveen Kumar (student representative)**
- **09. Ritu Raj (student representative)**
- **10. Smt. Zeenat Ismail – President, Rotary Club, Chapra (External Expert)**
- **11. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce, Chapra (External Expert)**

Principal

Principal
Rajendra College, Chapra

The fourth meeting of IQAC was held on 22/12/2015 at 02pm in the NAAC office. The following members were present.

- **01. Dr. R. S. Roy, Principal-Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Surendra Mishra, HoD, Economics**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **07. Dr. N.P. Verma, History (Co-ordinator)**
- **08. Dr. Alok Verma, Political Science(Convenor)**
- **09. Praveen Kumar (student representative)**
- **10. Ritu Raj (student representative)**
- **11. Smt. Zeenat Ismail – President, Rotary Club, Chapra
(External Expert)**
- **12. Sri Pawan Jee Agrawal – Secretary Chambers of Commerce,
Chapra (External Expert)**

AGENDA:-

1. Reading of previous minutes
2. Reconstitution of IQAC
3. Decisions on pending action from previous meeting
4. Any other relevant matter

Minutes:-

1. The meeting started at 2pm
2. Decisions taken
 - A. It was decided to reconstitute IQAC. Suggestion was accepted by all members.
 - B. Principal should devote some time for direct interaction with students
 - C. Workshops on communication skills, Research-methodology, Human rights and gender issues should be organized by departments.
 - D. Distance learning centre of Nalanda Open University may be opened in college.
 - E. Head of departments should prepare a list of research journals to be subscribed.
 - F. Faculty members should be encouraged to use INFLIBNET regularly.
 - G. Martial Arts training should be imparted to girl students.
 - H. Campus should be made tobacco free.

ACTION TAKEN REPORT:-

1. The IQAC was reconstituted.
2. The members of reconstituted IQAC are-
 - A. Dr. R. S. Roy, Principal- Chairman
 - B. Dr. Alok Verma, Political Science- Convenor
 - C. Prof. Faridul Hasan, HoD, Political Science-Member
 - D. Prof. B. P. Yadav, HoD, Botany-Member
 - E. Dr. Vijay Kumar, Physics-Member
 - F. Dr. P. K. Thakur, Zoology-Member
 - G. Dr. Poonam, Political Science-Member
 - H. Dr. Vibhu Kumar, Political Science-Member
 - I. Dr. Raj Kumar, HoD, Botany-Member
 - J. Praveen Kumar- Student representative
 - K. Ritu Raj- Student representative
 - L. Smt. Zeenat Ismail- External representative
 - M. Sri. Pawanjee Agarwal- External representative
3. Head of Departments have been instructed to conduct workshops on listed issues
4. Principal will correspond with HRD, Government of Bihar for opening of center of NOU in college.
5. Records of Teachers profile have been updated in departments
6. Head of Departments have submitted list of Research Journals to the principal.
7. Workshop for martial training for girls will be held by N.S.S from 07/01/2016 to 13/01/2016.



Convenor

NOTICE

The fifth meeting of IQAC is intended to be held on 04/01/2016 at 2 pm in IQAC office. The following members are kindly requested to be present.

1. Prof. Faridul Hasan, HoD, Political Science-Member
2. Prof. B. P. Yadav, HoD, Botany-Member
3. Dr. Vijay Kumar, Physics-Member
4. Dr. P. K. Thakur, Zoology-Member
5. Dr. Poonam, Political Science-Member
6. Dr. Vibhu Kumar, Political Science-Member
7. Dr. Raj Kumar, HoD, Botany-Member
8. Dr. N. P. Verma(NAAC Co-ordinator)
9. Dr. Alok Verma (IQAC convenor)
10. Praveen Kumar- Student representative
11. Ritu Raj- Student representative
12. Smt. Zeenat Ismail- External representative
13. Sri. Pawanjee Agarwal- External representative

Principal

Principal
Rajendra College, Chapra

The fifth meeting of IQAC was held on 04/01/2016. The following members were present.

1. Dr. R. S. Roy, Principal- Chairman
2. Prof. Faridul Hasan, HoD, Political Science-Member
3. Prof. B. P. Yadav, HoD, Botany-Member
4. Dr. Vijay Kumar, Physics-Member
5. Dr. P. K. Thakur, Zoology-Member
6. Dr. Poonam, Political Science-Member
7. Dr. Vibhu Kumar, Political Science-Member
8. Dr. Raj Kumar, HoD, Botany-Member
9. Dr. N. P. Verma(NAAC Co-ordinator)
10. Dr. Alok Verma (IQAC convenor)
11. Praveen Kumar- Student representative
12. Ritu Raj- Student representative
13. Smt. Zeenat Ismail- External representative
14. Sri. Pawanjee Agarwal- External representative

AGENDA:-

1. Reading of previous minutes
2. Decisions on pending actions from previous meetings
3. Review of preparedness for the final stage of NAAC accreditation of college.
4. Any other relevant matter.

MINUTES:-

1. The minutes of last meeting were read and approved
2. The convenor IQAC informed the members about developments regarding ongoing preparations.
3. Decisions taken :-
 - A. Every Department was advised to prepare power point presentation highlighting the achievements of their departments.
 - B. It was resolved that the departments should also take steps to motivate and inform the students about the purpose and significance of assessment and accreditation process.
 - C. Departments should contact with parents and Alumni in order to ensure their meeting with the Peer Team during its Visit to the college campus.

ACTION TAKEN REPORT:-

1. Power Point presentation of all departments is prepared or is in final stage of preparation.
2. Head of all Departments have been advised to take requisite actions regarding last two decisions.



Convenor