



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**

The first meeting of IQAC was held on 05/07/17. The list of members present and absent is given below:-

- **01. Prof. R.S. Rai, (Principal)- Chairman**
- **02. Prof. POONAM, Pol. Science**
- **03. Dr. Sanjay Kumar, Geography**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **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:-

- **.Introduction of the members**
- **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 future plans for new academic year

Decisions Taken:

1. To Start Plantation Drive in College
2. To take steps to improve attendance of students

ACTION TAKEN REPORT:-

- A plantation drive was done in college on 10/07/17
- It was decided that teachers would encourage students to attend classes regularly by contacting them on phone



Convener

The second meeting of IQAC was held on 25/09/17. The list of members present and absent is given below:-

- **01. Dr. S.K.Verma, (Principal)- Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Sanjay Kumar, Geography**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **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. Decisions taken:-
 - A. IQAC convenor welcomed new chairman of IQAC, Dr. S.K.Verma who has taken charge as Principal on 22/09/17.
 - B. Proposal for starting new courses fish & fisheries, MBA , MCA should be sent to university for approval.
 - C. A series of seminars should be organized in college

ACTION TAKEN REPORT:-

- 1. Steps are being taken to prepare proposal for new courses
- 2. Seminar on J.P, Student credit card were organized by NSS.



Convenor

The third meeting of IQAC was held on 20/01/2018 at 02pm in the NAAC office. The following members were present.

- **01. Dr. S.K.Verma, Principal-Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Sanjay, Geography**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **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)**

AGENDA:-

- 1. Reading of the minutes of the previous meeting and its approval.
- 2. Decisions on pending action from previous meeting.

Minutes: -

1. The Minutes of first two meetings were read and approved
2. Proposal to start tutorial classes was discussed.
3. It was decided to organize swach bharat abhiyan in college

ACTION TAKEN REPORT:-

1. Tutorial classes were started in all departments
2. Activities related to Swach bharat abhiyan started in college



Convenor

The fourth meeting of IQAC was held on 07/04/2018 at 02pm in the NAAC office. The following members were present.

- **01. Dr. B.P.Yadav, Principal-Chairman**
- **02. Prof. Faridul Hasan, HoD, Pol. Science**
- **03. Dr. Sanjay Kumar, Geography**
- **04. Dr. Gajendra Kumar, HoD, English**
- **05. Dr. Ashok Kumar Sinha, HoD, Hindi**
- **06. Dr. V. C. Bharti, HoD, History & Proctor**
- **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)**

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. IQAC Convener Welcomed New Principal Dr B.P.Yadav
 - B. Head of departments should prepare a list of research journals to be subscribed.
 - C. Faculty members should be encouraged to use INFLIBNET regularly.

ACTION TAKEN REPORT:-

1. Head of Departments have submitted list of Research Journals to the principal.
2. Teachers were instructed to increase the use of INFLIB-NET.



Convener