



**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 15/07/16. The list of members present and absent is given below:-**

- **01. Prof. R.S. Rai, (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:-**

- **.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 successful visit of NAAC peer team and the accreditation result.
3. IQAC convener read the main points of naac peer team report and the recommendations suggested in the report

## **Decisions Taken:**

1. All members would study the NAAC Peer Team Report and suggest ways of implementing recommendations.
2. The next meeting would be held as soon as the members familiarize themselves with report.

## **ACTION TAKEN REPORT:-**

- Soft copies of report were forwarded to the members on 19 July. The members got together for a preliminary discussion on the documents on 16 April. More detailed discussions to follow.

A handwritten signature in blue ink, appearing to be 'A. R. P.', with a long horizontal flourish underneath.

**Convenor**

The second meeting of IQAC was held on 08/09/16. 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. 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 suggested the names of parveen Kumar and Ritu Raj as student representatives of IQAC. Suggestion was accepted by members.
  - B. Proposal for starting new courses fish & fisheries, MBA , MCA as suggested in peer team report, should be sent to university for approval.
  - C. A series of events like Fit India, Swach Bharat Abhiyan etc should be organized in college

### **ACTION TAKEN REPORT:-**

- 1. Student representatives were included in the IQAC.
- 2. Steps are being taken to prepare proposal for new courses

- 3. Fit India, Soft Skill Development and Poster Making competition on swach bharat abhiyan were organized by NSS.



**Convenor**



The third meeting of IQAC was held on 07/01/2017 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. 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. 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.
4. It was decided to set up wifi and suggestion boxes in the college

## 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 25/01/2017.
3. Suggestion boxes have been installed at various locations.



**Convenor**

The fourth meeting of IQAC was held on 05/04/2017 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. 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. It was decided to reconstitute IQAC. Suggestion was accepted by all members.
  - B. Tutorial / competition coaching should be organized by departments.
  - C. Head of departments should prepare a list of research journals to be subscribed.
  - D. Faculty members should be encouraged to use INFLIBNET regularly.

## **ACTION TAKEN REPORT:-**

1. The IQAC was reconstituted.
2. Tutorial classes started from 27/03/2017.

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

A handwritten signature in blue ink, consisting of stylized, cursive letters that appear to be 'A. K. S.' followed by a long horizontal flourish.

**Convenor**