

# IQAC, CHAS COLLEGE, CHAS

## IQAC RESOLUTIONS & ATR 2020-21

Minutes of Meeting dated 01.12.2020

### AGENDA

1. Quality of Education related Seminar.
2. Parent- Teacher Meeting.
3. Constitution of Alumni Association.
4. Use of ICT facility by the Teachers.
5. Student mentoring system.
6. Innovation Ecosystem and Incubation centre.
7. Honours and Award received by the Teacher.
8. Registration of the college to ISO & NIRF.
9. Any other with the permission of the Chairman.

### Members Present in the Meeting :-

- |                        |                          |
|------------------------|--------------------------|
| 1. Dr. Kanti Mishra    | - Principal cum chairman |
| 2. Dr. D. P. Singh     | - Prof.-in-Charge        |
| 3. Dr P. C. Thakur     | - Co-ordinator           |
| 4. Prof. P. L. Barnwal | - Member                 |
| 5. Dr. Raghubar Singh  | -Member                  |
| 6. Dr. B. K. Singh     | - Member                 |
| 7. Prof. J. R. Jha     | - Member                 |
| 8. Dr. K. N. Jha       | - Invited Member         |

The meeting started with the welcome address by the Principal. The meeting was organised in the NAAC/IQAC office and the meeting was scheduled to start at 11:30 a.m.

All the agenda were discussed in detail and after discussion the resolutions were passed unanimously.

### Agenda 1 :- Quality of Education Related Seminar.

After discussion it was decided to organise seminar on "Status of education in Jharkhand and possibility of improvement". This topic was suggested by Dr. Birendra Singh of Hindi department and all the members supported him. Principal Madam suggested to organise the seminar in the month of January 2021. Finally all the members decided to hold the seminar

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on 8th January 2021 (Friday). To organise the seminar Dr. Birendra Kumar Singh was appointed co-ordinator and Dr. Upendra Gupta was appointed as assistant co-ordinator.

## **Agenda 2:- Parent-Teacher Meeting.**

Dr. P. C. Thakur, IQAC co-ordinator emphasized the need of holding parent-teacher meeting as per requirement of the NAAC. After discussion it was decided that all departmental heads shall organise at least 4 Parent-Teacher Meeting in the academic year 2020-21 for which all the heads of the department must organise at least one meeting by the end of January 2021.

## **Agenda 3 :- Constitution of Alumini Association.**

Alumini Association is not formally constituted in the college. It was decided that the association shall be constituted for which Dr. K. N. Jha, department of English was appointed Co-ordinator and Dr. Vinay Kumar Singh, department of economics was appointed Assistant Co-ordinator.

## **Agenda 4:- Use of ICT facility by the teachers.**

Present day of education is going through a rapid change in the method of teaching for which role of ICT (Information and Communication Technology) in delivering knowledge to the students is increasing day by day. ICT makes teaching and learning process fast and easy. It also breaks the barrier of distance. Therefore, ICT has become a major tool for education especially during the COVID-19 period. Therefore, to increase use of ICT by the college teachers it was decided to organise one month training for teaching and non-teaching staff preferably in the month of January and February. To organise the training in ICT Dr. S. N Pandey was appointed Co-ordinator and Mr Rajan Ram was appointed Assistant Co-ordinator. Mr. Amandeep and Mr. Rama Shankar Jha will assist the training program.

## **Agenda 5:- Student Mentoring System**

Students spend almost 3 years of their time in the college during which they face different types of academic, social and personal problems. All the aspects of problem of students in the environment of the college were discussed in detail and finally it was decided that the college should adopt Student Mentor System. There should be a teacher who should act as a Mentor to a group of students. The Mentor Teacher shall try to resolve academic, administrative and social problems related to the college.

After discussion it was decided that the heads of department shall allot a group of students to the teachers of that department. The responsible teachers shall be the mentor of that group of students. The mentor teacher shall help the students in resolving their problems.

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## **Agenda 6:- Innovation Ecosystem and Incubation Centre.**

It was decided to establish Innovation Ecosystem and Incubation Centre in the college. To start the function of the incubation centre Mr. N. Singh, H.O.D Physics was appointed Co-ordinator and Mr Mukesh Kumar (History) was appointed Assistant Co-Ordinator.

## **Agenda 7:- Honours and Awards Received by the Teachers.**

Dr. K. K Singh was appointed Co-ordinator and Prof. Manoj Mahto was appointed Assistant Co-ordinator to collect data regarding Honours and Awards received by the teachers. Both the Co-ordinators shall also encourage teachers to establish themselves in their field of specialisation so that Society, Government and other Institution recognise their work for Honours and Awards.


## **Agenda 8 :- Registration of the College to ISO and NIRF.**

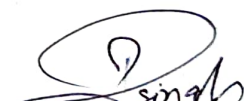
It was decided that the college shall apply for ISO certification and NIRF ranking as early as possible. Dr. O. P. Sinha was appointed Co-ordinator to facilitate the work.

## **Agenda 9 :- Any Other With The Permission Of The Chairman.**

Members of IQAC suggested that a meeting of the teachers should be arranged in which all the decisions of IQAC should be explained to the teachers. Teachers should also be informed that the second cycle of NACC is schedule for next year 2021 for which we have to start preparations as early as in the month of January. After discussion it was decided that meeting of teachers shall be arranged on 04.12.2020 (Friday).

The meeting concluded with vote of thanks by the Principal.

  
1.12.20  
Co-ordinator

  
Principal  
4/12/20

**Principal**  
**Chas Collage Chas**  
**(Bokaro)**

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## Minutes of Meeting dated 12.03.2021

### AGENDA

1. Approval of ATR of previous resolutions dated 01.12.2020
2. Feedback from stake holders
3. Academic and administrative audit
4. Professional development programme for support staff
5. Library up gradation
6. Any other with the permission of the Chairman

### Members Present in the Meeting :-

- |                        |                   |
|------------------------|-------------------|
| 1. Dr. D. P. Singh     | - Prof.-in-Charge |
| 2. Prof. P. L. Barnwal | - Member          |
| 3. Dr P. C. Thakur     | - Co-ordinator    |
| 4. Dr. Raghubar Singh  | -Member           |
| 5. Prof. J. R. Jha     | - Member          |
| 6. Dr. B. K. Singh     | - Member          |

The meeting started with the welcome address by the Prof-in-charge. All agenda were discussed in detail and after discussion the resolutions were passed unanimously.

### **Agenda 1 - Approval of ATR of previous resolutions dated 01.12.2020**

ATR was submitted by the principal/prof-in-charge in the meeting which was approved after discussion. Members appreciated action of the principal in implementing the decisions.

### **Agenda 2 - Feedback from stake holders**

Honourable member Dr. Raghubar Singh suggested that for improvement in the quality of academics and administration feedback should be collected from all the stake holders (students, parents, teachers, alumni etc.). Other members suggested conducting Students Satisfaction Survey to know view of the students on performance of the college.

After proper discussion it was decided to collect Student feedback, Parent feedback, Teacher feedback and Alumni feedback. It was also decided to conduct Students Satisfaction Survey and for all these activities online feedback collection system should be developed.



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## Agenda 3 - Academic and administrative audit

Members emphasized importance of audit of different activities of the college and suggested to undertake Academic and Administrative audit of the college. These audit systems are already in the practice of the college but as per suggestions it was decided to improve the system of the audit and the audit report to be provided to all the departments.

## Agenda 4 - Professional Development Programme for support staff

Honourable member and Prof-in-Charge Dr. D. P. Singh raised the issue of digitization, computerization and use of Information technology in the college. He emphasized training of computer application to the non-teaching staff of the college. All the members supported him on the need of training to the non-teaching staff to use technology for the college administrative works.

After through discussion it was decided to hold training in the fields of online fee collection, online data publication, provision of online certificate, etc.

## Agenda 5 - Library up gradation

Members raised the issue of ongoing RFID library work and expressed their dissatisfaction on delay of the work. They also stressed the need of digitization of old books and college office records.

The matter was discussed in detail and the issue of availability of fund was raised by prof-in-charge Dr D. P. Singh. Finally all the members came to the conclusion that the proposal for the fund allotment should be sent to RUSA for sanction.

## Agenda 6 - Any other with the permission of the Chairman

With the permission of the Chairman Prof. J. R. Jha advocated the need of full automation of examination section which at present is partially automated. All the members supported him and it was decided to send the proposal to the University for Fund Allotment.

The meeting concluded with vote of thanks by the Prof-in-charge.

*S. Kumar*  
12.3.21  
Co-ordinator

*D. P. Singh*  
Principal  
12.3.21  
Principal  
Chas Collage Chas  
(Bokaro)

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## Minutes of Meeting dated 17.08.2021

### AGENDA

1. Approval of ATR of previous resolutions dated 12.03.2021
2. Renovation of Commerce department building
3. Installation of Management Information System (MIS) in the college
4. Professional development programme for teachers
5. Smart classrooms for the college
6. Solar Power system for Science building
7. Any other with the permission of the Chairman.

### Members Present in the Meeting :-

- |                       |                   |
|-----------------------|-------------------|
| 1. Dr. D. P. Singh    | - Prof.-in-Charge |
| 2. Dr. K. N. Jha      | - Invited Member  |
| 3. Dr P. C. Thakur    | - Co-ordinator    |
| 4. Dr. Raghubar Singh | -Member           |
| 5. Prof. J. R. Jha    | - Member          |
| 6. Dr. B. K. Singh    | - Member          |

The meeting started with the welcome address by the Principal.

All the agenda were discussed in detail and after discussion the resolutions were passed unanimously.

### **Agenda 1 - Approval of ATR of previous resolutions dated 12.03.2021**

ATR of the resolutions of dated 12.03.2021 was placed before the members by the Prof-in-Charge Dr. D. P. Singh. Members expressed their satisfaction over the ATR.

### **Agenda 2 - Renovation of Commerce department building**

Dr. D. P. Singh, Associate professor, Department of Commerce explained that the Commerce building is in a dilapidated condition which needs proper renovation. There is seepage from the roof of the building and plaster is also worn out. Other members also supported him.

After discussion it was decided that proper maintenance of the building should be done for which fund should be demanded from the university/RUSA. As soon as the fund becomes available the repairing work should be started.

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## **Agenda 3 - Installation of Management Information System (MIS) in the college**

The matter was raised in the previous meeting also. But the work is still pending as fund needed to complete the work is not available.

Members decided to send the demand to the university again.

## **Agenda 4 - Professional development programme for teachers**

Members emphasized the need for arranging professional development programmes for teachers to make them apprised of the current development in the field of teaching techniques and also in the field of the respective subjects.

After discussion it was decided to encourage teachers to participate to Orientation and Refresher courses organized by the Universities.

## **Agenda 5 - Smart classrooms for the college**

Members demanded to convert at least 10 traditional class rooms into smart class rooms.

All the members unanimously decided to send the proposal to RUSA for fund allotment.

## **Agenda 6 - Solar Power system for Science building**

At present Arts building and administrative building are running on solar power system. Almost no thermal power is used in these buildings. There is a need of establishing solar power system for the science building also.

It decided to establish 10 KVA solar power system on the roof of the science building for which fund should be demanded from the RUSA.

## **Agenda 7 - Any other with the permission of the Chairman**

No matter was raised by any of the members.

The meeting concluded with the vote of thanks by the Prof-in-charge.

*Shalini*  
17.8.21  
Co-ordinator

*Singh*  
Principal 10/8/21

**Principal**  
**Chas Collage Chas**  
(5-1-21)

# IQAC, CHAS COLLEGE, CHAS

## Minutes of Meeting dated 06.12.2021

### AGENDA

1. Approval of ATR of previous resolutions dated 17.08.2021
2. Facility for differently-able person
3. Maintenance of the playground
4. Depiction of tribal culture through wall painting
5. Any other with the permission of the Chairman.

### **Members Present in the Meeting :-**

- |                       |                   |
|-----------------------|-------------------|
| 1. Dr. S. K. Sinha    | - Principal       |
| 2. Dr. D. P. Singh    | - Prof.-in-Charge |
| 3. Dr. K. N. Jha      | - Invited Member  |
| 4. Dr P. C. Thakur    | - Co-ordinator    |
| 5. Dr. Raghubar Singh | -Member           |
| 6. Prof. J. R. Jha    | - Member          |
| 7. Dr. B. K. Singh    | - Member          |

### **Agenda 1 - Approval of ATR of previous resolutions dated 17.08.2021**

ATR of resolutions dated 17.08.2021 was approved by the members.

### **Agenda 2 - Facility for differently-able person**

There is an urgent need of developing support facilities for differently-able persons in the college. At present only a few ramps are available in the college to some of its buildings. Some more ramps, wash rooms and some other facilities should be developed in the college. Members decided to arrange ramps and washrooms for differently-able persons in the college.

### **Agenda 3 – Maintenance of the playground**

The college play ground is used for cricket at present. But there is a need for the improvement in the play ground. And it is also needed to develop volley ball court, badminton court and other sports facilities for the students.

After discussion all the members decided to develop volley ball court and badminton court in the play ground. It was also decided to level the play ground where ever needed.

### **Agenda 4 - Depiction of tribal culture through wall painting**

Tribal wall painting is very impressive which depicts relationship among the animals, plants and humans. It gives the message of ecological balance and culture of the tribal people.



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Owing to its importance, it was decided to encourage students for wall paintings with the help of local artists.

## Agenda 5 - Any other with the permission of the Chairman

No matter was raised by any of the members.

Finally the meeting concluded with the vote of thanks by the Prof-in-charge.

*Shahin*  
6-12-21  
Co-ordinators

S.K.S

*Principal*  
06/12/21

Principal  
Chas Collage Chas  
(Bokaro)

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## **ACTION TAKEN REPORT (ATR)**

### **IQAC Resolutions Dated 01.12.2020**

#### **Agenda 1 :- Quality of Education Related Seminar.**

Seminar was organized.

#### **Agenda 2:- Parent- Teacher Meeting.**

Parent- Teacher meeting is being organized by the departments regularly.

#### **Agenda 3 :- Constitution of Alumini Association.**

Formal constitution and registration of Alumini Association is yet to be done.

#### **Agenda 4:- Use of ICT facility by the teachers.**

Training programme for teaching and non-teaching staff was organized.

#### **Agenda 5:- Student Mentoring System**

Student mentoring system is in practice.

#### **Agenda 6:- Innovation Ecosystem and Incubation Centre.**

Establishment of Innovation Ecosystem and Incubation Centre in the college are pending.

#### **Agenda 7:- Honours and Awards Received by the Teachers.**

Data of Honours and Awards received by the teachers are collected regularly.

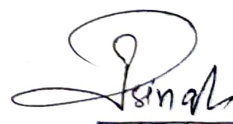
#### **Agenda 8 :- Registration of the College to ISO and NIRF.**

College will apply for NIRF ranking shortly.

#### **Agenda 9 :- Any Other With The Permission Of The Chairman.**

Meeting of the teachers was arranged.

12.3.21

  
Principal 12/3/21

**Principal**  
**Chas Collage Chas**  
**(Bokaro)**

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## **ACTION TAKEN REPORT (ATR)**

### **IQAC Resolutions Dated 12.03.2021**

#### **Agenda 1 - Approval of ATR of previous resolutions dated 01.12.2020**

ATR approved.

#### **Agenda 2 - Feedback from stake holders**

Feedbacks are being collected from Students, Parents, Teachers and Alumni. Students Satisfaction Survey is also done.

#### **Agenda 3 - Academic and administrative audit**

Academic and Administrative audits are done.

#### **Agenda 4 - Professional Development Programme for support staff**

Professional Development Programmes are organized.

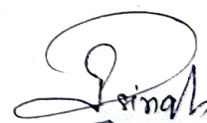
#### **Agenda 5 - Library up gradation**

The proposal of fund allotment for library up gradation was sent to the university.

#### **Agenda 6 - Any other with the permission of the Chairman**

Proposal for automation of examination section was send to the University.

17.8.21

  
Principal 17/08/21

Principal  
Chas Collage Chas  
(Bekaro)

# **IQAC, CHAS COLLEGE, CHAS**

## **ACTION TAKEN REPORT (ATR)**

### **IQAC Resolutions Dated 17.08.2021**

#### **Agenda 1 - Approval of ATR of previous resolutions dated 12.03.2021**

ATR approved.

#### **Agenda 2 - Renovation of Commerce department building**

Demand for fund was sent to the university.

#### **Agenda 3 - Installation of Management Information System (MIS) in the college**

Demand for fund was sent to the university again.

#### **Agenda 4 - Professional development programme for teachers**

Teachers were encouraged to participate to Orientation and Refresher courses due to which six teachers participated to the said courses. .

#### **Agenda 5 - Smart classrooms for the college**

Proposal for smart classes was sent to the RUSA for fund allotment.

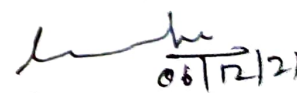
#### **Agenda 6 - Solar Power system for Science building**

Proposal to establish solar power system was forwarded to the RUSA.

#### **Agenda 7 - Any other with the permission of the Chairman**

No matter was raised by any of the members.

6.12.21

  
Principal

Principal  
Chas Collage Chas  
(Bokaro)



# **IQAC, CHAS COLLEGE, CHAS**

## **ACTION TAKEN REPORT (ATR)**

### **IQAC Resolutions Dated 06.12.2021**

#### **Agenda 1 - Approval of ATR of previous resolutions dated 17.08.2021**

ATR approved.

#### **Agenda 2 - Facility for differently-able person**

Construction of ramps and washrooms for differently-able persons is under process.

#### **Agenda 3 – Maintenance of the playground**

Volley ball court and badminton court shall be made shortly. Leveling of playground will also be done.

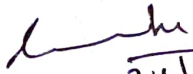
#### **Agenda 4 - Depiction of tribal culture through wall painting**

Tribal wall paintings were done with the help of students and local artists.

#### **Agenda 5 - Any other with the permission of the Chairman**

No matter was raised by any of the members.

~~6.12.21~~  
24.1.22

  
Principal 24/01/22

Principal  
Chas Collage Chas  
(500 000)