

## **CHAS COLLEGE, CHAS**

### **IQAC Resolutions & ATR 2018-19**

### **Minutes of Meeting Dated 17.08.2018**

#### **AGENDA**

1. Common room for Girl Students.
2. Development of student mentoring system in the college.
3. Adoption of Student Satisfaction Survey (SSS) on overall performance of the college.
4. Seminar on Intellectual Property Rights.
5. Encouragement for innovations, research publications and book publication.
6. Encouragement for participation in Seminar /Conference /Refresher and Orientation courses.
7. Yoga and Meditation facility in the college.
8. ATR of resolutions dated 10.04.2018.

Members present in the meeting:-

- Dr. D. P. Singh – Principal/Prof-in-charge
- Dr. P. C. Thakur – Coordinator
- Prof. P. L. Barnwal - Member
- Dr. M. M. Sinha - Member
- Dr. Raghubar Singh - Member
- Dr. B. K. Singh - Member
- Mr. J. R. Jha - Member
- Mr. Shyam Sunder Jain – Member ( social worker/Industrialist)
- Mr. Brij Mohan Verma – Member (Industrialist)

Dr. D. P. Singh, Prof.-in-charge of the college welcomed all the members of IQAC. The meeting started with the formal discussion on the programmes organized by the college on the occasion of the Independence Day.

The resolutions passed in the meeting:-

#### **AGENDA – 1**

Common room for the girl students.

Principal informed the IQAC that the present common room for girl students is very small and without adequate furniture and drinking water. After discussion it was decided that the girl's common room should be shifted to a big room and all facilities should be provided in the common room.

#### **AGENDA – 2**

Development of student mentoring system in the college.

The importance of student mentoring system was highlight by Dr. Raghubar Singh and Dr. P. C. Thakur. This system was effectively working in many reputed colleges. Under this system a teacher is appointed as mentor for a group of students. The teacher keeps all academic, administrative, disciplinary records of students under his mentorship. The mentor teacher guides the students and also inform parents about progress of the students.

After discussion, it was decided that Head of the Departments (HODs) will make groups of students (Hons. Core Subject) and allot the group to the teachers of the department. The responsible teacher shall be the mentor of the group of students allotted to him.

#### **AGENDA – 3**

Adoption of Student Satisfactory Survey (SSS) on overall performance of the college.

Students spend three years in the college for a degree course. During this period they face different academic and administrative challenges. The college always supports the students in dealing with the challenges, but there is always a scope for improvement. The matter was discussed in detail and after that it was decided to adopt Student Satisfactory Survey (SSS) on performance of the college. To collect data on Student Satisfactory Survey (SSS), the college will design the questionnaire.

#### **AGENDA – 4**

Seminar on Intellectual Property Rights.

Intellectual Property Rights save the Intellectual Property of a person and a country. India lags behind in documentation of the Intellectual Property. Therefore, it was decided to organize a seminar on "Documentation of Intellectual Property Rights".

#### **AGENDA - 5**

Encouragement for Innovations, Research publications and Book publication.

After discussion it was decided that the college will honor innovator teacher and students by organizing a big programme which will have an encouraging impact on others. Similarly, the teachers will be honored for their research and book publication.

#### **AGENDA - 6**

Encouragement for participation in seminar /conference /refresher and orientation courses.

It was discussed that encouragement is always essential for moral boost-up of teachers and employees. It was decided to grant leave for participation to the seminar/conference /refresher and orientation courses. The concerned teacher will also be honored by the college.

#### **AGENDA - 7**

Yoga and meditation facility in the college.


All the members unanimously resolved that Yoga and meditation facility should be developed in the college, as soon as possible.


#### **AGENDA - 8**

ATR of resolution dated 10.04.2018.

The ATR of the previous meeting dated 10.04.2018 was submitted by the Principal which was approved by the members.

The meeting concluded with the vote of thanks by the Principal.

  
17.8.18  
Co-ordinator, IQAC

  
17/08/18  
Principal

## **CHAS COLLEGE, CHAS**

### **IQAC**

#### **Minutes of Meeting Dated 19.09.2018**

##### **AGENDA**

1. ATR of resolutions dated 17.08.2018.
2. Registration of college to Unnat Bharat Abhiyan (UBA) under Institutional Social Responsibility (ISR).
3. Collaboration with Non-Government organizations (NGO), Industries for extension Activities of the college.
4. Coaching for Archery and Cricket.
5. Laboratory up gradation and modernization.
6. Coaching classes and career counseling.
7. Placement facility for students.
8. Development of Solar Power System.

Members present in the meeting:-

- Dr. D. P. Singh – Principal/Prof-in-charge
- Dr. P. C. Thakur – Coordinator
- Prof. P. L. Barnwal - Member
- Dr. M. M. Sinha - Member
- Dr. Raghubar Singh - Member
- Dr. B. K. Singh - Member
- Mr. J. R. Jha - Member
- Mr. Shyam Sunder Jain – Member ( social worker/Industrialist)
- Mr. Brij Mohan Verma – Member (Industrialist)

Dr. D. P. Singh, Prof.-in-charge welcomed all the members of IQAC. Dr. P. C. Thakur, coordinator introduced the agenda of the meeting to the members and the meeting started with the permission of Chairman, Dr. D. P. Singh.



### **AGENDA-1**

ATR of resolutions dated 17.08.2018.

ATR was submitted by the Principal/ Prof.-in-charge. The ATR was approved by the members after discussion. All the members appreciated the action of the Principal in implementing the decisions.

### **AGENDA-2**

Registration of college to Unnat Bharat Abhiyan(UBA) under Institutional Social Responsibility (ISR).

It was decided in the meeting of dated 10.04.2018 that the college will be registered with Unnat Bharat Abhiyan(UBA). The Principal informed that all preparations for registration has been completed and Dr. P. C. Thakur has been appointed coordinator of Unnat Bharat Abhiyan(UBA).

After discussion it was decided that the college should apply for registration immediately.

### **AGENDA-3**

Collaboration with Non-Government Organisation (NGO) and Industries for Extension Activities of the college.

Extension activities of the college are done by NSS wing of the college. But for better reach to the society and effective implementation of different activities, collaboration with NGO and Industries is required. Therefore, it was decided to establish collaboration with NGO and Industries.

### **AGENDA-4**

Coaching for Archery and Cricket.

Principal of the college informed the members that University level archery coaching is conducted in the college but the coaching is arranged for very short duration. Coaching for cricket is not organized. Majority of the members stressed the need to start coaching for cricket and also emphasized to enhance duration of Archery coaching. Therefore, it was decided to start coaching for cricket and to enhance duration of archery coaching in the college.

#### **AGENDA-5**

Coaching classes and career counseling.

All the members unanimously resolved to start online coaching classes for different competitive examinations. There is a functional career counseling cell in the college. It was decided to streamline the functioning of career counseling cell of the college.

#### **AGENDA-6**

Laboratory up gradation and modernization.

Up gradation of laboratories is necessary as per the syllabus of CBCS curriculum. After discussion members resolved to accept the proposal for up gradation of laboratories.

#### **AGENDA-7**

Placement facility for students.

Placement of students is a big challenge in today's competitive world. Placement cell of the college work at the best of their level but success in arranging placement of students is very low. The members discussed the reason for low success rate of placement cell and finally decided to streamline the functioning of the placement cell.

#### **AGENDA-8**

Development of Solar Power System.

The college faces problems due to irregular electricity supply. Keeping in view, the green campus objective; it was decided to establish roof top Solar Power System in the college.

Finally, the meeting concluded with the vote of thanks by Dr. D. P. Singh, Prof.-in-charge.

  
Co-ordinator, IQAC

  
Principal

## **CHAS COLLEGE, CHAS**

### **IQAC**

#### **Minutes of Meeting Dated 21.11.2018**

##### **AGENDA**

1. ATR of resolutions dated 19.09.2018 and its approval.
2. Quality related Seminar to be organised in the college.
3. Improvement in quality of PG teaching in the college.
4. Professional development programme to be organised for teaching staff.
5. Administrative training programme to be organised for non-teaching staff.
6. Creation of carbon sink belt in the college.
7. Gender equity promotion programme to be organised in the college.
8. Activity for promotion of Universal values and Ethics.
9. Digitalization of library books and administrative records.
10. Carbon audit of the college campus.

Members present in the meeting:-

- Dr. D. P. Singh – Principal/Prof-in-charge
- Dr. P. C. Thakur – Coordinator
- Prof. P. L. Barnwal - Member
- Dr. M. M. Sinha - Member
- Dr. Raghubar Singh - Member
- Dr. B. K. Singh - Member
- Mr. J. R. Jha - Member
- Mr. Shyam Sunder Jain – Member ( social worker/Industrialist)
- Mr. Brij Mohan Verma – Member (Industrialist)

The meeting started with the welcome note by Dr. D. P. Singh, Prof.-in-charge.

### **AGENDA-1**

ATR of resolutions dated 19.09.2018 and its approval.

ATR was submitted by the Principal /Prof.-in-charge of the college. The members expressed satisfaction on the ATR and approved it.

### **AGENDA-2**

Quality related seminar to be the organised in the College.

All the members expressed their views on the quality of education in Jharkhand and also raised the need in improvement of quality of education. Therefore, it was decided to organise a seminar on quality of education and for that title of seminar should be "Use of Information and Communication Technology (ICT) for effective teaching". Title for another seminar should be "Quality of education in Jharkhand".

### **AGENDA-3**

Improvement in quality of PG teaching in the college.

PG teaching in Geography, Sanskrit and Sociology has been started in the College from the current Academic year. Therefore, improvement in quality of PG teaching was required. After discussion it was decided to take initiative for improvement in laboratory, Creation of learning resources and several other aspects. Principal was requested to report improvement measures in the next meeting.

### **AGENDA-4**

Professional development programme to be organised for teaching staff.

Members discussed different aspects of professional development of teachers and finally decided to organise workshop on "Use of online learning Resources for Biological Sciences".

### **AGENDA-5**

Administrative training programme to be organised for non-teaching staff.

It was unanimously decided to organise workshop on "Admission regulation by the University". The workshop will be beneficial for non-teaching / administrative staff.

### **AGENDA-6**

Creation of carbon Sink belt in the college.

Plants work as carbon Sink of the environment. It was decided to create a carbon sink area where thick plantation should be done.

### **AGENDA-7**

Gender equity promotion programme to be organised in the college.



India is still a male dominated Society. However, percentage of girl students in our College is almost 50%. Programmes that highlight achievement of girls and women, instills confidence among girls & women at large. Therefore, it was decided to organise a programme on "The achievement by the women of India".

#### **AGENDA-8**

Activity for promotion of Universal values and Ethics.

The matter was highlighted by Prof. J. R. Jha and a thorough discussion took place. Finally it was decided to organise a programme to highlight Universal values and ethics.

#### **AGENDA-9**

Digitalization of library books and administrative records.

On the request of the Principal, this agenda was shifted to the next meeting.

#### **AGENDA-10**

Carbon audit of the college campus.

It was unanimously decided to take up carbon audit of the College campus.

The meeting concluded with vote of thanks by Dr. P. C. Thakur.

  
Co-ordinator, IQAC

  
Principal

# **CHAS COLLEGE, CHAS**

## **IQAC**

### **Minutes of Meeting Dated 12.03.2019**

#### **AGENDA**

1. ATR of resolutions dated 21.11.2018 and its approval.
2. Digitalization of library books and administrative records.
3. Construction of Administrative building.
4. Academic and Administrative Audit (AAA) of the college.
5. Workshop on "Automation of Examination process" for non-teaching staff.
6. Participation in NIRF.
7. Brainstorming session "Where we lack in maintaining quality of education".
8. Seminar on "Quality of education in India".

Members present in the meeting:-

- Dr. D. P. Singh – Principal/Prof-in-charge
- Dr. P. C. Thakur – Coordinator
- Prof. P. L. Barnwal - Member
- Dr. M. M. Sinha - Member
- Dr. Raghubar Singh - Member
- Dr. B. K. Singh - Member
- Mr. J. R. Jha - Member
- Mr. Shyam Sunder Jain – Member ( social worker/Industrialist)
- Mr. Brij Mohan Verma – Member (Industrialist)

The meeting started with the Welcome address by Dr. D. P. Singh. ATR and agenda of the meeting were read out by the co-coordinator Dr. P. C. Thakur.

### **AGENDA-1**

ATR of resolutions dated 21.11.2018 and its approval.

ATR was submitted by the Principal which was approved by the members after discussion.

### **AGENDA-2**

Digitalization of library books and administrative records.

Dr. Raghubar Singh stressed the matter of digitalization of library books and the matter of digitalization of administrative records was raised by the Prof. - in-charge of the College. All members were in favour of digitalization. Therefore, it was decided to start digitalization in two phases on the recommendation of the Principal. Digitalization of administrative records will be done in the first phase and after that, in the second phase, digitalization of library books will be undertaken.

### **AGENDA-3**

Construction of Administrative building.

Principal informed the committee that the fund for construction of administrative building was provided by RUSA and the construction work will be done by Jharkhand State Building Construction Corporation. The work is on progress. Members expressed satisfaction on the work with the hope the work to be finished soon.

### **AGENDA-4**

Academic and Administrative Audit of the College.

Members resolved to perform the audit as soon as possible.

### **AGENDA-5**

Workshop on automation of examination process for non-teaching staff.

All the members were of the view that non-teaching staff should undergo training for automation of examination section. Therefore, it was decided to organise a workshop on automation of examination process especially for non-teaching staff.

### **AGENDA-6**

Participation in NIRF.

National Institutional Ranking Framework (NIRF) decides rank of institution in the country. It is approved by the MHRD, New Delhi. All the members were of the view that the college should participate to the NIRF to know the status of the college. Therefore, it was decided to participate in the (NIRF).

### **AGENDA-7**

Brainstorming session " Where we a lack in maintaining quality of education?

Standard of education in India in general and the Standard of education in Jharkhand in particular is not at par with the standard of education of the world. Therefore, a question of puzzle is "Why we lag behind the world standard?"

After consideration it was decided to organise brainstorming session on "Where we lack in maintaining quality of Education?"

**AGENDA-8**

Seminar on "Quality education in India".

It was decided to organise Seminar on "Quality of education in India".

The meeting concluded with thanks of Prof.-in-charge.

  
12.3.19  
Co-ordinator, IQAC

  
12/03/19  
Principal



## **CHAS COLLEGE, CHAS**

### **IQAC**

#### **Minutes of Meeting Dated 21.05.2019**

##### **AGENDA**

1. ATR of resolutions dated 12.03.2019 and its approval.
2. To start life Skill Courses in the College.
3. Training for online admission process.
4. ISO certification of the college.
5. Thrust area of college in education.

Members present in the meeting:-

- Dr. D. P. Singh – Principal/Prof-in-charge
- Dr. P. C. Thakur – Coordinator
- Prof. P. L. Barnwal - Member
- Dr. M. M. Sinha - Member
- Dr. Raghubar Singh - Member
- Dr. B. K. Singh - Member
- Mr. J. R. Jha - Member
- Mr. Shyam Sunder Jain – Member ( social worker/Industrialist)
- Mr. Brij Mohan Verma – Member (Industrialist)

All the members were welcomed by the Prof. in charge, and thereafter the meeting started.

##### **AGENDA-1**

ATR of resolutions dated 12.03.2019 and its approval.

ATR was submitted and after discussion it was approved.

## **AGENDA-2**

To start life Skill Courses in the college.

Life skills are very essential for professional success and personal pleasure and peace in the life.

Members were of the view that life skill courses should be started. Principal suggested that online courses in the life skills can be started easily without formalities of approval by the university. Therefore, it was resolved to start online life skill courses first and there after regular courses shall be started.

## **AGENDA-3**

Training for online admission process.

An admission portal for Jharkhand State has been launched by the name "Chancellor Portal". The Chancellor Portal is regularly updated with the modifications in admission process and change in rules of admission. Therefore, training of supporting staff is required to make them aware of changing rules and process of admission. After discussion it was decided to organize training for online admission process for supporting staff.

## **AGENDA-4**

ISO certification of the college.

International Organisation for standardization (ISO) is an International Standard setting body which works in collaboration with various National Standards Organisations. International Standard of institution is reflected in the ISO certification.

Need and utility of certification were discussed by the members. Some members were in favour and some were against the certification. After discussion the members came to the conclusion that Principal should study pros and cons of certification and put the matter again in the next meeting.

## **AGENDA-5**

Thrust area of college in education.

Almost 50% of students are girls from rural areas. The college provides free education to girls due to which girls from Backward/SC/ST and other weaker section of the villages are attracted for education. Keeping in view the above facts the thrust area was decided as "Educate the girl for better future of coming generation".

The meeting concluded with the vote of thanks by Dr. Raghubar Singh.

  
Co-ordinator, IQAC

  
Principal

## **CHAS COLLEGE, CHAS**

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

**IQAC RESOLUTIONS DATED 17.08.2018**

#### **AGENDA - 1**

Common room for girl students has been shifted the Arts Block of the college.

#### **AGENDA - 2**

Student mentoring system has been developed in the college.

#### **AGENDA - 3**

Student Satisfaction Survey (SSS) on overall performance of the college has been adopted.

#### **AGENDA - 4**

Seminar on Intellectual Property Rights will be organized.

#### **AGENDA - 5**

The college will adopt the practice of encouragement to teachers for Innovations, research and book publication.

#### **AGENDA - 6**

The college has adopted the system to encourage those teachers who participate in Seminar / conference /refresher and orientation courses.

#### **AGENDA - 7**

The college is planning to establish a centre for Yoga and Meditation.

#### **AGENDA - 8**

ATR of resolutions dated 10.04.2018 is submitted.

  
Principal 19/05/19

## **CHAS COLLEGE, CHAS**

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

#### **IQAC RESOLUTIONS DATED 19.09.2018**

##### **AGENDA - 1**

ATR of resolutions dated 19.09.2018 submitted to IQAC.

##### **AGENDA - 2**

Dr. P.C.Thakur has been appointed coordinator of Unnat Bharat Abhiyan (UBA). The college has been registered to the UBA and as per the guideline of the UBA five nearby villages have been adopted for its Social and Economic development.

##### **AGENDA - 3**

Contacts have been established with NGO's and Industries for collaboration and extension activities of the college.

##### **AGENDA - 4**

Coaching for archery has been started. Coaching for cricket shall start soon.

##### **AGENDA - 5**

Laboratory up-gradation work shall start after tender formalities.

##### **AGENDA - 6**

Online coaching classes for competitive examinations and career counseling will start soon.

##### **AGENDA - 7**

Placement cell will be reorganized to achieve the objective.

##### **AGENDA - 8**

Fund for Solar Power System has been allotted by RUSA. Work shall start after tender formalities.

  
Principal



## **CHAS COLLEGE, CHAS**

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

#### **IQAC RESOLUTIONS DATED 21.11.2018**

##### **AGENDA – 1**

ATR of resolutions dated 21.11.2018 submitted.

##### **AGENDA – 2:** Quality related seminar to be organized in the college.

Seminar on “Use of Information and communication Technology (ICT) for effective teaching” was held on 07.01.2019.

Another seminar on “Quality education in Jharkhand” was held on 20.01.2019.

##### **AGENDA – 3:** Improvement in quality of P.G teaching in the college.

Improvement of Geography laboratory as per P.G syllabus will be done shortly. University has been requested to appoint teachers for P.G Teaching.

##### **AGENDA – 4:** Professional Development Programme to be organized for teaching staff.

Professional Development Programme on “Use of online learning resources for Biological Sciences” will be organized on 16.04.2019.

##### **AGENDA – 5:** Administrative training programme to be organised for non-teaching staff.

Workshop on “Admission regulation by the University” will be organized on 17.04.2019.

##### **AGENDA – 6:** Creation of Carbon Sink Belt in the college.

Area to be developed as Carbon Sink Belt in the college has been demarcated. Thick plantation will be done in this area which will function as carbon sink of the college.

##### **AGENDA – 7:** Gender equity promotion programme to be organized in the college.

Gender equity promotion programme on “The achievements by the women of India” was organized on 15.01.2019.

##### **AGENDA – 8:** Activities for promotion of Universal values and Ethics.

Seminar on “Standing firm for the sake of truth using only the force of love” was held on 12.12.2018.

**AGENDA – 9:** Digitalization of Library books and administrative records.

This is taken as fresh agenda of the next meeting.

**AGENDA – 10:** Carbon audit of the college campus.

Agency to perform carbon audit will be contacted soon.

  
Principal 15/03/19

## **CHAS COLLEGE, CHAS**

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

#### **IQAC RESOLUTIONS DATED 12.03.2019**

**AGENDA – 1:** ATR of resolutions dated 12.03.2019

ATR submitted.

**AGENDA – 2:** Digitalization of Library books and Administrative records.

Digitalization work will start soon.

**AGENDA – 3:** Construction of Administrative building.

Construction work has already started.

**AGENDA – 4:** Academic and Administrative Audit of the college.

Audit has been performed.

**AGENDA – 5:** Workshop on “Automation of examination process for non- teaching staff”.

Workshop was organized on 05.04.2019.

**AGENDA – 6:** Participation to NIRF.

Registration will be done when registration window opens on NIRF website.

**AGENDA – 7:** Brainstorming session “Where we lack in maintaining quality of education?”

Brainstorming session was organized on 13.04.2019.

**AGENDA – 8:** Seminar on “Quality of Education in India”.

Seminar was organized on 15.05.2019.

  
Principal

## **CHAS COLLEGE, CHAS**

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

#### **IQAC RESOLUTIONS DATED 21.05.2019**

**AGENDA – 1:** ATR of resolutions dated 21.05.2019.

ATR submitted.

**AGENDA – 2:** To start life skill courses in the college.

Online life skill courses shall be started soon.

**AGENDA – 3:** Training for online admission process.

Training was organized on 23.06.2019.

**AGENDA – 4:** ISO certification of the college.

The matter is taken as fresh agenda for next meeting.

**AGENDA – 5:** Thrust area of college in education.

The college adopted the thrust area “Educate girl for better future of coming generation”.

  
Principal