

# Aryabhata College

*Minutes of IQAC Committee held on 26/10/2018 at 12:00 noon in the Principal Office*

Following members of the committee attended the meeting

- Dr. Manoj Sinha ( Principal)
- Dr. Rajesh Kumar ( Bursar)
- Dr. J.K.Singh ( PIO) – Convener
- Dr. Surajit Dev ( Teacher Representative at G.B.)
- Dr. Rajiv Kumar Ranjan (Teacher Representative at G.B.)

The members took note of the various measures initiated at the college towards academic reforms in the recent past and appreciated the new measures such as timely uploading /submission of attendance by teachers, role of teachers towards systematic mentoring of students after allocation of specific number of students under each faculty member, increased seating capacity in the college library, etc. The members deliberated on specific issues highlighted by the convener and resolved to take appropriate action as mentioned below against each item :

1. Development programmes for support staff

**Action Proposed :** Seminar and Workshops focussing of administrative issues and general interest would be conducted for staff members

2. Major Activities in the sphere of extension activities and Institutional Social Responsibility

**Action Proposed :** NSS unit of the college alongwith societies would be suggest to conduct programmes to meet the requirement of social responsibility.

3. Details of campus placement

<i>On campus</i>			<i>Off Campus</i>		
Number of Organizations Visited	of	Number of Students Participated	Number of Students Placed	of	Number of Students Placed

**Action Proposed:** In order to strengthen the existing placement cell of the college, necessary staff would be provided to ensure timely compliance of all activities related to placement and maintain the records.

4. Activities and support from the Alumni Association

**Action Proposed:** Website of our college would be equipped with a mechanism to provide opportunity to our Alumni to get themselves registered with their relevant details.

5. Details of student support mechanism for coaching for competitive examinations

**Action Proposed:** As the college is already conducting add on courses to facilitate our students in developing and enriching their knowledge in various areas. However, departments would be advised to conducted seminars/workshop with a view to supplement theoretical knowledge of student with practical applications and in the nature of career counselling.

6. Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

**Action Proposed:** Computer Department of the college would be advised to take effective steps in this direction.

7. Any other matter.

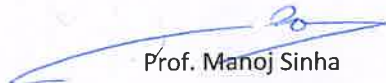
As a step towards strengthening of administrative system of the college, Principal apprised the committee members that leave records of each employee would be available online and any employee can access his/her status of leave at any point of time through the password provided to them.

In order to strengthen system of reporting of all events and seminars conducted by different departments, achievement of faculty ,etc , specific email ids would be created and the faculty would be advised to upload necessary details on the same from time to time besides continuing with the existing mechanism of uploading reports on the website of our college. Magazine Committee would be suggested to publish newsletter at the end of each semester containing details of achievements relating to faculty members , student , department , etc.

Meeting ended with vote thanks to the Chair.



Dr. J.K.Singh  
( Convener , IQAC)



Prof. Manoj Sinha  
(Principal)