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IQAC

(Internal Quality Assurance Cell)

MINUTES OF MEETING

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ACTION TAKEN REPORT

(ACADEMIC SESSION: 2021-22 & 2022-23)

MINUTES OF MEETING IN ACADEMIC SESSION: 2021-22

Date of Meeting: 12-01-2022

Agenda: 1. To discuss the strategies, functions and goals of IQAC.

2. To discuss the formation of various committees as per NAAC guidelines.

3. To conduct ICT Training & Awareness program for College employees.

4. To review the academic performance of the college.

Resolutions:

1. I.Q.A.C Co-ordinator Dr. Vikas Kumar greeted all the members and invited their view points on the agenda. All the members presented their opinions and it was decided unanimously that goals of I.Q.A.C is to at first assess the infrastructure of the college and take right initiatives for its improvement and making it up to the mark. Principal In-Charge Prof. (Dr.) Kanak Bhushan Mishra appreciated the keen involvement of all the members of I.Q.A.C.
2. Regarding the second agenda, it was decided in complete accordance that various committees like NAAC Steering Committee, Internal Complaint Cell (for grievance redressal mechanism) etc. be constituted soon, so that the College can participate in A & A process for its first cycle and students be imparted quality education along with their faith intact in the college administration.
3. In order to enhance the quality teaching (especially post COVID-19 time) and general office work, ICT related learning and training is must. This point was highlighted by the I.Q.A.C Co-ordinator and supported by all the present members in the meeting. It was decided in the meeting to conduct an ICT Training & Awareness program for all the teachers and non-teaching employees of the college by I.Q.A.C and B.C.A Department of the College in the current academic session.
4. Regarding the academic performance of the college, it was suggested to assess and figure out the pass percentage for the last academic year. To ensure the student's performance, assignments and quizzes should be given; tutorial classes should be

conducted for students with lesser attendance and special care should be provided to weaker students.

Action Taken (Resolution wise):

1. All members of committee understand the IQAC role, strategies, functions and goals. The detail of IQAC is put up on the college website:
<https://www.sggscollegepatnacity.ac.in/iqac/role/>
 2. Various committees are formed for proper functioning's like NAAC Steering Committee, Internal complaint cell, Minority Cell etc.
 3. A seven days ICT Training Program was organized conducted by B.C.A Department under the aegis of I.Q.A.C for Teachers & Non-Teaching staffs of the college on 24-05-2021 to 31-05-2021.
 4. The Pass percentage for the last academic year was evaluated and following measures were suggested to all departments:
 - To ensure students are given regular assignments based on previous year question papers. Departments were told to keep the question bank in their departmental libraries.
 - Extra classes should be conducted to meet the completion of syllabus deadline (as sessions were late due to COVID lockdown).
 - Special care be provided to weaker students.
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MINUTES OF MEETING IN ACADEMIC SESSION: 2022-23

Date of Meeting:15-07-2022

Agenda: 1. To discuss about the quality enhancement and enrichment of the available resources in the college.

2. To discuss about academic collaborations through signing MoU with other reputed institution.

3. To discuss about organizing seminars, workshops, awareness programs and lectures in the college for uplifting the teaching-learning environment and faculty development.

4. To talk about the various parameters by the various academic and administrative activities.

5. To discuss about feedback from students.

6. To enrich library with bar-coded system through automation and E-library.

Resolutions:

1. Principal In-Charge expressed that the S.G.G.S College is not running successfully with the present infrastructure and to impart better quality of education and to get our college accredited through National Assessment and Accreditation Council, University Grant Commission, the resources available have to be enhanced and our teachers be enriched with modern pedagogy of teaching. IQAC Co-ordinator Dr. Vikas Kumar emphasized on the need of organizing some workshop and lecture program for the faculty members.
2. It was decided unanimously that the need of signing MoU with the institution of repute to enhance the academic environment of the college.
3. It was explained by the IQAC Co-ordinator that faculty development is a vital requirement for attaining quality education in the college and for this purpose departmental seminars, awareness programs be organized from time to time for students & workshop, lecture etc be conducted for the faculty members of the college for their holistic development.
4. This agenda was discussed in detail and it was resolved that vital requirements for NAAC accreditation be gone through by all the members of IQAC and other guidelines

from the NAAC official website so that the members be well informed about the various parameters through different academic and administrative activities.

5. It was explained by IQAC Co-ordinator about the importance and utility of feedback from the students. He said that feedback is very essential for the effective learning. It helps the teachers understand the feedback about the subject being taught and provides them better clear guidance on how to improve their teaching for effective learning by the students. Feedback can improve a student's confidence, self-awareness and enthusiasm of learning. Effective feedback during their study in college can aid the transition to higher education and may support student retention. It was agreed to impose the idea of feedbacks from the students. The departmental heads were given the responsibility to distribute and collect Feed-Back Forms among/from all the students of the college.
6. Library In-Charge Dr. Rajiv Kumar Singh explained that as far as libraries are concerned, barcodes can be a great way to make identification more advanced when used on cards. He said the reason behind why it is a popular choice across membership cards is that it allows identification simply through a quick computerized scanning and easy data accessibility. Many concerning companies provide simple barcode printers and scanners for faster rollout of the barcode-based systems. It can be used for both book labels and identifications. Barcode based systems are much better than the manual systems as it makes system entry of members id or book id effortless. All members supported this idea about the need of Bar-coded Smart Card for college Library and it was decided to get it done very soon by a competent company. In the light of making the college a modern teaching centre, it was decided to ensure library automation and e-resources for the library so that the students can have better access to study materials.

ACTION TAKEN (Resolution wise):

1. NAAC Co-ordinator and the members of NAAC Steering committee were advised to expedite the documentation process for SSR preparation in advance so that the college can apply for NAAC grading process.
2. MoU was signed with Heritage Society, Patna which is a prestigious institution. This academic collaboration was meant to catalyze the academic atmosphere of the college by conducting seminar, conferences, workshop, lecture and other academic activities.
3. Number of departmental seminars were conducted by Department of AI & AS, Economics, Botany, Zoology and Urdu on various relevant topics. International Tiger's

Day was celebrated by Zoology Department with number of competitive events. An awareness program was conducted in collaboration with Patna City Police regarding “Digital Payment Awareness & Banking Frauds”, another awareness program was conducted in collaboration with Patna Municipality on “Cleanliness measures & Tips on Garbage segregation”.

4. Understand the guidelines of NAAC accreditation.
 5. Feedback forms were given to students’ department wise and collected by IQAC.
 6. Companies were invited through official tender process to expedite the Bar-coded books and smart card system in the college library. The process was done authentically with the modern upgradation of web opaque bar-coding system by the selected professionals. N-LIST (National Library and Information Services Infrastructure for Scholarly Content) was subscribed from INFLIBNET, for e-resources and content developed for e-library.
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Date of Meeting:18-01-2023

Agenda: 1. To develop additional classrooms with relevant facilities to cater large number of students in the college. Sufficient washrooms separate for males and females in the college campus.

2. To purchase more R.O. water systems for academic block.
3. To introduce BIO-METRIC attendance for the employees of the college.
4. To request teachers for submitting their complete profile in the given format along with the proof.
5. To discuss on completion of syllabus and arrangements of internal examination.
6. To discuss about Academic Result and Action plan for improvement.
7. To discuss about conducting departmental lectures, seminars and other activities in the college.

Resolutions:

1. It was discussed in the meeting that the present infrastructure of the college is not sufficient enough to meet various academic requirements. The number of classrooms

and washrooms should be increased and the existing infrastructure be upgraded and modernized in the larger interest of the students. It was decided in unison that each department should have their own chamber where faculty members have their space and departmental library can be maintained. All present members unanimously supported the decision.

2. The agenda of facilitating clean water to all in the college campus was unanimously accepted for the academic blocks and library study room.
3. It was discussed in the meeting about Biometric attendance system for the college staffs. Before COVID time, it was already facilitated by the Government of Bihar. But due to COVID conditions, attendance through Biometric device was stopped. It was decided unanimously by the members to re-start the biometric attendance of college staff by purchasing the new system.
4. IQAC Co-ordinator explained that Teacher's Profile is a must for getting grade through NAAC Accreditation. The submission of filled in formats of teachers' profile be done as early as a possible. Hence it was decided unanimously that every teacher has to submit the teacher's profile along with the proof within a given time frame.
5. Principal In-Charge shared his point of view with the present members in the meeting that completion of syllabus is a vital issue for the high success rate in the examination and assessment of students through internal examination is also very important. Hence it was decided that each and every teacher be requested to submit their syllabus progression in the college office and make arrangement for conducting an Internal Examination within a given timeframe.
6. A review of previous Academic years results was taken. It was discussed that for a few subjects, there is a need to improve the results. And to achieve the goal more tutorial classes in general and extra care to slow-learners be arranged by the concerned department.

ACTION TAKEN (Resolution wise):

1. A new floor in the Science Block was build and construction of another building was proposed with the modern facility. The classrooms were thus added on existing infrastructure. Washrooms were also constructed separately for males and females in

the new floor. The floor was named as Gyan Khand. Department of Sociology, Mathematics and PG Department of Geography was allocated on this floor.

2. Two new R.O. water systems were purchased and given to the newly constructed floor in the Science block.
 3. As per the norms of Department of Higher Education, Govt. of Bihar, a new Bio-metric machine was purchased and installed in the college administrative block office to mark daily attendance of teaching and non-teaching staffs.
 4. Teachers of all departments were given a format of Teacher's Profile and requested to submit their respective profiles in a week time along with the copy of achievements to the IQAC/NAAC office.
 5. Syllabus of all courses is completed on time and students performed well in their internal examination.
 6. More extra classes in general and extra care to slow-learners have been arranged by the concerned departments.
 7. Following Departmental Activities were conducted in the college:
 - Department of AI & AS: Seminar on "Bhartiye Puratatva Ki Mahatta" on 20.01.2023 & "Mai Patna hun" on 28.01.2023; "Bhartiye Dharm Evam Darshan" on 21.02.2023.
 - Department of Political Science: "Parakram Diwas" as "126th Netaji Subhash Chandra Bose Jayanti" on 23.01.2023.
 - NCC, NSS & IQAC: 74th Republic Day of India on 26.01.2023.
 - Department of Sports & Culture: Selection and Preparation for "Bihar Diwas-2023" on 17.02.2023.
 - Department of Economics: Seminar on "Mote Anaaj Ka Bhartiye Krishi Vyavastha me Mahatva" on 22.02.2023.
 - IQAC- On-line Lecture on "Conceptual Decolonization of Nationalism" on 24.02.2023.
 - Department of Urdu: Seminar on "Urdu Juban Va Adab" on 25.02.2023.
 - Department of Zoology: "Global Science for Global Wellbeing" on National Science Day-2023 on 28.02.2023.
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Date of Meeting: 03-03-2023

Agenda: 1. To discuss the proposal of organizing academic activities under MoU signed with Heritage Society, Patna.

2. To discuss the program schedule for inauguration function of newly constructed Seminar Hall and other infrastructure in the college.

3. To discuss about publication of College Annual Magazine “Vinyas-2023”.

4. To discuss about the new curriculum of Four years C.B.C.S undergraduate course proposed to be implemented in the next academic session by the Govt. of Bihar across all Universities of Bihar.

5. Status of SSR preparation and planning to file I.I.Q.A for NAAC accreditation.

Resolutions:

1. IQAC Co-ordinator proposed to conduct National level Workshop on the topic of “Sculptural Heritage of Bihar” in collaboration with Heritage Society, Patna under MoU signed with the college. The idea of Heritage walk on World Heritage Day was proposed by Dr. Anantashutosh Dwivedi, Director General of Heritage Society and member of IQAC.
2. Principal In-Charge proposed for the inauguration function of the newly constructed Seminar Hall of the college. He suggested to invite dignitaries such as vice Chancellor of the University or any one else proposed by the members of IQAC. He requested to prepare minutes to minutes detailed program for the inaugural function. Shri Nawal Kishore Yadav, Hon’ble Member of Bihar Legislative Council (MLC) and faculty of Department of Psychology & Shri Nand Kishore Yadav, Hon’ble Member of Bihar Legislative Assembly (MLA) from Patna city and Alumni of our college were unanimously suggested among dignitaries invited during the function.
3. It was discussed to publish College Annual Magazine and its final format for the completed academic session during the meeting. All members agreed on it with full consent.
4. IQAC Co-ordinator proposed a road map on the implementation and planning of Four Years Choice Based Credit System (C.B.C.S) with semester system mode. The members were asked to put their views on the new course. It was decided to prepare

the subject wise choices and credit system as per the college capacity. The fresh guidelines provided by the University was discussed in length.

5. Status of NAAC preparation was discussed in the meeting. NAAC Co-ordinator Dr. Vikas Kumar presented the Criterion wise preparation of SSR and preparedness. He said that the college will be ready to file its IIQA by the end of the current Academic Session.

Actions Taken (Resolution wise):

1. National level Two Weeks Workshop on “Sculptural Heritage of Bihar” in collaboration with Heritage Society, Patna under MoU signed with the college was conducted between 05.04.2023 to 18.04.2023 for the teachers of the College. Heritage Walk was organized on World Heritage Day-2023 on 18.04.2023 under MoU.
2. The inauguration function of newly constructed Seminar Hall and other infrastructure of the college was done on 15.03.2023. Vice-Chancellor of Patliputra University, Prof. R.K. Sinha; Shri Nawal Kishore Yadav, Hon’ble Member of Bihar Legislative Council (MLC) and faculty of Department of Psychology & Shri Nand Kishore Yadav, Hon’ble Member of Bihar Legislative Assembly (MLA) from Patna city and Alumni of our college were present among dignitaries invited during the function. The Seminar Hall was named as “Guru Arjan Dev Sabhagar”.
3. The College Annual Magazine “Vinyas-2023” was formally published and show-cased during the inaugural function of Seminar Hall.
4. The guidelines of new C.B.C.S undergraduate course was understood by all the members. Teachers were acquainted by the new guidelines in the special program organized by the Examination branch of the college.
5. The College filed its IIQA on 27.06.2023 which was accepted by NAAC, Bengaluru on 03.10.2023.