

### Notice

A meeting of IQAC is scheduled to be held on 23/07/2022, at 3:00 PM in the Conference Room of Administrative building. All the members are requested to kindly ensure their presence.

### Agenda:

- Welcome
- Approval of Minutes of last Meeting
- Introduction/Welcome of special invitees (representatives of P.G. Courses)
- Address by IQAC Director
- Address by Principal/Chairperson, IQAC
- Release of College Magazine "दीपशिखा"
- Release of Book "शास्त्रीरिक्त शिक्षा" authored by Dr. Mahesh Yadav
- Address by Manager
- Any other matter with permission of the chair
- Vote of thanks

Manti Kaur  
15/7/22  
(Director, IQAC)



## Minutes of General Body Meeting held on 23-07-2022.

### Members Present:

Sri Manakeshwar Nath Pandey	Manager
Prof. A.K. Singh	Principal/Chairman, IOA
Prof. Namita Kumar	Director, IOAC
Pandey Rajiv Prasad	Manager's nominee
Dr. Gopalji Srivastav	External member
Sri Anupam Sahai	External member
Prof. U.K. Gupta	Member
Prof. Nikhil Kumar	"
Prof. Alok K. Srivastava	"
Prof. Awameesh	"
Prof. A.N. Thakur	"
Dr. Mahesh Yadav	"
Dr. Manoj K. Srivastava	"
Dr. <del>Santosh</del> Santosh K. Tripathi	senior Adm. officer
Dr. Shailendra Kumar	"
Dr. Sangita Tripathi	
Dr. S. P. Dubey	
Dr. Amit K. Ray	
Dr. Sadaf Athar	
Dr. Chhanta Srivastava	
Dr. Sushil Kumar Singh	

Minutes of the last meeting  
was read out by the Director  
Prof. Namita Kumar, which was  
confirmed and seconded by  
all present.

Principal/Chairman, IOAC



Prof. Anil Kumar Singh, welcomed all to the new session of 2022-2023. He motivated all the teachers to focus on interactive and Remedial classes, other co-curricular activities along with regular classes, for all round development of the students. He also informed the committee that the college now has eight new Professors <sup>and one Associate Professor</sup> through Career Advancement Scheme. Everyone congratulated the new Professors and the Associate Professor.

The Manager Sri Manikeshwar Nath Pandey welcomed all including the special invitees from self finance fraternity. He informed in detail about the self self-finance schemes running successfully in the College.

The Manager informed about the new College website being prepared. He ~~it~~ said that it is expected that on-line admission, bank-transfer, etc. could be done smoothly through this site. CCTV camera is installed in every department, staff-room, corridors, and lecture theatres, offices etc. it is likely to start functioning soon.

Three bio-metric machines are



to be installed soon. ~~the~~

The Manager emphasized on strictly following the Annual Academic Calendar.

He announced that the college will celebrate ~~on 2nd of October~~ ~~on 5th Sept~~ on 2nd of October. 5th Sept is the ~~celebrated~~ Teachers' Day, which is celebrated by NES, all the teachers, including the retired one should attend. He also

~~re-iterated~~ reiterated everyone to be punctual. Proctorial Board should be present in the premises 15 minutes before the commencement of the classes. The class III & class IV employees will follow 9:30 AM to 5:30 P.M. - timing

One man - one job principle will be adhered to. There will be rotation basis for departmental incharges. But the present incharges will continue working for another three years and in 2025 it will rotate to another person in seniority.

Dr. Gopalji Srivastava questioned that earlier that was tradition that departmental key upkeep was with class IV and not class III. In emergency it



is also adhered to in the Universities.

The Manager informed that we are planning to have two batches of 60-70 years of senior Citizens for sharing their experiences and taking ~~studies~~ classes for all students. Yoga teachers, sports teachers and Music teachers will be hired to take classes. The expenses of above all, National Education Society (NES) will bear the expenses.

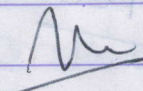
During interactive session Dr. Namita Kumar suggested to focus on:

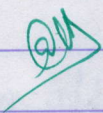
- Proper documentation (Hard copy & soft)
- Time table maintenance and allocation of classes
- Internal evaluation from time to time
- Uploading of Minutes of IQAC

Manager told that in this session OPD Medical facility for staff and students will be provided. Provision of Girls Hostel was discussed at length. Dr. Namita Kumar emphasized that during last NAAC in 2018, they strongly recommended need of a girls hostel. Other points discussed were



- Confirmation of last meeting's minutes to be made first.
  - Resolution Book
  - Agenda
  - Web-site with reference to NAAC
  - Remedial classes
  - Self-evaluation, feed back
  - General Body IQAC meeting should be held every month.
- There was no other point for discussion, the meeting ended with a vote of thanks.

  
Prof. Namita Kumer  
Director, IQAC

  
Prof. Anil K. Singh  
Principal & Chairman, IQAC



## Progress Report / Action taken on Agenda of last meeting (23/7/2022)

- Interactive and Remedial classes:  
interactive classes being taken from time to time,  
Remedial classes - yet to be included in time-table
- Co-curricular activities: many activities from time to time but proper documentation to be done
- All the senior most teachers of all the self finance courses included as members, IQAC
- CCTV - installed
- Biometric machine installed
- Annual academic calendar followed
- ~~अमृत महोत्सव~~ celebrated on 2<sup>nd</sup> October 2022
- Teachers' day celebrated with gaiety by NES on 5<sup>th</sup> Sept 2022
- One man - one job being



adhered to.

- Varan Rikta classes by senior citizens yet to commence
- Music, Yoga and sports classes to start (preparations in pipeline)
- Girls Hostel - in pipeline

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Prof. Namita Kumar  
Director IGAC