

C. M. College, Darbhanga

A Constituent Unit of Lalit Narayan Mithila University

Minutes of the IQAC Meeting

And

Action Taken Report

2022-23

2021-22

2020-21

2019-20

2018-19

Minutes of the Meeting

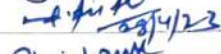
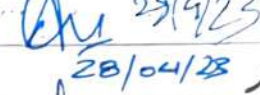
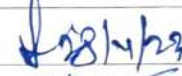
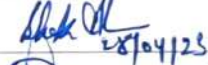
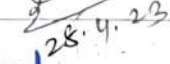
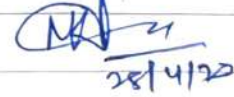
and

Action Taken Report

2022-23

28/04/23

A meeting of the IQAC was held today on 28/04/2023 under the chairmanship of Principal-cum-Chairman at 10 AM in the office chamber of IQAC. Following members were present in the meeting:

Principal	
Dr. Aashish Samiya, NAAC Coordinator	 28/04/23
Prof (Dr.) D.P. Gupta, IQAC Coordinator	 28/04/23
Gadaawendra Singh	 28/04/23
MD ABSAR ALAM	 28/04/23
SHASHANK SHUKLA	 28/04/23
Dr. Subrota Kr. Das	 28/04/23
Alok Ranjan	 28/04/23
Lalit Sharma	 28/04/23
Dr. Mayank Srivastava	 28/04/23
MD SHAKIR ALAM	 28/04/23
Dr. Viprayn Pandey	 28/04/23
Dr. Bindu Chandra	 28.4.23
Dr. Sanjay K. Jha	 28/04/23
Dr. Anupam K. Singh	 28/04/23
Dr. Faizan Haidar	 28.4.23
Dr. Md. Khalid Anjum Usmani	 28/04/23

The meeting started with Principal-cum-Chairman Dr. A.K. Poddar welcoming the members to discuss the agendas and proposals. The members of NAAC steering committee and Controller of Examinations were also present in the meeting.

After the welcome address, the proposals and the agendas were presented with the permission of the chair.

AGENDA 1: To confirm the minutes of the previous meeting.

RESOLUTION 1: The Coordinator presented the minutes of the meeting held on 12/12/2022 and it was approved by the members of meeting as such.

AGENDA 2: To prepare the annual Academic Calendar for year 2023-24.

RESOLUTION 2: The members agreed that an Academic Calendar should be prepared for the year 2023-24 displaying probable dates for the internal exams and days for celebrating the days of International, National and Regional importance.

AGENDA 3: Regarding preparation of Annual Action Taken report for year 2022-23.

RESOLUTION 3: It was unanimously decided that since this is the last meeting of IQAC in the academic year 2022-23, an action taken report for this academic year has to be prepared keeping in view all the agendas and resolutions throughout the year.

AGENDA 4: Regarding the installation of AC in the college Departments.

RESOLUTION 4: All the members in the meeting agreed that the academic block should have the facility of AC. So, it was decided that AC should be installed in the chambers of all departments before the advent of Summer.

AGENDA 5: Regarding the minor changes in the electric wiring in the chamber of the departments.

RESOLUTION 5: It was decided that after the installation of AC in the departments, some changes in the electric wiring is indispensable due to the extra load on the power supply. So, some electrical work will be done in the departments in parallel to AC installation.

AGENDA 6: Regarding repairing and installation of new water cooler-cum-purifiers.

RESOLUTION 6: It was unanimously agreed that the existing water cooler-cum-purifiers must be repaired within the service period. Also, some new water coolers and purifiers will be installed in the gallery of departments and classrooms in addition to the existing ~~cooler~~ ones.

AGENDA 7: Regarding construction of new buildings.

RESOLUTION 7: The members unanimously agreed that a new building should be made for Fees counter and some other purposes and its entry gate should be made outside the main campus. This will avoid the unnecessary rush within the campus.

AGENDA 8: To provide each department with new set of plates and glasses.

RESOLUTION 8: It was decided that each department will be provided with new set of cup-plates and glasses for occasional tea and water etc.

AGENDA 9: To buy new books for maintenance of the departmental libraries.

RESOLUTION 9: The members agreed on the proposals that the departmental libraries need more updated books. The principal asked the Heads of the respective departments to make a list of the books that are needed at the departmental level with the help of the faculty members and give it to the office within a week for further actions.

In the end, it was decided that the minutes of the present meeting will be presented before the College Advisory Committee for its approval. The meeting ended with the vote of thanks delivered by the Co-ordinator to the Chair and the members.

12/12/2022

A meeting of IQAC was held today on 12/12/22 under the chairmanship of Principal-cum-chairman at 10 A.M. in the office chamber of IQAC. Following members were present in the meeting:

Principal

Dr. Ashok Kumar Padbar, IQAC Coordinator

Dr. Anshish Bhatnagar, NAAC Coordinator

MD ABISAR Aham

Gadawendra Singh
SHASHANK SHUKLA

Dr. Subrata K. Das

Alok Ranjan

Lalit Sharma

Dr. Mayank Srivastava

MD SHAKIR ALAM

Dr. Anupam K. Singh

Dr. Nigam Pandey

Dr. Bides Chandra

Dr. Faizan Haidar

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After the welcome address, the agendas and proposals were presented with the permission of the chair.

AGENDA 1: To confirm the minutes of the previous meeting.

RESOLUTION 1: The coordinator presented the minutes of the meeting held on 29/09/22 and it was approved by the members as such.

AGENDA 2: To submit the AISHE report for the present Academic year.

RESOLUTION 2: It was unanimously decided that the college should submit AISHE report for the present Academic year within the deadline. It was requested to the Heads of the departments and non-teaching staff to provide Dr. Madamendra Singh with the required information.

AGENDA 3: Regarding construction of new buildings within the college premises.

RESOLUTION 3: It was proposed by the members that some new buildings should be constructed as per the requirements of the institution within the college premises.

AGENDA 4: Regarding minor changes in the members of various committees.

RESOLUTION 4: The members approved the proposal of making minor changes in the different committees of the college as a number of transfers as well as retirements affected the strength of the teachers.

AGENDA 5: Regarding installation of Solar Panel under Go-Green initiative.

RESOLUTION 5: It was decided the Dr. Ashish Bariyar will communicate with BREDA on the behalf of the college for the installation of the Solar Panel under Go-Green Initiative.

In the end, it was decided that the minutes of the present meeting will be presented before the College Advisory Committee for its approval. The meeting ended with the vote of the thanks delivered by the Coordinator to the chair and the members.

29/09/22

A meeting of IQAC was held today on 29/09/22 under the chairmanship of Principal-cum-Chairman at 10:00 in the office chamber of IQAC. Following members were present in the meeting:

Principal

Dr. Ashok Kumar Boddar, IQAC Coordinator

Dr. Ashish Bandyopadhyay, NAAC Coordinator
MD ABISAR DEAN

Gadgaonendra Singh
SHASHANK SHUKLA

Dr. Subrata Kr. Das

Alok Ranjan

Lalit Sharma

Dr. Mayank Srivastava

MD SHAKIR ALAM

Dr. Anupam Kr. Singh

Dr. Vijayan Singh

Dr. Sanjay Kr. Das

29/09/22

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29/09/22

The meeting started with the Principal-cum-Chairman Dr. A. K. Mandal welcoming the members to discuss the agendas and proposals. The members of the NAAC steering committee and the Librarian were also present in the meeting.

After the welcome address, the agendas and proposals were presented with the permission of the chair.

AGENDA 1: To confirm the minutes of the previous meeting.

RESOLUTION 1: The Co-ordinator presented the minutes of the meeting held on 19/07/2022 and it was approved by the members as such.

AGENDA 2: To review the progress of different criterions of AQAR 2020-21.

RESOLUTION 2: The progress of AQAR 2020-21 was reviewed and it was agreed that the concerned member of the IQAC dealing with their respective criteria should identify the missing data requirements. They should also write to communicate their requirements to the Principal so that a gentle reminder should be given to the concerned departments dealing with the missing data requirement.

AGENDA 3: Regarding data from various cells functioning in the college.

RESOLUTION 3: It was agreed that the Co-ordinators of various cells in the college like NCC, NSS, Women cell, etc. should provide the detailed report of the

programmes conducted by them from 2020 onwards so that the section of extension activities could be filled in A&AR.

(4) AGENDA 4: To discuss the possibilities of the installation of Solar Panel.

RESOLUTION 4: The members were informed that a proposal of installing Solar Panel has been forwarded to BREDA. The solar panel will be installed at College Campus and Vidyapati Chhatrawas.

(5) AGENDA 5: To nominate departmental Co-ordinators.

RESOLUTION 5: It was unanimously agreed in the meeting that the Head of each department should nominate one member from their department for communicating the required data.

(6) AGENDA 6: To review and notify the different committees as mandated by UGC/NAAC.

RESOLUTION 6: All members agreed that following retirements and transfers, the committees as mandated by UGC/NAAC need to be modified and notified. A notice has to be circulated regarding the formation of committees asking the interest of faculties in

representing themselves in different committees.

(7) AGENDA 7: Regarding Mental Health Committee, Routine Committee and Media Cell.

RESOLUTION 7: The members of the cell agreed that the two new committees, i.e. Mental Health Committee and Routine Committee will be formed. It is also agreed that the co-ordinator of Media Cell should take the task of publishing and writing the press release. It makes the presence of Media Cell co-ordinator in all the meetings mandatory and a letter was forwarded by the principal to the cell regarding the same.

(8) AGENDA 8: To depute an office clerk for IAAC exclusively.

RESOLUTION 8: All the members agreed that an office clerk is exclusively required at IAAC for documentation and managing files. It was requested to Principal to make such arrangements.

(9) AGENDA 9: To review the Financial Audit.

RESOLUTION 9: The members expressed their satisfaction on the progress made on the Financial Audit. It was

placed before the members that the financial audit was complete upto the Financial Year 2020-21 and the report for the same is pending from Auditor's side.

In the end it was decided that the minutes of the present meeting will be presented before College Advisory Committee. The meeting ended with the vote of thanks delivered by the Co-ordinator to the chair and the members.

19/07/2022

A meeting of IQAC was held today on 19/07/2022 under the chairmanship of Principal-cum-Chairman in the office chamber of IQAC. Following members were present in the meeting:

Principal

19/7/2022

Mr. Ashok Kumar Podd, IQAC, Coordinator

19/7/22

Dr. Anshuli Banerjee, NAAC coordinator

19/7/22

MD AB SAK. 4.00m

19/7/22

Gadawendra Singh
SHASHANK SHUKLA

19/07/22

Dr. Subrata KR Das

19/07/22

Alok Rayan
Lalit Sharma

19/07/22

Dr. Mayank Srivastava

19/07/22

MD

19/7/22

MD SHAKIR ALAM

19/07/22

Dr. Anupam Kr. Singh

19/07/22

Dr. Vijayam Pandey

19/07/22

Dr. Saiyent Kr. Jha

19/07/22

The meeting started with the Principal-cum-Chairman Dr. A.K. Mandal welcoming the members to discuss the agendas of the meeting. The members of the NAAC steering committee were also present in the meeting.

After the welcome address, the agendas were presented with the permission of the chair.

AGENDA 1: Induction of the new members in NAAC steering committee.

RESOLUTION 1: As the members of NAAC steering committee were also present, so before presenting the minutes of the last meeting, their developments were proposed. As Dr. Sanjeet K. Jha, Department of Sanskrit was assigned university works, Mr. Md. Absar Alam, HoD, Department of Economics was assigned the criterion 2 in place of Dr. Sanjeet K. Jha along with Mr. Alok Ranjan, Department of Political Science. Also, Dr. Lalit Sharma was assigned criterion 6 to look after.

AGENDA 2: To reconstitute IQAC as per rules due to transfers and retirements.

RESOLUTION 2: It was unanimously resolved that it is indispensable to reconstitute the IQAC as there have been a lot of transfers and retirements in the last few years. The IQAC has to be constituted as per the rules.

AGENDA 3: To confirm the minutes of the previous meeting.

RESOLUTION 3: After the induction of the new members

and acknowledging the needs to re-constitute IQAC, the Co-ordinator presented the minutes of the meeting held on 09/05/22 and it was approved by the members.

AGENDA 4: To maintain the College Website from the NAAC point of view.

RESOLUTION 4: It was agreed that the college website needs to be maintained properly as well as updated. The website has to be renewed as its license has expired and the same domain that has been communicated to many places has to be restored. In addition to that, the official email-ids of the faculties and institution is also to be renewed.

AGENDA 5: Reg. the automation of the various departments of the college.

RESOLUTION 5: It was unanimously agreed that the work of automation of the various departments in college like that of Administration, Library, Admission, etc. should be done as soon as possible as it will be very helpful for the collection of data related to NAAC. It will also make the updation and collection of previous data much easier.

In the end, it was decided that the minutes of this meeting will be present before the College Advisory Committee. The meeting ended with the vote of thanks by the Co-Ordinator of IQAC to the chair and the members.

Internal Quality Assurance Cell (IQAC)

C M College (Arts & Commerce), Darbhanga, Bihar

IQAC Action Taken Report 2022-23

Action Taken Report

S. No.	Agenda & Resolution	Action Taken
1	Agenda: Confirmation of the proposals of last meetings Resolutions: The minutes of meetings were approved	Compiled
2	Agenda : Inception of new members in NAAC steering committees Resolution: Agreed to incorporate new members in NAAC Steering Committee	Reconstituted and Notified
3	Agenda: Reconstitution of IQAC	Reconstituted and Notified
4	Agenda: To maintain the college website from NAAC pint of view Resolution: Members agreed to renew the license and reactivate official email ids	Renewed and activated
5	Agenda: Regarding automation of various department of the college Resolution: Agreed to automate different departments like admission, library and accounts, etc.	In process
6	Agenda: To review the progress of different criterions of AQAR 2020-21 Resolution: Agreed to submit AQAR as soon as possible.	Submitted
7	Agenda: Regarding data from various cells functioning in the college. Resolution: Agreed to get data from NSS, NCC and Women's Cell etc. for AQAR, 2020-21	Received
8	Agenda: To discuss the possibilities of the installation of solar panel. Resolution: Agreed to send a proposal to BREDA	Initiated and in process
9	Agenda: To nominate departmental coordinators Resolution: It was unanimously agreed to request heads of the respective department to nominate a departmental coordinator	Request sent and departmental coordinators were nominated
10	Agenda: To review and notify different committees as mandated by UGC/NAAC. Resolution: Agreed to reconstitute committee as per UGC and NAAC guidelines	Notified
11	Agenda: Regarding set up Mental Health Committee, Routine Committee and Media Cell Resolution: Agreed to set up the committees and media cell	Notified
12	To depute an office clerk for IQAC exclusively. Resolution: Agreed to depute a clerk for which request was to be made to the principal	Requested to the Principal
13	Agenda: To review financial audit Resolution: Members expressed satisfaction	Resolved
14	Agenda: AISHE report to be submitted for the year 2022-23 Resolution: Agreed to submit the same	In process

15	Agenda: Regarding construction of new buildings within the college premises Resolution: It was proposed and unanimously agreed by the members that new buildings should be constructed in the college as per requirements.	Under process
16	Agenda: Regarding installation of solar panel under the Go-Green Initiative Resolution: Agreed to pursue the same	Under process
17	Agenda: Prepare annual academic calendar for the year 2023-24 Resolution: Agreed to prepare the same	Prepared
18	Agenda: Regarding preparation of Annual Action Taken report for the year 2022-23 Resolution: Agreed to prepare the same	Prepared
19	Agenda: Regarding installation of AC in college departments Resolution: Unanimously agreed to install AC in each department of the college	Installed
20	Agenda: Regarding wiring in the academic block Resolution: Agreed to do electrical works as per requirement in the academic block considering the loads.	Completed
21	Agenda: Regarding repairing and installation of new water cooler-cum-purifiers Resolution: Agreed to repair the same	Completed
22	Agenda: To provide crockeries in each department Resolution: It was unanimously decided that new sets of crockeries such as tea sets, plates and glasses should be provided to each department.	Completed
23	Agenda: To buy new books for the maintenance of departmental libraries Resolution: Agreed to receive prepared list of books from heads of the respective departments	Under process


 8/11/23
Coordinator IQAC
CO-ORDINATOR
IQAC
C. M. COLLEGE, DARBHANGA




 08/11/2023
Principal
C. M. COLLEGE
Darbhangha

**Minutes of the Meeting
and
Action Taken Report**

2021-22

A meeting of IQAC was held today on 09/05/22 under the Chairmanship of Principal-cum-Chairman at 9:00 AM in the office chamber of IQAC. Following members were present in the meeting:

Principal

IQAC, Coordinator

[Signature]
9/5/22

Dr. Ashok Kumar Prasad

[Signature]
9/5/22

Dr. Anshu Baniya, IQAC Coordinator

[Signature]
9/5/22

SHASHANK SHUKLA

[Signature]
Shashank
09/05/22

Gadawendra Singh

Alok Ranjan

Lalit Sharma

[Signature]
09/05/22

Dr. Mayank Srivastava

[Signature]
9/5/22

Dr. Anupam Kr. Singh

[Signature]
Singh
09/05/22

Dr. Nijaym Pandey

[Signature]
09/05/22

Dr. Sangit Kr. Jha

[Signature]
09/05/22

The meeting started with the Principal-cum-Chairman Dr. Phulo Paswan welcoming the

members to discuss various agendas in the meeting. All the teachers who are looking after different criterion in the AQAR were also present in the meeting.

After the welcome address, the agendas were presented by the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 14/03/22 were presented by the Co-ordinator and were approved by the members.

AGENDA 2: To discuss about the submission of AQAR 2020-21.

RESOLUTION 2: It was resolved that the AQAR 2020-21 should be submitted before the last date so that any extension will not be needed.

AGENDA 3: To discuss the uploading of various criterions.

RESOLUTION 3: It was unanimously decided that teachers will upload their criterions separately on NAAC portal after the first part of AQAR regarding institutional profile will be completed. The teachers must try to upload their criterions well before deadline.

AGENDA 4: To relieve the teachers preparing AQAR from other college assignments.

RESOLUTION 4: It was unanimously decided that if the teachers who are looking after various criterions of AQAR should not be involved in the extra duties of college like invigilation, etc. as it will make it difficult for them to finish the work on scheduled time. So, it was decided that an order will be passed relieving them from such duties.

AGENDA 5: Regarding submission of remaining Teachers' Profile.

RESOLUTION 5: It was decided that a reminder must be sent to the departments from where teachers are yet to send their profile information.

AGENDA 6: Regarding preparation of AQAR 2021-22 and SSR.

RESOLUTION 6: It was agreed unanimously that AQAR 2021-22 and SSR should be worked out parallelly in order to avoid any augmentation of workload later.

AGENDA 7: Revised allotment of various criterion for AQAR 2020-21.

RESOLUTION 7: The criterions were allotted in the

following manner for AQR 2020-21:

Criterion 1 : Dr. Ashish Bariyar.

Criterion 2: Dr. Sanjeet K. Jha

Mr. Anil Ranjan

Criterion 3 : Dr. Yadavendra Singh

Criterion 4 : Dr. Vijay Sen Pandey.

Criterion 5 : Dr. Anupam K. Singh

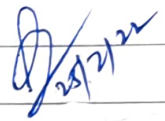
Criterion 6 & 7 : Dr. Shashank Shukla.

In the end, it was decided that the minutes of this meeting will be presented before College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the chair and the members of the committee.

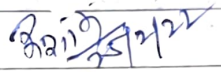
25/02/22

A meeting of the IQAC was held today on 25/02/22 under the chairmanship of Principal-cum-Chairman at 10 A.M. in the office chamber of IQAC. Following members were present in the meeting:

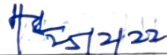
Principal

 25/2/22

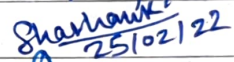
Dr. Ashok Kumar Pradhan

 25/2/22

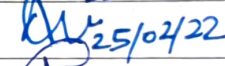
Dr. Aashish Baniya, NAAC coordinator

 25/2/22

SHASHANK SHUKLA

 25/02/22

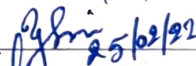
Alok Ranjan

 25/02/22

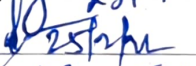
Dr. Vikash Kumar

 25/02/22

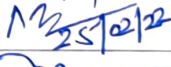
Gadawendra Singh

 25/02/22

Lalit Sharma

 25/2/22

Dr. Mayank Srivastava

 25/02/22

Dr. Vijayam Pandey

 25/2/22

Dr. Anupam Kr. Singh

 25/02/22

Dr. Sangeet Kr. Jha

 25/2/22

The meeting started with the chairman-cum-Principal Dr. Phulo Paswan welcoming the members to discuss the agenda of the meeting. A broad consensus was reached to review the progress made so far in the submission of the AQR of 2020-21 and also to suggest ways and measures for getting requisite information from various departments from the point of view of NAAC.

After that, the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting were presented by the co-ordinator and were approved by the committee.

AGENDA 2: To review the Action Plan for the Academic Year 2021-22.

RESOLUTION 2: The academic plan for the year 2021-22 was systematically reviewed and it was resolved that the incomplete works and assignments are needed to be finished within the stipulated time in order to get desired results and to not lag behind much from Academic calendar.

AGENDA 3: To review the extent of the courses completed by each department.

RESOLUTION 3: The committee held detailed discussions to review the extent to which each department has completed its syllabus. It was resolved that the departments which are lagging behind must make sustained efforts to complete their syllabus within time.

AGENDA 4: To discuss about the renovation of the Boys Common Room and College buildings wherever necessary.

RESOLUTION 4: It was resolved that the Boys Common Room and other buildings of the College must be renovated and the basic amenities for Students and College staff should be ensured. It was also agreed that some more facilities should be provided in the Boys Common Room.

AGENDA 5: To discuss the construction of Smart Classes, etc.

RESOLUTION 5: It was resolved that the college needs 2-4 smart classes in order to conduct training programmes for college staff as well as to educate the students. The members agreed that the proposal for the construction of smart classes should be moved forward as soon as possible. It was also decided that Seminar hall, Psychology Lab and the Smart Classes (pre-existing) should be renovated as well.

AGENDA 6: To discuss the installation of Solar Panels.

RESOLUTION 6: It was also resolved that the efforts should be made for the installation of Solar Panels in the college premises.

and hostel under the Co-Green initiative so that the electricity power requirements of the college and hostel could be met smoothly.

In the end, it was decided that the minutes of this meeting will be presented before the College Advisory Committee (CAC) for its approval. The meeting ended with a vote of thanks delivered by the NAAC Co-ordinator to the Chair and the members of the Committee.

14/03/22

A meeting of IQAC was held today on 14/03/22 under the chairmanship of Principal-cum-Chairman at 10 A.M. in the IQAC chamber. Following members were present in the meeting:

Principal	
Dr. Ashok Kumar Poddar	14/3/22
Dr. Anshish Banya, NAAC coordinator	14/3/22
SHASHANK SHUKLA	Shashank 14/03/22
Dr. Vikash Kumar	14/03/22
Jaadawendra Singh	14/03/22
Alok Ranyan	14/03/22
Lalit Sharma	14/3/22
Dr. Mayank Srivastava	14/03/22
Dr. Vijayn Pandey	14/03/22
Dr. Anupam Kr. Singh	14/03/22
Dr. Sanjeet Kr. Jha	14/3/22

The meeting started with the Principal-cum-Chairman Dr. Pankaj Parwan welcoming the members to discuss the agenda of the meeting. One of the important point was to preview the agendas to be discussed in the General meeting of the teachers scheduled to be held in the Seminar hall from the point of view of NAAC

Just after this meeting.

After the welcome address, the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 25/02/22 were presented by the Co-ordinator and were approved by the members of the Committee.

AGENDA 2: To discuss the detailed preparations required to be undertaken at the Individual faculty and Departmental levels for NAAC.

RESOLUTION 2: Co-ordinator of NAAC committee informed that the present Departmental Co-ordinators and HODs have co-operated wonderfully so far. However, a lot more is to be done for NAAC. There are a number of registers and formats that are needed to be maintained at departmental levels. A detailed teachers profarma will be made available to all teachers containing information about their academic and professional profile.

AGENDA 3: To regularize the Internal Audit and Academic audit of all the Departments.

RESOLUTION 3: It was resolved to carry out the Academic Audit as well as the Internal Audit of every department by the IQAC in the near future.

AGENDA 4: To review the action plan for the Academic Year 2022-23

RESOLUTION 4: The action plan for the Academic Year 2022-23 was reviewed with the Academic Calendar in mind and it was resolved that all the proposed and scheduled academic works should be completed within time in order to prevent any diversion from Academic Calendar.

AGENDA 5: To discuss the organising of Seminars and Conferences.

RESOLUTION 5: It was resolved that various departments should endeavour to organise Seminars, workshops and conferences from the point of view of Professional Development and NAAC. It was unanimously decided that all the events should be organised in collaboration with IQAC.

AGENDA 6: To prepare a separate routine chart for the morning classes.

RESOLUTION 6: It was resolved that a separate routine chart with classrooms

allotted to various departments needs
to be prepared for morning classes
in examination period in order to
carry on the completion of syllabus
and to avoid confusion.

In the end, it was decided that the minutes
of this meeting will be presented before
College Advisory Committee for its approval. The
meeting ended with a vote of thanks delivered
by the ~~IAAC~~ IAAC Co-ordinator toward the Chair
and the members of the Committee.

After that, the agendas and proposals were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 07/09/21 were presented by the co-ordinator and were approved by the committee as such.

AGENDA 2: To conduct the internal exams for PG Courses.

RESOLUTION 2: It was decided that the Internal exams of the Post Graduate departments should be completed within the scheduled time. It was requested to all the Heads to plan the internal examination in sync with each other.

AGENDA 3: To add to the existing sports facilities in the college.

RESOLUTION 3: The members agreed unanimously that the stock of the sports department should be augmented as the students need better practice in order to represent college at higher levels. The members were also of the view that the college should contact Ulverhasty to make arrangements for the training of the college.

students in specific sports.

AGENDA 4: To add to the stock of the Reading Room.

RESOLUTION 4: It was decided that the Reading Room needs more maintenance in order to be used more efficiently and prudently. There should be subscription to more periodical journals and magazines for the Reading Room. The departments were asked to send their suggestions within a week and provide help for the online subscription of the journals and magazines.

AGENDA 5: To organise more seminars and competition on college level.

RESOLUTION 5: It was asked that the respective departments should try to organise seminars and workshops on college level in collaboration with the reputed agencies and institutions. It was also expected of various cells and departments for conducting different competitions for students so that they can participate and take active interest in the academic activities of the college.

In the end it was decided that the minutes of the meeting will be presented before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the chair and the members of the committee.

07/09/21

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 07/09/21 under the chairmanship of Principal-cum-Chairman at 10:00 AM in the office chamber of IQAC. Following members were present in the meeting:

Principal

Dr. M. Zohair Haidar, IQAC coordinator

Dr. Ashok Kumar Poddar

Dr. Ashish Baerja, NAAC coordinator

SHASHANK SHUKLA

Dr. VIKASH KUMAR

Yadawendra Singh

Alok Ranjan

Lalit Sharma

Dr. Mayank Srivastava

Dr. Anupam Kr. Singh

Dr. Vijayram Pandey

Dr. Sanjeet Kr. Jha

Dr. 07-09/21

Dr. 07-09-2021

Dr. 07/09/21

Dr. 07/09/21

Shamank 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

Dr. 07/09/21

At the outset, the Principal-cum-Chairman, Dr. Bishwanath Jha welcomed the members to discuss the agenda of the meeting and to evaluate the preparation of the college from the point of view of NAAC.

After that the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 26/07/21 were presented by the Co-ordinator and were approved by the committee as such.

AGENDA 2: To review the progression of academic curriculum in college.

RESOLUTION 2: It was resolved to pace up the efforts in order to catch up the timely completion of academic events lagging behind due to COVID-19.

AGENDA 3: To review the automation of the library and other administrative offices.

RESOLUTION 3: It was unanimously decided that the automation of library and other administrative offices should be completed as soon as possible. This will not only be helpful in the accessibility of the information but also in the augmentation of the efforts of the college to go paperless in the official works.

AGENDA 4: To conduct a green audit of the college premises.

RESOLUTION 4: The members agreed that the green audit of the college premises will be of great help in order to access the original position of the college in its endeavour towards a much greener and natural campus.

AGENDA 5: To ensure the involvement of IQAC in all the events at college level.

RESOLUTION 5: The members agreed that all the Cells and other bodies in the college must organise any event in collaboration with IQAC. This will ensure the participation of IQAC in various events throughout the year as well as prove helpful in maintaining the records of the events.

AGENDA 6: Regarding stationery required in the departments.

RESOLUTION 6: It was decided that the Head of each department will provide an approximate amount of stationery materials like that of Attendance Register (of teachers & students), Chalk, Duster, Staplers, etc. to the general section so that the materials could be arranged timely and there shall be no problems regarding the basic needs.

In the end, it was decided that the minutes of the meeting will be presented before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of ICAC to the chair and the members of the committee.

A meeting of Internal Quality Assurance Cell (IQAC) was held today on 26/07/21 under the chairmanship of Principal-cum-chairman at 10:00 A.M. in the office chamber of IQAC. Following members were present in the meeting:

- | | | | |
|-----------------------|-------------------|---|----------|
| Dr. B. G. Haider | IQAC, Coordinator | ✓ | 26/07/21 |
| Dr. Ashok Kumar | Prtda | ✓ | 26/7/21 |
| Dr. Anshik Baniya | NAAE coordinator | ✓ | 26/7/21 |
| SHASHANK SHUKLA | | ✓ | 26/07/21 |
| Mr. VIKASH KUMAR | | ✓ | 26/07/21 |
| Yadawendra Singh | | ✓ | 26/07/21 |
| Alok Ranjan | | ✓ | 26/07/21 |
| Lalit Sharma | | ✓ | 26/07/21 |
| Dr. Mayank Srivastava | | ✓ | 26/07/21 |
| Dr. Anupam K. Singh | | ✓ | 26/07/21 |
| Dr. Vijayram Pandey | | ✓ | 26/07/21 |
| Dr. Sanjay K. Jha | | ✓ | 26/07/21 |

At the outset, the chairman-cum-Principal Dr. Bishwanath Jha welcomed the members to discuss the agenda of the meeting as well as new proposals. After that agendas and proposals were presented by the co-ordinator with the permission of the chair.

- AGENDA 1: To confirm and approve the minutes of the last meeting.
- RESOLUTION 1: The minutes of the last meeting held on 08/07/2021

Page No. _____
Date: _____

were presented by the Co-ordinator and were approved as such.

AGENDA 2: To make-up for the loss of offline teaching (if any) during the COVID-19 period.

RESOLUTION 2: It was unanimously decided that all departments will take remedial classes in order to make up for the loss of offline classes during COVID-19 period.

AGENDA 3: To discuss the report of Internal Academic and Administrative Audit of each department.

RESOLUTION 3: The report of the Internal Academic and Administrative Audit of each department done by IAAC was presented. The members resolved to take collective measures suggested by the co-ordinators and the committee.

AGENDA 4: To reconstitute the NAAC steering committee.

RESOLUTION 4: It was unanimously resolved that due to the retirement and transfer of many members, the NAAC steering committee needs to be reconstituted as soon as possible.

AGENDA 5: To review the preparation of the AQAR for the AY 2019-20.

RESOLUTION 5: It was resolved that the required updations should be made in the AQAR for the AY 2019-20 as per

Form No. _____
Date _____

requirements due to COVID-19.

AGENDA 6: Regarding purchase of Textbooks and Reference books for the college library.

RESOLUTION 6: The members agreed that with the increased number of faculty members and the students due to the access to the facilities of Reading Room, free WiFi etc., the college needs to increase its stock of Textbooks for Students and Reference books for Teachers. Keeping this development in view, it was unanimously decided that college should initiate the process of purchasing new books.

AGENDA 7: Regarding preparation of the Annual Academic calendar.

RESOLUTION 7: It was decided that the Annual Academic calendar of the college should be prepared with the probable dates for the internal examinations. The calendar should also feature days of national, international and regional importance alongside incorporating the University Annual and Holiday Calendar. It should also feature probable dates for sports and cultural events at the college level.

In the end, it was decided that the minutes of the present meeting will be placed before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the chair and the members of the committee.

A meeting of DOAC was held on 08.07.2021 at 01.00 PM in the Seminar Hall under the chairmanship of Professor-in-charge Dr. B.N. Jha. The following members were present in the meeting.

1. Principal Pr. 8/7/2021
2. MD. ZEYA HAIDER, Coordinator MD. Z. 8.7.2021
3. Pann Kumar Surtik P.K. Surtik
4. RAM BINOD SINGH R.B. Singh
5. INDIRA JHA Indira Jha 8/7/21
6. DIWAKAR KUMAR SINGH D.K. Singh 8/7/21
7. PRADEEP K. CHAUDHARY P.K. Chaudhary 8.7.21
8. Md. Zafar Alam Z. Alam
9. SHASHANK SHUKLA Shashank 8.7.21

In the beginning, the Principal-cum-chairman Dr. B.N. Jha welcomed the members. Then the agendas and proposals were brought forward by the permission of the chair.

AGENDA 1: To confirm the minutes of the previous meeting.

RESOLUTION 1: The minutes of the previous

meeting were put forward by the co-ordinator and were approved by the members as such.

AGENDA 2: To provide scholarships and awards to students.

RESOLUTION 2: It was decided that college will give scholarships and awards to meritorious students from its internal fund.

AGENDA 3: Regarding automation of offices and library.

RESOLUTION 3: The members unanimously agreed that the college should move forward for the automation of the offices, fee counters and library.

AGENDA 4: Regarding Induction programme for the newly admitted students.

RESOLUTION 4: It was decided the all departments will organise an induction programme for the newly admitted students.

AGENDA 5: Regarding solar system installation.

RESOLUTION 5: It was decided that under its Go-GREEN initiative, college

will initiate talks with BRED
for the installation of solar system
in majority of its building,

Internal Quality Assurance Cell (IQAC)

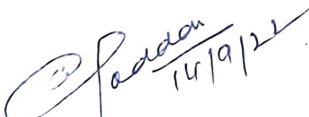
C M College (Arts & Commerce), Darbhanga, Bihar

IQAC Action Taken Report 2021-22

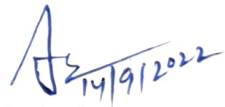
Action Taken Report

S. No.	Agenda & Resolution	Action Taken
1	Agenda: Confirmation of the proposals of last meetings Resolutions: The minutes of meetings were approved	Compiled
2	Agenda: To make up for the loss of offline teaching during Covid-19 Resolution: Unanimously decided that all departments will take online remedial classes	
3	Agenda: To discuss the report of internal academic and administrative audit of each department Resolution: The reports were presented in the meeting	Resolved
4	Agenda: Reconstitution of NAAC Steering Committee Resolution: Agreed to reconstitute the committee	Notified
5	Agenda: Review the preparation of AQARs Resolution: Agreed to prepare and submit the same	Submitted
6	Agenda: Regarding purchase of text books and reference books for college library Resolution: Agreed to purchase new books for college library	In process
7	Agenda: Prepare annual academic calendar for the year 2022-23 Resolution: Agreed to prepare the same	Prepared
8	Agenda: Review the progression of Academic Curriculum Resolution: It was agreed to take efforts for timely completion of academic events affected due to Covid-19	Implemented
9	Agenda: Automation of library and other administrative offices Resolution: It was agreed the automation of library and other offices should be completed.	Under process
10	Agenda: Green audit of college premises Resolution: Members agreed for green audit	Under process
11	Agenda: To ensure the involvement of IQAC in all events at college level. Resolution: Members agreed to request all departments for organizing events in collaboration with IQAC	Requested to all departments
12	Agenda: Regarding provision of stationary in all departments. Resolution: It was agreed that head of each department will provide the requisition of the same	Requisition was sent to the Principal
13	Agenda: Regarding existing sports facilities in the college Resolution: Decided that sports department should be augmented as students require facilities for their practice.	Under process
14	Agenda: To add to the stock reading room Resolution: It was agreed that reading needs more maintenance and periodical journals should be prescribed.	Under process
15	Agenda: To improve academic activities.	Under process

	Resolution: It was agreed that all kinds of academic activities be organized in the college by different departments.	
16	Agenda: To review action plan for the academic year 2021-22 Resolution: It was resolved that incomplete works and assignments are needed to be finished within the stipulated time.	Implemented
17	Agenda: To review the progress of course completion Resolution: Agreed to for expeditious completion of courses.	Implemented
18	Agenda: Renovation of boy's common room and college buildings Resolution: Members agreed for renovation and enhancement of basic facilities	Under process
19	Agenda: Construction of smart classes Resolution: Decided additional smart classes should be constructed	Under process
20	Agenda: Installation of solar panels Resolution: Agreed for installation of solar panels under the Go-Green initiatives	Under Process
21	Agenda: NAAC related preparation required at department level. Resolution: Agreed to sensitize the faculties departmental level for their required preparation for NAAC	Under Process
22	Agenda: Regularize the internal audit and academic audit of all departments Resolution: Resolved to carry out the same	Under Process
23	Agenda: To review the academic plans for academic year 2022-23 Resolution: Agreed to complete all proposed and scheduled academic works	Completed
24	Agenda: To prepare a separate routine/time table for morning classes Resolution: Agreed to prepare the same	Completed.
25	Agenda: Regarding preparation of SSR Resolution: Agreed to prepare the SSR as soon as possible for final submission for the third cycle of NAAC.	Under Process

✓ 
14/9/22
Coordinator IOAC
CO-ORDINATOR
IQAC
C. M. COLLEGE, DARBHANGA




14/9/2022
Principal
Principal
C. M. COLLEGE
Darbhanga

Minutes of IQAC Meeting

and

Action Taken Report

2020-21

11/11/20

94

A meeting of JHA was held today on 11.11.2020 at 11:30 AM under the chairmanship of the Principal in Seminar Hall as per COVID-19 SOP. Following members were present in the meeting.

1. INDIRA JHA - Indira Jha 11/11/20
2. ANNI RANJANSINGH - Annies
3. Ashok Kumar Paddar - @ Paddar 11/11/20
4. Lalit Sharma - Lalit 11/11/20
5. VIKASH KUMAR - Vikash 11/11/20
6. MD. ZAFER ALAM - Zafar 11/11/20
7. TANIMA KUMARI - Tanima 11/11/20
8. Sunish Paswan - Sunish 11/11/20
9. SHASHANK SHUKLA - Shashank 11/11/20
10. DIVAKAR JHA - Divakar 11/11/20
11. Anil Kumar Jha - Anil 11/11/20
12. RAM BINDU SINGH - RBindu 11/11/20
- 13.
14. MD. ZEYA HAIDER, Coordinator - Zeya 11.11.20

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting were presented by the Coordinator and were approved as such by the members.

AGENDA 2: To provide funds for organizing seminars and other academic programs.

RESOLUTION 2: It was unanimously decided that college will provide funds to departments for organizing seminars, symposiums, etc.

AGENDA 3: To organise awareness campaign regarding COVID.

RESOLUTION 3: The members agreed that the NSS and NCC units of the college should organise awareness campaign regarding COVID as a part of its duties towards society. The units will distribute masks and sanitizers in the nearby areas.

AGENDA 4: To review the completion of yearly action plan.

RESOLUTION 4: The members agreed that extra efforts should be made to make up for the lost time due to COVID.

29/01/21

96

A meeting of JDAC was held on 29.01.2021 at 2:00 PM under the chairmanship of the Principal in the Seminar Hall. Following members were present in the meeting

1. B.N. Jha
2. MD. ZEYA HAIDER, Coordinator
3. Dr. D.P. Gupta
4. Anil Kumar Shrivastava
5. DIVAKAR JHA
6. Bindeshwar Yadav
7. MD. ZAFER ALAM
8. Enabhat K. Chaudhary
9. Pannu Kumar Suria
10. RAM BINDO SINGH
11. INDIRA JHA
12. DIVAKAR KUMAR SINGH
- 13.
- 14.

In the beginning, principal-cum-chairman Dr. B.N. Jha welcomed the members to discuss the agenda and proposals which were raised with the permission of the chair.

AGENDA 1: To confirm the minutes of the previous meeting.

RESOLUTION 1: The minutes of the previous meeting of the IQAC were presented by the Co-ordinator and were approved by the member as such.

AGENDA 2: Regarding plantation drive on the land of college.

RESOLUTION 2: It was agreed that there should be a plantation drive on the lands of college under the banner of NCC, NSS and IQAC.

AGENDA 3: Regarding supplying heater to all departments.

RESOLUTION 3: The members agreed that due to harsh weather conditions in winter heaters should be provided to all the departments.

AGENDA 4: Regarding submission of AISHE report.

RESOLUTION 4: It was resolved that the data should be provided timely to Dr. Yadavendra Singh for the submission of AISHE.

06/04/21

98

A meeting of IDAC was held on 06.04.2021 at 11:30 AM in the Seminar Hall. The Professor-in-charge chaired the meeting. Following members were present in the meeting.

1. B.N. Jha

6.4.21

2. MD. ZEYA HAIDER, Coordinator

6.4.21

3. DR. AASHISH BARIKAR

6.4.21

4. DIVAKAR JHA

5. Dr. D.P. GUPTA

6.4.21

6. Anil Kumar Jha

6.4.21

7. Bindeshwar Yadav

06.04.2021

8. MD. ZAFER ALAM

6.4.21

9. Dr. Anurag K. Choudhary

6.4.21

10. Pawan Kumar Sanyal

6.4.21

11. RAM BINOD SINGH

6.4.21

12. INDIRA JHA

6.4.21

13. DIVAKAR KUMAR SINGH

6.4.21

In the beginning, principal-in-charge Dr. B.N. Jha welcomed the members. After that, the agendas and proposals were brought forward with the permission of the chair.

AGENDA : To approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting were presented by the Co-ordinator and were approved as such by the members.

AGENDA 2: To provide financial assistance to faculty members for attending academic events.

RESOLUTION 2: It was unanimously agreed that college will financially assist the faculty members for attending Seminar, workshops, etc. as much as possible.

AGENDA 3: Regard internal exams for PG.

RESOLUTION 3: It was decided that the department should chalk out a combined schedule for internal examinations for PG.

AGENDA 4: To review AISHE and NIRF reports.

RESOLUTION 4: The committee reviewed and applauded the timely submission of AISHE & NIRF reports by Dr. Madanendra Singh and Dr. Anupam K. Singh respectively.

Internal Quality Assurance Cell (IQAC)

C M College (Arts & Commerce), Darbhanga, Bihar

IQAC Action Taken Report-2020-21

Action Taken Report

S. No.	Agenda	Resolution	Action Taken
1	Approval of the minutes of the previous meeting	Agreed and approved	Compiled
2	Distribution of masks and sanitizers in the nearby areas by NCC and NSS units	Agreed and approved	Implemented
3	Regarding installation of solar panel in college premises	Agreed to communicate to BREDA	Under process
4	To organize awareness campaign regarding Covid-19	Agreed to the same	Implemented
5	To review the completion of annual action plan	Reviewed and agreed	Prepared
6	To provide financial assistance for organizing academic events from internal sources	It was unanimously agreed that the college should provide such assistance	Under process
7	To provide financial assistance for teaching faculties to attend academic events from internal sources	It was unanimously agreed that the college should provide such assistance	Under process
8	To provide financial assistance for scholarships and awards to meritorious students from internal sources	It was unanimously agreed that the college should provide such assistance	Under process
9	Regarding submission AISHE report	Agreed for early submission of AISHE report by the Nodal Officer	Submitted
10	Regarding participation in NIRF	Agreed for early submission of NIRF report by the Nodal Officer	Submitted
11	Plantation drive on the lands of the college	Agreed for carrying out the plantation drive in collaboration with NSS, NCC and IQAC	Implemented
12	Formation of committees	Agreed and proposed to the Principal	Notified
13	Automation of library	It was agreed that automation of library should taken up as soon as possible	Under process
14	Providing heaters to respective departments in winter	It was agreed and forwarded to the principal	Implemented

MH
08.09.2021
Coordinator IQAC

CO-ORDINATOR
C. M. COLLEGE
DARBHANGA



08/09/2021
Principal

Principal
C. M. COLLEGE
DARBHANGA

Minutes of the Meeting

&

Action Taken Report

2019-20

09/09/19

86

A meeting of GBAC was held today on 09.09.2019 under the Chairmanship of Principal-cum-chairman at 10:30AM in the office chamber of GBAC. Following members were present in the meeting.

1. ANVIRANTAN SINGH - Officer
2. INDIRA JHA - Teacher 9/9/19
3. MD. ZEYA HAIDER, Coordinator, GBAC - (H) Mr 9/9/19
4. Anil Kumar Jha - Anil 9/9/19
5. Pr VIKASH KUMAR - Pr 09/09/19
6. Pr Ashok Kumar Poddar - Pr Poddar 9/9/19
7. MD. ZAFER ALAM - Pr Alam 9/9/19
8. Suresh Paswan - Pr Paswan 9/9/19
9. Mohan Mishra - Pr Mishra
10. RAM BINOD SINGH - Pr Singh
11. SHASHANK SHUKLA - Pr Shukla
- 12.
- 13.
- 14.

At the outset, the Principal-cum-chairman Dr. Mushtaque Ahmed welcomed the members. After that the agenda were presented with the permission of the chair.

Agenda 1: The minutes of previous meeting held on 06.04.2019 to be read and confirmed

Resolution: The minutes of the last meeting

was read by DDC Coordinator Dr. M. Z. Haidar and approved.

Agenda 2: Preparation of A&A for the year 2018-19.

Resolution: The member suggested that Criteria wise work responsibilities should be given to the faculty members. For this, with the permission of the chair all the seven criteria of the A&A were divided in the following manner.

Criteria 1 - Dr. M. Z. Haidar, Coordinator DDC

Criteria 2 - Dr. Latif Sharom

Criteria 3 - Dr. Tanima Kumari

Criteria 4 - Dr. Vijayan Pandey

Criteria 5 - Dr. Anupam K. Singh

Criteria 6 - Mr. Vikash Kumar

Criteria 7 & Institutional Profile } Mr. Shashank Shukla

It was also decided that draft copy of A&A (2018-19) would be put in next meeting of DDC for final approval.

Agenda 3: To Proposal to the Rehabilitation Council of India, New Delhi to organize 3 day CRIE Workshop on "Assessment and Intervention of Mental Health Problems in Persons with multiple disabilities".

Resolution: - The proposal prepared by PG Dept of Psychology, CM College was approved. The meeting ended with a vote of thanks.

Attn SV
7.08.2019

14/11/19

88

A meeting of IQAC was held today on 14.11.2019 at 01.30 PM under the chairmanship of Principal cum chairman in the office chamber of IQAC. Following members were present in the meeting:

1. ANVI RANJAN SINGH - *Prin*
2. MD. ZAFER ALAM - *Alam* 14/11/19
3. INDIRA DEVI - *Indira D* 14/11/19
4. Ashok Kumar Paddan - *@Paddan* 14/11/19
5. VERASH KUMAR - *V* 14/11/19
6. Lalit Shannu - *L* 14/11/2019
7. SHASHANK SHUKLA - *Shashank* 14/11/19
8. TANIMA KUMARI - *T* 14/11/2019
9. Suresh Kumar - *Suresh* 14/11/19
10. DIVAKAR JHA - *D* 14/11/19
11. MD. ZEYA HAIDER, Coordinator - *Z* 14.11.19
12. Anil Kumar Jha - *Anil* 14/11/19
13. RAM BINOD SINGH - *R* 14/11/19
- 14.

Dr. Mushtaqe Ahnied, Principal - cum - Chairman welcomed the members of IQAC. The meeting began with permission of the Chairman.

Agenda Item No. 1: To confirm the minutes of the last meeting held on 09.09.2019.
Resolution: The minutes of the last

meeting was read by Dr. M. Z. Haider, Coordinator, DAAC and was confirmed.

Agenda Item No 2. Review of the proposal of ADAR for the year 2018-19.

Resolution: The Coordinator presented the draft of the ADAR for the year 2018-19 before the members. The members discussed each and every point of the Draft ADAR. With some modifications it was approved. Now the Chairman instructed the DAAC Coordinator to put the draft ADAR in College Advisory Committee and after the approval of CAE the ADAR for the year 2018-19 would be uploaded on NAAC website.

Agenda Item No 3. Review of the Academic Calendar 2019-20.

Resolution: The members reviewed the ^{by the Departmental Committee} extent of compliance of the Academic Calendar 2019-20. It was resolved that Department and different Committees of the College, who were behind the timeline, should be encouraged/instructed to strictly follow the Academic calendar.

Agenda No 4. To organize CRE workshop.

Resolution: The proposal sent by Dept. of Psychology was accepted and got the permission by RC9, New Delhi to organize three day workshop. For this an organizing committee was constituted.

The meeting ended with a vote of thanks.

M/MSV
14.11.2019

04/02/20

90

A meeting of DBAC was held on 04.02.2020 at 12:30 PM under the chairmanship of Principal-cum-chairman in the office chamber of DBAC. Following members were present in the meeting.

1. ANVI RANJAN SINGH - ~~Amel~~ 4.2.20
2. MD. ZABER ALAM - ~~al~~ 4.2.20
3. Ashok Kumar Paddor - ~~@ Paddor~~ 4.2.20
4. INDIRA JHA - ~~Indira~~ 4.2.20
5. VIKASH KUMAR - ~~iv~~ 04/02/20
6. Divakar Jha - ~~Divakar~~ 4.2.20
7. TANIMA KUMARI - ~~T~~ 04/02/20
8. SHASHANK SHUKLA - ~~Shashank~~ 4.2.20
9. Suresh Paddor - ~~Suresh~~ 4.2.20
10. MD. ZBYA HAIDER, Coordinator - ~~Md Zbya~~ 4.2.20
11. Anil Kumar Jha - ~~Anil~~ 4.2.20
12. RAM BINOD SINGH - ~~RBS~~ 4.2.20
- 13.
- 14.

At the outset, the Principal-cum-chairman Dr. Mushtaque Aharad welcomed the members. He also informed the house that AQAR for the year 2018-19 had been successfully uploaded on NAAC portal on 16.11.2019 and the NAAC had accepted the said AQAR on 26.12.2019 with Comment, "HEI HAS PROVIDED THE REQUIRED DOCUMENTS". After that agenda were presented by the Coordinator.

Dr. M.Z. HANDEER with the permission of the chair.

ITEM NO 1: To Confirm the minutes of the last meeting.

Decision: The minutes of the last meeting were read by IQAC Coordinator and were approved by the Committee.

ITEM NO 2: To review the completion of UG and P.G Syllabus.

Decision: The report on completion of Syllabus submitted by the HODs of the College was reviewed by the members. It was resolved that the departments that were behind the timeline should arrange some extra classes to complete the Syllabus.

ITEM NO 3: To discuss the ~~report~~ ^{Administrative} of Internal and ~~Acad~~ ^{Audit} Audit.

Decision: After review of the Audit report, the members resolved that all the departments should be communicated to take corrective measures.

ITEM NO 4: Discussion on By-law/Regulation of C.M. College Alumni Association.

Decision: The members approved the by-law of C.M. College Alumni Association with some modification. Members also authorized the chairman to constitute the Alumni Association according to the provisions of said by-law and after the constitution the process of registration should be ^{initiated}.

ITEM NO 5: Review of activities of NSS, NCC, Different Committees and Ek Bharat Shreshtha Bharat.

Decision: After review, the member suggested that some more emphasis should be given on extension activities. Their suggestions were communicated to the coordinators of different Cell.

ITEM NO 6: Implementation of College Automation System (CAS)

Decision: The IQAC Coordinator emphasized the need to implement CAS to gather all useful information in few clicks for NAAC purposes. The member also recommended to implement CAS with college.

Dr. M.Z. HANDEER

4.2.2020

18/03/20

92

A meeting of SBAC was held today on 18.03.2020 at 1:00 PM under the chairmanship of Principal - Cum - Chairman in the office chamber of SBAC. Following members were present in the meeting.

1. INDIRA JHA — Indira Jha 18/3/20.
2. DIVAKAR JHA — Divakar Jha 18/3/20
3. MD. ZEYA HAIDER, Coordinator — MD. ZEYA HAIDER 18.3.20
4. Lalit Sharma — Lalit Sharma 18/3/2020
5. Ashok Kumar Padder — Ashok Kumar Padder 18/3/20
6. Anvi RANJEAN SINGH — Anvi RANJEAN SINGH 18.3.2020
7. VIKASH KUMAR — Vikash Kumar 18.03.2020
8. TANIMA KUMARI — Tanima Kumari 18/3/20
9. Suresh Panna — Suresh Panna 18.03.20
10. SHASHANK SHUKLA — Shashank Shukla 18/03/20
11. Anil Kumar Jha — Anil Kumar Jha 18/03/20
12. RAM BINOD SINGH — Ram Binod Singh 18/03/20
13. —
14. —

Since two-third members present in the meeting, quorum was obtained. At the outset, the chairman Dr Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and suggest the measures to strengthen the academic environment of the College. Thereafter the items of consideration were taken up with the permission of the Chair.

ITEM NO 1: The approval of minutes of last meeting.

Decision: The minutes of last meeting was approved by the member.

ITEM NO 2: To develop e-content/learning materials for the students.

Decision: Resolved that faculty members of the college should be encouraged to develop e-learning resources in view of the expected COVID-19 breakdown in India.

ITEM NO 3: To finalise Fulme Plan of the college for the AY 2020-21

Decision: The report on the fulme plan for 2020-21 was presented by the coordinator and members approved it with some modifications.

ITEM NO 4: To finalise the two best practices for the AY 2020-21

Decision: After discussion it was resolved that college should adopt following two best practices for the year 2020-21.

1. Creation of e-learning resources

2. Conducting Online classes during COVID-19 period.

ITEM NO 5: Preparation of AQAR for the year 2019-20

Decision: Resolved that a team should be constituted to prepare the AQAR for the year 2019-20 after the completion of the AY 2019-20 in June 2020.

ITEM NO 6: Preparation of Academic Calendar for the year 2020-21

Decision: Resolved that Academic Calendar (2020-21) should be prepared after the publication of University Academic Calendar.

ITEM NO 7: Review the preparation of IIR and SSR for 3rd cycle.

Decision: The report on the preparation of IIR and SSR for 3rd cycle was presented by IQAC coordinator. The members observed that due to COVID-19, the college should go for NAAC accreditation after completion of the present AY. For this AQAR for the year 2019-20 should be submitted first in the month of September 2020.

ITEM NO 8: Any other matter with permission of the chair.

No issues were raised.

ATM SV
16.03.2020

Internal Quality Assurance Cell (IQAC)

C M College (Arts & Commerce), Darbhanga, Bihar

IQAC Action Taken Report-2019-20

Action Taken Report

S. No.	Agenda	Resolution	Action Taken
1	Approval of the minutes of the previous meeting	Agreed and approved	Compiled
2	To allot different criterions of AQAR to respective faculties	Agreed and approved	Notified
3	Proposal to Rehabilitation Council of India, New Delhi to organize three day CRE workshop	Agreed to draft proposal	Workshop organized by the PG department of Psychology
4	Reviewing AQAR of 2018-19	Agreed and reviewed the progress	Submitted
5	Review of academic calendar 2019-20	Reviewed the progress on academic calendar and agreed	Resolved
6	Discussion on regulations of C.M. College Alumni Association	The members approved the buy laws of the association with some modifications	Registered
7	Implementation of college automation system	Agreed to implement college automation system in administrative block for admission and accounts related works	Under process
8	Review of activities of NCC, NSS and Ek Bharat Shreshtha Bharat	Agreed and expressed satisfactory on the progress of these cells.	Resolved
9	Review the preparation of IIQA and AQAR for the third cycle	Agreed on the expeditious work for submitting IIQA	Under process

MH
29.07.2020
Coordinator IQAC

**CO-ORDINATOR
IQAC
C. M. COLLEGE, DARBHANGA**



29.07.2020
Principal
**C. M. COLLEGE
DARBHANGA**

Minutes of the Meeting

&

Action Taken Report

2018-19

14/08/18

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A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 14.08.2018 at 12:30 PM under the chairmanship of the Principal in his office chamber. The following members were present in the meeting:

1. Prof. ANIL KR Jha ————— 14/8/18
2. Narayan S/o ————— 14/8/18
3. Prabhat K. Chaudhary ————— 14.8.18
4. DIVAKAR JHA ————— 14/8/2018
5. Arzai Ranjan Singh ————— 14.8.18
6. Indira Oha ————— 14/8/18
7. Mohan Mishra ————— 14/8/18
8. Dr. Suresh Paswan ————— 14.8.18
9. MD. ZEYA HAIDER ————— 14.8.18
10. Ram Bhai Singh ————— 14/8/18
11. VIKASH KUMAR ————— 14.8.18
- 12.
- 13.

14/8/18

Since more than two-third members were present in the meeting, the quorum was obtained. At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting & suggest the ways

to strengthen the academic environment of the college.

Thereafter the agenda item were taken up with the permission of the chair.

Agenda 1 - To confirm ^{and approve} the minutes of last meeting.

Resolution: The coordinator presented the minutes of the last IQAC meeting for approval. The minutes were approved as presented.

Agenda 2 - Action Plan for AY 2018-19

Resolution: The members suggested & resolved the measures for successful & effective completion of AY 2018-19.

1. That syllabus should be decided in terms of minimum teaching hours to each & every topic of the syllabus at UG & Pg level.
2. That some new certificate courses (Add-on Courses) should be started.
3. That all blackboards should be replaced with white boards.
4. That two more class rooms should be equipped with ICT enabled audio-visual classrooms.
5. That the college through its IQAC should organise a workshop to aware the student about SWAYAM & APOCs.

6. ~~XXX~~ facility in the library at minimal cost should be provided to the student.
7. That the documentation of every activity should be made habit in the college.
8. That every department should organise two departmental seminar in AY 2018-19.
9. That every department should also organise one symposium every month on any important issues.
10. That there should be a brainstorming session among internal members of IQAC to make the feedback system more effective.
11. That the process of registration of alumni associations of the college should be expedited.

Agenda 3: Preparation of AQAR of the last 4 years.

Resolution: The members expressed their deep concern over the non-compliance of the NAAC instruction for mandatory submission of Annual Quality Assessment Report every year.

Since it has not been sent for the last 4 years, it was decided that SSR of the last 4 years should be sent on the priority basis in the month of September 2018.

Agenda 4 : Preparation of SSR for 3rd cycle.
Resolution : Resolved that Steering Committee for the purpose of preparing SSR of the college should be constituted at the earliest.

Agenda 5 : Discussion of CBCS to be implemented at PG level from AY 2018-19.

Resolution : After discussion, it was decided that Regulation of CBCS & syllabus should be made available to all the PG department of the college & opinion in terms of any discrepancies between Regulation & syllabus has to be sought as earlier.

Agenda 6 : Any other matters
Resolution : With the permission of the

Chairman Mr. Binod Kumari Pansari, external member of IQAC highlighted that awareness programs related to child marriage, Global warming & Asha Mukti should be organised by the College in the campus.

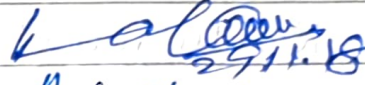
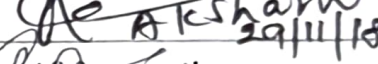
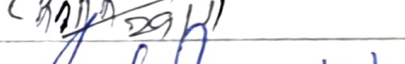
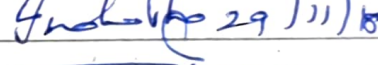
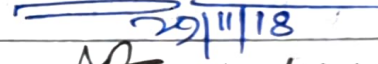
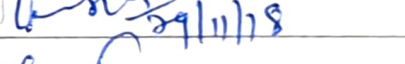
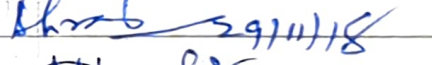
In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval. It was also decided to hold the next meeting of IQAC in the last week of Nov 2018. The meeting ended with a vote of thanks delivered by the Coordinator IQAC to the chair & members of IQAC.

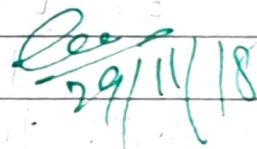
[Signature]
14/11/18

29/11/18

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A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 29/11/2018 under the chairmanship of Principal-cum-chairman ~~under~~ at 10:00 A.M. in the office chamber of IQAC. Following members were present in the meeting:

- | | |
|-------------------------|---|
| ① Mr. Zafar Alam |  29/11/18 |
| (2) Anand Ramjan Singh |  29/11/18 |
| (3) AMRENDRA K SHARMA |  29/11/18 |
| (4) Ashok Kr. Poddar |  29/11/18 |
| (5) Indira Oha |  29/11/18 |
| (6) DIVAKAR JHA |  29/11/18 |
| (7) DINESH PRASAD GUPTA |  29/11/18 |
| (8) NARAYAN JHA |  29/11/18 |
| (9) Prof. Anil Kr Jha |  29/11/18 |
| (10) Prof. Mohan Mishra |  29/11/18 |
| (11) MD. ZEYA HAIDER |  29/11/18 |
| (12) Ram Brijod Singh |  29/11/18 |

 29/11/18

At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and suggest ways to sort out the drawbacks and deficiencies

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in the college from the point of view of NAAC.

After that, the agendas were taken up with the permission of the chair.

Agenda 1: To confirm the minutes of the last meeting.

Resolution 1: The minutes of the last meeting were presented by the Co-ordinator and were approved by the members as such.

Agenda 2: To discuss and point out the SWOC and get it approved.

Resolution 2: The SWOC of the college, prepared by the committee constituted for this purpose, was approved with some modifications.

Agenda 3: Approval of the AQAR (2018-19) draft.

Resolution 3: The draft for the AQAR (2018-19) prepared by the members was approved unanimously.

Agenda 4: To discuss the Revised Accreditation Framework (RAF) issued by NAAC.

Resolution 4: It was resolved that a workshop should be organised by LOAC on

RAF issued by NAAC.

Agenda 5 : To regularise the Internal academic and Administrative audit of every department.

Resolution 5 : It was resolved to carry out the Internal Academic and Administrative Audit of every department by IQAC team in the second week of the December 2018.

Agenda 6 : To organise a computer literacy drive for the supporting staff.

Resolution 6 : It was resolved that a computer literacy drive for the Non-teaching staff of the college will be organised in the third week of December 2018.

Agenda 7 : To carry out plantation inside the college premises and outside on the behalf of the college.

Resolution 7 : It was resolved that a plantation drive inside the college premises and outside on the behalf of the college will be carried through the NSS unit of the college by the permission of the chair.

Agenda 8: To discuss the draft of AQAR for last 4 years thoroughly.

Resolution 8: The first draft of AQAR of last 4 years (2014-15, 2015-16, 2016-17 and 2017-18) prepared by the IQAC team was presented before the members. It was resolved that the draft will be further improved in accordance to the modifications suggested by the members.

Agenda 9: To fix the schedule for the next meeting of IQAC.

Resolution 9: It was resolved that the next meeting of IQAC will be held in February 2019.

In the end, it was decided that the minutes of the present meeting would be placed in front of College Advisory Committee (CAC) for its approval. The meeting ended with a vote of thanks delivered by the co-ordinator of IQAC to the Chair and the members of the committee.

[Signature]
29/11/19

18/02/19

7

99-

A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 18/02/2019 under the chairmanship of Principal-cum-chairman at 10:00 AM in the office chamber of IQAC. Following members were present in the meeting:

1. Enabhat K. Chaudhary
 2. Ashok K. Poddar
 3. Anzi Ramjan Singh
 4. Md. Zafar Alam
 5. Dr. Suresh Paswan
 6. AMRENDRA K SHARMA
 7. Indira Oha
 8. DIVAKAR JHA
 9. DINESH PRASAD GUPTA
 10. Prof. Anil K Jha
 11. VEKASH KUMAR
 12. MD. ZEYA HAIDER
 13. Ram Anand Singh
 - 14.
- 18.2.19
18/2/19
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18/2/19
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18.02.19
18/2/19
18/2/19

At the outset, the chairman-cum-Principal Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and propose

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some new programmes to be introduced in the new year.

After that, the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 29/11/2018 were presented by the Co-ordinator and were approved by the committee as such.

AGENDA 2: To discuss the report of Internal Academic and Administrative Audit of each department.

RESOLUTION 2: The report of the Internal Academic and Administrative Audit of each department done by IQAC was presented. The members resolved to take corrective measures suggested by the Co-ordinator and the committee.

AGENDA 3: To review the Action Plan for the Academic Year (2018-19)

RESOLUTION 3: The Action Plan for the Academic Year (2018-19) was reviewed and it was resolved that the incompletable schedules are needed to be finished.

on time in order to ^{avoid} trailing much from the fixed programme.

AGENDA 4: To review the extent of the courses completed by each department.

RESOLUTION 4: The committee review the extent to which each department has completed its syllabus. It was resolved that the departments that are behind the timeline should catch up with the help of extra classes.

AGENDA 5: To discuss the construction of Smart classes, etc.

RESOLUTION 5: It was resolved that the construction of two smart classes should be done. It was unanimously decided that the Seminar Hall, Language Lab, Psychology Lab and Smart class should be renovated.

AGENDA 6: To discuss about the Boys Common Room.

RESOLUTION 6: It was resolved that the Boy's Common Room should be renovated and more facilities should be provided in the room.

AGENDA 7: To discuss the organising of seminars and workshops.

RESOLUTION 7: It was resolved the Workshops and seminars should be organised and sponsored by IQAC on various themes in the next few months.

RESOLUTION 8: It was also resolved that the Green Audit of the College premises should be done with the permission of the chair.

In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval. The meeting ended with a vote of thanks delivered by the Co-ordinator of IQAC to the chair and the members of the committee.

Lee
18/11

06/04/19

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A meeting of the Internal Quality Assurance Cell (IQAC) was held today on 06/04/2019 under the chairmanship of Principal-cum-chairman at 10:00 AM in the office chamber of IQAC. Following members were present in the meeting:

- | | |
|---------------------------|------------------------|
| 1. Indira Pua | Indira Pua 6/4/19 |
| 2. Suresh Parmar | Suresh 6.4.19 |
| 3. Anand Rampr Singh | Anand 6.4.19 |
| 4. Prashant Kr. Chaudhary | Prashant 6.4.19 |
| 5. AMRENDRA K SHARMA | AMRENDRA 6/4/19 |
| 6. DIVESH PRASAD GUPTA | Divesh 6/4/19 |
| 7. Md. Zafar Alam | Md. Zafar Alam 6.4.19 |
| 8. ASHOK Kr. Fodder | Ashok 6/4/19 |
| 9. DIVAKAR JHA | Divakar 6/4/2019 |
| 10. NARAYAN JHA | N/A 6/4/19 |
| 11. VIKASH KUMAR | Vikash 06.04.19 |
| 12. Prof. Anil Kr Jha | Anil 6/4/19 |
| 13. MD. ZEYA HAIDER | MD 6/4/19 |
| 14. Ram Bimal Singh | Ram Bimal Singh 6/4/19 |
- Lee 6/4/19

At the outset, the Principal-cum-Chairman Dr. Mushtaque Ahmad welcomed the members to discuss the agenda of the meeting and to evaluate

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the performance of various committees in the Academic Year from the point of view of NAAC.

After that the agendas were presented with the permission of the chair.

AGENDA 1: To confirm and approve the minutes of the last meeting.

RESOLUTION 1: The minutes of the last meeting held on 18/02/2019 were presented by the Co-Ordinator and were approved by the committee as such.

AGENDA 2: To review the completion of the Undergraduate and Postgraduate syllabus.

RESOLUTION 2: It was resolved that a committee comprising the heads of various departments be formed to review the Undergraduate and Postgraduate syllabus's completion.

AGENDA 3: To start the preparation of 3rd cycle of NAAC Accreditation.

RESOLUTION 3: It was resolved that a time-based action plan will be prepared for the 3rd cycle of NAAC Accreditation.

AGENDA 4: To constitute the NAAC steering committee.

RESOLUTION 4: It was unanimously resolved that the new members shall be inducted in the NAAC steering committee.

AGENDA 5: To decide a plan of action for Academic, Administrative and Environmental Audit of the college.

RESOLUTION 5: Resolved that proposal for these Audits will be placed before College Advisory Committee and the department shall be informed to prepare for the same.

AGENDA 6: To prepare Academic calendar for 2019-20.

RESOLUTION 6: It was resolved that Academic Calendar will be prepared by IQAC once the calendar of University is finalized.

In the end, it was decided that the minutes of the present meeting would be placed before the College Advisory Committee for its approval.

The meeting ended with a vote of thanks delivered by the Co-Ordinator of IQAC to the chair and the members of the committee.

6/11/19

Internal Quality Assurance Cell (IQAC)

C M College (Arts & Commerce), Darbhanga, Bihar

IQAC Action Taken Report - 2018-19

Action Taken Report

S. No.	Agenda	Resolution	Action Taken
1	Approval of the minutes of the previous meeting	Agreed and approved	Compiled
2	Action plan for annual year 2018-19	Agreed to prepare the same	Prepared
3	Discussion on CBCS to implemented at PG level	Discussed and resolved	Resolved
4	Replacement of black boards with white boards	Agreed to the same	Replaced in some classes
5	To discuss SWOC of the college	Agreed and approved the same	Compiled
6	To discuss revised accreditation framework issued by NAAC	A workshop regarding the same is agreed to be organised	Implemented
7	Organise a computer literacy drive for supporting staff	Agreed to organize the same	Implemented
8	Internal academic and administrative audit of each department	Agreed to carry out the academic and administrative audit.	Departments were directed as such
9	Construction of smart classes	Unanimously approve the proposal	One smart class was constructed
10	Discussion about the boy's common room	Agreed for renovation and provision of more facilities like news papers and magazines in boy's common rooms	Implemented
11	Review the completion of UG and PG courses	Agreed to form a committee of heads to review the same	Committee formed
12	Green audit of the college	Agreed for green audit of the college campus	Under Process
13	Purchasing of more desktops	Agreed for the same	Implemented
14	Discussion AISHE report	Unanimously agreed for early submission of the same	Submitted


07.08.2019
Coordinator IQAC

**CO-ORDINATOR
IQAC**
C. M. COLLEGE, DARBHANGA




Principal
C. M. COLLEGE
DARBHANGA