

IQAC गठन, प्रथम बैठक का प्रतिवेदन

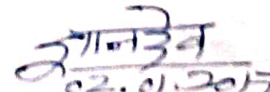
आज दिनांक 02 जनवरी 2017 को संस्थान के पाँच वर्ष पूर्ण होने के उपरान्त IQAC (Internal Quality Assurance Cell / आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ) का गठन प्राचार्य प्रो. ज्ञानदेव मणि त्रिपाठी की अध्यक्षता में हुआ। बैठक में सभी संकाय सदस्य एवं सहकर्मि उपस्थित थे। बैठक का आयोजन संस्थान के सेमिनार हॉल में हुआ। प्राचार्य प्रो. ज्ञानदेव मणि त्रिपाठी की अध्यक्षता में यह निर्णय लिया गया कि IQAC का गठन निम्न प्रकार किया जायेगा :-

- i. प्राचार्य, प्रो. ज्ञानदेव मणि त्रिपाठी, अध्यक्ष
- ii. पाँच वरीय संकाय सदस्य और एक वरीय सहकर्मि
 1. अजय कुमार सिंह, संकाय सदस्य, सदस्य।
 2. मन्व प्रकाश मिश्रा, संकाय सदस्य, सदस्य
 3. विभूति कुमार सिंह, संकाय सदस्य, सदस्य।
 4. रेखा कुमारी, संकाय सदस्य, सदस्य।
 5. अजीत कुमार, संकाय सदस्य, सदस्य।
 6. डॉ. एम.के. झा, पूर्व प्राचार्य, सी.टी.ई. छपरा, सदस्य।
 7. विवेक बत्स, तकनीकी सहायक, सदस्य।
 8. धनुषवीर साह, अध्यक्ष, MAA, सदस्य।

संस्थान के अन्य संकाय सदस्य एवं सह-कर्मि IQAC की प्रत्येक बैठक में भाग लेंगे एवं संस्थान की आंतरिक गुणवत्ता के लिए अध्यक्ष एवं सदस्यों के साथ विचार-विमर्श करेंगे। बैठक में, अध्यक्ष महोदय ने सभी सदस्यों को अवगत कराया कि IQAC के गठन का निम्न लक्ष्य है :-

(क) महाविद्यालय के शैक्षिक और प्रशासनिक कार्य-निष्पादन एवं उसके क्रियाकलापों के लिए गुणवत्ता संबंधी मापदंड तैयार करना और उन्हें लागू करना होगा।

(ख) गुणवत्तापूर्ण शिक्षा के लिए और संकाय की परिपक्वता के लिए शिक्षार्थियों केंद्रित वातावरण तैयार करने में मुखिया देना ताकि सहभागिता संबंधी शिक्षण और अधिगम प्रक्रिया के लिए अपेक्षित ज्ञान और प्रौद्योगिकी को अपनाया जा सके। महाविद्यालय के ऐसे विभिन्न कार्यक्रमों/ क्रियाकलापों को लिपिबद्ध करना, जिनसे गुणवत्ता में सुधार हो सके।


02.01.2017
प्रो. ज्ञानदेव मणि त्रिपाठी
प्राचार्य-सह-अध्यक्ष

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Letter No.: MCEM/IQAC-2017/001.

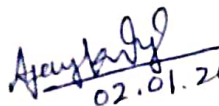
Date : 02-01-2017

Notice

I feel immense pleasure in informing you that Internal Quality Assurance Cell (IQAC) of Maitreya College of Education and Management has been constituted on 02nd January 2017 as per latest direction of UGC NAAC. A meeting of IQAC will be conducted on 12th January 2017 at 02:30 P.M. in the Staff Room of the College. All the members of IQAC are requested to attend.

Agenda :

1. To discuss about the strategies, functions and goals of IQAC
2. To discuss about the quality enhancement and enrichment of the available resources in the college.
3. To talk about the various parameters by the various academic and administrative activities
4. To discuss about organizing seminars, workshops and awareness programmes in the college for faculty development.
5. To talk about formation of Career Counseling and Placement Cell and Gender Sensitization Cell as per NAAC Guidelines
6. To understand about visit of Peer-Team
7. Any other matter with the permission of chair.


02.01.2017

IQAC Co-Ordinator

DR. GYANDEO MANI TRIPATHI


02.01.17

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& MANAGEMENT HAJIPUR, BIHAR

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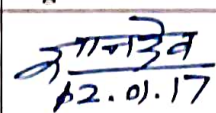
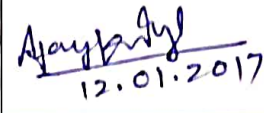
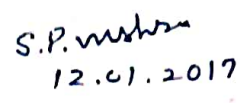
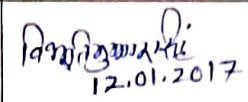
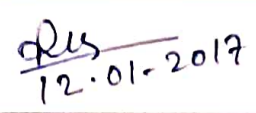
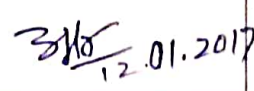
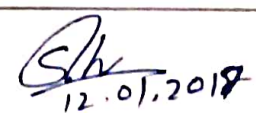
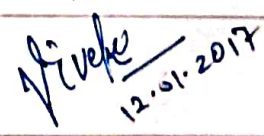
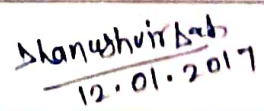
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Date: 12-01-2017

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 12th January 2017 in the staff room of Maitreya College of Education and Management at 2:30 P.M.

The followings members were present in the meeting :-

S.No.	Name	Designation	Signature
1	Prof. Gyandeo Mani Tripathi, Principal	Chairperson	 12.01.17
2	Ajay Kumar Singh, Assistant Professor	Co-ordinator	 12.01.2017
3	Satyaprakash Mishra, Assistant Professor	Member	 12.01.2017
4	Vibhuti Kumar Singh, Assistant Professor	Member	 12.01.2017
5	Rekha Kumari, Assistant Professor	Member	 12.01-2017
6	Ajeet Kumar, Assistant Professor	Member	 12.01.2017
7	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 12.01.2017
8	Vivek Vats, lab Assistant	Member	 12.01.2017
9	Dhanush Vir Sah, President, MAA (MCEM)	Member	 12.01.2017

Agenda of the meeting were discussed in detail and following decisions were made:
Agenda 1 : To discuss about the strategies, functions and goals of IQAC

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- IQAC Co-ordinator Ajay Kumar Singh greeted all the members and invited their view-points on the topic. All the members presented their opinions and it was decided unanimously that goal of IQAC is to at first assess the infrastructure present in the college and take productive steps for its improvement and making it reach up-to-the-mark. Principal appreciated the keen involvement of all the members of IQAC.

Agenda 2 : To discuss about the quality enhancement and enrichment of the available resources in the college.

- Principal expressed that M.C.E.M is running successfully with the present infrastructure, but to impart better quality of education and to get our college accredited through National Assessment and Accreditation Council, University Grant Commission (NAAC, UGC) the resources available have to be enhanced and our faculty members be enriched with modern technological ways of teaching.

Agenda 3 : To talk about the various parameters by the various academic and administrative activities

- 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 UGC Official website so that the members be well informed about the various parameters through different academic and administrative activities.

Agenda 4 : To discuss about organizing seminars, workshops and awareness programmes in the college for faculty development.

- It was explained by the IQAC Co-ordinator Ajay Kumar Singh that faculty development is a vital requirement for attaining quality education in the college and for the purpose Seminars, Workshops and Awareness Programmes be organized from time-to-time with which students and faculty members will get benefitted for their overall development. It was decided with full majority of votes that a five days FDP ICT Training for Teachers, Nonteaching and students programme should be conducted in college.

Agenda 5 : To talk about formation of Career Counseling and Placement Cell and Gender Sensitization Cell as per NAAC Guidelines

- Regarding this agenda it was decided in complete accordance that committee like Career Counseling and Placement Cell and Gender Sensitization Cell etc. be constituted very soon, so that students be imparted quality education along with making them feel about that the college is concerned about the betterment of students.

Agenda 6 : To understand about visit of Peer-Team

- Ajay Kumar Singh, a member of IQAC explained in detail about NAAC Peer-Team Visit. He said :
 - The primary focus of the NAAC team is to uplift the quality of higher education by verifying the teaching-learning practices in an institution. To

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maintain the highest quality of education while ensuring best practices, our College needs to work in synchronization with the NAAC criteria & prepare Self-Study Report (SSR) Reports. We must ensure that the reports being submitted are free from any kind of error. College, a centre meant for Higher Education needs to ensure that it has a precise record of all the following details:

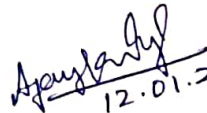
- Student Details: Accurate record of current students & also, the students from the alumni batch including - their name, enrolment number, category, caste, course details, state, country, mobile number, etc need to be maintained in the institution's record along with the necessary documents verifying the same.
- Faculty: Faculty details consisting of their name, address, date of joining, qualifications, department, research papers, awards, etc needs to be present in the institutional record.

All members appreciated Ajay Kumar Singh and all members unanimously decided to prepare themselves to make the Peer-Team visit a SUCCESS.

Agenda 7 : Any other matter with the permission of chair.

- Principal asked the members for any agenda, if any. Members were of opinion that already we had a detailed discussion, therefore no need for any agenda.

Ajay Kumar Singh, Coordinator, IQAC thanked all the members including chair and in this way meeting ended.


12.01.2017
IQAC Co-ordinator

DR. GYANDEO MANI TRIPATHI


12.01.2017
PRINCIPAL
MAITREYA COLLEGE OF EDUCATION
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Letter No.: MCEM/IQAC-2017/...02

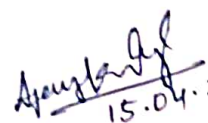
Date : 15-04-2017

Notice

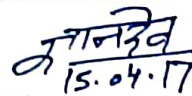
This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 19th April 2017 at 3:00 P.M. in the Staff Room of the College. All the members of IQAC are requested to attend.

Agenda

1. To confirm the proceedings of last meeting
2. To talk about formation of various committees as per NAAC Guidelines
3. To discussion on purchasing of books
4. To discuss about organizing a Workshop for Bihar Student Credit Card Yojna
5. To discussion on purchasing of Language Lab Material.
6. To discuss about organizing Poetry, Painting and Singing Competition.
7. To discussion on repair of drainage system problem
8. Any other matter with the permission of chair.


15.04.2017
IQAC Co-Ordinator

DR. GYANDEO MANI TRIPATHI


15.04.17
PRINCIPAL Principal
MAITREYA COLLEGE OF EDUCATION
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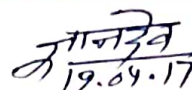
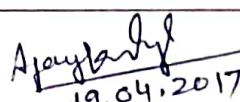
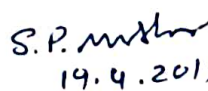
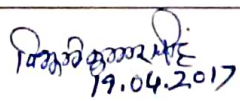
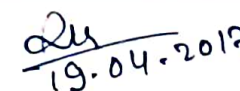
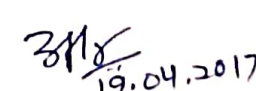
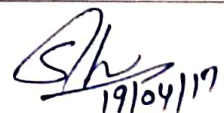

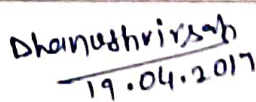
Affiliated to Aryabhatta Knowledge University, Patna

Date : 19-04-2017

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 19th April 2017 at 3:00 P.M. in Staff Room of the College.

The followings members were present in the meeting :-

S.No.	Name	Designation	Signature
1	Prof. Gyandeo Mani Tripathi, Principal	Chairperson	 19.04.17
2	Ajay Kumar Singh, Assistant Professor	Co-ordinator	 19.04.2017
3	Satyaprakash Mishra, Assistant Professor	Member	 19.4.2017
4	Vibhuti Kumar Singh, Assistant Professor	Member	 19.04.2017
5	Rekha Kumari, Assistant Professor	Member	 19.04.2017
6	Ajeet Kumar, Assistant Professor	Member	 19.04.2017
7	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 19/04/17
8	Vivek Vats, lab Assistant	Member	 19.04.2017
9	Dhanush Vir Sah, President, MAA (MCEM)	Member	 19.04.2017

The members discussed the agenda and came to following decisions.

Agenda 1: To confirm the proceedings of last meeting

Members undividedly confirmed the proceedings (minutes) of last meeting held on 12th January 2017

Maitreya College of Education & Management

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Agenda 2: To talk about formation of various committees as per NAAC Guidelines

It was unanimously decided to form different committees as per NAAC guidelines. The Chairperson and the coordinator of the IQAC were authorised to form these committees as earliest.

Agenda 3: To discussion on purchasing of books

It was decided to demand requisition of books from the college teachers as per requirement. After that books should be purchased as per requirement by the management/college.

Agenda 4: To discuss about organizing a Workshop for Bihar Student Credit Card Yojna

It was unanimously decided to organizing a Workshop on Bihar Student Credit Card Yojna for students can avail benefits of this scheme.

Agenda 5: To discussion on purchasing of Language Lab Material

It was decided to purchase the language lab material as per requirement or requisition received by the department.

Agenda 6: To discuss about organizing Poetry, Painting and Singing Competition

It was unanimously decided to organizing a Poetry, Painting and Singing Competition in the college for the development of extra-curricular skills in the students.

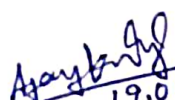
Agenda 7: To discussion on repair of drainage system problem

It was unanimously decided to repair drainage system problem as earliest.

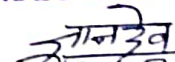
Agenda 8: Any other matter with the permission of chair.

Principal asked the members for any agenda, if any. Members were of opinion that already we had a detailed discussion, therefore no need for any agenda.

Ajay Kumar Singh, Coordinator, IQAC thanked all the members including chair and in this way meeting ended.


19.04.2017
IQAC Co-ordinator

DR. GYANDEO MANI TRIPATHI


17.04.2017
Principal
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