

CHETHRU MAHTO JANTA COLLEGE

DONWARIHAT, P. O.: KHUTAUNA, MADHUBANI

INTERNAL QUALITY ASSURANCE CELL

MEETING NO - 01

NOTICE

Date: 28.06.2012

It is hereby informed to the members of the IQAC of the College that a meeting will be held on 03.07.2012, Tuesday in the Principal Chamber at 1.00 pm to discuss the items of the agenda given below.

Therefore, all members are requested kindly to make it convenient to attend the meeting.

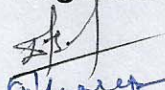
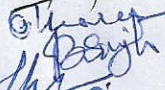

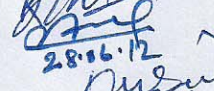
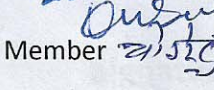


Agenda

- 1) Address by the chairperson about IQAC.
- 2) Formation of committees and sub – committees for good governance.
- 3) Information to the concerned authorities regarding formation of IQAC.
- 4) Miscellaneous by permission of chair.

Members

- | | |
|-----------------------------|--------------------|
| 1. Dr. D. P. Singh | Principal |
| 2. Dr. Uttam Lal Thakur | Dept. of English |
| 3. Dr. J. B. Singh | Dept. of History |
| 4. Dr. Kamal Nath Jha | Dept. of Sanskrit |
| 5. Dr. Vinod Baitha | Dept. of Economics |
| 6. Mr. Onkar Nath Sinha | Head Assistant |
| 7. Mr. Yogendra Kumar Singh | Local Community |

Signature

- | | |
|------------------|---|
| Chairperson |  |
| Coordinator |  |
| Member |  |
| Member |  |
| Member |  |
| Member |  |
| External- Member |  |


IQAC Co-ordinator


Chairperson

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 03.07.2012

Venue: Office of the IQAC

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held on 03.07.2012 in the Principal Chamber. The meeting was presided over by the Chairperson of the IQAC - Dr. D. P. SINGH (Principal).

Agenda:

- 1) Address by the chairperson about IQAC.
- 2) Formation of committees and sub – committees for good governance.
- 3) Information to the concerned authorities regarding formation of IQAC.
- 4) Miscellaneous by permission of chair.

Name and Signature of the Members


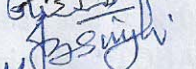
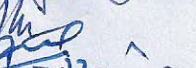
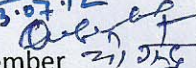

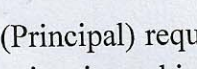
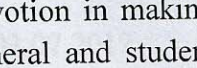
Following members attended the meeting:-

MEMBER'S PRESENT

Members

- | | |
|-----------------------------|--------------------|
| 1. Dr. D. P. Singh | Principal |
| 2. Dr. Uttam Lal Thakur | Dept. of English |
| 3. Dr. J. B. Singh | Dept. of History |
| 4. Dr. Kamal Nath Jha | Dept. of Sanskrit |
| 5. Dr. Vinod Baitha | Dept. of Economics |
| 6. Mr. Onkar Nath Sinha | Head Assistant |
| 7. Mr. Yogendra Kumar Singh | Local Community |

Signature

Chairperson	
Coordinator	
Member	
Member	
Member	
Member	
External- Member	

1. In an opening address the Chairperson of the IQAC - Dr. D. P. Singh (Principal) requested all members of IQAC to contribute full of their enthusiasm and devotion in making the IQAC meaningful for all round development of the College in general and students in particular.

The members present in the meeting assured the chairperson that they should do their best of efforts in achieving quality enhancement and quality sustenance of the institution.

2. It is discussed and unanimously decided to constitute various committees and sub committees for smooth and proper governance of the college.

The committees and sub committees thus decided to form unanimously are follows:

- I. **Library advisory committee**
- II. **Laboratory advisory committee**
- III. **Grievance and redressal committee**
- IV. **Sports and cultural committee**
- V. **Anti – Ragging and prevention of sexual harassment cell**
- VI. **Alumni cell**
- VII. **Career counseling cell to be Continued**
- VIII. **Feedback committee**
- IX. **Gardening and green audit committee**
- X. **Magazine committee.**

It is further decided that co-ordinator in consultation with chairperson will nominate the members of various committees and cell and accordingly informed to all concerned.

3. It is decided to write a letter to UGC, University and authorities of concern regarding formation of the IQAC- Internal Quality Assurance Cell.
4. By permission of chair
 - a) IQAC co-ordinator draw attention towards the percentage of attendance of the students and it is unanimously decided to publish it on a notice board and to classrooms about minimum 75% of attendance of students to be eligible to fill up their form.
 - b) Members drew attention towards the “Tobaco Free Campus” and it is further decided that the entire college campus should be completely “TOBACCO FREE” and a proper notice has to be served to all stakeholders.

With vote of thanks to the chair the meeting concluded.


CHAIRPERSON

03.07.2012