मगध महिला महाविद्यालय
MAGADH MAHILA COLLEGE
Patna University, Patna
UGC NAAC Re-Accredited 'A' Grade College
College with Potential for Excellence (CPE) Status accorded by the UGC
[Estd. 1946]

NOTICE

A meeting of IQAC Committee will be held on 13th April 2018 at 3.00.PM. in the Chamber of undersigned. All members of College NAAC Committee are requested to attend the same.

Shalli Sharma
13/04/18
Principal

List of IQAC Committee enclosed P

Postal Address: **Magadh Mahila College**, North of Gandhi Maidan, Patna-800001, Bihar, India
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Tel.: 0612-2219454

Internal Quality Assurance Cell
Magadh Mahila College
Patna University

The composition of Internal Quality Assurance Cell (IQAC) for Academic Session – 2017-18 & 2018-19 is as follows :

Sl No.	Name	Designation	Signature
01	Prof.(Dr.) Shashi Sharma	Principal Magadh Mahila College, Patna University, Patna	13/04/18
02	Dr. Vijaypal Singh	Chief Commision Employees Provident Fund Patna , Bihar	
03	Dr. A.K. Nayak	Director IIBM, Patna	
04	Prof.(Dr.) Dolly Sinha	Pro Vice Chancellor Patna University, Patna	
05	Prof.(Dr.) Asha Singh	Ex-Principal Magadh Mahila College Patna University, Patna	
06	Dr. Shivesh Ranjan	State Coordinator, RUSA	
07	Padamshree Dr.Usha Kiran Khan	Eminent Litterateur (Hindi – Maithili) and Historian	
08	Dr. Ratna Purkayastha	(Alumna) ADP Doordarshan Patna	13/4/18
09	Dr. Sunita Prakash	Textile Designer (Local Society)	
10	Mr. Manoj Sinha	Director, Indian Institute of Entrepreneurship Development, Patna(Management)	13/4/18
11	Wing Commander Narendra Kumar R	Chairman Alankar Auto Sales and Service, Patna	18/4
12	Prof. (Dr.) Renu Ranjan	Entrepreneur, HoD, Sociology Magadh Mahila College Patna University (Retd)	13.04.2018
13	Dr. Nupur Bose	Associate Professor in Geography A N College, Patna	
14	Prof. (Dr.) Basabi Mahapatra	PG Head, Department of Chemistry Patna University, Patna	13.04.18
15	Dr. Bandana Singh	Dept. of Home Science Magadh Mahila College,Patna	13/04/18
16	Divya Bharti	General Secretary Students' Central Society Magadh Mahila College Patna University, Patna	

Sl No.	Name	Designation	Signature
17	Ayesha Khatoon	Assistant General Secretary Students' Central Society Magadh Mahila College Patna University, Patna	Ayesha
18	Dr. Anju Srivastava	Coordinator IQAC Magadh Mahila College Patna University, Patna	13.04.2018
19	Dr. Anjum Fatima	Dept. of Chemistry Member NAAC Committee Magadh Mahila College, Patna University, Patna	13.4.18
20	Dr. Pushpanjali Khare	Dept. of Botany Member NAAC Committee Magadh Mahila College, Patna University, Patna	13.4.18
21	Dr. Surendra Kumar Prasad	Coordinator BBA Member NAAC Committee Magadh Mahila College, Patna University, Patna	13/4/18
22	Dr. Shyam Deo Yadav	Dept. of Chemistry Member NAAC Committee Magadh Mahila College, Patna University, Patna	13.4.18
23	Dr. Pushpalata Kumari	Dept. of Political Science Member NAAC Committee Magadh Mahila College, Patna University, Patna	13.04.18
24	Mr. Arun Kumar (Special Invitee)	Computer Analyst Dept. of Botany, Magadh Mahila College Patna University, Patna	

13/04/18

Principal
Magadh Mahila College
Patna University, Patna

Magadh Mahila College
Patna University, Patna

Minutes IQAC Meeting, 13th April, 2018

A Meeting of IQAC was held in the Chamber of undersigned on April 13, 2018 at 3.00 PM under the chairmanship of Principal of the College in which the following were present:

1. Prof. (Dr.) Shashi Sharma, Principal
2. Prof. (Dr.) Renu Ranjan, Dept. of Sociology (Retd.), Magadh Mahila College
3. Dr. Ratna Purkayastha , (Alumna) ADP Doordarshan, Patna
4. Wing Commander Narendra Kumar, Chairman, Alankar Auto Sales and Service, Patna
5. Mr. Manoj Kumar Sinha , Director , IIED, Patna
6. Dr. Sunita Prakash , Textile Designer (Local Society)
7. Dr. Anjum Fatima , Dept. of Chemistry, Magadh Mahila College
8. Dr. Bandana Singh, Dept. of Home Science, Magadh Mahila College
9. Dr. Pushpanjali Khare , HoD, Dept. of Botany, Magadh Mahila College
10. Dr. Pushplata Kumari, Dept. of Political Science, Magadh Mahila College
11. Dr. Surendra Kumar Prasad, Coordinator BBA, Magadh Mahila College
12. Dr. Shyam Deo Yadav, Dept. of Chemistry, Magadh Mahila College
13. Arun Kumar, Computer Analyst, Dept. of Botany, Dept. of Chemistry, Magadh Mahila College
14. Divya Bharti , General Secretary, Magadh Mahila College
15. Ayesha Khatoon, Assistant General Secretary, Magadh Mahila College

13/04/18

Proceedings:

The meeting started with the address by the Principal. She emphasized the important issues and need of institution regarding the forthcoming visit of NAAC Teem for 3rd Cycle assessment and accreditation.

The following issues were discussed:

1. Inviting suggestions from the members of the committee for preparation for NAAC visit, 2018.
2. Discussion on initiatives to raise funds for the college.
3. Inviting suggestions to achieve long term goals.
4. Inviting suggestions to achieve short term goals.

Resolutions:

In compliance with the agenda mentioned earlier, certain resolutions were passed unanimously. The discussions were concerned with the 3rd Cycle assessment and accreditation of the College by NAAC. The following decisions and resolutions were taken unanimously:

1. In the light of 3rd Cycle NAAC assessment and accreditation all departments should keep documents pertaining to students, faculty and departmental profiles updated.
2. To raise the funds for college i) A letter of reminder should be sent to the Department of Higher Education, Govt. of Bihar for reimbursement of pending amount of Students' Fee of Conventional Courses to the College ii) UGC should be approached to release the allocated grant of CPE as soon as possible.

3. LONG TERM GOALS

3.1 Academic Goals:

8/8/6/18

To enrich academic goals proposals, preparation of syllabus for the following courses will be made and placed in the Academic Council Meeting for approval

- Three year B.A. Honors course in Geography
- Three year B.A. Honors course in Mass Communication (under self-financing scheme)
- Two year degree course in B.Ed. (under self-financing scheme)
- Two year Masters in Computer Applications (MCA) (under self-financing scheme)
- Two year Masters in Business Management (MBA) (under self-financing scheme)
- Two year Masters in Commerce (M.Com.) (under self-financing scheme)

3.2 **Civil Work:**

Steps need to be taken to create

- Capital assets that mainly includes construction of buildings including hostel for 500 girls
- Capital assets for construction of academic cum administrative building at MMC campus
- Funds for construction of New Girls' Common Room
- Funds for construction of New Canteen for students
- Funds for construction of Students' Information Centre

3.3 Short-Term Development Projects:

Steps need to be taken urgently

- Rain Water Harvesting Unit
- Solid / Liquid Waste Manage Unit
- E-Waste Management Process

3.4. Electric Work:

- New wiring work for inside Main Building to be taken up on priority basis

3.5. Upgradation of all Labs (Computer, Science, Home Sc. & Psychology)

The following tasks were identified to be taken up for improving labs:

- Renovation and Maintenance of Language Lab
- Facilitation of ICT teaching-learning resource
- Renovation and Maintenance of Computer Lab
- Purchase of lab consumables and software
- Maintenance of all Equipment
- Renovation and Maintenance of all Science Laboratories
- Renovation and Maintenance of Home Science Lab
- Renovation and Maintenance of Psychology Lab

4. Inviting suggestions to achieve short term goals for facing day to day challenges and smooth functioning of college

The following points were suggested by members attending the meeting to improve the functioning and all-round development of College:

4.1 Fixing of electrical main panel and service panels for HT line

4.2 Establishment of Incubation Center, inauguration to be on 15th May, 2018

4.3 Establishment of Parent-Teacher Association, inauguration to be on 28thApril, 2018

4.4 Establishment of MMC Retired Teachers Association, inauguration to be on 30th April 2018

4.5 Introduction of Six New Certificate Courses in Fine Arts, IT Skill and

4.6 Office Management in the coming Academic Sessions 2018-19 such as:

Fine Arts Skill:

a) Three Months Certificate Course in Block Painting

b) Three Months Certificate Course in Madhubani Painting

c) Three Months Certificate Course in Tikuli Art

28/04/18

d) Three Months Certificate Course in Jute Art, Craft and Design

IT Skill

e) Six month certificate course in IT skills development in Graphics and Web Design

Office Management:

f) Six month certificate course in Office Management

4.6 Office Automation

4.7 Renovation and Upgradation of Library automation

4.8 Implementation of CIC (certificate course in Computer Applications) for all conventional courses for skill development of students

Civil Work on Campus

4.9. Budgetary beautification of college that includes renovation of college Internal Gate, Main Piller and outer campus of the college

4.10 Provision of basic amenities on the campus

4.11 Necessary repair and furnishing of Main Building and Classrooms

4.12 Renovation of Staff Room as Conference Hall

4.13 Renovation of Students' Common Room with indoor game facility and basic amenities

4.14 Establishment of Waiting Lounge for Visitors/ Drivers

4.15 Establishment of Recess Lounge only for Student

4.16. Creation of one Washroom only for students inside the Students' Common room area.

13/04/18

Principal

Principal
Magadh Mahila College, Patna

Action Taken Report of the IQAC Meeting – 13th April, 2018

- **Academic Goals**

1- Request has been sent to the Academic Council, Patna University for opening Three Year B.A. Hons. Course in Geography , Mass Communication (Under Self Financing Scheme), Two year Degree Course in B.Ed, M.C.A, M.B.A, M.Com (Under Self Financing Scheme),

- **Civil Goals**

1 - Request has been sent to the Government of Bihar for Building Hostel for 500 Girls

2- Requisition has been sent to the Government of Bihar for construction of Academic cum Administrative Building at Magadh Mahila College Campus.
3- New Girls' Common Room has been build and action has been accomplished.
4- New Canteen for students "Madalsa Students Cafeteria " was built successfully and has been open for the students.
5- Requisition has been sent for the construction of Students' Information Centre.

- **Short Term Development Projects**

1- Urgent steps were taken for building Rain Water Harvesting Unit and was accomplished successfully.
2- Solid / Liquid Waste Management Unit was also successfully accomplished.
3- E- Waste Management Unit was also successfully accomplished.
4- Electric Work – Request has been sent to the Government of Bihar for new wiring work inside Main Building.

- **Upgradation of all Lab – (Computer, Science, Home Science & Psychology)**

1- Action has been accomplished successfully regarding renovation and maintenance of Language Lab, ICT Teaching Learning resource, Computer Lab, Science Lab, Home Science Lab and Psychology Lab.

- Requisition has been sent for fixing of electrical main panel and service panel for HT line.
- Incubation Centre was established successfully.
- Parents' Teacher Association was established successfully.
- MMC Retired Teachers Association was established successfully.
- Six New Certificate Courses in Fine Arts and IT Skills were introduced in 2018.

13/04/18
Prof. Shashi Sharma
Principal
Principal
Magadh Mahila College, Patna