



# MAGADH MAHILA COLLEGE

North Gandhi Maidan, Patna 800001

Patna University, Patna

Phone: + 91 (612) 2219454; Mobile: + 91 72618 05666

Fax: Fax: +91 (612) 2219454

Website: <https://magadhmahilacollege.org>

Email: [info@magadhmahilacollege.org](mailto:info@magadhmahilacollege.org)

8<sup>th</sup> January, 2018

## MINUTES OF MEETING

A Meeting of IQAC was held in the Chamber of undersigned on January 8, 2018 at 2:00 PM under the chairmanship of Principal. The meeting started with the address by the Principal. She emphasized on the need of work ethics and improvement in students' facilities for the forthcoming visit of NAAC assessment and accreditation as well as the report making of NAAC. Discussions were held on how to make the AQAR of the year 2015-16 & 2016-17 of the College in which the following were present:

Sl No.	NAME	Designation / Member of IQAC
1.	Prof.(Dr.) Shashi Sharam <b>Chairperson</b>	Principal
2.	Dr. Anju Shrivastava <b>Coordinator IQAC</b>	HoD, Home Science
3.	Dr. Shivesh Ranjan <b>Government Representative</b>	OSD Education Department State Coordinator, RUSA
4.	Dr. Rajan Sinha <b>External Expert</b>	Director, Prof. G P Sinha Centre for Disaster Management and Rural Development, Patna
5.	Mr. Manoj Kumar Sinha <b>Management Representative</b>	Director, Indian Institute of Entrepreneurship Development
6.	Prof. (Dr.) Renu Ranjan <b>Teacher Representative</b>	HoD, Sociology (Retd.) Magadh Mahila College, PU
7.	Dr. Santosh Kumar <b>Teacher Representative</b>	Associate Professor, Physics College of Commerce,
8.	Padmshree Dr. Usha Kiran Khan, <b>Alumna</b>	Eminent Litterateur (Hindi –Maithili) and Historian
9.	Dr. Ratna Purkayastha <b>Stakeholder &amp; Alumna</b>	Ex. Programme Director Doordarshan, Chennai
10.	Dr. Anjum Fatma <b>Member</b>	University Professor HoD, Chemistry, MMC
11.	Dr. Bandana Singh <b>Member</b>	University Professor Dept. of Home Science, MMC
12.	Dr. Pushpanjali Khare	Assistant Professor

	<b>Member</b>	<b>HoD, Botany, MMC</b>
13.	<b>Dr. Abha Sinha</b> <b>Local Society</b>	Master Trainer, Madhubani Printing Certificate Course, MMC
14.	<b>Ms. Divya Bharti</b> <b>Students' Representative</b>	General Secretary Students' Central Society, MMC
15.	<b>Ms. Ayesha Khatoon</b> <b>Students' Representative</b>	Asst. General Secretary Students' Central Society, MMC

**The following issues were discussed:**

1. Regular IQAC Meeting
2. Formation of Parents- Teachers Association
3. Preparation of Alumnae Meet 2018
4. Introduction of House System
5. Introduction of new Career Oriented Certificate Courses
6. Creation of New Students' Common Room and Canteen
7. Creation of GYM for students and teachers
8. Upgradation of Central Library
9. Eight (8) Mini and 2 Main Electrical Panels with New Electric Room
10. Fire Extinguisher for Main Building and Science Laboratories

**RESOLUTIONS**

The Chairperson welcomed the members to the meeting. The minutes of the previous meeting was confirmed.

Following resolutions were taken in the meeting:

1. It was resolved that the meeting of IQAC will be held regularly and the record of the meeting is to be maintained in a separate register.
2. It was resolved that a Parents- Teachers Association will be formed on April 28, 2018. Dr. Janardan Prasad will be the coordinator of programme.
3. It was resolved that the Alumnae Meet 2018 will be held on May 5<sup>th</sup> 2018. The Secretary of Alumnae Association Dr Kiran Mala, HoD Sanskrit was asked to form a committee to organize the meet.
4. It was resolved to send the proposal of Career-Oriented Certificate Courses- Three Months Certificate Course in Block Printing, Madhubani Painting, Tikuli Art, Jute Art, Craft and Design including Six Months Certificate Course in Graphics and Web Designing and Office Management for the Session 2018-19 to the University for approval.
5. It was felt that there is a need for new Students' Common Room and a well-established Canteen. So, it was resolved that a new Students' Common Room should be constructed on the campus.

6. In the light of keeping the staff and students healthy, it was resolved that a GYM should be established on the campus.
7. It was resolved that the Central Library should be upgraded.
8. It was decided that Eight (8) Mini and 2 Main Electrical Panels with New Electric Room should be made and established in the College to solve the electric problem on the campus.
9. In the light of keeping the safety of students and staff members, it was resolved that Fire Extinguisher for Main Building and Science Laboratories should be installed.

#### **ACTION TAKEN**

1. Preparation for Parents- Teachers Association has been initiated and Dr. Janardan Prasad, Coordinator of B. Com will be the coordinator of this programme
2. Process for organizing Alumnae Meet 2018 has been initiated.
3. Proposals for Career Oriented Certificate Courses have been sent for approval of Patna University.
4. Construction work for New Students' Common Room and New Students' Canteen have been started.
5. The process of the purchasing of equipments for the GYM and its establishment has been initiated.
6. Steps have been taken to upgrade the Central library.
7. Work for installing Eight (8) Mini and 2 Main Electrical Panels with New Electric Room has been started with the approval of university authorities.

The meeting ended with a vote of thanks to the Chair.

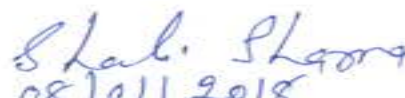


Dr. Anju Shrivastava 08-01-2018

**Coordinator  
IQAC**

Coordinator  
IQAC, MMC





Prof. (Dr.) Shashi Sharma

**Principal  
Chairperson, IQAC**

Principal  
Magadh Mahila College, Patna