



IQAC Meeting (2021-22) -I

Date :3rd of July, 2021

Mode :Online

Agenda:

1. Regarding approval of the Proceedings of the last IQAC Meeting and the approval of the Academic Calendar for the Year 2021- 22.
2. Nomination of new members to the IQAC& Notification of New IQAC.
3. To discuss modalities of Admission Process.
4. To discuss Cultural Programmes & Activities on the occasion of College Foundation Day (1st August, 2021), the Independence Day and Teachers' Day- 2021.
5. Regarding conduct of AECC-I and C.I.A. for the Postgraduate students: modalities & format of C. I. A.
6. To celebrate 'Azadi Ka Amrit Mahotsav' by organizing Seminars and Cultural Programmes.
7. To discuss the process of Feedback Process- Alumni, Parents and Students
8. To discuss and start the Mentoring System.
9. Review of Progress of SSR with reference to all Seven Criteria.
10. To review AQAR 2020-21.
11. Regarding programmes and activities for NCC

Members Present:

1. Prof. Ravi Kumar Sinha, Principal, on the Chair.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell & Green Audit
8. Dr. K. A. Narain, Programme Officer, NSS
9. Dr. Priyanka Chatterjee, Deptt. of Botany, Prof.-in-charge 'Green Audit'
10. Dr. J. P Tripathi, HoD Mathematics. & Teachers' Representative
11. Ms. Khushbu Kumari, Resource Person in BBA, Representative form Part time guest faculties.
12. Sri Prem Shankar, Head Assistant, Office.
13. Mr. Nitesh Kumar, Students' Representative (PG)
14. Ms. Shikha Simran, Students' Representative (UG)
15. Mr. Satayajit Kumar- Nominee from the local Industries.
16. Dr. Satyendra K. Singh, Parents' Representative & Alumnus

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The members were welcomed by the Chair.



Internal Quality Assurance Cell

Resolutions & Compliances:

1. The members of the committee unanimously resolved to approve the proceedings of the previous IQAC meeting held on 26th of June, 2021, and also the Academic Calendar for the Year 2021- 22 .
17. The members resolved unanimously to nominate Ms Khushbu Kumari, Resource Person in the Deptt.of BBA, as representative from the group of Part time guest faculties & Resource Persons; Ms Shikha Simran as Students' Representative (UG); and Mr. Nitesh Kumar as Students' Representative (PG) to the IQAC Committee .
2. The members of the Committee resolved unanimously to allow the Admission committee of the College to frame modalities of granting admission to eligible applicants in a transparent way by publishing the Merit List on the Notice Board, and by monitor the admission process.
3. In view of the forthcoming events like the College Foundation Day (1st August, 2021), the Independence Day and Teachers' Day- 2021, the members of Committee wished to invite wider participation of College students in Cultural programmes to be organized on these occasions.
 - i. The convenor of the Cultural Committee, Dr. Uma Pathak, informed that the training sessions for participating students will start soon, and shortlisting of applicants is underway.
 - ii. Dr. Sunil Kumar Singh made the request to the chair to provide financial support for training, which was accepted by the Chair.
 - iii. It was resolved that on the occasion of the Teachers' Day, students will present a short drama, two classical and one semi-classical songs, and one dance drama on 'Bharat Ki Ek Jhalak'.
4. The members resolved unanimously to follow a uniform pattern and structure in all Departments in Continuous Internal Evaluation as well as in Internal Examination of AECC-1 for I Sem. PG students.
 - i. The Examination Department was thereafter authorized to frame, in consultation with HoDs, modalities and format for the same, and share the same with the students.
6. In view of the directives received from the MHRD, New Delhi, the UGC and the University, to commemorate the 75th anniversary of Independence as 'Azadi K Amrit Mahotsav', the members of the Committee resolved unanimously to organize some dedicated programmes on the occasion, such debates, invited Talks, cultural competitions, etc.
 - i. The convenor of the Cultural Committee informed the members that such cultural programmes will be organized in collaboration with the local unit of Nehru Yuva Kendra.
7. With regard to 'Feedback Process', it was resolved unanimously that like the previous year, this year too the feedback should be collected on a limited basis from all stakeholders- Alumni, Parents and students.
 - i. Dr. Khalid Hussain Siddiqui proposed that each Department should be allowed to complete the feedback process in their own pace as some Departments do not have adequate number of faculties.
 - ii. It was also resolved that Google Forms and online one-to-one Meeting should be allowed for that purpose, and the records of the same must be maintained by each Department.
 - iii. The Coordinator, IQAC suggested that a broader framework with Questionnaire will be shared with all HoDs for that purpose.
 - iv. The Chair suggested that students in the Departments must be familiarized first about the importance of feedback before the start of the actual process.

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8. The members of the faculties, who have been given the responsibilities of collecting and compiling data relating to Seven Criteria, assured the Committee that despite the constraints on account of Covid-19 pandemic, they are very particular that cocurricular and extra-curricular activities are organized in a regular way.
 - i. The Chair informed that two Seminars, one on the occasion of Hindi Diwas and the other in the fourth week of September- 2021 were on the anvil, and that Professor Baidyanath Labh, the Vice Chancellor of Nav Nalanda Mahavihar, Bihar has agreed to join any of the two.
 - ii. It was informed that Prof. Vinay Kumar, the former HoD English, did a great service by persuading Professor Labh to address any of the two Seminars.
 - iii. The members of the Committed appreciated the work of Prof. Vinay Kumar.
9. The members of the Committee noted with appreciation the commendable activities like observing 'Road Safety Week' and suggested that the cadets be encouraged to undertake more socially relevant works.
 - i. The Chair informed that during the last month, the cadets were involved in cleaning the Campus and making it plastic free.
 - ii. It was resolved that the coordinator of IQAC and CTO, NCC will prepare some more plan of actions for the NCC unit of the College.

It was resolved unanimously that the next meeting of the IQAC would be held in the 1st week of October, 2021.

The meeting concluded with the Vote of thanks proposed by Dr. Sunil Kumar Singh.

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(Ravi Kumar Sinha)

Principal & Chairperson IQAC

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Internal Quality Assurance Cell

IQAC Meeting-II

Date : 1st October, 2021

Place : Principal's Chamber

Agenda:

1. Regarding approval of the Proceedings of the last IQAC Meeting held on 3rd July, 2021.
2. To discuss the possibilities and modalities of organizing a Webinar on the occasion of Gandhi Jayanti- 2021.
3. To discuss and seek approval of the process of selecting the Cadets for the NCC Unit likely to be approved for the College.
4. To seek coordination of the Cultural Committee in view of proposed Annual Cultural Programme of the Department of English in the last week of October-2021
5. To finalize and accord Farewell to Prof. Vinay Kumar, Senior most faculty and former HoD, English on the last working day of October, 2021.
6. To finalize the process of conducting theory examination of AECC-1 for PG Sem.-1 students as per the University order.
7. To organize a Declamation Speech Competition in collaboration with the Nehru Yuva Kendra, Hajipur.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal, on the Chair.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell & Green Audit
8. Dr. K. A. Narain, Programme Officer, NSS
9. Dr. Priyanka Chatterjee, Deptt. of Botany, Prof.-in-charge 'Green Audit'
10. Dr. J. P Tripathi, HoD Mathematics. & Teachers' Representative
11. Ms. Khushbu Kumari, Resource Person in BBA, Representative form Part time guest faculties.
12. Sri Prem Shankar, Head Assistant, Office.
13. Mr. Nitesh Kumar, Students' Representative (PG)
14. Ms. Shikha Simran, Students' Representative (UG)
15. Mr. Satyajit Kumar- Nomination from the local Industries.
16. Dr. Satyendra K. Singh, Parents' Representative & Alumnus



Internal Quality Assurance Cell

Members not present:

1. Mr. Nitesh Kumar, Students' Representative (PG)
2. Mr. Satyajit Kumar- Nomination from the local Industries.

Resolutions & Compliances:

1. The members of the committee unanimously resolved to approve the proceedings of the previous IQAC meeting held on 3rd July, 2021.
2. On the proposal of the Coordinator to organize a Webinar on the occasion of Gandhi Jayanti, Dr. K. H. Siddiqui demanded that a Seminar, in place of a Webinar, be organized on 2nd October, 2021.
 - i. The Chair observed that 2nd October, being a National holiday, many faculties accept requests from other institutions to participate in functions on Gandhi Jayanti. So, the idea of organizing a Webinar is a welcome proposal.
 - ii. Dr. Sunil Kumar Singh informed the members of the Committee that Professor H. N. Pandey, Head of University Department of Philosophy has consented to deliver the keynote speech in the Webinar.
3. On being informed that the Regional Hq. of NCC at Muzaffarpur has in principle approved the request of the College to set up an NCC Unit at R. N. College, the members of the committee congratulated the Principal for achieving success.
 - i. The members of the Committee resolved, unanimously to approve the name of Mr. Pawan Kumar to be recommended for appointment as the CTO of the new NCC Unit, as he is the main coordinating person in the entire process- from application, processing and final approval of the NCC Unit for the College.
 - ii. It was unanimously decided that for the selection of the NCC Cadets, the accepted procedure would be followed- the written test and height measurement.
4. The members of the committee took note of the proposal of the Department of English to organize its Annual Cultural Programme entitled "Rainbow-IV" in the last week of October-2021, and resolved unanimously that the Cultural Committee should facilitate the event, unique in its own way.
5. In view of superannuation of Prof. Vinay Kumar in the month of October-2021, it was resolved to accord a grand Farewell to Prof. Vinay Kumar, the senior most faculty and former HoD, English on the last working day of October, 2021, as the last working day is Sunday.
6. The members of the Committee took note of the directives of the University to conduct the theory examination of AECC-1 for PG Sem.-1 students on the College Campus, and requested the Chair to entrust the responsibility to the Examination Department.
 - i. Dr. Sunil Kumar Singh, a member of the the Examination Department informed that the Questions as well as Answer-books was to be made available by the University, and after the examination was over, all answer-books were to be dispatched to the University in the sealed cover.
 - ii. The Chair directed Mr. Sunil Kumar Singh to circulate the Notice among all groups of students for speedy information.
 - iii. It was also decided to maintain strictly the seat plan throughout the examination.
7. The members of the Committee congratulated the Chair to collaborate effectively with the Hajipur Unit of Nehru Yuva Kendra for organizing cultural and sports activities for students.
 - i. The members of the Committee approved unanimously the proposal to organize a Declamation Competition for UG and PG students on the College Campus itself.



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It was resolved to hold the next meeting of the IQAC in the first week of January, 2022

The meeting concluded with the vote of thanks proposed by Dr. Shashi Bhushan Kumar, Coordiantor, IQAC.

(Ravi Kumar Sinha)
Principal & Chairperson
IQAC

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Internal Quality Assurance Cell

IQAC Meeting- III

Date - 3rd of January, 2022

Place - Auditorium

Agenda of the meeting: -

1. To follow the requisite safety measures and Protocols to prevent spread of Covid-19.
2. Regarding proposal to organise a Seminar/ Webinar on the occasion of Netaji Subhash Chandra Bose's Jayanti.
3. To celebrate the Republic Day- 2022 as per guidelines on 'Azadi Ka Amrit Mahotsav'.
4. Regarding proposal to organise a Seminar/Webinar on theme related to Human Rights (as part of requirements of AECC/ AEC) for PG students.
5. To discuss and finalize the Proposal of the Deptt. of Physics to organize a Webinar on 'Semiconductor Devices and Their Applications'; Organized by Deptt. of Physics in Collaboration with Zakir Hussain Delhi College (D.U.)
6. Regarding proposal of Dr. Suman Sinha, Professor of English, to organise a Seminar in order to enhance Interdisciplinary approach in UG and PG students.
7. Regarding celebration of the International Women's Day-2022.
8. To discuss and finalize the programme of District Level Youth Convention.
9. To approve the proposal of organizing 'Holi Milan' on the eve of the Festival.
10. Regarding approval of the modalities of conducting 'Parents-Teachers Meet'.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal, on the Chair.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell & Green Audit
8. Dr. K. A. Narain, Programme Officer, NSS
9. Dr. Priyanka Chatterjee, Deptt. of Botany, Prof.-in-charge 'Green Audit'
10. Dr. J. P Tripathi, HoD Mathematics. & Teachers' Representative
11. Ms. Khushbu Kumari, Resource Person in BBA, Representative form Part time guest faculties.
12. Sri Prem Shankar, Head Assistant, Office.
13. Mr. Nitesh Kumar, Students' Representative (PG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus



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Members not present

1. Ms. Shikha Simran, Students' Representative (UG)
2. Mr. Satayajit Kumar- Nomination from the local Industries.

Resolutions & Compliances:

1. The first meeting in the year 2022 of the IQAC was organized on 3rd January, 2022, to exchange greetings & wishes for the New Year as well as to take stock of emerging medical conditions post Covid-19 pandemic, and also to frame academic policies accordingly.
2. In very beginning, the Chair wished good health, prosperity and vibrant academic life to all members Present, and it was reciprocated by everyone.
3. The following resolutions and decisions were taken in the meeting unanimously:
4. The members of the committee unanimously resolved to approve the proceedings of the previous IQAC meeting held on 1st October, 2021.
5. In view of prevailing concerns related to Covid-19 pandemic, all the academic activities on the Campus be conducted as per the Government Guidelines about the same.
 - i. The Chair directed that the WhatsApp Groups of all UG and PG students be updated and monitored by the respective Head of the Department to provide academic support and Counselling in real time frame. It was endorsed by all members.
 - ii. All faculties should encourage online activities as far as possible.
 - iii. On important National and International Days, when there is notified Holidays, online activities and Webinars be organized.
6. It was decided to organize a Webinar on the occasion of Netaji Subhash Chandra Bose's Jayanti-2022, to highlight the values of courage, conviction and patriotism that he stood for.
7. Every member endorsed the proposal to celebrate the Republic Day- 2022 as per guidelines on 'Azadi Ka Amrit Mahotsav'.

It was decided that the celebration would include the following items:

 - i. Parade by NCC Cadets
 - ii. Singing of Vande Mataram
 - iii. the Flag-hoisting Ceremony, to be followed by National Anthem 'Jana Gana Mana..'
 - iv. Display of Judo-Karate by girls.
8. The proposal of the IQAC to organise a Seminar/Webinar on theme related to Human Rights, as part of requirements of AECC/ AEC) for PG students, was approved.
 - i. It was resolved to request Dr. Ravindra Kumar Verma, Secretary, Bihar Branch of IIPA, Patna to deliver the Keynote address.
 - ii. Dr. K. H. Siddiqui was authorized to coordinate the event.
9. The members of the Committee appreciated and approved the plan and details submitted by the Deptt. of Physics to organize a Webinar on 'Semiconductor Devices and Their Applications' in Collaboration with Zakir Hussain Delhi College (D.U.).
 - i. HoD, Physics informed that Professor P. K. Shishodia, Deptt. of Electronics, ZHDC, has agreed to deliver the Keynote Speech and Dr. Naiyar Perwez. R. N. College and Dr. Sunil Kumar, ZHDC will be the joint Coordinators.



Internal Quality Assurance Cell

- ii. Coordinator, IQAC suggested that one day before the Webinar, the participants should be provided guidelines on attending a Webinar.
10. The members discussed the modalities of arranging classes in Offline Mode while following the Government Circular & guidelines on reopening of Campus:
Sanitation of the campus on regular basis.
 - i. Everyone to wear mask mandatorily.
 - ii. Social Distancing norms to be followed in all possible way.
 - iii. Every faculty to encourage online activities.
 - iv. WhatsApp Groups of students be maintained and monitored rigorously by HoDs.
 - v. Regular counseling and training of students for online classes and activities.
11. The proposal of Dr. Suman Sinha, Professor of English, to organise a Seminar in order to enhance Interdisciplinary approach in UG and PG students was appreciated and approved.
The Chair informed that Dr. Mihir Bhole, from the National Institute of Design, Ahmedabad was approached, and he'd consented to deliver the Keynote address on the occasion.
12. The proposal to celebrate International Women's Day-2022 was duly approved.
Dr Mona Tabassum's suggestion the female students should be encouraged to share their ideas on the occasion, was appreciated and approved..
13. The members of the committee resolved unanimously to approve the plan of organizing a district level Youth Convention as part of 'Azadi Ka Amrit Mahotsav'.
 - i. The Coordinator, IQAC, said that the Convention was to be organized in collaboration with the Nehru Yuva Kendra, Hajipur.
 - ii. It was also informed that students from other Colleges of the district would also participate in the event.
14. The proposal of the Cultural committee to organize 'Holi Milan' on the eve of the Festival was readily approved.
The Convener, Cultural Committee, informed that such events would promote sense of solidarity among teaching and Non-teaching employees.
15. The members approved the proposal of conducting 'Parents-Teachers Meet'.
 - i. It was decided that Teachers – Parents Meet should be conducted by each Department.
 - ii. The Department would then compile the received feedbacks and suggestions, and submit the same to the IQAC for approval.

It was resolved to convene the next meeting of the IQAC in the first week of April, 2022.

The Chair thanked the members for their active participation, while Dr. Uma Pathak, Convener of Cultural committee proposed the Vote of thanks.

(Ravi Kumar Sinha)

Principal & Chairperson IQAC

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IQAC Meeting -IV

Date : 2nd of April, 2022

Place : Principal Chamber

Agenda:

1. Regarding approval of the plan to organise a Seminar/Webinar on the occasion of 'Ambedkar Jayanti-2022'
2. Regarding approval of the plan and seating arrangement for conducting University Examination of AEC-I (PG Sem.-II).
3. Regarding approval of the proposal to celebrate International Earth Day- 2022
4. Approval of the details of the programmes on the day of inauguration of the Newly Constructed Science Block in the College.
5. Approval of the programme to conduct C.I.A. and 'Swachhha Bharat Abhiyan ' for PG Se.-1.
6. Regarding approval of the plan to organise a Webinar on the occasion of Buddha Purnima.
7. Regarding approval of the details of the activities organized on the occasion of the World Environment Day-2022.
8. Regarding approval of the details of the proposed programmes to be held on the occasion of the World Yoga Day-2022..

Members Present:

1. Prof. Ravi Kumar Sinha, Principal, on the Chair.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell & Green Audit
8. Dr. K. A. Narain, Programme Officer, NSS
9. Dr. Priyanka Chatterjee, Deptt. of Botany, Prof.-in-charge 'Green Audit'
10. Dr. J. P Tripathi, HoD Mathematics. & Teachers' Representative
11. Ms. Khushbu Kumari, Resource Person in BBA, Representative form Part time guest faculties.
12. Sri Prem Shankar, Head Assistant, Office.
13. Mr. Nitesh Kumar, Students' Representative (PG)
14. Ms. Shikha Simran, Students' Representative (UG)
15. Dr. Satyendra K. Singh, Parents' Representative & Alumnus

Members not Present:

1. Mr. Satyajit Kumar- Nomination from the local Industries.



Internal Quality Assurance Cell

Resolutions & Compliances:

The following resolutions and decisions were taken in the meeting unanimously:

1. The members of the committee approved the proceedings of the previous IQAC meeting held on 3rd January, 2022.
2. The plan to organise a Seminar/Webinar on the occasion of 'Ambedkar Jayanti-2022', was approved.
 - i. The Chair said that the youth must be made aware of valuable contributions of such legendary persons.
 - ii. As 14th April was also the birth anniversary of Lord Mahavir, it was decided to organize both the Jayantis together in order to familiarize the students with the message of human Values in the teachings of Lord Mahavir and Ambedkar.
3. The members of the committee discussed the University Order to conduct University Examination of AEC-1 (Yoga Science) in the college itself.
 - i. The seat-plan, deputation of faculties for invigilation, and the modalities of ii. Evaluating Answer-books were discussed and approved.

The Examination Department was entrusted with the task of making required arrangement for it.
4. The plan of the Department of Zoology and the IQAC to celebrate the International Mother Earth Day-2022, was approved.

The following activities were to be held:

 - i. A Workshop on 'Environment Sustainability and Swachchh Bharat Abhiyan'
 - ii. Plantation of saplings of trees
 - iii. Cleaning the Campus to make it plastic free.
5. In the light of information that the New Science Block, being constructed by BSEIDC, Patna out of RUSA Grants, would be handed over to the college, the IQAC's plan to inaugurate the new Building was approved.
 - i. The chair was requested to invite officials from the University and the Government of Bihar on the occasion-The VC/ Pro VC/ the Director, Higher Education.
 - ii. The members appreciated and approved the plan of the IQAC to organize a Seminar on the occasion of Inauguration on the relevant theme 'Requisite Infrastructure for Enhancing G.E.R. in Higher Education'.
6. The proposal of the Examination Department was readily approved to conduct the activities related to 'Swachchha Bharat Abhiyan' as part of C.I.A. for PG Se.-I.
 - i. The Chair suggested that the activities be conducted in coordinated way so that results in terms of cleanliness become visible, which was accepted by everyone.
7. The committee resolved to approve the plan to organise a Webinar on the occasion of Buddha Purnima, as such events inculcate traditional Indian wisdom and human Values in the students.
8. The details of the activities to be organized on the occasion of the World Environment Day-2022 were discussed and approved:
 - i. Plantation of saplings of trees, and creation of hedge around them.
 - ii. To organize a Webinar on 'Sustainable Development for Human Existence'.



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9. The members of the committee discussed and approved the details of the proposed programmes to be held on the occasion of the World Yog Day-2022:
- Yoga Session in the morning
 - A Webinar on the theme 'Yoga: Its Relevance in Today's World'.
 - Dr. Sunil Kumar Singh, Coordinator PGDYS, informed that Professor Jata Shankar, Professor of Philosophy in Allahabad University, and Professor Poonam Singh, HoD Philosophy in Patna University have given their consent to address the Webinar.

It was resolved that the next meeting of the IQAC would be held in the second week of July 2022.

The meeting concluded with the Vote of thanks proposed by Dr. Sunil Kumar Singh.

(Ravi Kumar Sinha)

Principal & Chairperson IQAC

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Internal Quality Assurance Cell

IQAC Meeting (2020-21) - I

Date : 2nd of July, 2020

Mode : Online

Agenda:

1. Regarding approval of the Proceedings of the last IQAC Meeting.
2. Nomination of new members to the IQAC.
3. Regarding challenge of maintaining effective communication with students during online teaching.
4. Modalities and monitoring of online classes.
5. Provision of e-contents.
6. Protocols for Plantation with Covid-19 guidelines.
7. To address psychological issues of students during lockdown period.
8. Celebration of College Foundation Day-2021 and the Independence day-2020.
9. Review of Progress of SSR with reference to all Seven Criteria.
10. Final review of AQAR 2019-20.
11. Regarding conduct of AECC-I and C.I.A. for the Postgraduate students.
12. Regarding procurement of solar panels.

Members Present:

1. Prof. Ravi Kumar Sinha, Coordinator, IQAC , Chairing the Meeting
2. Dr. Shashi Bhushan Kumar, Invited Member
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Nitesh Kumar, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Mr. Satyajit Kumar- Nomination from the local Industries.
15. Dr. Satyendra K. Singh, Parents' Representative & Alumnus

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The members were welcomed by the Chair.

Resolutions & Compliances:

1. The members of the committee unanimously resolved to approve the proceedings of the previous IQAC meeting held on 6th of April, 2020.
2. The members expressed their concern over the continuing illness of the principal Doctor Vibhash Kumar Yadav and wished for his speedy recovery.
3. The members of Committee wished to convey their congratulations to Dr R. K. Thakur on becoming the Registrar of the University, and expressed the hope that College and University would achieve progress in all fields under his administrative leadership.
4. The members resolved unanimously to nominate Dr. Khalid Hussain Siddiqui the new Bursar, as Member of IQAC in place of Dr. R. K. Thakur, to co-opt Dr. Shashi Bhushan Kumar, Associate Professor of Political Science, as a member of IQAC, and to nominate Mr. Nitesh Kumar.



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5. The members of the Committee shared the view that, except for online/ virtual mode, students were not in regular contact with their teachers and so they feel communication gap/ problems about how to complete their courses of study.

At this, Dr. Ravi Kumar Sinha, the Coordinator, IQAC and currently officiating the chair of the Principal, suggested that each Department should create a separate WhatsApp Group for students of all Years (Graduation) & Semesters (Postgraduation). The suggestion was unanimously approved and it was resolved that the Computer Section of the College would provide the Mobile Number of all enrolled UG and PG students to all HoDs for creating such Groups.

6. Regarding Online classes, it was unanimously decided that:
- College/Department Routine would be followed as far as possible in conducting Online classes
 - students must be informed about the schedule of classes by the HoDs.
 - The members of faculties would use preferably 'GoogleMeet' platform for online classes.
 - They would also provide 'link' to students to join classes on the official WhatsApp Groups at least half an hour before the scheduled time.
7. It was discussed and resolved unanimously that members of faculties would continue to provide to students 'e-Contents' related to the courses of study.

The Coordinator, IQAC, said that it would be the duty of the HoDs to submit the 'e-Contents' with details to either Dr. Rakesh Ranjan or Er. Rakesh Kumar Singh (both, faculties of BCA) for uploading onto the Website of the College.

The members congratulated the IQAC Coordinator for taking prompt and speedy decision to create a dedicated 'Tab of e-Content' on the College Website to upload all e-Contents faculties wise, which had provided immense support not only to students of this College, but to those of other institutions also.

The Coordinator, IQAC also directed that the details of online classes conducted by the faculties would be collected at the level of each Department on weekly basis, and it would be submitted to either Dr. Rakesh Ranjan or Er. Rakesh Kumar Singh (both, faculties of BCA) for Compilation at the College level and then submission to the University.

8. It was resolved unanimously that four teachers - Dr. Ravi Kumar Sinha (IQAC) , Dr. Roslin Soren (Botany), Dr. J. P. Tripathi (Maths) and Dr. Vijay Kumar (Zoology)- would supervise the Plantations on the Campus with the help of Class IV employees while following all Government norms & advisory. Students would not be allowed to participate in view of prevailing Covid-19 restrictions.
9. The members of the Committee expressed the view that the prevailing lockdown due to Covid-19 pandemic has created a very tough condition for students, and members of faculties must take every possible measure to provide academic support to them.
10. At this Dr. Mona Tabassum said that the long period of lockdown has resulted in anxiety and depression in students, and they need proper counseling.
It was then resolved to conduct Counseling Sessions for students at regular intervals. Dr. Mona Tabassum proposed to organize a National level Workshop or National level Seminar to help students overcome their psychological problems.
11. It was also resolved unanimously that IQAC would facilitate organizing Workshops on Soft-Skills for students to prepare them for the competitive world.
12. It was resolved unanimously that the **College Foundation Day** as well as the **Independence Day-2020** should be celebrated in a limited way in view of the guidelines of the Bihar Government.
13. All Seven Criteria In-charges shared the constraints on account of Covid-19 pandemic, that had affected work on NAAC Criteria and Compilation of data. The Coordinator, IQAC, appreciated their concerns, and said that members of faculties must try to extend maximum support to

ESTD : 1952



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Internal Quality Assurance Cell

- students in their study, and they should also prepare and encourage the students to participate in all online academic activities organized by the Department and the College.
14. The AQAR 2019-20 was then thoroughly reviewed. The Coordinator of the Counseling Cell, Dr. Mona Tabassum informed that as many as 21 UG and 28 PG students approached the Cell to seek advice on growing anxiety due to challenges created by the lockdown. All the HoDs said that they were providing careful and sensitive advice to their students. Finally, it was decided to submit it as soon as possible.
 15. Regarding 'Continuous Internal Assessment' (CIA) for PG students, it was decided unanimously that the Google Forms and online one-to-one Meeting should be used for that purpose, and the records of the same must be maintained by each Department.
 16. **Any other:** On request from the chair to provide updates on procurement of **Solar Panels of 10KVA from BREDA**, Patna, the Bursar informed that the requisite payment of Rs.5.38 lakh has been made to the BREDA and work order has been allotted to the Agency; it was expected that the Solar Panels would be installed in 10 coming days.

It was resolved unanimously that the next meeting of the IQAC would be held in the 1st week of September, 2020.

The meeting concluded with the Vote of thanks proposed by Dr. Sunil Kumar Singh.

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(Dr. Ravi Kumar Sinha)
Chairperson & Coordinator





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Internal Quality Assurance Cell

IQAC Meeting (2020-21) - II

Date : 1st October, 2020

Place : Principal's Chamber

Agenda:

The second urgent meeting of the IQAC was held on 1st October, 2020 in the Chamber of the Principal on account of the change of guard in the College due to superannuation of Dr. Vibhash Kumar Yadav and appointment of Professor Ravi Kumar Sinha as the new Principal, and also to discuss and to take decision in that light on the following:

1. To review the prevailing condition on the campus.
2. To select and appoint through consultation and consensus a new Coordinator of the IQAC, R. N. College, Hajipur.
3. To make review of the Presentation of Department Reports by the Heads of Department of Hindi, Urdu, Sanskrit, English, and political science and to suggest modifications, if needed.
4. To chalk out the details of celebrating Independence Day-2020 with adequate 'social Distancing' Norms and restrictions.
5. To decide on the modalities and process of conducting Students Satisfaction Survey for the previous batch of Postgraduate students 2019-20.
6. To review and analyse Feedbacks received on 'Teaching and Learning' from Students, Parents and Alumni at the Department level.
7. To make arrangements for the celebration of Gandhi Jayanti- 2nd October, 2020.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal and Chairperson, IQAC.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Nitesh Kumar, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Mr. Satyajit Kumar- Nomination from the local Industries.

Resolutions & Compliances:

1. The members of the Committee congratulated Professor Ravi Kumar Sinha on his new responsibility as the Principal of the College and expressed the hope that the College would not only achieve new milestones in academic field, but would also be able to complete and submit all AQARs of previous years required for 2nd Cycle of NAAC Accreditation.
2. The members of the committee resolved unanimously to approve the Proceedings of the last IQAC Meeting held on 2nd of July, 2020
3. The members of the committee took note of the health hazards resulting from Covid-19 infection; everyone endorsed the view that all activities on the Campus must be judiciously organized following guidelines of the Bihar Government in order to contain the spread of the infection. For



Internal Quality Assurance Cell

that purpose, cocurricular activities and Swachchha Bharat Abhiyan' too should be conducted in the online mode.

In the given situation, the college should adopt flexible approach in granting permission to members of faculties to judiciously mix offline - online classes.

4. It was resolved unanimously to request Dr. Khalid Hussain Siddiqui, HoD Political Science to shoulder the responsibilities of the Coordinator of IQAC; and thereafter, on his refusal, to nominate Dr. Shashi Bhushan Kumar as the new Coordinator of the IQAC. As Dr. Khalid was found overburdened, it was decided unanimously to appoint Dr. Shashi Bhushan Kumar as the new Co-ordinator of the IQAC.
5. It was resolved unanimously that the College would encourage faculties/ Departments to organize Webinars and Workshops and other cocurricular activities would also be organized preferably in online mode.
6. Thereafter, the Department Progress Reports were Presented one by one by the Heads of Department of Hindi, Urdu, Sanskrit, English, and political science. These Reports were found largely satisfying, and it was decided that each Department would compile and arrange data in a systematic way, as the same we would be required in the SSR of the College. The Department Progress Reports were finally approved.
7. It was resolved unanimously to conduct 'Induction Meet' for students of PG and Vocational Courses in online mode.
8. Similarly, the modules of tests for Aecc-1 AEC-1, and AECC-2 should be online.
9. It was also resolved unanimously that the ongoing Admission Process must be strictly monitored, while adequate arrangement must be made on the Campus for maintaining 'Social Distancing'
10. Dr. Sunil Kumar Singh said that the university has made R. N. College the Exams Centre for TDC Part-I Examination and for conducting the Examination, cooperation of all members of faculties were solicited.
11. Feedbacks received from the PG students of the previous batch (2019-20) were analysed; everyone present in the meeting said that many parents and students have expressed their satisfaction over the quick and effective planning and arrangements made by the College Administration to provide online teaching and mentoring support to the students, and students got immense benefits from online classes. Those from the remote rural areas, however needed supplementary study materials to understand the topics of the syllabus.
12. The presentation of Progress Reports by the HoDs of the Departments of History, Economics, Philosophy and Psychology was appreciated by the members.
13. The Coordinator of IQAC observed that the Departments should incorporate in their Reports the suggestions and reactions of students, parents and alumni.

It was resolved unanimously to convene the next meeting of the IQAC in the 1st week of December-2020.

The meeting concluded with the Vote of thanks proposed by Dr. Khalid Hussain Siddiqui.

Principal & Chairperson
IQAC

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Internal Quality Assurance Cell

IQAC Meeting (2020-21) - III

Date - 3rd of December, 2020

Place - Auditorium

Agenda: -

- Regarding approval of the Proceedings of the last IQAC Meeting held on 1st October 2020
- Regarding arrangement to welcome The Honorable Pro Vice Chancellor of the University, and for the Foundation Stone Laying Ceremony for the construction of a New Science Block.
- Regarding preparation for a Workshop on 'Protocols for Commencing Classes on the Campus in Offline Mode'
- Regarding preparation for Makar Sankranti celebration
- Regarding farewell function to be organized for the teachers and staff of the college who are to superannuate in the month of January 2020 and preparation for a cultural programme
- Regarding preparation for a Webinar on the occasion of National Science Day-2020 on the theme 'Future of Science and Technology: It's Impact on Education, Skills and Work'.
- Regarding provision of Automatic Curtain on the stage in the Auditorium to facilitate cultural programmes
- Regarding celebration of International Women's Day-2020 and Panel Discussion on Women at the Centre stage of Life'
- Regarding preparation for a Workshop on 'Prospects of Startups and Incubation Centres in Education' and signing of MoU for collaboration with Atal Incubation Centre, Patna
- Regarding procurement of solar panels for solar energy harvesting on the campus
- Regarding Green audit and Energy Audit to be completed by the Department of Botany
- Regarding celebration on the occasion of Bihar Divas, and preparation for a Webinar on the theme 'Resurgent Bihar'.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal and Chairperson, IQAC.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Nitesh Kumar, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Mr. Satyajit Kumar- Nomination from the local Industries.

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Internal Quality Assurance Cell

Resolutions & Compliances:

1. The members of the committee resolved unanimously to approve the Proceedings of the last IQAC Meeting held on 1st October 2020
2. The the members of the committee expressed their happiness that the efforts of the college administration to add infrastructural facilities on the Campus had finally given concrete results and the foundation stone for the construction of a new Science Block out of RUSA Grants would be laid by the Hon'ble Pro Vice Chancellor Professor Ravindra Kumar who had been kind enough to give his consent for the same. The cultural committee of the college was unanimously given the responsibility to make proper and suitable arrangements to welcome the Dignitaries attending **Foundation Stone Laying Ceremony**. On the site, a Marble Plaque containing all the details of the proposed Ceremony had to be provided.
3. As the University has allowed for commencing classes in physical and offline mode on the campus, the members of the committee unanimously resolved that the entire campus and all class rooms must be properly sanitized, the white circles at the distance of 6 feet must be marked at counters for maintaining social distance, within the classroom also sitting arrangements must be made as per social distancing norms, all students teachers and employees must wear masks and use sanitizer at regular intervals, punity action should be avoided against those not attending classes and such students must be provided all possible supports.
4. It was unanimously decided to celebrate **the festival of Makar Sankranti** in a proper way as a mark of solidarity and all norms of social distancing must be followed.
5. In a sombre mood, the members of the committee noted the fact that Dr. Mahesh Roy and Dr. R. K. Verma, reputed scholars in their fields and active members of IQAC, would superannuate on 31st January 2020, and that the college would never forget the valuable contributions made by these faculties towards enrichment of academic life on the Campus.
It was resolved to organize a Farewell function to honour these faculties and other superannuating office staff.
6. The members of the committee resolved unanimously to organise a Webinar on the occasion of National Science Day on 28th of February 2021 on the theme '**Future of Science and Technology: Its Impact on Education Skills and Work**'. Everyone was of the view that Science Day is an important occasion to showcase the talent and creativity of students in the field of science, and for that purpose faculties in all the Departments of Science specifically must make all efforts to encourage and motivate students to participate in the event.
7. The members of the committee resolved unanimously to authorise the Principal to make provision for an automatic curtain on the stage in the Auditorium in order to facilitate cultural programmes as the demand of the cultural committee for this facility was long overdue. The Principal was requested to take immediate action in this regard.
8. The members of the committee were of the view that women occupy the centrestage of life everywhere and the contribution of women must be acknowledged in a positive frame of mind. It was decided unanimously to celebrate International Women's Day on 8 of March 2021 with a view to educate the new generation of students about the values of gender equality.
9. The members of the committee were glad to know that the Atal incubation centre Patna has agreed to enter into an MoU for collaboration with RN College Hajipur to set up an Incubation Centre and they resolved unanimously to authorise the principal to make all preparation for organising a workshop on 'Prospects of Startup and Incubation Centres' and also for signing of an MoU.

They expressed the hope that the incubation centre at the college would help the students carve out a concrete creative strategy for their future instead of wasting valuable times to secure a petty government job.

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Internal Quality Assurance Cell

10. Dr. Khalid Hussain Siddiqui, Bursar of the college, informed the committee that the solar panel would become functional in the second week of March 2021. It was resolved unanimously that proper place be allocated to set up solar panels on the roof of the Arts block and expressed the hope that the provision of solar panels would help the campus transform into a green one.
11. The chair requested the Head, Department of Botany, to expedite the Green Audit and Energy Audit of the campus.
12. As Bihar Divas was to be celebrated on 22nd of March every year, it was resolved unanimously to make adequate provision for grand celebration of Bihar Divas.
It was also decided to organise a webinar on the occasion on the theme resurgent Bihar.

It was resolved unanimously to convene the next meeting of the IQAC in the 1st week of April-2021.

The meeting concluded with the Vote of thanks proposed by Dr. Rosline Saren.

Principal & Chairperson
IQAC

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Internal Quality Assurance Cell

IQAC Meeting (2020-21) - IV

Date : 2nd of April, 2021

Mode : Online

Agenda:

- Regarding approval of the Proceedings of the previous IQAC meeting.
- Regarding nomination of Dr. Priyanka Chatterjee and Dr. J. P. Tripathi as new members of IQAC, consequent upon superannuation of Dr. Mahesh Roy and Dr. R. K. Verma.
- Regarding formulation of policies and Protocols through training to streamline online teaching and office work.
- Regarding Protocols to be followed for admission work.
- Regarding Protocols for students while attending online classes.
- Regarding proposal of, and preparation for,
i. Cultural programmes, ii. Webinar on Ambedkar Jayanti,
iii. celebration of World Environment Day, iv. Workshop on Research Methodology.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal and Chairperson, IQAC.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Priyanka Chatterjee in-charge, 'Green-Audit'
4. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. J. P. Tripathi Assistant Prof. of Mathematics & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Nitesh Kumar, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus

Members not Present:

1. Mr. Satyajit Kumar- Nomination from the local Industries.

Resolutions & Compliances:

1. The members resolved unanimously to approve the precedings of the previous IQAC meeting held on 3rd of December, 2020.
2. The members of the committee resolved unanimously to approve of the nomination of Dr. Priyanka Chatterjee and Dr. J. P. Tripathi as new members of IQAC, consequent upon superannuation of Dr. Mahesh Roy and Dr. R. K. Verma.
3. The IV Meeting of the IQAC was held in the Online mode amidst Covid-19 pandemic restrictions, and all the members expressed their concern that students had suffered immense loss due to lockdown and even faculties had started experiencing symptoms of irritation in lockdown period. Still, everyone were of the view that maintaining social distancing norms was the most appropriate step to avoid infection.
4. It was resolved to give regular advice to all students during online classes as well as during Joint / Counseling Sessions that they must follow all norms/ restrictions to stay safe and healthy.
5. It was resolved unanimously to arrange Workshops for Faculties to make them understand process of digitally saving details of all online classes and then providing such details in the prescribed Format on weekly basis.
6. It was also resolved to organise an online Workshop for the members of office staff to make them understand the problems of students during this lockdown period and also to make them

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Raj Narain College, Hajipur, (Vaishali)
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Internal Quality Assurance Cell

understand how to handle the grievances of the students submitted online which needed prompt and quick response from the office.

7. Regarding admission process, it was resolved unanimously that all documents submitted online must be accepted for the time being and admission must be granted provisionally.
In no case, there should be any instance of delay or unnecessary harassment while issuing certificate and testimonials.
8. Mr. Prem Shankar welcomed the decision to organize a Workshop for the members of the Office Staff, and assured the Committee that all possible support system would be provided to the students.
9. In view of reports of unbecoming behaviours of some of the students during online classes, it was resolved to organise an online Workshop for the UG and PG students to explain to them the norms of attending online classes and online workshops in order to maintain discipline.
The following were also resolved that
 - i. In the online classes, the students must be made aware of certain requirements and they should never be allowed to join online classes with fancy username and imaginative profile pictures.
 - ii. The faculties must ensure that no student join online classes with fake or imaginative identification.
 - iii. The mic/speaker of the students must be muted when the teacher engage the class.
 - iv. Only during discussion or Question-time, the mic/speaker of the students should be unmuted.
 - v. The students found in indulging unbecoming behaviour, must be removed from the online meeting.
10. In view of the fact that online classes often become monotonous, it was resolved unanimously to organise some cultural activities in online mode in order to encourage and showcase the creativity of students.
At this point, Dr Umaa Pathak, convener of Cultural committee, said that there was a proposal to organise a Webinar-cum-Cultural Programme on folk music in the second week of May 2021.
11. The members of the committee unanimously approved the proposal to organise a Webinar on the occasion of Ambedkar Jayanti in the second week of April 2021.
12. The proposal to organise a Webinar on the occasion of World Environment Day was also approved unanimously.
13. It was decided that the presentation of Department Progress Report by the HoDs of BBA, BCA, Commerce, and Bio-tech would be held during the second week of June 2021. The joint proposal of the Departments of Botany, Chemistry, Mathematics, Physics and Zoology to organise a Workshop on 'Research Methodology' was unanimously approved.
The Principal informed the Committee members that the reputed academic and scientist Professor P. C. Trivedi had been kind enough to accept the invitation to conduct the Workshop which was scheduled for the third week of June 2021.
14. In this regard, it was decided that Departments of Psychology, Geography and Home Science be also involved in the proposed Workshop.

It was resolved to convene the next meeting of the IQAC in the third week of June 2021.

The meeting concluded with the vote of thanks proposed by Dr. Khalid Hussain Siddiqui.


Principal & Chairperson
IQAC





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Raj Narain College, Hajipur, (Vaishali)
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Internal Quality Assurance Cell

IQAC Meeting (2020-21) - V

Date : 26th of June, 2021

Mode : Online

Agenda:

- Regarding approval of the Proceedings of the previous IQAC meeting held on 2nd of April, 2021
- To organise Seminars/ Workshops/ Invited Talks in regular way.
- To place before the University the challenges of scarcity of faculties, and requisition of College Campus for election works.
- To implement the mechanism of Continuous Internal Assessment for Undergraduate students.
- Regarding provision of a studio for creation of e-Contents.

Members Present:

1. Prof. Ravi Kumar Sinha, Principal and Chairperson, IQAC.
2. Dr. Shashi Bhushan Kumar, Coordinator, IQAC
3. Dr. Priyanka Chatterjee in-charge, 'Green-Audit'
4. Dr. Khalid Hussain Siddiqui, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. J. P. Tripathi Assistant Prof. of Mathematics & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Nitesh Kumar, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Mr. Satayajit Kumar- Nomination from the local Industries.

Resolutions & Compliances:

1. The meeting began with the welcome address by the chair Professor Ravi Kumar Sinha, who appreciated the efforts and commitment of the members of faculties in conducting online classes as well as other activities during the difficult lockdown period.
He noted that during the lockdown period, the college had been successfully providing counselling as well as mentoring supports to the students.
He mentioned that more than 1200 e-contents had been made available on the specifically designed 'e-content' tab on the College website for students.
On the basis of feedbacks provided by the Parents and the Alumni, it was clear that the College has tried its best to meet the challenges of the Covid-19 pandemic.
2. The members resolved unanimously to approve the Proceedings of the previous IQAC meeting held on 2nd of April, 2021.
3. It was resolved unanimously that all the Departments must prepare plan and strategy to organise on regular basis subject/course specific Workshops, Invited Talks and Seminars for the students.
4. It was also decided to promote co-curricular and extracurricular activities.
5. The students support system must be strengthened and faculties as well as office staff must be sensitive enough to attend to the grievances of the students and within time frame the grievances must be redressed.
6. It was resolved unanimously that the university as well as department of Higher Education should be requested to understand the constraints as well as the challenges faced by this college on

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Internal Quality Assurance Cell

account of scarcity of faculties in several Departments, specifically in Mathematics, English and Physics.

7. The members of the committee noted the scarcity of faculties in the college and result resolved unanimously to request the university to appoint guest faculties on sanction post in the college.
8. The members of the committee noted with serious concern that the district administration of Hajipur had made requisition the College Campus at regular intervals for election works in a wilful way and thereafter it makes Constructions and barricadings on the campus which destroy the beauty and upkeep of the institution.
9. The members noted with great concern that last year even the Library was not spared by the district administration and all the books and reference materials were carelessly packed in cartons and shifted elsewhere which had caused irreparable damage to the Library
10. It was also noted that frequent use of college campus for election works had disrupted academic activities and caused immense damage to students' study.
11. Regarding continuous internal assessment of the students, it was resolved unanimously to develop and implement a mechanism of regular assessment of Undergraduate students both in oral as well as written format.
12. The members of the committee resolved unanimously to request the Chair to make for provision for setting up a dedicated 'Studio' on the Campus for developing 'e-Contents' in a systematic and regular way.

It was resolved to convene the next meeting of the IQAC in the first week of July 2021.

The meeting concluded with the Vote of thanks proposed by Dr. Kumar Amarendra Narain.

Principal & Chairperson
IQAC

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Minutes of the IQAC Meeting 2019-20 -I

Date: 05/07/2019 (Friday)

Time: 2:30 PM

Place: Principal Chamber

Agenda:

- Approval of the Calendar of academic activities (2019-20) prepared by the IQAC and review of preparation for 2nd Cycle of NAAC accreditation; Criterion wise distribution of responsibilities.
- Academic and administrative audit.
- Modalities to obtain Feedback from the Students, Alumni and Parents.
- Modalities to conduct Students Satisfaction Survey.
- Steps to make the Campus a 'Green Campus'
- Steps to introduce 'Mentoring System' for students in each Department.
- To frame guidelines for providing special & increased opportunities to Female students for participation in academic and cultural activities- as part of 'Best Practices'.
- Organizing Workshops and training sessions for PG students for UGC-NET Exams.
- Arranging fieldwork/ practical sessions for increased awareness about environmental issues among UG and PG students.
- Provision of e-Library on the Campus.

Members Present:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson
2. Prof. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. R. K. Thakur, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus

Members not present:

1. Advocate Chandeshwar Prasad, Other Stake holder/ Community.
2. Mr. Md. Abdullah, S. P. C.I.D., Alumnus
3. Sri Vishal Bubana, Nominee from Industry

Introduction:

Dr. Vibhash Kumar Yadav, Principal and the Chairperson of the IQAC, chaired the meeting and welcomed all the members to the meeting.

Resolutions & Compliance:

01: The Calendar of academic activities (2019-20) prepared by the IQAC was unanimously approved. Preparation for 2nd Cycle of NAAC accreditation was reviewed and the members of the Cell felt dissatisfied



Internal Quality Assurance Cell

with the pace; the chair requested the members to speed up the progress by enlisting support of all faculty members and office staff.

As the 2nd Cycle of NAAC accreditation becomes due in February 2020, it was unanimously resolved to distribute Criterion wise responsibilities, as follows:

- | | |
|---|---|
| I. Curricular Aspects | -Dr. Suman Sinha, Deptt of English |
| | -Dr. Shashi Bhushan Kumar, Deptt. of Pol. Sc. |
| II. Teaching, Learning and Evaluation | -Dr. Kiran Kumari, HoD Physics |
| | -Dr. Vijay Kumar, Deptt. of Zoology |
| III. Research, Consultancy and Extension | -Dr. Anuradha Jaiswal, Deptt. of History |
| | -Dr. R. K. Verma, Deptt. of Pol. Sc. |
| IV. Infrastructure and Learning Resources | -Dr. R. K. Thakur, Bursar |
| | -Dr. Sushma Kumari, Deptt. of Zoology |
| V. Student Support and Progression | -Dr. Uma Pathak, Deptt. of Sanskrit |
| | -Dr. Mona Tabassum, Deptt. of Psychology |
| VI. Governance, Leadership & Management | -Dr. K. A. Narain, Deptt. of Economics |
| | -Dr. Rosline Soren, Deptt. of Botany |
| VII. Innovations & Best Practices | -Dr. Mahesh Roy, Deptt. of Botany |
| | -Dr. R. K. Sinha, Deptt. of English |
- 02:** As regards Academic and Administrative Audit, it was decided unanimously that each Department will take initiative to conduct the above Audit, and thereafter will submit the same with analysis recommendation.
- 03:** It was further resolved that the process to obtain Feedback from Students, Alumni and Parents will be completed separately by each Department, and thereafter all the data will be compiled at the College level.
- 04:** It was decided unanimously that the Students Satisfaction Survey (SSS) will be conducted online through Google Form, and the data will be compiled centrally.
- 05:** It was unanimously decided
- to construct four (04) Soak pits on the Campus to develop 'ground water recharge system.
 - to provide for 'Solar Panels' for harvesting solar energy.
 - to prepare a comprehensive 'Green Audit' of the Campus, for which Dr. Mahesh Roy, HoD Botany was authorized to take necessary steps.
- 06.** It was resolved unanimously that all newly admitted students in both UG and PG programmes be provided guidance through Mentoring System; for this, the Department was authorized to make groups of students with each faculty as Mentor for separate group.
- 07.** The members unanimously accepted the suggestion that in cultural and academic activities, female students must be given greater opportunities to develop their talent
- Dr. Uma Pathak, Convener of Cultural Committee, informed that Female students were not only given special care and opportunities in all cultural programmes; they excel also in their performance in comparison with male students. She assured that female students would be encouraged to participate in the University level 'Drama Event- Tarang' to be held sometimes in October 2019.
 - The Coordinator, IQAC, informed that in each and every Department, female students were always given special attention and training to participate in all academic activities. The higher enrolment of female students in each Programme of study was a clear indication to that fact.
- 08.** The Coordinator, IQAC, informed that a Workshop on 'Effective Planning & Preparation for UGC-NET' was scheduled to be organized in the first week of July, 2019 itself, but was cancelled due to inclement weather.

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- i. The Workshop would be organized after seeking the consent of Professor (Dr.) Shankar A. Dutt, Professor & Head, University Department of English, Patna University, Patna who had previously agreed to conduct it.
09. The members unanimously accepted the need and importance of fieldwork/ practical sessions for increased awareness about environmental issues among UG and PG students.
- i. The Coordinator, IQAC informed that all PG students would be participating in the activity of cleaning the campus as part of 'Swachhha Bharat Abhiyan' later this year in 2019. For that, a coordinating Committee of all HoDs had been formed. M
- ii. It was also informed that more Workshops/ Invited Talks would be organized that year on the theme in collaboration with the Departments of Botany and Zoology.
10. . Coordinator, IQAC, Dr. Ravi Kumar Sinha observed that the IQAC was aware of the need to procure the facility of e-Library for faculties, researchers and students in view of dearth of regular grants from State/ Central Governments and UGC for purchase of Books/ Journals; moreover, it was also realized that e-Library would facilitate quick access to quality research papers and books.
- i. He informed that e-Library was likely to be made functional on the Campus in the month of July itself, and login id / password would also be generated for all members of faculties and UG/ PG students.
- ii. The members appreciated the efforts of the e-Library Committee for their prompt action to procure the facility of e-Library from N-List/ Inflibnet.
11. Any other:- It was realized that there was a need to involve students in the process of planning and preparation of Annual Budget of the Department/ College.
- i. For this, it was resolved unanimously that each Department should constitute a Departmental Academic Council consisting of all faculty members, office staff and 4 to 6 students' representatives to be selected on the basis of: 1. Their attendance 2. Their performance in any Department level Quiz or Extempore debate competition, and 3. Their performance in at least one written Test.
- ii. Coordinator, IQAC, Dr. Ravi Kumar Sinha proposed that Students' Academic Council at the College level be also constituted, consisting of Students' Academic Representatives from each and every Departments. The proposal was unanimously approved.

The meeting concluded with vote of thanks proposed by Dr. Ravi Kumar Sinha, Coordinator, IQAC.

NB:- Next meeting of IQAC to be held in the second week of September, 2019

Principal & Chairperson

PRINCIPAL
R.N. College, Hajipur





Internal Quality Assurance Cell

Minutes of the IQAC Meeting- II

Date: 18/09/2019 (Wednesday)

Time: 3:00 PM

Place: Auditorium

Agenda:

- Confirmation of the Minutes of the IQAC meeting held on 05/07/2019
- Review of the progress of the allocated Criterion wise distribution of responsibilities for 2nd Cycle of NAAC accreditation.
- Review of the compiled academic and administrative audit.
- Review of the compiled Feedback obtained from the Students, Alumni and Parents
- Review of the compiled Students Satisfaction Survey
- Review of the initiatives to make the Campus a 'Green Campus'
- To revive 'Community Children Library'
- To improve and augment infrastructural facilities on the Campus
- To frame modalities of conducting 'Continuous Internal Assessment' of Postgraduate students in all Compulsory Courses (CC)/all Semesters in structured format.

Members Present:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson
2. Prof. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany
4. Dr. R. K. Thakur, Bursar
4. Dr. P. K. Yadav, Deptt of Pol. Sc.
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof., Deptt of Pol. Sc.
11. Sri Prem Shankar, Head Assistan, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Advocate Chandeshwar Prasad, Other Stake holder/ Community.

Members not present:

1. Mr. Md. Abdullah, S. P. C.I.D., Alumnus
2. Sri Vishal Bubana, Nominee from Industry

Introduction: Dr. Vibhash Kumar Yadav, Principal chaired the meeting and welcomed everyone to the meeting.

Resolutions & Compliance:

01. The members of the IQAC unanimously approved the minutes of the previous Meeting held on 05/7/2019.
02. The progress report collection and compilation of data on Criterion III 'Research, Consultancy and Extension' was not complete, and hence the faculties responsible for this were asked to consult each and every teacher personally to submit at the earliest the details of their academic activities done so far.
03. Academic and Administrative Audits were reviewed and the members unanimously approved these Audits as satisfactory.
04. The members of the Cell reviewed the Feedback received from the Students, Alumni and Parents one by one and unanimously approved the Reports.

On the basis of the Feedbacks:



Internal Quality Assurance Cell

- i. Dr. Mahesh Roy suggested that the Office staff on the College Counters need to be more polite with students.
 - ii. Dr. Uma Pathak suggested that one of the College Counters be declared as 'Enquiry Point' for the convenience of the students.
05. It was informed that it would take time to prepare final Report on 'Students' Satisfaction Survey', hence it was resolved to place the Report in the next meeting of IQAC
06. The Committee was informed about the initiatives taken to create 'Green Campus':
- i. Dr. Ravi Kumar Sinha informed that three (03) Soak-pits (4' x 4' x 10') have been constructed on the main Campus, by the side of the Garden, and that these are serving the purpose of recharging the earth with rain water.
 - ii. Dr. R. K. Thakur informed that the correspondence is being made with Bihar Renewable Energy Development Agency for installing 10 KVA Solar Panels on the Campus.
 - iii. Dr. Mahesh Roy informed that the major part of the work of 'Green Audit' of the College Campus is over, and the Report will be completed by the end of October, 2019.
 - iv. The Chair suggested that more plantation should be done to make the Campus more 'green', which was unanimously approved by all.
07. The Coordinator, IQAC, sought the permission of the Chair to revive the 'Community Children Library' by seeking voluntary donations of books/ money form members of faculties as one of the 'Best Practices'. The proposal was accorded unanimous approval.
08. Dr. R. K. Thakur, Bursar informed that the correspondence is being made with the Bihar Govt./ Bihar Educational Infrastructure Development Corporation, Patna for starting the process of construction of the New Science Block out of RUSA Grants.
09. The Coordinator, IQAC, informed that a detailed 'Structured Format' has been prepared by the University and the same has been accepted by the 'Research Promotion Committee' of the College for the purpose of 'Continuous Internal Assessment' of Postgraduate students in all Compulsory Courses (CC) in Sem.1, Sem.2, Sem.3 and Sem. 4.

The students would be assessed on the basis of a 'Continuous Internal Assessment' of 30 Marks, besides an 'End of Semester Examination of 70 Marks for each Paper; the components were:

- | | |
|---|------------|
| i. Two mid-Semester written Tests of one hour duration each | - 15 Marks |
| ii. Seminar/ Quiz | - 05 |
| iii. Assignment | - 05 |
| iv. Punctuality & Conduct | -05 |

Total = 30 Marks

The members unanimously approved the detailed 'Structured Format' for the purpose of 'Continuous Internal Assessment' Postgraduate students in all Semesters/ Courses, and requested the Chair to notify the same so that marks could be awarded strictly as per each component.

The meeting concluded with vote of thanks proposed by the Coordinator, IQAC.

NB:- Next meeting of IQAC to be held in the second week of December, 2019

Principal & Chairperson

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Internal Quality Assurance Cell

Minutes of the IQAC Meeting- III

Date: 21/12/2019 (Saturday)

Time: 2:30 PM

Place: Auditorium

Agenda:

- Confirmation of the Minutes of the IQAC meeting held on 18/09/2019.
- Review of the IQAR (2018-19), prior to its uploading onto College Website and its submission to NAAC.
- Progress of the collection & Compilation of Criterion wise data / details for 2nd Cycle of NAAC accreditation.
- Approval of the Academic and Administrative Audit Report.
- Approval of the Reports on Feedback obtained from the Students, Alumni and Parents.
- Approval of the Report on Students Satisfaction Survey.
- Approval of the Report on initiatives to make the Campus a 'Green Campus'
- Review of the functioning of e-Library on the Campus.
- Review of progress on enhancing infrastructural facilities on the Campus.

Members Present:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson
2. Dr. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany
4. Dr. R. K. Thakur, Bursar
5. Dr. K. A. Narain, NSS Incharge
6. Dr. Uma Pathak, Convener, Cultural Committee
7. Dr. Mona Tabassum, Convener, Counseling Cell
8. Dr. P. K. Yadav, Deptt of Pol. Sc.
9. Dr. R. K. Verma, Assoc. Prof., Deptt of Pol. Sc.
10. Dr. Roslin Soren, Convener, Gender Sensitization Cell
11. Sri Prem Shankar, Head Assistan, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
14. Advocate Chandeshwar Prasad, Other Stake holder/ Community.
15. Sri Vishal Bubana, Nominee from Industry.

Introduction: Dr. Vibhash Kumar Yadav, the Principal, chaired the meeting and welcomed the members.

Resolutions & Compliance:

01. The members unanimously confirmed the Minutes of the IQAC meeting held on 18/09/2019
02. The final draft of IQAR (2018-19) was reviewed and unanimously approved for its submission to the NAAC and was allowed to be uploaded onto College Website.
03.
 - i. The members expressed concern at the indifference shown by some of the faculty members in submitting the details of their academic activities during the current academic session.
 - ii. Concern was also expressed over the fact that some Departments have not yet submitted Report on 'Mentoring System'.

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Internal Quality Assurance Cell

04. The members reviewed the Report on Academic and Administrative Audit, Reports on Feedback obtained from the Students, Alumni and Parents, and the Report on Students Satisfaction Survey and unanimously approved them.
- Dr. R.K. Verma pointed out that each Department must convene special meeting for those students who dropout examination, or could not secure pass marks.
 - Dr. Rosline Soren suggested that extra classes should be arranged for such weak learners.
 - Both the above suggestions were unanimously accepted.
 - Dr. Mahesh Roy suggested that each and every Department must organize at least on Seminar/ Workshop in every semester for the benefit of students. The suggestion was unanimously accepted.
 - Dr. Satyendra K. Singh made the suggestion that faculties should make greater use of 'Smart Classroom' to deliver lectures.
- The suggestion was unanimously accepted and the Coordinator, IQAC was entrusted with the responsibility of preparing a Master Routine of 'Smart Classes' for all Departments in consultation with HoDs.
05. The members reviewed and approved the final draft of the 'Green Audit' of the College Campus and appreciated the efforts of the team led by Dr. Mahesh Roy, HoD Botany for completing the work.
- Dr. Satyendra K. Singh made the suggestion that more activities and Seminars/ Workshops must be arranged for ensuring greater participation of students .
- The Coordinator informed that a Panel Discussion on 'Solar Energy- Utility and Conservation of Energy' was proposed to be organized in the first week of March 2020 on the occasion of "Jal- Jeevan- Hariyali Day".
06. The members reviewed the functioning of e-Library and stressed the need to increase membership.
07. Dr. R. K. Thakur informed that the Bihar State Educational Infrastructure Development Corporation has started the Bidding Process for construction of a moderate sized Science Block on the Campus out of Rusa Grants. He also informed that on the suggestion of Cultural Committee and the IQAC, State-of-the-Art Sound System has been installed in the Auditorium, which would facilitate cultural activities.
- The meeting concluded with the Vote-of-thanks proposed by the Coordinator, IQAC.

NB:- The next meeting of the IQAC to be held in the 2nd week of May 2020.

Principal & Chairperson

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ESTD : 1952
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Internal Quality Assurance Cell

Minutes of the Urgent Online Meeting of IQAC- IV

Date: 06/04/2020 (Monday)

Time: 11:00 AM

Online Platform: GoogleMeet.

Agenda:

- Confirmation of the Minutes of the IQAC meeting held on 21/12/2019
- To take stock of prevailing emergent situation on account of Covid-19 Pandemic and Lockdown.
- In pursuance of directives of Hon'ble Chancellor's Office, framing Modalities & Guidelines for commencing online education.
- Guidelines for preparing e-Contents for students
- Guidelines for establishing online communication with students.
- Possibilities to arrange and organize Webinars.
- Creation of "e-Content" Tab on the College Website to facilitate access to 'e-Contents'.
- Conducting 'Continuous Internal Assessment' through online mode for Postgraduate students.

Members Present:

2. Prof. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany
4. Dr. R. K. Thakur, Bursar
5. Dr. P. K. Yadav, Deptt of Pol. Sc.
6. Dr. Uma Pathak, Convener, Cultural Committee
7. Dr. Mona Tabassum, Convener, Counseling Cell
8. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. R. K. Verma, Assoc. Prof., Deptt of Pol. Sc.
10. Dr. K. A. Narain (due to personal engagement)
11. Sri Prem Shankar, Head Assistan, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
14. Advocate Chandeshwar Prasad, Other Stake holder/ Community.

Members not present:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson (due to ill health)

Introduction: In absence of the Principal Dr. Vibhash Kumar Yadav, Professor Dr. Ravi Kumar Sinha, Coordinator, IQAC chaired the Session and extended his welcome to everyone.

Resolutions & Compliance:

01. The Minutes of the IQAC meeting held on 21/12/2019 was unanimously confirmed.
02. The members expressed serious concern over the prevailing situation of nation-wide lockdown due to Covid-19 Pandemic.
They realized that the situation would hamper the pace of teaching-learning activities on the Campus, and that the academic loss of the students must be compensated for in any way. However, the situation warranted strict adherence to Covid-19 guidelines. Everyone said that it was the duty of every member of faculty to provide positive advice and counseling in each Group of students to remain safe and protected by following all guidelines of the government.



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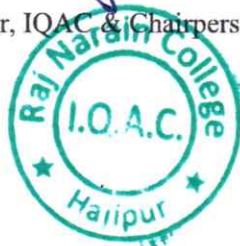
Internal Quality Assurance Cell

03. In the larger interest of students as also in the light of the directives received from the Hon'ble Chancellor's Office, it was unanimously decided to commence 'online classes' for all Programmes .
- It was decided that each and every member of faculties would engage Online Class according to the Master Routine of the Department/ College as far as practicable so as to avoid unnecessary confusion.
 - Only authentic Online Platform should be used such as GoogleMeet, Webex, Zoom, etc. Of all these, GoogleMeet was declared safe and easy to use.
 - A prior notice on coming Class must be sent on WhatsApp Group of students.
 - Online classes must be avoided at odd times- early in the morning or late at night.
 - Strict protocols of Online Meeting must be enforced to avoid any issue of privacy.
 - Only those students should be allowed to join the online class who enter with 'registered Roll no. & Name.
 - Students must be warned not to share the link to join online class with other strangers.
 - Students indulging in odd/ undisciplined acts must immediately be removed, and the same must be reported to the authority/ The Principal.
04. To supplement the Online teaching, it was decided unanimously that each and every member of faculties would prepare e-Content (formally structured Study Material) for their students so that they can maintain the pace of their study for their Term-End Examination.
- e-Contents must be relevant and related to the prescribed syllabus/ courses of study.
 - The 'Title/Heading of e-Contents must bear the name of Programme/ Course/ Paper/ Unit/ Sub-unit, etc.
 - Each Department would be required to submit the Weekly Report containing details of Online classes held and e-Contents provided by their faculties.
05. In addition to the above, all the Departments would explore possibilities of organizing Webinars/ other online academic activities to supplement and enrich online education.
- Department of English, Botany, Zoology and History made the proposal to organize Webinars on relevant issues and themes.
06. The Coordinator, IQAC, suggested that a space/place on the College Website be dedicated exclusively for uploading of e-Contents.
- It was proposed to consult the Web-hosting Agency to create a special 'Tab' of "e-Contents" on the Home Page of the College Website. The suggestion and the proposal were approved unanimously.
 - It was agreed that each Department would submit the e-Contents prepared by the faculties for uploading onto the College Website.
 - Er. Rakesh Singh (Faculty, BCA) and Dr. Rakesh Ranjan (Faculty, BCA) were authorized to receive and upload all e-Contents on College Website.
07. It was unanimously agreed that the 'Continuous Internal Assessment' would continue through online mode for Postgraduate students.

The meeting concluded with vote of thanks proposed by Dr. R. K. Verma.

NB:- Next meeting of IQAC to be held in the first week of July, 2020

Coordinator, IQAC & Chairperson





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Internal Quality Assurance Cell

Minutes of IQAC Meeting 2018-19 -I

Date :3rd July, 2018

Place: College Auditorium

Agenda:

1. Regarding approval of the Proceedings of the last IQAC Meeting held on 7th May, 2018.
2. Submission of academic calendar (2018-19) and its approval.
3. To discuss Criterion-wise activities with Heads of Departments & Coordinators.
4. Review of Progress of SSR with reference to all Seven Criteria.
5. To frame modalities for strengthening support system in the Central Library.
6. Regarding challenge of maintaining effective communication with students for ensuring their better academic performance.
7. To ensure wider participation of students in Cultural activities.
8. To discuss and finalize details of Programmes for the College Foundation Day- 1st August, 2018.
9. Regarding training of students for their participation in the University level 'Tarang' Programme.
10. To discuss and finalize modalities of Student Satisfaction Survey for PG II Sem. (2016-18) relating to Mentoring facility.
11. To discuss and finalize details of Programmes for the Independence Day-2018.
12. Modalities and monitoring of regularity and punctuality of faculties.
13. To discuss and plan for organizing Seminars and Workshops in order to encourage particularly postgraduate students participate in such academic activities.
14. Regarding collection and compilation of required data for AQAR 2017-18.
15. Regarding details and procedure of conducting AECC-I and C.I.A. for the Postgraduate students.
16. Regarding desirable steps for transforming the Campus into a 'Green Campus'.

Members Present:

Members Present:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson
2. Prof. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. R. K. Thakur, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society
5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS



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Internal Quality Assurance Cell

10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Advocate Chandeshwar Prasad, Other Stake holder/ Community Representative.

The members were welcomed by the Chair.

Resolutions & Compliances:

1. The members of the committee unanimously resolved to approve the proceedings of the previous IQAC meeting held on 7th May, 2018.
2. The members examined the IQAC Calendar for the academic year 2018-19 and unanimously approved the same.
3. The members of Committee discussed the Criterion-wise curricular, co-curricular and extra-curricular activities that are desirable from the point of view of students-centric education. Members were unanimous in their concern that more departments should come forward in organizing Seminars/ Workshops, invited talks, etc.
4. The members reviewed the preparation of different departments with regard to collection and compilation of data for 'Self Study Report'.
 - i. It was noted that scarcity of faculties in the Departments is a major challenge in organizing various academic activities on the campus.
 - ii. Absence of Lab boy/ Lab assistant in Science subjects is another major challenge in achieving the desired objectives.
 - iii. It was resolved unanimously to request the University to grant permission to the College to outsource technical employees for Laboratories till permanent appointment is made.
5. The members of the Committee noted the challenge of strengthening support system in the Central Library in absence of adequate number of Class III & Class IV employees.
 - i. Dr. R. K. Verma and Dr. Mahesh Roy proposed that the College should explore the option of providing the facility of 'e-Library', which was accepted and approved by all the members present in the meeting.
6. In order to maintain effective communication with students, to obtain feedback, and also for speedy circulation of information, Dr. Ravi Kumar Sinha, the Coordinator, IQAC, suggested that each Department should create a separate WhatsApp Group for students of all Years (Graduation) & all Semesters (Postgraduation).



Internal Quality Assurance Cell

- i. The suggestion was unanimously approved and it was resolved that the Computer Section of the College would provide the Mobile Number of all enrolled UG and PG students to all HoDs for creating such Groups.
7. In view of coming Tarang Fest at the University, the members of the committee expressed the need to ensure wider participation of students in Cultural activities.
 - i. The convener of Cultural Committee, Dr. Uma Pathak proposed to organise a 'Talent Hunt Competition' to find out students with hobbies in music, dance and other such activities.
 - ii. The proposal was unanimously approved.
8. The members of the committee discussed the Agenda No.8, and unanimously resolved to entrust the Cultural Committee to finalize the details of Programme for upcoming College Foundation Day on 1st August, 2018.
 - i. Dr. Uma Pathak suggested that the Vice Chancellor of the University be requested to grace the Function on the occasion of College Foundation Day on 1st August, 2018.
 - ii. The members of the committee unanimously accepted the suggestion and requested the chair to do the needful in this regard.
9. The members of the Committee discussed Agenda No.9, and unanimously authorized the Cultural committee to provide all support and training to students for their participation in the University level 'Tarang' Programme.

The chair was requested to provide adequate financial support to the Cultural Committee, and the request was accepted.
10. The members of the committee discussed modalities of Student Satisfaction Survey for PG II Sem. (2016-18) relating to Mentoring facility.

It was unanimously resolved to carry out the Student Satisfaction Survey only for PG II Sem. Students in spite of dearth of faculties and office staff in the College.

 - i. It was also resolved that each Department will complete the process in their own pace and maintain a proper record of the same.
11. The members of the committee discussed the Agenda No.11, and unanimously resolved to entrust the Cultural Committee to finalize the details of Programme for the Independence Day- 15th August, 2018.
12. The members of the Committee discussed the modalities and monitoring of regularity and punctuality of faculties on the Campus, essential for maintaining vibrant academic environment.
 - i. On the suggestion of IQAC, the chair proposed the option of introducing the system of 'Biometric' Attendance which is already in the mind of government authorities.
- I. The proposal from the chair was unanimously approved



Internal Quality Assurance Cell

13. The members of the committee discussed the scarce number of Seminars and Workshops being organized by different Departments.

It was felt that the IQAC should chalk out plans in consultation with Heads of Departments for organizing Seminars and Workshops in order to encourage particularly postgraduate students participate in such academic activities.

14. In view of Agenda No. 14 of the meeting, the members of the committee unanimously resolved to request the chair to direct all Departments to expeditiously collect and compile required data for AQAR 2017-18.

The coordinator, IQAC, was unanimously authorized to verify the received data and start the process of filling up AQAR for the year 2017-18.

15. Regarding details and procedure of conducting AECC-I and C.I.A. for the Postgraduate students, the members of the committee resolved unanimously to request the chair to conduct the above tests (C.I.A.) centrally in a uniform and transparent way instead of leaving the matter to individual department, and for that the Examination Department of the College be entrusted with the task to finalize the schedule of C.I.A. for all Departments.

The request was readily accepted by the chair.

16. The members of the committee discussed desirable steps for transforming the Campus into a 'Green Campus'. In this regard, the following suggestions were unanimously approved:

- i. The college should explore the option of installing solar panels on the roof of the college buildings with the help of BREDA.
- ii. "Ground Water Recharge System" should be developed.
- iii. The present 'Recycle Point' should be renovated.
- iv. Students should be involved in the 'Plantation Drive' on the Campus.
- v. During activities based on 'Swachhha Bharat Abhiyan' students should be motivated to keep the Campus 'plastic free'.
- vi. For an objective and authentic 'green survey' on the entire Campus. Dr. Mahesh Roy, HoD Botany, be authorized to do the needful.

It was resolved unanimously that the next meeting of the IQAC be held in the 3rd week of December, 2018.

The meeting concluded with the Vote of thanks proposed by Dr. Ravi Kumar Sinha.

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Principal & Chairperson,

PRINCIPAL
Raj Narain College, Hajipur



Coordinator, IQAC



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Internal Quality Assurance Cell

Minutes of IQAC Meeting 2018- 19 -II

Date : 19th of December, 2018

Place : Principal's Chamber

Agenda:

The second meeting of the IQAC was held on 19th of December, 2018 in the Chamber of the Principal to discuss and to take decision in that light on the following Agenda:

1. Regarding preparation and evaluation of AQAR 2017-18
2. To discuss and decide the modalities of conducting Mid-Sem. Exams as part of C.I.A. of P.G. Sem.-I.
3. To discuss the proposal and details of organizing a Seminar on Folk Music by the Department of Music.
4. To discuss the proposal and details of organizing a Seminar by the Department of Botany on Water Conservation- as part of requirement of AECC-1 for P.G. Sem.-I.
5. Regarding celebration of the Republic Day- 2019.
6. To discuss and evolve a viable mode of obtaining Feedbacks from three important stakeholders- Students, Parents and Alumni.
7. Regarding celebration of the Science Day on 28th of February, 2019.
8. To discuss and frame modalities of conducting activities on the Campus based on 'Swachchha Bharat Abhiyan' as part of requirement of AECC-1/2, AEC-1.
9. Regarding celebration of the International Women's Day on 8th of March, 2019.
10. To discuss the plan of organizing extracurricular activities like Debate/ elocution for UG students.
11. Regarding celebration of 'Ambedkar Jayanti' on 14th of April, 2019.
12. To analyse and evaluate the Feedbacks on Students, Teachers, and Alumni.
13. To discuss and frame modalities of conducting Workshop on 'Life Skills' for P.G. Sem.1 students.
14. Regarding celebration of the 'World Environment Day' on 5th of June, 2019.
15. Regarding Computer Training Programme for Non-teaching employees to enhance their competency.

Members Present in the Meeting:

1. Dr. Vibhash Kumar Yadav, Principal & Chairperson
2. Prof. Ravi Kumar Sinha, Coordinator, IQAC
3. Dr. Mahesh Roy, HoD, Botany, Prof-in-charge, 'Green-Audit'
4. Dr. R. K. Thakur, Bursar
4. Dr. P. K. Yadav, President, Athletics & Games Society



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5. Dr. Uma Pathak, Convener, Cultural Committee
6. Dr. Mona Tabassum, Convener, Counseling Cell
7. Dr. Roslin Soren, Convener, Gender Sensitization Cell
9. Dr. K. A. Narain, Programme Officer, NSS
10. Dr. R. K. Verma, Assoc. Prof. of Pol. Sc. & Teachers' Representative
11. Sri Prem Shankar, Head Assistant, Office.
12. Mr. Shekhar Saurav, Students' Representative (PG)
13. Ms. Preeti Gungun, Students' Representative (UG)
14. Dr. Satyendra K. Singh, Parents' Representative & Alumnus
15. Advocate Chandeshwar Prasad, Other Stake holder/ Community Representative.

The members were welcomed by the Chair.

Resolutions & Compliances:

1. The members of the Committee unanimously realized the need to expeditiously prepare the AQAR- 2017- 18 and its timely submission.
 - i. The Chair requested the HoDs present in the meeting to submit the required academic details with the IQAC as early as possible.
2. The members of the Committee discussed the agenda no.-2 and resolved to authorize the Principal to conduct centrally at least one Mid-Sem. Exams as part of C.I.A. of P.G. Sem.-I.
 - i. For this, all HoDs be requested to prepare a question bank, for finalizing Question for the examination.
3. The proposal submitted by the Department of Music to organize a Seminar on Folk Music was appreciated by the Members of the Committee, and the tentative date around 4-5 January, 2019 was unanimously approved.
 - i. Dr. Uma Pathak, convener of Cultural Committee informed the Chair that Ms. Mudita Mishra, the noted Folk Singer has agreed to join the Seminar as the Keynote Address.
4. The proposal submitted by the Department of Botany to organize a Seminar on 'Conservation of Natural Water' was appreciated by the Members of the Committee, and the tentative date in the last week of January, 2019 was unanimously approved.
 - i. Dr. Mahesh Roy, HoD Botany informed the Committee that the world famous Dr. Rajendra Prasad known as the Water Man, has been kind enough to address the Seminar as the Chief Resource Person.



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5. For celebration of the Republic Day- 2019, the members of the Committee resolved unanimously to authorize the Cultural Committee to do the required preparation and also to organize a Cultural Event on the occasion.
6. The members of the committee discussed the agenda no.6, and resolved unanimously to authorize each Department to obtain Feedbacks individually in a feasible way from three important stakeholders- Students, Parents and Alumni in the 3rd week of January, 2019.
7. The members of the Committee unanimously requested the IQAC convenor to convene a meeting of all Heads of Science Departments along with those of Psychology, Geography and Home Science to celebrate in a meaningful way the Science Day on 28th of February, 2019.
8. The members of the Committee different options of conducting activities on the Campus based on 'Swachhha Bharat Abhiyan' as part of requirement of AECC-1/2, AEC-1.
 - i. Dr. R. K. Verma proposed that a Seminar should be organized for the purpose.
 - ii. Dr. Mahesh Roy suggested that each Department should devise individual plans to conduct such activities.
 - iii. Dr. Uma Pathak suggested that all Department should direct the P.G. Sem.I students to come to college on a particular day wearing white cap and clean the entire Campus so as to make it plastic free. And for this, each Department be assigned one part of the Campus. The suggestion was unanimously approved.
 - iv. It was also decided unanimously that the students of P.G. Sem.I be directed to prepare an assignment/ report based on the activities performed by them.
9. It was decided unanimously to celebrate 'International Women's Day on 8th March, 2019 with great fanfare so as to sensitize the students on the issues of 'gender rights' and 'gender equality'.
10. Members of the committee were unanimous in their view that communication skills form an important part of personality and an essential qualification for promising career. From this point of view, debates and elocution competitions must be organized on regular basis for UG students.
 - i. To begin with, it was decided that each department must organize at least on Debate or elocution completion every month on the subject/topic of general awareness/ current affairs.
11. The members of the committee evaluated the Feedbacks received from the P.G. Sem.I students. It was noted that while most of the responders were satisfied with the teaching process, they wanted better infrastructure in terms of modern laboratories and common rooms.



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- i. The convenor, IQAC was then directed by the chair to compile the Feedbacks for its inclusion in the AQAR- 2018-19.
12. Life Skills such as logical reasoning, decision-making, resilience & adaptability, time management, etc. are integral part of a successful life as well as career. And in view of that, the members of the committee unanimously approved the plan of conducting workshops on such life skills in the last week of April, 2019, and requested the Chair to provide all support to the IQAC for this project.
13. It was unanimously resolved that on the occasion of World Environment Day- 2019, the NSS volunteers should be engaged in plantation of trees on the campus.
14. The members of the Committee unanimously resolved to approve the plan of the IQAC to arrange Computer Training Programme for the Non-teaching employees of the college for their professional empowerment.
 - i. In the first batch, those employees who are not familiar with computer use for office work, be given training.

It was resolved unanimously to convene the next meeting of the IQAC in the 1st week of July-2019.

The meeting concluded with the Vote of thanks proposed by Dr. Khalid Hussain Siddiqui.

Principal & Chairperson

PRINCIPAL
R.N. College, Hajipur

Coordinator, IQAC

