

**Sido Kanhu Murmu University**

**Dumka (Jharkhand)**

**IQAC**

**Minutes of the Meetings**

**1<sup>st</sup> Meeting: 9.7.2019**

A meeting of the IQAC with the faculty members of different PG Departments was held on 09.07.2019 under the Chairmanship of the IQAC Coordinator, Dr. Sanjeev Kumar Sinha.

Following teachers were present in the meeting:

1. Dr. Sanjay Kumar Singh
2. Dr. Bijoy Kumar
3. Dr. Nilesh Kumar
4. Dr. Sanjay Kumar Sinha
5. Ms. Amita Kumari
6. Ms. Mary Margaret Tudu

**Agenda:**

- 1) To thoroughly discuss all the sections of AQAR so that the report of the first cycle can be finally prepared and submitted to NAAC.
- 2) To chalk out a plan to gather the required information and statistics for the Report.

**Resolutions:**

- 1) It was decided that the task of collecting the data would be distributed among the members of IQAC. Each member was assigned a particular area and he/she was asked to prepare a proforma to collect the required information and data.
  - 2) It was resolved that the Heads of all the Departments would be responsible to fill the proforma with the cooperation of faculty members and submit the same to the IQAC in due time.
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## **2<sup>nd</sup> Meeting: 3.10.19**

A meeting of the IQAC was held on 03.10.2019 under the Chairmanship of the IQAC Coordinator, Dr. Sanjeev Kumar Sinha. Following members were present in the meeting:

1. 1 Dr. Sanjay Kumar Singh
2. Dr. Bijoy Kumar
3. Dr. Nilesh Kumar
4. Dr. Sanjay Kumar Sinha
5. Ms. Amita Kumari
6. Ms. Mary Margaret Tudu

### **Agenda:**

- 1) To prepare a robust plan for the celebration of days of national, social and global importance.
- 2) To discuss the need for Parent-Teacher meetings in all Departments in order to take stock of the parent's/ guardian's evaluation of the working of the University.
- 3) To discuss ways to smoothen the functioning of different Cells and Committees of the University and also the need for the creation of new Committees.

### **Resolution:**

- 1) A team of two members (Ms Mary Margaret Tudu and Ms Amita Kumari) of the Committee was formed to prepare an annual list of the days of national, social and global significance. The Committee would also be responsible to encourage different Departments to organize symposia, lectures, debates, competitive events, workshops etc. on these days. It would also provide the necessary support to the Departments who plan to organize the events.
  - 2) It was decided that there was a need to meet the parents and guardians of University students in order to review the functioning of our institution. Further, the comments and suggestions from them would help make the University aware of the needs and expectations of our students. Hence it was resolved that the Committee would encourage all Departments to conduct a Parent Teacher meeting after the Durga Puja vacation.
  - 3) It was resolved that the Committee would approach the Honourable Vice Chancellor and apprise him with the need to restructure several Committees and Cells. Also new Committees have to be formed to further streamline and smoothen the functioning of the University.
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### **3<sup>rd</sup> Meeting: 4.1.2020**

A meeting of the IQAC was held on 04.01.2020 under the Chairmanship of the IQAC Coordinator, Dr. Sanjeev Kumar Sinha. Following members were present in the meeting:

1. 1 Dr. Sanjay Kumar Singh
2. Dr. Bijoy Kumar
3. Dr. Nilesh Kumar
4. Dr. Sanjay Kumar Sinha
5. Ms. Amita Kumari
6. Ms. Mary Margaret Tudu

#### **Agenda:**

- 1) To discuss the ways to further enhance the employability of students through mentoring and coaching.
- 2) To review the ongoing process of digitalization and simplification of admission and examination process.
- 3) To evaluate the laboratory needs of different Departments of Science Faculty as well as Psychology Department.

#### **Resolutions:**

- 1) It was resolved that the ongoing UGC-NET coaching classes shall be further streamlined through the inclusion of more young faculty members, who have recently joined the institution, in the management and engagement of classes. Also, all Departments would be encouraged to establish a mentor-mentee arrangement for the students of all Semesters. Regular meetings between mentor and mentee, a record of the performance of individual mentees and an evaluation of their progress shall be properly documented by each mentor.
- 2) The ongoing process of digitalization and simplification of admission and examination process was reviewed by the Committee and it was decided that the Committee shall approach the Vice Chancellor with a request to further digitalise the examination process by making the entire process of Fourth Semester Examination paperless. It was also resolved that the Vice Chancellor may be requested to take necessary steps for a complete online admission process for PG students along the lines of the admission of UG students through Chancellor Portal.

- 3) It was resolved that Psychology Department along with other Science Departments shall submit a report evaluating the existing equipments and further requirements in their laboratory.
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#### **4<sup>th</sup> Meeting: 18.3.2020**

A meeting of the IQAC was held on 18.03.2020 under the Chairmanship of the Honorable Vice Chancellor in which all the faculty members were invited to participate and give their valuable suggestions.

#### **Agenda:**

- 1) To discuss the functions of the restructured and new Committees and Cells recently constituted by the University.
- 2) To discuss ways to establish parity among the Departments of different Faculties with regard to question papers and dissertation evaluation.
- 3) To discuss the steps taken by different Departments in the direction of syllabus revision and their plans for preparation of short term/ certificate courses for the upcoming session.

#### **Resolutions:**

- 1) The functions and requirements of all Committees and Cells were discussed. The Chairperson of each Committee/ Cell was asked to conduct quarterly meetings and document the undertaken activities. The Publication Committee and Research Committee were asked to take serious measures to enhance the research skills of the teachers and find ways to facilitate and encourage the teachers to publish more and undertake research projects.
  - 2) The pattern of question papers and dissertation evaluation process of different Faculties were thoroughly discussed and it was resolved that a meeting of the PG Heads along with the Deans of different faculties shall be convened to draw a uniform plan for all the Faculties.
  - 3) The Departments presented their plans for syllabus revision. Further, some Departments like English and Santali discussed the ongoing process of preparation of Certificate Courses which may be introduced in the coming session.
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**IQAC Meetings**

**Action Taken Report**

**Meeting held on 9.7.2019**

Following a meeting held on 9.7.2019, the members of IQAC prepared proforma to gather information for AQAR. Several different proforma for different categories of data were prepared and the same were sent to the Heads of different PG Departments as well as University officers.

**Action Taken Report**

**Meeting held on 3.10.2019**

Following a meeting held on 3.10.2019, the two member committee of IQAC prepared a list of important days for celebration/ observance by the University. The same was sent to all the Departments. Further, all Departments were also asked to send their plans for the observation/ celebration of the days mentioned in the list.

Secondly, all Departments have been instructed by the University to prepare plans to organize parent-teacher meetings after the Durga Puja vacations.

Thirdly, the IQAC team met the Honourable Vice Chancellor regarding the need to restructure the different Committees and Cells of the University.

**Action Taken Report**

**Meeting held on 4.1.2020**

Following a meeting held on 4.1.2020, a plan for the conduct of NET coaching classes was prepared under the leadership of Dr. T P Singh, the Head of the Department of Economics. It has been decided to initiate the classes after 15<sup>th</sup> of January.

The Heads of different Departments have been instructed by the University to strengthen the mentor-mentee arrangement in their Departments and keep a regular record of the meetings and progress of the mentee.

The IQAC team approached the Honourable Vice Chancellor with a request to further digitalise the entire process of filling up the Examination forms of the upcoming fourth semester of PG. Accordingly the Examination department has been instructed by the University to prepare a plan and take necessary steps in the said direction.

Also, the Science Departments and the Psychology Department have been instructed by the University to submit the requirements for their laboratories. It has been decided by

the University to purchase the necessary equipments before the end of this financial year.

**Action Taken Report**

**Meeting held on 18.3.2020**

Following a meeting held on 18.3.2021 the Chairperson of all the newly constituted Cells and Committees were instructed to prepare quarterly reports of their meetings and activities. It was also decided to convene a meeting in the last week of the month with all the Heads and Faculty Deans to prepare a uniform pattern of question paper and evaluation scheme.

A handwritten signature in black ink, consisting of stylized cursive letters, positioned above a horizontal line.