



महाबोधि महाविद्यालय, नालन्दा

MAHABODHI MAHAVIDYALAYA, NALANDA

At + P.O.- Nalanda, Dist.- Nalanda (BIHAR)- 803111

पाटलिपुत्र विश्वविद्यालय, पटना एवं बिहार सरकार से स्थायी सम्बन्धन प्राप्त

यू.जी.सी. से 2(I) तथा 12(B) खंड से निर्बंधित (Registration in 2(I) & 12(B) Section of UGC)

College Code : 415

पत्रांक -

दिनांक / /

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting No.: 05

Date: 16/04/2020

Time: 10:00 A.M

Venue: Online Mode Via Google Meet

Chairperson: Dr. Arvind Kumar

Meeting Facilitator: Dr. Ramashish Prasad

Agenda:

1. Corona Awareness Campaign in the institution.
2. Distribution of face masks to students and staff.
3. Arrangement and installation of hand sanitizers in classrooms and common areas.
4. Awareness sessions on COVID-19 safety protocols.

Members Present:

Name	Designation	Role	Signature
Dr. Arvind Kumar	Principal	Chairperson	
Shri Rajendra Prasad	Secretary, Governing Body	Member	
SDO	Sub-Divisional Officer, Rajgir	Management Representative	
Ranjit Kumar	Teacher, Bindih High School	Alumni Representative	
Dr. Anjula Sinha	Assistant Professor, Home Science	Faculty Member	
Dr. Ramanuj Prasad	Assistant Professor, Commerce	Faculty Member	
Dr. Mithlesh Kumar	Assistant Professor, Physics	Faculty Member	
Dr. Mukesh Kumar	Assistant Professor, Chemistry	NAAC Co-Coordinator	
Dr. Ramashish Prasad	Assistant Professor, Mathematics	Coordinator, IQAC	

Minutes:

1. Corona Awareness Campaign:

- o The members unanimously agreed on the importance of spreading awareness regarding COVID-19 protocols within the institution.
- o Posters, digital signage, and student-led awareness sessions will be implemented.
- o NSS/NCC units and student councils will be engaged for wider outreach.

2. Mask Distribution:

- A budget will be allocated for procuring reusable cloth masks.
- Masks will be distributed to all students, faculty, and non-teaching staff.
- The distribution will be managed by the Health & Hygiene Committee under the supervision of IQAC.

3. Hand Sanitizer Arrangement:

- Hand sanitizing stations will be installed at the entry/exit gates, classrooms, library, canteen, and other high-traffic areas.
- The procurement process for sanitizers and dispensers will be initiated immediately.
- Regular refilling and maintenance will be overseen by housekeeping with periodic reviews by IQAC.

4. COVID-19 Protocol Sessions:

- Short sessions will be organized to train staff and students on proper hand hygiene, mask usage, and social distancing.
- A checklist for classroom safety will be developed and circulated.

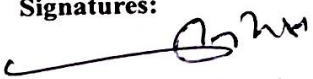
Decisions Taken:

- The awareness campaign will begin from 17/04/2020.
- Mask and sanitizer distribution to be completed by 18/04/2020.
- Monthly review to monitor implementation and feedback.
- A small task force will be formed to oversee execution and report to IQAC.


Action Items:

Task	Responsible Person/Team	Deadline
Design awareness materials	IQAC + College Committee	16/04/2020
Procure and distribute masks & sanitizer	College Administration	18/04/2020
Conduct awareness sessions	NSS + Faculty	18/04/2020

Signatures:


Dr. Ramashish Prasad
Coordinator, IQAC
Mahabodhi Mahavidyalaya, Nalanda

Coordinator IQAC
Mahabodhi Mahavidyalaya, Nalanda
Nalanda-803111


Dr. Arvind Kumar
Principal & Chairperson, IQAC
Mahabodhi Mahavidyalaya, Nalanda

Principal
Mahabodhi Mahavidyalaya, Nalanda
Nalanda (Bihar) 803111