



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(13) खंड से नियमित (Registration in 2(I) & 12(B) Section of UGC)

College Code : 415

पत्रांक -

दिनांक / /

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting No.: 04

Date: 03/01/2020

Time: 02:00 P.M.

Venue: IQAC Chamber, College Campus

Chairperson:

Dr. Arvind Kumar, Principal, Mahabodhi Mahavidyalaya, Nalanda

Coordinator:

Dr. Ramashish Prasad, Assistant Professor, Department of Mathematics

Members Present:

Name	Designation	Role	Signature
Dr. Arvind Kumar	Principal	Chairperson	
Shri Rajendra Prasad	Secretary, Governing Body	Member	
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	

Agenda:

1. Confirmation of last meeting
2. Updating of cell activities
3. Updating of departmental reports
4. Revision of Syllabus for Semester I (2019-22)
5. Preparation of question bank
6. Other matters

Proceedings & Decisions Taken:

1. **Confirmation of Previous Meeting Minutes:**
 - o The IQAC Coordinator, **Dr. Ramashish Prasad**, read the minutes of the previous meeting held on 21/12/2019.
 - o It was found that **most of the decisions were implemented effectively**, and some actions are still in **continuous progress**.
 - o **All cells must update their activity files.**
 - o IQAC Coordinator instructed **nodal officers and members** of respective cells to maintain and organize records systematically.
2. **Updating of Departmental Reports (Agenda No. 4):**
 - o The Chairperson and Coordinator advised **all faculty members to regularly update departmental registers**, which should be maintained as part of routine academic activities.
3. **Revision of Syllabus – Semester I (2019–22) (Agenda No. 5):**
 - o In light of the **university's notification** regarding examination form filling starting from 08th February 2020, teachers were advised to **revise the syllabus covered so far to prepare students for Semester I external examinations.**
4. **Discussion on Question Bank (Agenda No. 6):**
 - o Faculty were asked to **prepare a question bank by identifying probable questions from each topic and unit.**
 - o It was suggested that **previous years' questions** be thoroughly discussed with students to enhance exam preparedness.

Conclusion:

The meeting ended with a **vote of thanks** proposed by the Chairperson, **Dr. Arvind Kumar**, appreciating the contributions of IQAC members .

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
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