प्रधानाचार्य- डॉ० अरविन्द कुमार
मो.- 9835624296, 9199432830

E-mail: mahabodhicollege3@gmail.com
Web.: www.mahabodhimahavidyalaya.ac.in

महाबोधि महाविद्यालय, नालन्दा
MAHABODHI MAHAVIDYALAYA, NALANDA
At + P.O.- Nalanda, Dist.- Nalanda (BIHAR)- 803111
पाटलिपुत्र विश्वविद्यालय, पटना एवं बिहार सरकार से स्थायी सम्बन्धन प्राप्त

यू०जी०सी० से 2(1) तथा 12(B) खंड से निबंधित (Registration in 2(1) & 12(B) Section of UGC)

College Code : 415

पत्रांक -   दिनांक ..../........./.............

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting No.: 17
Date: 16th June 2024
Time: 01:00 P.M.
Venue: Principal's Chamber
Chairperson: Dr. Arvind Kumar, Principal
Coordinator: Dr. Ramashish Prasad, Assistant Professor, Department of Mathematics

Preamble:

The IQAC of Mahabodhi Mahavidyalaya, Nalanda, convened its 17th meeting on 16th June 2024 at 1:00 PM in the Principal's Chamber. The meeting was presided over by the Chairperson, Dr. Arvind Kumar (Principal), and convened by the IQAC Coordinator, Dr. Ramashish Prasad. The meeting focused on critical issues related to NAAC preparation, policy revision, documentation, and quality enhancement initiatives. The following members were present:

Members Present:

- Dr. Arvind Kumar – Principal (Chairperson)
- Shri Rajendra Prasad – Secretary, Governing Body (Member)
- SDO, Rajgir – Sub-Divisional Officer (Management Representative)
- Mr. Farid Rahman – IT Administrator (Contractual 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 (IQAC Coordinator)

Agenda & Resolutions:

Agenda 1 & 2: Confirmation of Last Meeting and ATR Preparation
The proceedings of the last meeting (Meeting No. 16) were read and confirmed. Preparation of the Action Taken Report (ATR) was discussed and noted as a regular responsibility.

Agenda 3: IIQA Submission and Acceptance
It was noted with appreciation that the IIQA was successfully submitted and accepted by NAAC. Members acknowledged the challenge of completing documentation and compiling soft copies at the earliest.

Agenda 4: Finalizing SSR & Compiling Documents
Rough SSR has been prepared. Teachers and Nodal Officers were directed to finalize departmental documentation in both hard and soft copy formats. Proper arrangement of cell registers was emphasized.

Agenda 5: Parent-Teacher Meeting
It was resolved to organize a Parent-Teacher Meeting within the next 20 days, prior to the Minor Paper examination of students (2023–27).

Agenda 6: Revising Vision and Mission of the College
The college's Vision and Mission statements were revised for clarity and brevity. Dr. Mukesh Kumar was tasked with documenting and uploading the revised version on the college website.

Agenda 7: Adopting Revised Institutional Policy
Following thorough discussion, the revised Institutional Policy was adopted. It reflects the evolving goals and practices of the institution.

Agenda 8: Updating Best Practices and Distinctiveness
Two ongoing best practices were confirmed:
(a) No Vehicle Day on the first Saturday of every month
(b) Special Freeship for students residing over 20 KM from the college.
The distinctiveness of the institution was identified as the **Women Empowerment Initiative**. Documentation for both was to be updated and uploaded on the college website.

Agenda 9: Institutional Gender Audit (2022–23)
The internal gender audit report for the session 2022–23 has been finalized. It was decided to upload the report on the college website.

Agenda 10: Academic and Administrative Audit (AAA)
The AAA report and suggestions were discussed. It was resolved to implement as many of the suggestions as feasible. All members were advised to follow through on documentation accordingly.

Agenda 11: Finishing Pending NAAC-Related Work

All nodal officers and faculty were urged to complete pending NAAC-related documentation, particularly files in Word and Excel format, as early as possible.

Agenda 12: Updating E-Content

Most teachers have already prepared e-content. These are to be uploaded on the college website without delay.

Agenda 13: Updating Freeship Register

The Freeship Register, connected to the best practice of supporting distant students, is to be updated by responsible faculty and staff.
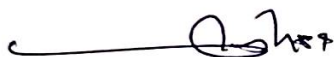
Agenda 14: Computer Literacy Programme for Students

A short-term computer literacy programme for students will be organized. Sri Farid Rahman was authorized to make the necessary arrangements.

Agenda 15: Other Matters

The meeting concluded with a strong emphasis on submitting the SSR accurately and sincerely. Members were reminded that SSR preparation and readiness for the upcoming NAAC Peer Team visit should be the current top priority.

Conclusion:

The meeting ended with a formal vote of thanks to the Chairperson and all the present members. The next meeting will be scheduled as required, especially after the SSR submission or as per NAAC progression.

Signatures:

Dr. Ramashish Prasad
Coordinator, IQAC
Mahabodhi Mahavidyalaya, Nalanda
Coordinator IQAC
Mahabodhi Mahavidyalya, Nalanda
Nalanda-803111

Dr. Arvind Kumar
Principal & Chairperson, IQAC
Mahabodhi Mahavidyalaya, Nalanda
Principal
Mahabodhi Mahavidyalaya, Nalanda
Nalanda (Bihar) 803111