

DATED: - 28.06.2012

Notification

In a meeting of all Teaching and Non - Teaching staff of the College, it is unanimously decided to form an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** of the college to enhance and maintain the quality of education.

Hence, this is to notify that the following members are being nominated as the members of IQAC (Internal Quality Assurance Cell)

IQAC

1. Dr. R. C. Singh	Principal	Chairperson
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	Coordinator
3. Dr. Jagdish Prasad	Dept. of Mathematics	Member
4. Dr. Shashi Bhushan Kumar	Dept. of Chemistry	Member
5. Dr. Balgobind Prasad	Dept. of History	Member
6. Mr. Kamanand Prasad	Dept. of Zoology	Member
7. Mr. Deo Narayan Singh	Dept. of Geography	Member
8. Mr. Ramashish Mahto	Accountant	Member
9. Mr. Nagendra Nath Jha	(Member of GB)	External-Member
10. Mr. Shagun Lal Roy	Local Community	External-Member

As per the guidelines of NAAC and UGC the IQAC of the college has a great role in pivoting the upliftment of the overall improvement of the quality education and nation building process. Members are requested to contribute their full to make quality of education through a combination of self and external quality evaluation, promotion and sustenance initiative.

DmG
28.6.12

Principal

Principal

S.M. Khajedim (viachubani)

NOTICE

Date: 10/02/2016

It is hereby informed to the member of the College that a meeting will be held on 18/02/2016, Thursday in the Principal's chamber at 12.30 pm to discuss the items of the agenda given below.

Therefore, all members are requested kindly to make it convenient to attend the meeting.

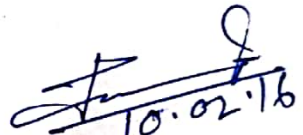
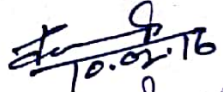

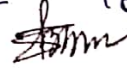
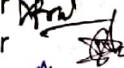
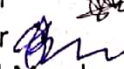


Agenda:

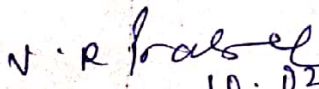
1. Confirmation of the minutes of last meeting held on 23/10/2015
2. To stimulate research environment in the institution.
3. To foster skill development amongst staff & students.
4. Install solar panel in college.
5. Miscellaneous by permission of chair

MEMBERS

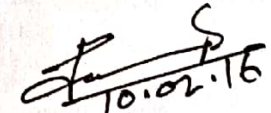
Members

- | | |
|-----------------------------|--------------------|
| 1. Dr. Jagdish Prasad | Principal |
| 2. Mr. Vishwa Ranjan Prasad | Dept. of Economics |
| 3. Dr. Shashi Bhushan Kumar | Dept. of Chemistry |
| 4. Dr. Balgobind Prasad | Dept. of History |
| 5. Mr. Kamanand Prasad | Dept. of Zoology |
| 6. Mr. Deo Narayan Singh | Dept. of Geography |
| 7. Mr. Ramashish Mahto | Accountant |
| 8. Mr. Nagendra Nath Jha | (Member of GB) |
| 9. Mr. Shagun Lal Roy | Local Community |

- | | |
|-----------------|---|
| Chairperson |  |
| Coordinator |  |
| Member | V.R. Prasad |
| Member |  |
| Member |  |
| Member |  |
| Member |  |
| External-Member |  |
| External-Member |  |


Coordinator 10.02.16

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


Chairperson
Principal
S.M.J College
Khajedih (Madhubani)

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 18/02/2016

Venue: Principal's Chamber

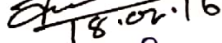
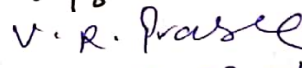

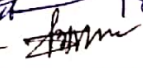
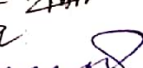
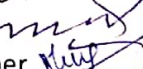

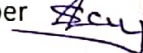

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 18/02/2016, Thursday from 12.30 PM in the Principal's chamber. The meeting was presided over by the Chairperson of the IQAC.

Agenda:

1. Confirmation of the minutes of last meeting held on 23/10/2015
2. To stimulate research environment in the institution.
3. To foster skill development amongst staff & students.
4. Install solar panel in college.
5. Miscellaneous by permission of chair

MEMBERS

Members

		Signature
1. Dr. Jagdish Prasad	Principal	Chairperson 
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	Coordinator 
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry	Member 
4. Dr. Balgobind Prasad	Dept. of History	Member 
5. Mr. Kamanand Prasad	Dept. of Zoology	Member 
6. Mr. Deo Narayan Singh	Dept. of Geography	Member 
7. Mr. Ramashish Mahto	Accountant	Member 
8. Mr. Nagendra Nath Jha	(Member of GB)	External-Member 
9. Mr. Shagun Lal Roy	Local Community	External-Member 

OBITUARY

I AM SORRY TO INFORM THE SAD DEMISE OF DR. R. C. SINGH PRINCIPAL OF SHUKDEO MAHTO JANTA MAHAVIDYALAYA ON 03-01-2016.

The Management of the College has made interim program by appointing Dr. Jagdish Prasad incumbent appointed as Principal by the Management of the College on 16-01-2016.

ITEM No. 1

The coordinator, IQAC, Welcomed the new Principal Dr. Jagdish Prasad and read out the agenda and the minutes of the last meeting held on 23/10/2015 and all members of IQAC confirmed it unanimously.

ITEM No. 2

Members of IQAC unanimously suggested for proper stimulation of research oriented work among the teachers. They also suggested to teachers to submit Minor Research Projects to Research Committee for approval and funding of UGC.

ITEM No. 3

Members suggested that skill development to the non teaching staffs and students is necessary to cope with modern day society, so he argue for proper training to staffs and Students though organizing training programs.

All of the members unanimously accepted the suggestion.

ITEM No. 4

The co-ordinator suggested installation of Solar Panels in the campus to make the campus eco-friendly. He said that by using solar panels for electricity we can minimize carbon emission.

ITEM No. 5

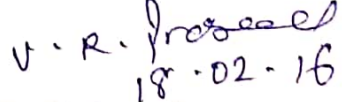
Miscellaneous by the permission of chair : -

- a) Members suggested the need to increase number of books in the Library.
- b) All members suggested for proper monitoring of NSS.
- c) All members unanimously suggested the Principal to communicate the University and the UGC to give a requisition for Vocational courses in the college.
- d) The IQAC coordinator referred that the TEACHING PLAN prepared by the departments has to be edited and compiled through computerized typing.

The meeting ends with vote of thanks by the chair.


18.02.16
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)


18.02.16
IQAC Co-ordinator
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

ICT Details

Smart class — 03

Science, Arts, Commerce

Computer lab — 01

No. of computers — 25

SHUKDEO MAHTO JANTA MAHAVIDYALAYA
KHAJEDIH, MADHUBANI

**INTERNAL
QUALITY
ASSURANCE CELL**

MEETING NO - 08

QAC Coordinator
Dr. J. S. Singh

NOTICE

Date: 15/07/2016

It is hereby informed to the member of the IQAC of the College that a meeting will be held on 20/07/2016, Wednesday in the IQAC ROOM at 2.30 pm to discuss the items of the agenda given below.

Therefore, all members are requested kindly to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the minutes of last meeting held on 18/02/2016.
2. Provision of student's hostel, canteen and sports facility.
3. Installation of smart classes, CCTV & Intercom facility to departments and important places.
4. Miscellaneous by the permission of chair.

MEMBERS

Members

1. Dr. Jagdish Prasad	Principal
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry
4. Dr. Balgobind Prasad	Dept. of History
5. Mr. Kamanand Prasad	Dept. of Zoology
6. Mr. Deo Narayan Singh	Dept. of Geography
7. Mr. Ramashish Mahto	Accountant
8. Mr. Nagendra Nath Jha	(Member of GB)
9. Mr. Shagun Lal Roy	Local Community

	Signature
Chairperson	<i>[Signature]</i> 15.07.16
Coordinator	<i>[Signature]</i> V.R. Praseel
Member	<i>[Signature]</i> 15.07.16
Member	<i>[Signature]</i>
Member	<i>[Signature]</i>
Member	<i>[Signature]</i>
External-Member	<i>[Signature]</i>
External-Member	<i>[Signature]</i>

V.R. Praseel
15.07.16
Coordinator

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

[Signature]
15.07.16
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 20/07/2016

Venue: IQAC ROOM

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 20/07/2016, Wednesday from 12.30 PM in the IQAC Room. The meeting was presided over by the Chairperson of the IQAC.

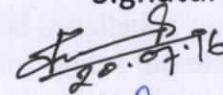
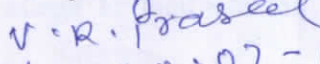
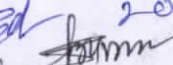




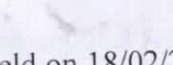
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2. Provision of student's hostel, canteen and sports facility.
3. Installation of smart classes, CCTV & Intercom facility to departments and important places.
4. Miscellaneous by the permission of chair.

MEMBERS

Members

- | | |
|-----------------------------|--------------------|
| 1. Dr. Jagdish Prasad | Principal |
| 2. Mr. Vishwa Ranjan Prasad | Dept. of Economics |
| 3. Dr. Shashi Bhushan Kumar | Dept. of Chemistry |
| 4. Dr. Balgobind Prasad | Dept. of History |
| 5. Mr. Kamanand Prasad | Dept. of Zoology |
| 6. Mr. Deo Narayan Singh | Dept. of Geography |
| 7. Mr. Ramashish Mahto | Accountant |
| 8. Mr. Nagendra Nath Jha | (Member of GB) |
| 9. Mr. Shagun Lal Roy | Local Community |

- | | Signature |
|-----------------|---|
| Chairperson |  |
| Coordinator |  |
| Member |  |
| Member |  |
| Member |  |
| Member |  |
| External-Member |  |
| External-Member |  |

ITEM No. 1

The coordinator read out the agenda and the minutes of the last meeting held on 18/02/2016 and all members of IQAC confirmed it unanimously..

ITEM No. 3

Members of IQAC unanimously suggested for proper stimulation of research oriented work among the teachers. They also suggested to teachers to submit Minor Research Projects to Research Committee for approval and funding of UGC.

ITEM No. 3

- a) The members are in a opinion that the canteen should be regularized and the availability of the snacks, tea, coffee, sweets and packed items be ensured by the canteen owner at subsidized rates.
- b) The sports facilities available at the college is inadequate and need to improve at par to the modern facilities, hence a requisition of outdoor and indoor equipment with gymnasium at earliest for the enthusiastic sportsman/sportswoman.
- c) The hostel of the college is under construction, it is decided to expedite the work properly, the chairperson take a note of the stock and instructed categorically in this regard.

ITEM No. 4

The co-ordinator suggested installation of CCTV, SMART CLASSES AND INTERCOM FACILITY to departments/ in the campus to make the campus secured, educationally updated and well communicated internally.

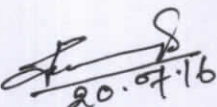
- a) The member unanimously decided to install 16 CCTV cameras at important places of activities so as to secure the college from trespassers/ ragging and undisciplined behaviors, if any.
- b) The smart classes is the prime need of modern day education and the installation to this at college is highly appreciated, hence members are in a opinion that besides the old LCD projector classes, three smart classes are to be installed at the college to facilitate the students with newer techniques.
- c) For the internal better and time saving communications there is need of INTERCOM facility at the college, the member unanimously approved the proposal of installation of 16 intercom points at important departments, administrative points and counters/canteen.

ITEM No. 5

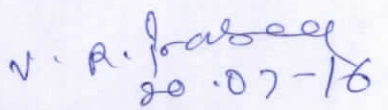
Miscellaneous by the permission of chair: -

- a) Members suggested that there is a need to increase number of journals, competition books and English national newspapers in the Library.
- b) It is suggested that there should be more skill learning classes is required.

The meeting ends with vote of thanks by the chair.


20.07.16

Chairperson
Principal
S.M.J College
Khajedih (Madhubani)


20.07.16
IQAC Co-ordinator
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

SHUKDEO MAHTO JANTA MAHAVIDYALAYA

KHAJEDIH, MADHUBANI

INTERNAL QUALITY ASSURANCE CELL

MEETING NO - 09

NOTICE

Date: 20/12/2016

It is hereby informed to the member of the IQAC of the College that an emergent joint meeting will be held on 29/12/2016, Thursday in the IQAC ROOM at 2.30 pm to discuss the items of the agenda given below.

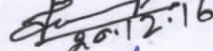
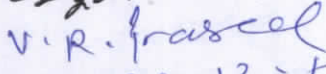
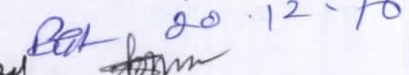
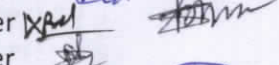

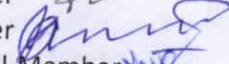
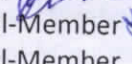
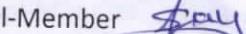
Therefore, all members are requested kindly to make it convenient to attend the meeting.

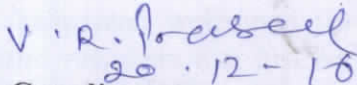
Agenda:

1. Confirmation of the minutes of last meeting held on 20/07/2016.
2. Preparation of PEER TEAM VISIT
3. Review of work done at adopted area.
4. Review of timely, progressive performances of academic, administrative and financial tasks.
5. Preparations of power point presentations of all activities of concerned departments, NSS, IQAC & Principal
6. Miscellaneous by the permission of chair.

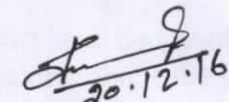
MEMBERS of IQAC

Members

		Signature
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2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	Coordinator 
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9. Mr. Shagun Lal Roy	Local Community	External-Member 


20.12.16
Coordinator

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


20.12.16
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 29/12/2016

Venue: IQAC ROOM

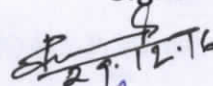
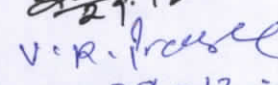
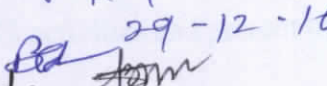
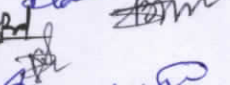
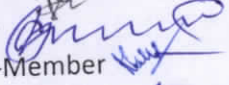
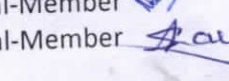
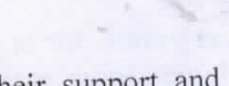
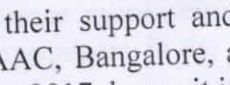
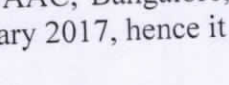
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Agenda:

1. Confirmation of the minutes of last meeting held on 20/07/2016.
2. Preparation of PEER TEAM VISIT
3. Review of work done at adopted area.
4. Review of timely, progressive performances of academic, administrative and financial tasks.
5. Preparations of power point presentations of all activities of concerned departments, NSS, IQAC & Principal
6. Miscellaneous by the permission of chair.

MEMBERS of IQAC

Members

		Signature
1. Dr. Jagdish Prasad	Principal	
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry	
4. Dr. Balgobind Prasad	Dept. of History	
5. Mr. Kamanand Prasad	Dept. of Zoology	
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7. Mr. Ramashish Mahto	Accountant	
8. Mr. Nagendra Nath Jha	(Member of GB)	
9. Mr. Shagun Lal Roy	Local Community	

The chairperson welcomed the members of committees for their support and contribution, he informed members that just he has been informed by the NAAC, Bangalore, about the dates of PEER TEAM VISIT to the college which is 16th and 17th January 2017, hence it is now high time to give the final & finishing touch.

The members are happy to learn about the dates of PEER TEAM VISIT.

ITEM No. 1

The coordinator, IQAC read out the agenda and the minutes of the last meeting held on 20/07/2016 and all members of IQAC confirmed it unanimously.

ITEM No. 2

Members of IQAC unanimously suggested for proper attention to the work distributed among the teachers and members to ascertain a successful completion of **PEER TEAM VISIT** on 16th and 17th of January 2017.

- a) Members suggested that various sub committees to look after the hospitalities, transportation and the within campus activities of the peer team.
- b) Letter to various authorities of university with regard to the peer team visit viz; University, District administration and the stakeholders (parents and alumni)

ITEM No. 3

The work performed at adopted area has been reviewed by members and felt satisfactorily complete. The work done by the NSS and its volunteers are remarkable.

ITEM No. 4

The review of timely, progressive performances of academic, administrative and financial tasks set out for self-appraisal and satisfaction, done, and some incorporation of works left out in the reports and presentations is required. The chairperson instructed the concern departments/ person to finish it in next opportunity.

ITEM No. 5

The power point presentations of the self-assessment of the departments, IQAC, Principal reviewed and after some suggestions and amendments passed to exhibit.

Chairperson suggested NSS Program officer to prepare the Diary of NSS activities and present in pdf form to exhibit.

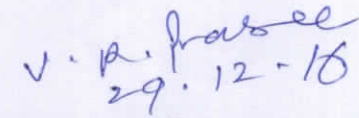
ITEM No. 6

Miscellaneous by the permission of chair: -

- a) Members thankfully said that the journals at the library is available at few numbers, he suggested the need to increase more number of journals, competition books and English national newspapers in the Library.

The meeting ends with vote of thanks by the chair.


29.12.16
Chairperson
Principal
S.M.J College
(Madhubani)


29.12.16
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

SHUKDEO MAHTO JANTA MAHAVIDYALAYA

KHAJEDIH, MADHUBANI

It is hereby informed to the members of the IQAC of the College that a meeting will be held on 27/01/2017, Monday in the IQAC ROOM at 12.30 pm to discuss the items of the agenda given below.
Therefore, all members are requested kindly to come if possible, to attend the meeting.

1. Consideration of the minutes of last meeting held on 20/12/2016.
2. Chairing with the IQAC Accreditation.
3. Discussion on various aspects of IQAC Accreditation.
4. Discussion on Recommendations and Suggestions given by IQAC.
5. Miscellaneous by the permission of chair.

INTERNAL QUALITY ASSURANCE CELL

MEETING NO - 10

Coordinator
IQAC Cell
S.M.J. College
Khajudih

Principal
S.M.J. College
Khajudih (Madhubani)

NOTICE

Date: 23/02/2017

It is hereby informed to the member of the IQAC of the College a meeting will be held on 27/02/2017, Monday in the IQAC ROOM at 12.30 pm to discuss the items of the agenda given below.

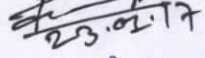
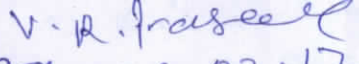






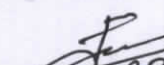
Therefore, all members are requested kindly to make it convenient to attend the meeting.

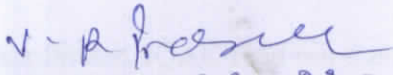
Agenda:

1. Confirmation of the minutes of last meeting held on 29/12/2016.
2. Cheer up with the NAAC Accreditation.
3. Discussion on various aspects of NAAC Accreditation.
4. Discussion on Recommendations and Suggestions Given by NAAC.
5. Miscellaneous by the permission of chair.

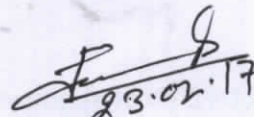
MEMBERS of IQAC

Members

		Signature
1. Dr. Jagdish Prasad	Principal	Chairperson 
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	Coordinator 
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry	Member 
4. Dr. Balgobind Prasad	Dept. of History	Member 
5. Mr. Kamanand Prasad	Dept. of Zoology	Member 
6. Mr. Deo Narayan Singh	Dept. of Geography	Member 
7. Mr. Ramashish Mahto	Accountant	Member 
8. Mr. Nagendra Nath Jha	(Member of GB)	External-Member 
9. Mr. Shagun Lal Roy	Local Community	External-Member 


Coordinator 23-02-17

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


Chairperson

Principal
S.M.J College
Khajedih (Madhubani)

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 27/02/2017

Venue: IQAC ROOM

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 27/10/2017, Monday from 12.30 PM in the IQAC Room. The meeting was presided over by the Chairperson of the IQAC.

Agenda:

1. Confirmation of the minutes of last meeting held on 29-12-2016.
2. Cheer up with the NAAC Accreditation.
3. Discussion on various aspects of NAAC Accreditation.
4. Discussion on Recommendations and Suggestions Given by NAAC.
5. Miscellaneous by the permission of chair.

MEMBERS of IQAC

Members

		Signature
1. Dr. Jagdish Prasad	Principal	Chairperson
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics	Coordinator
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry	Member
4. Dr. Balgobind Prasad	Dept. of History	Member
5. Mr. Kamanand Prasad	Dept. of Zoology	Member
6. Mr. Deo Narayan Singh	Dept. of Geography	Member
7. Mr. Ramashish Mahto	Accountant	Member
8. Mr. Nagendra Nath Jha	(Member of GB)	External-Member
9. Mr. Shagun Lal Roy	Local Community	External-Member

ITEM No. 1

The coordinator, IQAC read out the agenda and the minutes of the last meeting held on 29/12/2016 and all members of IQAC confirmed it unanimously.

ITEM No. 2

All the persons directly or indirectly involved in the preparation for NAAC Accreditation of the College were heartily thanked by the members.

In the meeting various aspects of NAAC Accreditation were discussed and members of the IQAC expressed their satisfaction with the accreditation of the college with Grade "B" with CGPA 2.09.

The College Governing Body was specially thanked for their pains, better management and their proper inspiration and guidance for all stakeholders.

ITEM No. 3

Shortcomings highlighted by the NAAC PEER TEAM were also discussed and it was decided unanimously to remove those shortcomings at college level and at management level.

ITEM No. 4

It was decided to organize seminars and workshops at the college level and at management level it was decided to send a memorandum to the secretary and the president of the Governing Body to take some measures in the direction of alleviating those drawbacks pointed out by the NAAC PEER TEAM.

ITEM No. 5

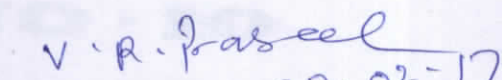
Miscellaneous by the permission of chair : -

- b) Members thankfully said that our college is now NAAC Accredited College with B Grade and CGPA 2.09.

The meeting ends with vote of thanks by the chair.


27.02.17
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)


27.02.17
IQAC Co-ordinator

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

SHUKDEO MAHTO JANTA MAHAVIDYALAYA

KHAJEDIH, MADHUBANI

**INTERNAL
QUALITY
ASSURANCE CELL**

MEETING NO - 11

NOTICE

Date: 03/04/2017

It is hereby informed to the member of the IQAC of the College a meeting will be held on 07/04/2017, Friday in the IQAC ROOM at 2.00 pm to discuss the items of the agenda given below.

Therefore, all members are requested kindly to make it convenient to attend the meeting.

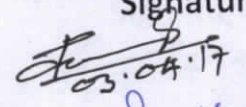




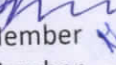
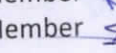
Agenda:

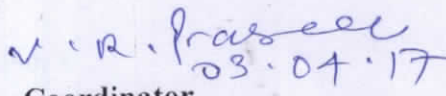
1. Confirmation of the minutes of last meeting held on 27/02/2017
2. Submit the Annual Quality Assurance Report (AQAR) for 2017-2018.
3. Assurance of Completion of Syllabus for all courses.
4. Enrichment of Library Facilities.
5. Miscellaneous by the permission of chair.

MEMBERS of IQAC

Members

- | | |
|-----------------------------|--------------------|
| 1. Dr. Jagdish Prasad | Principal |
| 2. Mr. Vishwa Ranjan Prasad | Dept. of Economics |
| 3. Dr. Shashi Bhushan Kumar | Dept. of Chemistry |
| 4. Dr. Balgobind Prasad | Dept. of History |
| 5. Mr. Kamanand Prasad | Dept. of Zoology |
| 6. Mr. Deo Narayan Singh | Dept. of Geography |
| 7. Mr. Ramashish Mahto | Accountant |
| 8. Mr. Nagendra Nath Jha | (Member of GB) |
| 9. Mr. Shagun Lal Roy | Local Community |

	Signature
Chairperson	 03.04.17
Coordinator	V.R. Prasad
Member	 03.04.17
Member	
Member	
Member	
External-Member	
External-Member	


03.04.17
Coordinator

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


03.04.17
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)

Executive Meeting of Internal Quality Assurance Cell (IQAC) of College

Date: 07/04/2017

Venue: IQAC ROOM

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 07/04/2018, Friday from 2.00 PM in the IQAC Room. The meeting was presided over by the Chairperson of the IQAC.

Agenda:

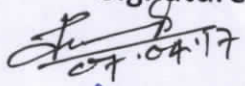
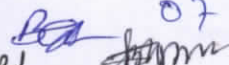




1. Confirmation of the minutes of last meeting held on 27/02/2017
2. Submit the Annual Quality Assurance Report (AQAR) for 2017-2018.
3. Assurance of Completion of Syllabus for all courses.
4. Enrichment of Library Facilities.
5. Miscellaneous by the permission of chair.

MEMBERS of IQAC

Members

1. Dr. Jagdish Prasad	Principal
2. Mr. Vishwa Ranjan Prasad	Dept. of Economics
3. Dr. Shashi Bhushan Kumar	Dept. of Chemistry
4. Dr. Balgobind Prasad	Dept. of History
5. Mr. Kamanand Prasad	Dept. of Zoology
6. Mr. Deo Narayan Singh	Dept. of Geography
7. Mr. Ramashish Mahto	Accountant
8. Mr. Nagendra Nath Jha	(Member of GB)
9. Mr. Shagun Lal Roy	Local Community

Signature

Chairperson	 07.04.17
Coordinator	V. R. Prasad
Member	07.04.17
Member	
Member	
Member	
External-Member	
External-Member	

ITEM No. 1

The coordinator, IQAC read out the agenda and the minutes of the last meeting held on 27/02/2017 and all members of IQAC confirmed it unanimously.

ITEM No. 2

As per NAAC Guideline IQAC need to submit an Annual Quality Assurance Report to the NAAC. So every member of the IQAC has been informed to assess the IQAC works and Achievements and prepare Annual Quality Assurance Report for the academic year 2017 – 18.

ITEM No. 3

Chairperson of the IQAC asked with the IQAC Members to assure that all the Syllabus was completed on time. The Coordinator of IQAC said that He will arrange a meeting with all the HODs and ask them to complete their Syllabus on time and if required they will have to give extra time on the students and take extra classes to complete the syllabus in stipulated time. He also assured that he will ask to HODs to arrange some crash course and extra classes for slow learner students.

ITEM No. 4

As Examinations are coming soon, so it is assured to enrich the Library Facilities. So that Students can get as much as extra knowledge from the Library.

ITEM No. 5

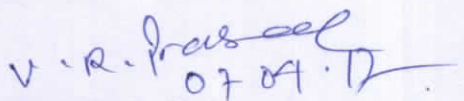
Miscellaneous by the permission of chair: -

- a) Members thankfully said that the Books at the library is available at few numbers, he suggested the need to increase more number of Books in the Library.

The meeting ends with vote of thanks by the chair.


07.04.17
Chairperson

Principal
S.M.J College
Khajedih (Madhubani)


07.04.17
IQAC Co-ordinator

IQAC Co-ordinator
S. M. J. College, Khajedih
-Madhubani

NOTICE

Date:- 10-11-2017

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 15-11-2017 at College Seminar Hall at 2 PM to discuss the following agenda points: -

1. Reviewing the Peer Team Report of 1st Cycle of accreditation
2. To ensure timely completion of academic syllabus
3. Discussion on proposal for Library and Administrative Building.
4. Standardization and monitoring of constituted cells and committee for different Purposes.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

			<u>Signature</u>
1.	Dr. Jagdish Prasad	Principal	Chairperson
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member
4.	Dr. Balgobind Prasad	Deptt. of History	Member
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member
7.	Mr. Ramashish Mahto	Accountant	Member
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member
9.	Mr. Shagun Lal Roy	Local Committee	External Member


Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 15NOV 2017
MINUTES OF THE MEETING

Date :15-11-2017

A Meeting of IQAC members was held at SMJ College, Khajedihon 15Nov 2017 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Reviewing the Peer Team Report of 1st Cycle of accreditation.

Decision / Action Taken: The members were appraised the contents of the Peer Team Report and were asked to contribute immensely towards the development of the College to a much greater level in the years to come. The suggestions by the NAAC Peer Team were taken into consideration and various aspects on improvement were deliberated upon.

Agenda 3. To ensure timely completion of academic syllabus.

Decision / Action Taken: The teachers were advised to ensure timely completion of the academic syllabus so as to enable the students to prepare for the final examination and to clear their doubts, if any. The point was agreed to be ensured by the members of the IQAC.

Agenda 4. Discussion on proposal for Library and Administrative Building.

Decision / Action Taken: The agenda on Proposal for library and Administrative Building was placed before the house for discussion. The members are of the opinion that the proposal is of genuine in nature and required immediate attention. Hence it was decided to initiate necessary action required for the purpose.

Agenda 5. Standardization and monitoring of constituted cells and committee for different Purposes.

Decision / Action Taken: Many committees and cells are constituted in the college to assist the Principal in administering / conducting various activities in the college. These Committees and Cells are required to be standardized and monitored regularly to make it effective in the day to day functioning of the college. The members of the IQAC agreed to the point and extended their assurance in maintaining these committees and Cells which will assist the authorities in various activities of the college.

Agenda 6. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded

V. R. Pabcell
15-11-2017
Coordinator, IQAC
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

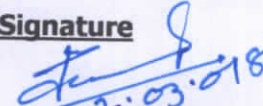
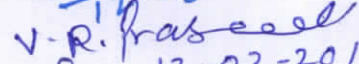

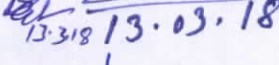
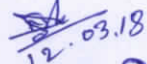

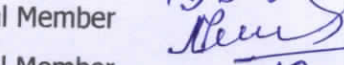
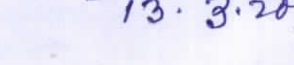

Date:-12-03-2018

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 19-03-2018 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. To install CCTV Camera in and around the campus to ensure maximum security.
2. Beautification of the College Campus.
3. Discussion on report from all departments to evaluate the completion status of their respective syllabus before examination.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

			<u>Signature</u>
1.	Dr. Jagdish Prasad	Principal	Chairperson 
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator 
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member 
4.	Dr. Balgobind Prasad	Deptt. of History	Member 
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member 
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member 
7.	Mr. Ramashish Mahto	Accountant	Member 
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member 
9.	Mr. Shagun Lal Roy	Local Committee	External Member 


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 19 MAR 2018
MINUTES OF THE MEETING

Date:-19-03-2018

A Meeting of IQAC members was held at SMJ College, Khajedih on 19 Mar 2018 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Reviewing the Peer Team Report of 1st Cycle of accreditation:* The members were directed to contribute immensely towards development of the college.
- (b) *To ensure timely completion of academic syllabus:* The teachers are advised to ensure completion of academic syllabus in time.
- (c) *Standardization and monitoring of constituted cells and committee for different Purposes:* Concerned person for each cell and committee had been advised to standardize and monitor their respective cells or committees.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. To install CCTV Camera in and around the campus to ensure maximum security.

Decision / Action Taken: The point to install CCTV Camera in and around the campus were unanimously agreed by the members considering the security aspect of the college. It was decided to implement the installation process at the earliest.

Agenda 3. Beautification of the College Campus.

Decision / Action Taken: The members were appraised regarding the need of an ambience of a beautiful campus at the college which will generate much enthusiasm and positive energy amongst the students and other visitors of the college. The members decided to ensure a beautifully maintained college campus to attract more students and provide them a beautiful campus to study.

Agenda 4. Discussion on report from all departments to evaluate the completion status of their respective syllabus before examination.

Decision / Action Taken: The house unanimously accepted that before the commencement of examination a report from each department may be collected so as to enable the college to assess the status of syllabus completion.

Agenda 5. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded

V. R. Babeele
19-03-2018
Coordinator, IQAC

IQAC Co-ordinator
M. J. College, Khajedih

Principal Cum Chairperson, IQAC

19.03.2018
Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:- 08-08-2018

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 15-08-2018 at College Seminar Hall at 2 PM to discuss the following agenda points:-

1. Installation of ICT facilities for Teaching & Learning.
2. Review of work done at adopted area.
3. To work on the suggestions given by NAAC PEER TEAM.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member
4.	Dr. Balgobind Prasad	Deptt. of History	Member
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member
7.	Mr. Ramashish Mahto	Accountant	Member
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member
9.	Mr. Shagun Lal Roy	Local Committee	External Member

Signature

[Handwritten signatures and dates]
08.08.2018
V. R. Prasad
08.08.2018
9.8.18
10.08.2018
9.8.18
9.8.2018

[Handwritten signature]
08.08.2018
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 15AUG 2018
MINUTES OF THE MEETING

Date:-15-08-2018

A Meeting of IQAC members was held at SMJ College, Khajedih on 15 Aug 2018 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *To install CCTV Camera in and around the campus to ensure maximum security:* Installed CCTV in around the campus area.
- (b) *Beautification of the College Campus:* Beautification work of the college campus has been initiated.
- (c) *Discussion on report from all departments to evaluate the completion status of their respective syllabus before examination:* As decided reports have been obtained from the departments for evaluation of status of syllabus completion.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Installation of ICT facilities for Teaching & Learning.

Decision / Action Taken: So as to make the teaching-learning process more interesting and effective, there is a need of latest ICT facilities included in the academic process. Hence, it was decided the members to install required ICT facilities at the earliest. The point was unanimously agreed by all the members of IQAC.

Agenda 3. Review of work done at adopted area.

Decision / Action Taken: The members were appraised regarding the work being undertaken at the adopted area. It was decided by the members to review the work done at the adopted area and to add some more initiatives as per requirement.

Agenda 4. To work on the suggestions given by NAAC PEER TEAM.

Decision / Action Taken: Many of the suggestions given by NAAC Peer Team was implemented by the college so far. However, the suggestions still required attention was decided to implement at the earliest. The members of IQAC were of the opinion that the suggestions made by NAAC Peer Team be given priority since the college will require to fulfil the required criteria before applying for the NAAC Cycle 2 accreditation and requested all the members to put in their efforts to achieve the feat.

Agenda 5. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded

V-R. Prasad
15.08.2018
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

[Signature]
15.08.2018
Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

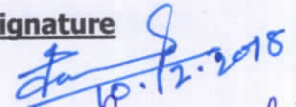


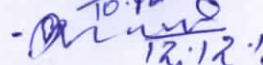
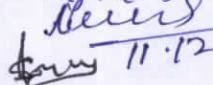
Date:-10-12-2018

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 12-12-2018 at College Seminar Hall at 2 PM to discuss the following agenda points:-

1. Promote optimum utilization of virtual and smart classroom by teachers.
2. Organise departmental Seminars and Conferences.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson	 10.12.2018
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator	V.R. Prasad 10-12-2018
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member	
4.	Dr. Balgobind Prasad	Deptt. of History	Member	11.12.18 12.12.18
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member	
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member	10.12.2018
7.	Mr. Ramashish Mahto	Accountant	Member	
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member	12.12.18
9.	Mr. Shagun Lal Roy	Local Committee	External Member	 11.12.2018


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 12 DEC 2018
MINUTES OF THE MEETING

Date:-12-12-2018

A Meeting of IQAC members was held at SMJ College, Khajedih on 12 Dec 2018 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Installation of ICT facilities for Teaching & Learning:* ICT facilities installed for better Teacher-Learning Experience.
- (b) *Review of work done at adopted area:* The works done at adopted areas are being monitored regularly.
- (c) *To work on the suggestions given by NAAC PEER TEAM:* The suggestions given by NAAC are being implemented in a systematic manner.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Promote optimum utilization of virtual and smart classroom by teachers.

Decision / Action Taken: So as to make the teaching-learning process more remarkable, the teachers are advised to be more familiar with the ICT facilities and make utmost utilisation of the virtual and smart classrooms. The members were appraised that more Smart Class Rooms will be made available to meet the purpose. The initiative was well appreciated by the members.

Agenda 3. Organise departmental Seminars and Conferences.

Decision / Action Taken: The members of the IQAC were instructed to conduct more departmental seminars and conferences. The members informed the house that, more Seminars and Conferences will be ensured.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V-R. Prabeel.
12-12-2018
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

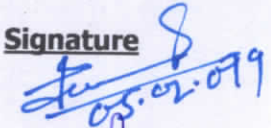
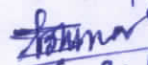
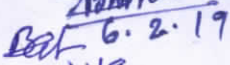
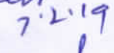

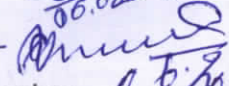
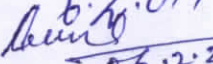
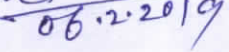
Date:- 05-02-2019


It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 08-02-2019 at College Seminar Hall at 2 PM to discuss the following agenda points: -

1. Promoting eco-friendly measures and make the college a 'Plastic Free Campus'.
2. Discussion on Recommendations and Suggestions Given by NAAC.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson	 05.02.2019
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator	V. R. Prasad, 05-02-2019
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member	 05-02-2019
4.	Dr. Balgobind Prasad	Deptt. of History	Member	 6.2.19
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member	 7.2.19
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member	 06.02.2019
7.	Mr. Ramashish Mahto	Accountant	Member	 6.2.019
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member	 6.2.019
9.	Mr. Shagun Lal Roy	Local Committee	External Member	 06.2.2019


05.02.2019
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 08 FEB 2019
MINUTES OF THE MEETING

Date:- 08-02-2019

A Meeting of IQAC members was held at SMJ College, Khajedih on 08 Feb 2019 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *To ensure timely completion of academic syllabus:* Teachers have been instructed to ensure completion of academic syllabus well in time to enable the students to prepare well before the examination starts.
- (b) *Review of timely and progressive performances of academic, administrative and financial tasks:* The members were asked to submit a report to the Chairman, IQAC.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Promoting eco-friendly measures and make the college a 'Plastic Free Campus'.

Decision / Action Taken: The members were appraised regarding the need of promoting eco-friendly measures to make the college a Plastic Free Campus'. The members were requested to come up with innovative ideas to implement the same. As result all the members were advised to promote the initiative amongst the teachers and students to restrict the use of plastic bags inside the campus and to use paper or jute bags instead.

Agenda 3. Discussion on Recommendations and Suggestions Given by NAAC.

Decision / Action Taken: The members were appraised the contents of the Peer Team Report and were asked to contribute immensely towards the development of the College to a much greater level in the years to come. The member were instructed to put in their seamless efforts to implement the recommendations by the NAAC Peer Team.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V. R. Praveen
08-02-2019
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

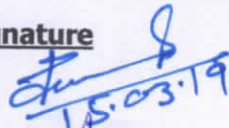
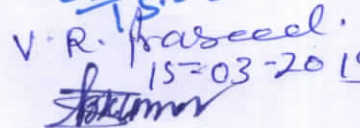
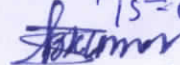
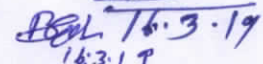
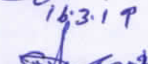

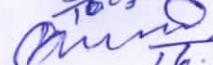
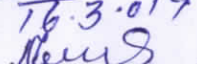
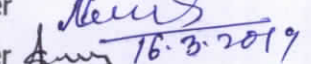
Date:- 15-03-2019

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 19-03-2019 at College Seminar Hall at 2 PM to discuss the following agenda points:-

1. To ensure timely completion of academic syllabus.
2. Review of timely and progressive performances of academic, administrative and financial tasks.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

			<u>Signature</u>
1.	Dr. Jagdish Prasad	Principal	Chairperson 
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator V. R. Praseed. 
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member 
4.	Dr. Balgobind Prasad	Deptt. of History	Member 
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member 
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member 
7.	Mr. Ramashish Mahto	Accountant	Member 
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member 
9.	Mr. Shagun Lal Roy	Local Committee	External Member 


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 19MAR2019
MINUTES OF THE MEETING

Date:-19-03-2019

A Meeting of IQAC members was held at SMJ College, Khajedih on 19Mar 2019 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Promote optimum utilization of virtual and smart classroom by teachers:* Teachers are utilizing the virtual and smart class rooms according to feasibility.
- (b) *Organise departmental Seminars and Conferences:* The concerned departments have planned various seminars and conferences according to the academic calendar.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. To ensure timely completion of academic syllabus.

Decision / Action Taken: The teachers were advised to ensure timely completion of the academic syllabus so as to enable the students to prepare for the final examination and to clear their doubts, if any. The point was agreed to be ensured by the members of the IQAC.

Agenda 3. Review of timely and progressive performances of academic, administrative and financial tasks.

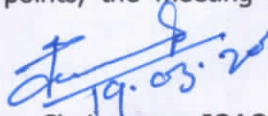
Decision / Action Taken: The members were advised to review the timely and progressive performances in academic, administrative and financial tasks respectively.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V. R. Dasgupta
19.03.2019
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani


19.03.2019
Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:-22-07-2019

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 26-07-2019 at College Seminar Hall at 2 PM to discuss the following agenda points:-

1. Upgradation of play ground.
2. Computerisation of office administration.
3. Repair of ladies washrooms.

Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

			<u>Signature</u>
1.	Dr. Jagdish Prasad	Principal	Chairperson
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member
4.	Dr. Balgobind Prasad	Deptt. of History	Member
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member
7.	Mr. Ramashish Mahto	Accountant	Member
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member
9.	Mr. Shagun Lal Roy	Local Committee	External Member


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 26JUL 2019
MINUTES OF THE MEETING

Date:-26-07-2019

A Meeting of IQAC members was held at SMJ College, Khajedih on 26Jul 2019 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Promoting eco-friendly measures and make the college a 'Plastic Free Campus'*: Suggestions by the teachers are obtained and are being considered for implementation as per priority.
- (b) *Discussion on Recommendations and Suggestions Given by NAAC*: IT was decided to review the recommendations and suggestions given by NAAC and to propel the initiatives to meet the standards as required.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Upgradation of playground.

Decision / Action Taken: The house unanimously agreed to the point and decided to upgrade the playground to its desired level.

Agenda 3. Computerisation of office administration.

Decision / Action Taken: The point was discussed in details. The members are of the opinion that, necessary arrangement be made at the earliest to ensure computerisation of office administration which will facilitate in proper administration of the office. Hence it was decide to implement the decision at the earliest.

Agenda 4. Repair of ladies washroom.

Decision / Action Taken: Considering the destitute condition of the ladies washroom, it was decided to repair the ladies washroom at the earliest.

Agenda 5. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V. R. Babecell
26-07-2019
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:- 02-12-2019

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 05-12-2019 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. Automation and barcoding of College library.
2. To increase the number of smart class rooms.
3. Upgradation of Sports facilities with addition of more sports goods.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson	<i>[Signature]</i> 02.12.2019
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator	V.R. Babeeel. 02-12-2019
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member	<i>[Signature]</i>
4.	Dr. Balgobind Prasad	Deptt. of History	Member	<i>[Signature]</i> 3.12.19
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member	<i>[Signature]</i>
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member	<i>[Signature]</i> 04.12.2019
7.	Mr. Ramashish Mahto	Accountant	Member	<i>[Signature]</i>
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member	<i>[Signature]</i> 3.12.019
9.	Mr. Shagun Lal Roy	Local Committee	External Member	<i>[Signature]</i> 3/12/2019

[Signature]
02.12.2019
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 05DEC 2019
MINUTES OF THE MEETING

Date:-05-12-2019

A Meeting of IQAC members was held at SMJ College, Khajedih on 05Dec 2019 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Upgradation of playground:* Upgradation of playground has been initiated.
- (b) *Computerisation of office administration:* Computerisation of Office Administration has been done.
- (c) *Repair of ladies washroom:* Repair work has been done in the ladies washroom as decided.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Automation and barcoding of College library.

Decision / Action Taken: As an inevitable development criteria, the College Library has been upgraded with automation and barcoding of books. The house opined that, this gesture would indeed help the stake holders in accessing the contents of the library with much ease.

Agenda 3. To increase the number of smart classrooms.

Decision / Action Taken: To make the teaching-learning experience more evident it was decided by the IQAC members to increase the number of smart classrooms which will enable every student to access the facility in a systematic manner.

Agenda 4. Upgradation of Sports facilities with addition of more sports goods.

Decision / Action Taken: Since the playgrounds have already been upgraded, IQAC members opined that, the sports facilities are also required to be upgraded with addition of more sports goods. The house unanimously seconded the proposal and decided to implement the decision at the earliest.

Agenda 5. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V.R. Praseel
05-12-2019
Coordinator, IQAC

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

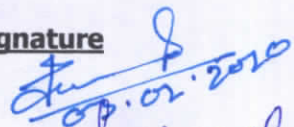
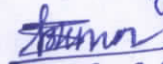
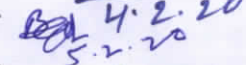

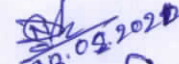
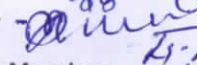
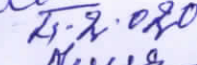
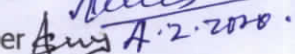
Date:- 03-02-2020

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 07-02-2020 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. Automation of Admission Process and implementation of Online Admission Portal.
2. Establishment of Gymnasium.
3. Regularization of Feedback Mechanism.
4. To maintain a Green and Clean Campus.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

		<u>Signature</u>
1.	Dr. Jagdish Prasad Principal	Chairperson 
2.	Mr. Vishwa Ranjan Prasad Deptt. of Economics	Coordinator V-R. Prasad
3.	Dr. Shashi Bhushan Kumar Deptt. of Chemistry	Member 
4.	Dr. Balgobind Prasad Deptt. of History	Member 
5.	Mr. Kamanand Prasad Deptt. of Zoology	Member 
6.	Mr. Deo Narayan Singh Deptt. of Geography	Member 
7.	Mr. Ramashish Mahto Accountant	Member 
8.	Mr. Nagendra Nath Jha (Member of GB)	External Member 
9.	Mr. Shagun Lal Roy Local Committee	External Member 


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 07 FEB 2020
MINUTES OF THE MEETING

Date:- 07-02-2020

A Meeting of IQAC members was held at SMJ College, Khajedih on 07 Feb 2019 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) Automation and barcoding of College library: As decided, automation and College Library has been done.
- (b) To increase the number of smart classrooms: *The number of Smart Classrooms has been increased.*
- (c) Upgradation of Sports facilities with addition of more sports goods: *Health infuses positive energy in the Mind, Body and Spirit. Following the slogan, as an endeavour of the college to impart quality education, it was decided to upgrade the existing sports facilities with adding more sports good to it. The house opined that the agenda may be implemented at the earliest.*

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Automation of Admission Process and implementation of Online Admission Portal.

Decision / Action Taken: So as to ease the burden and to have a transparent process, the decision to automate the admission process through implementing an Online Admission Portal was welcomed by the house and suggested to implement the same at the earliest.

Agenda 3. Establishment of Gymnasium.

Decision / Action Taken: To keep up the standards of the college and to provide the fitness facility, it was decided that a gymnasium in the College is inevitable. Hence it was decided to implement the initiative at the earliest.

Agenda 4. Regularization of Feedback Mechanism.

Decision / Action Taken: Regular feedback would indeed help the authorities in the development of college in a professional manner. Hence it was suggested that, as per the guidelines of NAAC, feedback system may be done in such a manner which will help the stakeholders to share their thoughts and suggestions. It was decided to host feedback Performa for all the stakeholders in official college website.

Agenda 5. To maintain a Green and Clean Campus.

Decision / Action Taken: It was decided to make the campus a green and clean environment, which will undoubtedly provide the students a healthy and pleasant learning ambience. The house unanimously agreed to the suggestion.

Agenda 6. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V.R. *absent*
Coordinator, IQAC
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

07.02.2020
Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:-04-08-2020

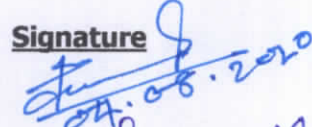
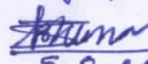
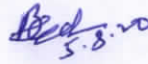

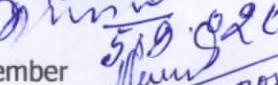
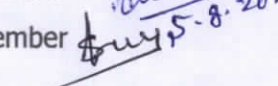

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 05-08-2020 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. To follow the Govt. of India guidelines to face the Covid-19 Pandemic.
2. To arrange online Classes as per UGC Guidelines.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

- | | | |
|----|--------------------------|---------------------|
| 1. | Dr. Jagdish Prasad | Principal |
| 2. | Mr. Vishwa Ranjan Prasad | Deptt. of Economics |
| 3. | Dr. Shashi Bhushan Kumar | Deptt. of Chemistry |
| 4. | Dr. Balgobind Prasad | Deptt. of History |
| 5. | Mr. Kamanand Prasad | Deptt. of Zoology |
| 6. | Mr. Deo Narayan Singh | Deptt. of Geography |
| 7. | Mr. Ramashish Mahto | Accountant |
| 8. | Mr. Nagendra Nath Jha | (Member of GB) |
| 9. | Mr. Shagun Lal Roy | Local Committee |

	<u>Signature</u>
Chairperson	 04.08.2020
Coordinator	V.R. Prasad 04.08.2020
Member	 5.8.20
Member	 5.8.20
Member	 10.08.2020
Member	 5.8.20
External Member	 5.8.2020
External Member	 5.8.2020


Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 05 AUG 2020
MINUTES OF THE MEETING

Date:-05-08-2020

A Meeting of IQAC members was held at SMJ College, Khajedih on 05 Aug 2020 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Automation of Admission Process and implementation of Online Admission Portal:* As decided, Process initiated for Online Admission Portal.
- (b) *Establishment of Gymnasium:* The process for establishment of Gymnasium has been initiated.
- (c) *Regularization of Feedback Mechanism:* Feedback Forms are hosted in the official website of the college.
- (d) *To maintain a Green and Clean Campus:* Landscaping of the college surroundings has been initiated.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. To follow the Govt. of India guidelines to face the Covid-19 Pandemic.

Decision / Action Taken: Considering the Covid-19 pandemic and the Govt. of India guidelines to face the issue, it was decided to strictly implement the guidelines and to follow the instructions of the Govt. till further orders.

Agenda 3. To arrange online Classes as per UGC Guidelines.

Decision / Action Taken: It was decided to arrange online classes as per the guidelines of UGC and the Govt. of India, in particular.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V. R. Prasad
05-08-2020
Coordinator, IQAC
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:- 02-04-2021

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 06-04-2021 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. To ensure timely completion of academic syllabus.
2. Up gradation of Computers in the Computer Lab.
3. Upgradation of Smart Class Rooms.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member
4.	Dr. Balgobind Prasad	Deptt. of History	Member
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member
7.	Mr. Ramashish Mahto	Accountant	Member
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member
9.	Mr. Shagun Lal Roy	Local Committee	External Member

Signature

[Handwritten signatures and dates]
02.04.2021
V.R. Prasad
02.04.2021
3.4.21
10.04.2021
10.04.2021
3.4.09
3.4.09

[Handwritten signature]
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 06 APR 2021
MINUTES OF THE MEETING

Date:-06-04-2021

A Meeting of IQAC members was held at SMJ College, Khajedih on 06 Apr 2021 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *To follow the Govt. of India guidelines to face the Covid-19 Pandemic.* According to the guidelines of Govt. of India on the Covid-19 pandemic, an internal guideline, which is required to be followed strictly by all the individuals has been formulated and circulated.
- (b) *To arrange online Classes as per UGC Guidelines:* The classes are being conducted online as per the UGC guidelines.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. To ensure timely completion of academic syllabus.

Decision / Action Taken: The teachers were advised to ensure timely completion of the academic syllabus so as to enable the students to prepare for the final examination and to clear their doubts, if any. Since the classes are being conducted online, teachers have been instructed to make use of the ICT facilities in this regard. The point was agreed to be ensured by the members of the IQAC.

Agenda 3. Up gradation of Computers in the Computer Lab.

Decision / Action Taken: The house unanimously agreed to the point and suggested that efforts may be made to include more computers in the computer lab.

Agenda 4. Upgradation of Smart Class Rooms.

Decision / Action Taken: It was decided to upgrade the smart class rooms with upgraded equipment. The point was agreed by the members of the Society.

Agenda 5. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V-R. Prasad
Coordinator, IQAC 06-04-2021

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:-14-09-2021

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 17-09-2021 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. Upgradation of Laboratory with modern equipment.
2. Upgradation of ICT facilities.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

- | | | |
|----|--------------------------|---------------------|
| 1. | Dr. Jagdish Prasad | Principal |
| 2. | Mr. Vishwa Ranjan Prasad | Deptt. of Economics |
| 3. | Dr. Shashi Bhushan Kumar | Deptt. of Chemistry |
| 4. | Dr. Balgobind Prasad | Deptt. of History |
| 5. | Mr. Kamanand Prasad | Deptt. of Zoology |
| 6. | Mr. Deo Narayan Singh | Deptt. of Geography |
| 7. | Mr. Ramashish Mahto | Accountant |
| 8. | Mr. Nagendra Nath Jha | (Member of GB) |
| 9. | Mr. Shagun Lal Roy | Local Committee |

Chairperson

Coordinator

Member

Member

Member

Member

Member

External Member

External Member

Signature

[Signature]
14.09.21

V. R. Prasad
14.09.2021

[Signature]
15.9.21

[Signature]
10.09.2021

[Signature]
16.9.021

[Signature]

[Signature]
14.09.2021
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 17SEP 2021
MINUTES OF THE MEETING

Date:- 17-09-2021

A Meeting of IQAC members was held at SMJ College, Khajedih on 17Sep 2021 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *To ensure timely completion of academic syllabus:* Teachers have been instructed to ensure completion of academic syllabus well in time to enable the students to prepare well before the examination starts.
- (b) *Up gradation of Computers in the Computer Lab:* All the computers in the Computer Lab has been upgraded.
- (c) *Upgradation of Smart Class Rooms:* Smart Class Rooms has been upgraded.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Upgradation of Laboratory with modern equipment.

Decision / Action Taken: The members of IQAC unanimously agreed to the point of upgradation of Laboratory Equipment and decided to initiate necessary action in this regard.

Agenda 3. Upgradation of ICT facilities.

Decision / Action Taken: Considering that the classes are being conducted online, it was decided to upgrade the ICT Facilities of the college.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V-R. Prabeel,
Coordinator, IQAC 17-09-2021

IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)

NOTICE

Date:-09-05-2022

It is hereby informed to the members of the I.Q.A.C. of SMJ College, Khajedih that a meeting of the I.Q.A.C. is scheduled to be held on 12-05-2022 at College Seminar Hall at 2 PM to discuss the following agenda points :-

1. Organise more seminars, workshops and webinars.
2. Discussion on the preparation for NAAC Cycle 2 Accreditation.

Therefore all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

Members:

1.	Dr. Jagdish Prasad	Principal	Chairperson
2.	Mr. Vishwa Ranjan Prasad	Deptt. of Economics	Coordinator
3.	Dr. Shashi Bhushan Kumar	Deptt. of Chemistry	Member
4.	Dr. Balgobind Prasad	Deptt. of History	Member
5.	Mr. Kamanand Prasad	Deptt. of Zoology	Member
6.	Mr. Deo Narayan Singh	Deptt. of Geography	Member
7.	Mr. Ramashish Mahto	Accountant	Member
8.	Mr. Nagendra Nath Jha	(Member of GB)	External Member
9.	Mr. Shagun Lal Roy	Local Committee	External Member

Signature

Jagdish Prasad
09.05.2022

V.R. Prasad

Shashi Bhushan Kumar
09.05.2022

Balgobind Prasad
19.5.22

Kamanand Prasad
19.5.22

Deo Narayan Singh
10.05.2022

Ramashish Mahto
19.5.2022

Nagendra Nath Jha

Shagun Lal Roy

Jagdish Prasad
09.05.2022
Principal
S.M.J College
Khajedih (Madhubani)

IQAC MEETING ON 12MAY 2022
MINUTES OF THE MEETING

Date:- 12-05-2022

A Meeting of IQAC members was held at SMJ College, Khajedih on 12May 2022 at the College Seminar Hall at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMJ College, Khajedih. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Upgradation of Laboratory with modern equipment:*The laboratory has been upgraded with modern equipment.
- (b) *Upgradation of ICT facilities:*ICT Facilities has been upgraded.

The following agenda points were discussed: -

Agenda 1. Confirmation of the minutes of last meeting.

Decision / Action Taken: The minutes of the last meeting was read out by the Coordinator. The minutes were passed by the members of IQAC.

Agenda 2. Organise more seminars, workshops and webinars.

Decision / Action Taken: It was decided that, the college may organize more seminars and workshops. Considering that, during the pandemic the teachers and students have become more familiar to the ICT facilities, webinars may also be conducted wherever feasible.

Agenda 3. Discussion on the preparation for NAAC Cycle 2 Accreditation.

Decision / Action Taken: The college is due for its Cycle 2 Accreditation. It was decided unanimously that, contributions from all the stakeholders are to be ensured for the preparation and further submission of SSR for the Cycle 2 accreditation. It was decided to carryout all required maintenance and other related procurement before processing the SSR.

Agenda 4. Any other points with the permission of Chair.

Decision / Action Taken: Since there were no other points, the meeting was concluded.

V. R. Prasad
12-05-2022
Coordinator, IQAC
IQAC Co-ordinator
S. M. J. College, Khajedih
Madhubani

[Signature]
12-05-2022
Principal Cum Chairperson, IQAC

Principal
S.M.J College
Khajedih (Madhubani)