

## NOTICE

No.: IQAC-1/CYCLE 1/2020-21

Date:- 05-08-2020

It is hereby informed to the members of the I.Q.A.C. of SMSG College, Sherghati, Gaya that a meeting of the I.Q.A.C. is scheduled to be held on 10-08-2020 at IQAC Room at 2 PM to discuss the following agenda points: -

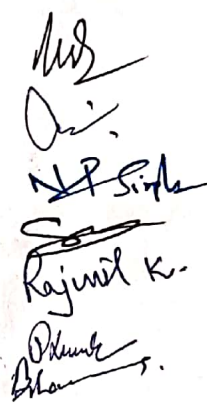
1. Construction of Language Lab.
2. To ensure timely completion of academic syllabus.

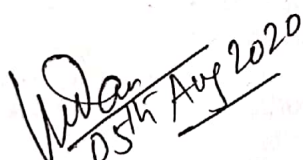
Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

### Members:

- |     |  |             |
|-----|--|-------------|
| 1.  | Prof. (Dr.) Arun Kumar Rajak Principal | Chairperson |
| 2.  | Dr. Madan Mohan Sharma                 | Coordinator |
| 3.  | Dr. Abdul Lais                         | Member      |
| 4.  | Dr. NP Singh                           | Member      |
| 5.  | Dr. SN Tripathi                        | Member      |
| 6.  | Dr. Rajnish Kumar                      | Member      |
| 7.  | Mr. Pankaj Kumar                       | Member      |
| 8.  | Shri L.B. Sharma                       | Member      |
| 9.  | Shri. Akhilendra Kumar Singh           | Member      |
| 10. | Miss. Suruchi Kumari                   | Member      |

### Signature



  
Coordinator, IQAC

  
Principal Cum Chairperson, IQAC

**IQAC MEETING ON 10AUG 2020**  
**MINUTES OF THE MEETING**

No.: IQAC-1/CYCLE 1/2020-21

Date:- 10-08-2020

A Meeting of IQAC members was held at SMSG College, Sherghati, Gaya on 10Aug 2020 at the IQAC Room at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMSG College, Sherghati, Gaya. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Constitution / Formation of ICT Development Committee.* Constituted an ICT Development Committee with reference to the order by the University vide F. No. 1-14/2020 (Website) dated 25 Mar 2020.
- (b) *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.
- (c) *Provisioning of Video Conferencing Hall:* A Video-Conferencing Hall has been created and made functional at the college for the use of teachers and students.

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. Construction of language lab.


**Decision / Action Taken:** Considering the academic requirement, it was proposed to create a Language Lab in the College. The members unanimously agreed to the proposal and decided to implement the decision at the earliest.

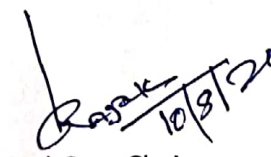
Agenda 3. To ensure timely completion of Academic Syllabus.

**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. Any other points with the permission of Chair.

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

  
Coordinator, IQAC

  
Principal Cum Chairperson, IQAC

## **NOTICE**

No.: IQAC-2/CYCLE 1/2020-21

Date:- 05-01-2021

It is hereby informed to the members of the I.Q.A.C. of SMSG College, Sherghati, Gaya that a meeting of the I.Q.A.C. is scheduled to be held on 11-01-2021 at IQAC Room at 2 PM to discuss the following agenda points: -

1. Adoption of proper waste management system.
2. Organise more seminars, workshops and webinars.

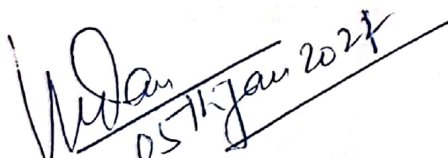
Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

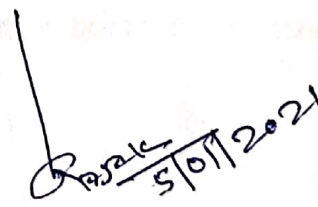
### **Members:**

- |     |  |             |
|-----|--|-------------|
| 1.  | Prof. (Dr.) Arun Kumar Rajak Principal | Chairperson |
| 2.  | Dr. Madan Mohan Sharma                 | Coordinator |
| 3.  | Dr. Abdul Lais                         | Member      |
| 4.  | Dr. NP Singh                           | Member      |
| 5.  | Dr. SN Tripathi                        | Member      |
| 6.  | Dr. Rajnish Kumar                      | Member      |
| 7.  | Mr. Pankaj Kumar                       | Member      |
| 8.  | Shri L.B. Sharma                       | Member      |
| 9.  | Shri. Akhilendra Kumar Singh           | Member      |
| 10. | Miss. Suruchi Kumari                   | Member      |

### **Signature**


  
05/01/2021  
Coordinator, IQAC

  
5/01/2021  
Principal Cum Chairperson, IQAC



**IQAC MEETING ON 11JAN 2021**  
**MINUTES OF THE MEETING**

No.: IQAC-2/CYCLE 1/2020-21

Date:- 11-01-2021

A Meeting of IQAC members was held at SMSG College, Sherghati, Gaya on 11Jan 2021 at the IQAC Room at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMSG College, Sherghati, Gaya. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) *Construction of language lab:* Language Lab has been constructed and made functional.
- (b) *To ensure timely completion of Academic Syllabus:* Teachers were advised to complete the academic syllabus in time.

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. Adoption of proper waste management system.


**Decision / Action Taken:** As a Best Practice of the College, it was decided to implement proper Waste Management System for Solid, Liquid, Bio-medical and E-waste respectively.

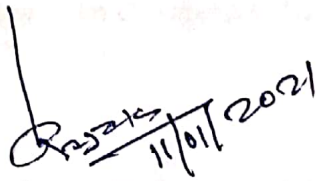
Agenda 3. Organise more seminars, workshops and webinars.

**Decision / Action Taken:** Considering the Covid-19 pandemic and classes are being done online, it was decided to conduct the seminars and workshops through Webinar system.

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

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

  
Coordinator, IQAC

  
Principal Cum Chairperson, IQAC

## NOTICE

No.: IQAC-3/CYCLE 1/2020-21

Date:- 04-11-2021

It is hereby informed to the members of the I.Q.A.C. of SMSG College, Sherghati, Gaya that a meeting of the I.Q.A.C. is scheduled to be held on 12-11-2021 at IQAC Room at 2 PM to discuss the following agenda points: -

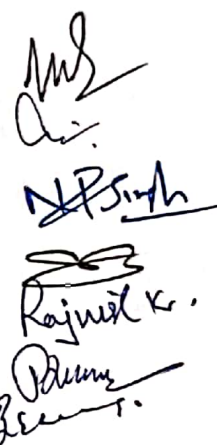
1. Development of Online Admission Portal.
2. Automation and barcoding of College Library.
3. Final Submission of AQAR.

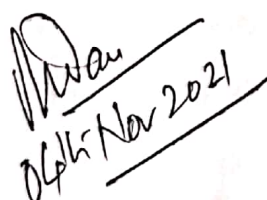
Therefore, all the I.Q.A.C. members are being requested to kindly make it convenient to attend the meeting.

### Members:

- |     |  |             |
|-----|--|-------------|
| 1.  | Prof. (Dr.) Arun Kumar Rajak Principal | Chairperson |
| 2.  | Dr. Madan Mohan Sharma                 | Coordinator |
| 3.  | Dr. Abdul Lais                         | Member      |
| 4.  | Dr. NP Singh                           | Member      |
| 5.  | Dr. SN Tripathi                        | Member      |
| 6.  | Dr. Rajnish Kumar                      | Member      |
| 7.  | Mr. Pankaj Kumar                       | Member      |
| 8.  | Shri L.B. Sharma                       | Member      |
| 9.  | Shri. Akhilendra Kumar Singh           | Member      |
| 10. | Miss. Suruchi Kumari                   | Member      |

### Signature





Coordinator, IQAC



Principal Cum Chairperson, IQAC

**IQAC MEETING ON 12NOV 2021**  
**MINUTES OF THE MEETING**

No.: IQAC-3/CYCLE 1/2020-21

Date:- 12-11-2021

A Meeting of IQAC members was held at SMSG College, Sherghati, Gaya on 12Nov 2021 at the IQAC Room at 2 PM. The meeting was presided over by the Chairperson of IQAC, SMSG College, Sherghati, Gaya. Outcome of last meeting as mentioned below was placed before the house for perusal.

- (a) Adoption of proper waste management system. Waste management system implemented.
- (b) *Organise more departmental Seminars and Conferences.* Conducted various seminars and conferences by respective departments.

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. Development of Online admission Portal.

**Decision / Action Taken:** Considering the ongoing Pandemic and hassle free fee collection and to maintain transparency in financial transaction, it was decided to develop an online admission portal at the earliest.

Agenda 3. Automation and barcoding of College Library.

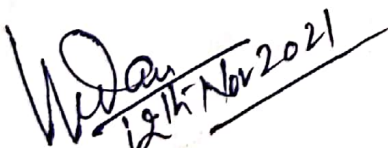
**Decision / Action Taken:** So as to enable the stake holders to have an easy access to the contents of the library, it was decided to automate the library with barcoding of books. The suggestion was unanimously accepted by the members of the IQAC.

Agenda 4. Final Submission of AQAR.

**Decision / Action Taken:** It was decided to submit the AQAR as per the NAAC guidelines.

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

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

  
Coordinator, IQAC

  
Principal Cum Chairperson, IQAC