

A meeting related to website management was held at 3:00 pm in Principal's office on 31.7.2024.


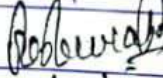


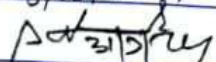
### Agenda

- To resolve the website issue

### Details

- It was found that the website is not properly functional and the proper functioning of the website is urgently required for the college and NAAC assessment.
- The principal has decided to speak to the company responsible for the website as the website is not fulfilling the purpose of NAAC.
- The members of IQAC, the co-coordinators have requested to appoint full time technical help regarding the functioning of the website.

### Members present

- |                          |  |
|--------------------------|--|
| 1. Sanjay Kr. Linke      | <br>31/7/24    |
| 2. Dr. Sunan Kr. Sawash  | <br>31.07.2024 |
| 3. Dr. Richa             | <br>31/7/24    |
| 4. Dr. Radhay Shyams     | <br>31.07.2024  |
| 5. Dr. Md. Saleem Akhtar | <br>31/7/24    |

A follow up meeting was held at 1:45 pm on 31.07.2024 in Principal's office.

### Agenda

- Review of Internal Academic and Administrative Audit, Day 2

The team visited the following departments

1. Urdu
2. Arabic
3. Persian
4. Maithli
5. Statistics
6. English

The audit members were

1. Prof. Sanjay Kumar Sinha
2. Dr Kiran Kumari
3. Dr Suman Kumar Sourabh
4. Dr Richa
5. Mr Deependra Kishor Anya

### Details

The team visited 6 departments. A detailed report was prepared of each department.

- The department of Urdu maintains a good record of alumni, syllabus and students.
- The department of Persian and Maithli need to update their list of heads.
- There are scarcity of chair, table, curtains, table cloths in some departments.
- It will be resolved and things will be ~~also~~ made available centrally.

- The department of Arabic has all the required registers, some of which need to be maintained. More events need to be organised.
- The department of Statistics needs urgent infrastructural intervention from the college.
- The department of English needs a language lab, board of heads and teachers.

Each department is advised to fulfill the requirements before the external audit.

### Members present

1. Dr Sanjay Kumar Sinha
2. Dr Kiran Kumari
3. Dr Suman Kumar Sonekh
4. Dr Richa

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31/7/24

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