

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

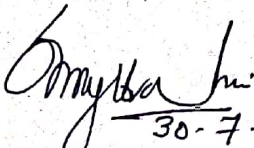
## KARIM CITY COLLEGE

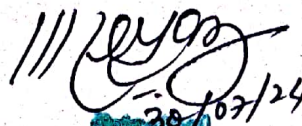
### IQAC Meetings, Agenda/Resolutions and Action Taken Report (ATR)

2023-2024

YEAR	DATE OF THE MEETING	AGENDAS/ RESOLUTION	ACTION TAKEN
2023	20.09.2023	<b>Agenda: 1.</b> Preparation of AQAR 2022-2023 <b>Resolution:</b> The rough draft of AQAR 2022-2023 was summarised by the IQAC Coordinator and the attendees were satisfied with the draft. The Principal allowed the IQAC team to go ahead for the final preparation.	The AQAR 2022-2023 was uploaded on NAAC & College website.
		<b>Agenda: 2.</b> Preparation of different Feedback Analysis & ATR <b>Resolution:</b> The IQAC had already collected the feedback data of the stakeholders for 2022-2023. The Principal approved the IQAC feedback committee to go ahead with the preparation of different feedback reports related to the students, parents, teachers, alumni & employers.	The feedback reports were prepared and uploaded on the college website.
		<b>Agenda: 3.</b> Preparation of Bi-annual Academic & Administrative Audit. <b>Resolution:</b> The Principal authorised the IQAC Quality Audit Committee to go ahead with the exercise of bi-annual Academic & Administrative Audit 2023.	The AAA was prepared and uploaded on the college website.
		<b>Agenda: 4.</b> Preparation for the Student Satisfaction Survey of NAAC & preparation of SSR for the forthcoming cycle. <b>Resolution:</b> The matter was discussed and it was resolved that we should start the preparations on time.	The preparations were initiated.
		<b>Agenda: 5.</b> Any other matter- Financial Support to teachers for attending seminars conferences etc. and for publications. <b>Resolution:</b> The Principal agreed in principle and it was decided that the matter will be presented before the college management.	Financial Support to teachers was approved in principle by the college management and IQAC was asked to propose a policy document for this.
	23.11.2023	<b>Agenda: 1.</b> Readiness for the forthcoming NAAC assessment and accreditation. Discussion with office staff. <b>Resolution:</b> Infrastructural preparations like required repair and colouring of the campus was discussed by the members and resolved to go ahead. Mock inspection of the departments by the Principal was resolved.	Repair and panting were undertaken. The Principal inspected the departments to assess their preparation.
		<b>Agenda: 2.</b> Financial Support to Teachers for seminars and publications. <b>Resolution:</b> The policy document prepared by IQAC was presented before the members and it	The college management accepted. the policy document and agreed in principle to implement it from

		was decided to present the policy document before the college management.	the next academic session i.e. 2024-25.
	20.12.2023	<b>Agenda:</b> 1. Students Satisfaction Survey – Discussion with HODs.	Initiated
2024	16.04.2024	<b>Agenda:</b> 1. Preparation for NAAC inspection. <b>Resolution:</b> Strategies and Plannings were initiated for the same.	Undertaken
		<b>Agenda:</b> 2. Data Management related to NAAC inspection. <b>Resolution:</b> It was decided to discuss the requirement related to data management with the academic heads and office staff.	Undertaken
		<b>Agenda:</b> 3. To involve students in NAAC preparation. <b>Resolution:</b> It was decided to make a student committee for NAAC preparation.	Undertaken
	30.04.2024	<b>Agenda:</b> 1. Data and documentation related to the academic session 2023-24 for NAAC purposes and for college website. <b>Resolution:</b> In view of the delay the attendees anticipated that NAAC may ask us to include the data and documentation related to 2023-24 also in the assessment period hence it was decided to inform all concerned to quickly work on all the data and document of 2023-24 as it will be needed for the forthcoming NAAC assessment purposes and for college website.	Initiated
		<b>Agenda:</b> 2. Data and documentation related to 2024-25 for NAAC purposes and for college website. <b>Resolution:</b> It was resolved that we should also be ready with an updated status of all data and document from the commencement of the academic session 2024-25 as it might be required at the time of NAAC Peer Team visit and also for the college website.	Undertaken
		<b>Agenda:</b> 3. Preparation of Outcomes as per the FYUGP syllabus and its simultaneous upload on college website <b>Resolution:</b> It was decided to prepare the required outcomes and upload the same on college website.	Undertaken

  
30.7.2024  
Dr. S. M. Yahya Ibrahim  
Coordinator

  
30/07/24  
Dr. Mohammad Reyaz  
Principal  
Jamshedpur