



Babasaheb Bhimrao Ambedkar Bihar
University, Muzaffarpur (Bihar)-842001

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Registrar

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Ref. No...IQAC/12

Dated...31/05/2024

Notice

By the order of the Vice Chancellor, all the Minutes of Meetings and Action Taken Reports (Years : 2019-20, 2019-20, 2020-21, 2021-22 and 2022-23) of the Internal Quality Assurance Cell (IQAC) are hereby uploaded on the official website of BRABU.

Kalyan K. Jha
Director, IQAC

31.05.2024

Director
IQAC, B R A B U,
Muzaffarpur, Bihar.



Sanjay
31.5.24

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Action Taken Report of IQAC

YEARS

Pages

2019-2020 (27.06.2020)

02-04

2019-2020 (20.11.2020)

05-06

2020-2021 (14.10.2021)

07-09

2021-2022 (20.08.2022)

10-11

2022-2023 (05.01.2023)

12-13



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The Meeting of IQAC was held on 27 June 2020 at 11 AM in IQAC office under the Chairmanship of Hon'ble Vice Chancellor.

IQAC CELL

- | | | |
|--|---|-------------------------|
| 1. Prof. (Dr.) Hanuman Prasad Pandey, | - | Chairman |
| Vice-Chancellor | | |
| 2. Dr. Manoj Kumar, Professor, | - | Member (Teacher) |
| University Department of Sanskrit | | |
| 3. Dr. Birendra Choudhary, Professor, | - | Member (Teacher) |
| M.P. Sinha Science College, | | |
| Muzaffarpur and Hon'ble member of Syndicate | | |
| 4. Dr. Sangeeta Rani, Professor, | - | Member (Teacher) |
| University Department of Home Science. | | |
| 5. Dr. P.K. Sinha, Professor, | - | Member (Teacher) |
| University Department of Chemistry. | | |
| 6. Registrar | - | Member (Management) |
| L.N.Mishra College of Business Management, | | |
| Bhagwanpur, Muzaffarpur | | |
| 7. Prof.(Dr.) A.N. Yadav, Former Vice-Chancellor, - | | Member (Alumni) |
| B.R.A. Bihar University, Muzaffarpur | | |
| 8. Sri Devesh Chandra Thakur, M.L.C. | - | Member (Local Society) |
| 9. Dr. Sanjay Kumar Singh, M.L.C. | - | Member (Local Society) |
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| 11. Secretary, BRA Bihar University Student's Union- | | Member (Students) |
| 12. Dr. Shanti Swaroop Sharma, | - | Member (Industrialists) |
| Mahindra and Hyundai, | | |
| Kalambagh Road, Muzaffarpur. | | |
| 13. Cdr. Shashank Shekhar , | - | Member (Stakeholder) |
| Managing Director, | | |
| Prashant Memorial Charitable Hospital, | | |
| Juran Chapra, Muzaffarpur. | | |
| 14. Dr. Kalyan Kumar Jha, Director IQAC | - | Member (Convenor) |
| University Department of Hindi | | |

At the outset of meeting, IQAC Director Dr.. Kalyan Kumar Jha introduced the committee members. He welcomed everyone and expressed his optimism that with their valuable suggestions and teamwork, the IQAC would successfully reach its objective. There after Director requested the Chairman IQAC for proceeding of Agenda.

S. No	Date	Agenda	Minutes of the Meeting	Action Taken
1.	26.06.2018	Action Plan of IQAC, Departments and Supporting units.	The meeting decided to <ul style="list-style-type: none"> Collect Action plan from all departments and supporting units Start the preparation of AQAR Result analysis of the passed out batch Direct all departments and supporting units to 	<ul style="list-style-type: none"> Collected Action plan from all departments and supporting units Started the preparation of AQAR. Result analysis of the passed out batch had done. Conducted departmental meetings of faculties to discuss and plan the

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			<p>apply for one day seminar on turn.</p> <ul style="list-style-type: none"> • Submission of Teacher's Diary to HODs every month. • Finalise the activities of the IQAC for academic year 2018-19 giving importance to the following. • Monitor the programmes organised by departments and supporting units • Do semester wise result analysis • Feedback collection and Analysis • Encouraging ICT applications 	activities for the academic year.
2.	10.07.2018	Categorisation of Freshly admitted students	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Conduct aptitude test ,Induction Programme and Bridge. • Course for the first year degree students. • Conduct an Aptitude test to the students and categorisation as slow and fast learners. • Collect the biodata of freshly admitted students and do the socio economic survey. 	<ul style="list-style-type: none"> • Conducted Aptitude test and Induction Programme and Advanced as well as slow learners were identified.
3	7.08.2018	Result Analysis Finalisation of Feedback form		All the departments are made to do result analysis of the final year students. The departments also suggested various corrective measures for the improvement in results of the final year batch
4.	14.1.2019	Analysis of the so far conducted programmes and planning of the upcoming programmes	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Collect Feedback forms from all PG and UG students. • To conduct a IQAC meeting to understand the proposed activities in the year by all departments and supporting units • Result analysis of the final year UG students and the measures taken for improvement. 	<ul style="list-style-type: none"> • Feedback collection is planned to Implement at the end of semester. • IQAC meeting to monitor and analyse the activities of various department has done. • Result analysis for the final year students were done and the corrective measures to improve the result were finalised.

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5.	12.2.2019	Discussion on NAAC Reaccreditation Framework Feedback consolidation	<p>The meeting decided to</p> <ul style="list-style-type: none">• Give a presentation to all faculties based on revised accreditation framework.• The presentation was discussed before the IQAC members and necessary suggestions were collected.• Collect consolidated feedback form from all faculties on or before.	<p>Necessary addition in the presentation was done and the presentation before the Faculty members is planned to conduct in the beginning of next academic year.</p>
6.	14.03.2019	Analysis of the reports of 2018-19 and future suggestions and plan of action for 2019-2020	<p>The meeting decided to</p> <ul style="list-style-type: none">• Collect consolidated feedback form from all faculties.• Plan the activities for the next year based on the new accreditation framework.• To do energy audit, Green audit and Administrative and academic audit in the next year.• To adopt a nearby village and do extension activities.• Take more measures for making campus eco-friendly in the next year	<ul style="list-style-type: none">• Collected feedback analysis from all faculties.• The plan for next academic year has been communicated to departments in DQAC meeting.

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The Meeting of IQAC was held on 20 November 2020 at 11 AM in IQAC office under the Chairmanship of Hon'ble Vice Chancellor.

IQAC CELL

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| 1. Prof. (Dr.) Hanuman Prasad Pandey,
Vice-Chancellor | - | Chairman |
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Kalambagh Road, Muzaffarpur. | - | Member (Industrialists) |
| 13. Cdr. Shashank Shekhar ,
Managing Director,
Prashant Memorial Charitable Hospital,
Juran Chapra, Muzaffarpur. | - | Member (Stakeholder) |
| 14. Dr. Kalyan Kumar Jha, Director IQAC
University Department of Hindi | - | Member (Convenor) |

Agenda	Resolution	Action Taken
Review of previous IQAC meeting MOM .	The Committee after threadbare discussion on resolution adopted in previous meeting has come to the conclusion that IQAC cell has complied almost all resolution hence it be confirmed	Confirmed
IQAC Plan of activity.	<ul style="list-style-type: none"> To Organize workshop on NAAC To Organize sessions on attainment of course outcomes To organize staff development program on maintaining lab and soft skills To organize sanitation drives across the campus and create awareness on COVID To Conduct classes through virtual mode in order to complete the syllabus and session within stipulated time. 	Confirmed

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Workshops and Seminars	All Department heads are asked to organize workshops seminars on latest trends in their field	Confirmed
Course File, Lab course file, Lab Evaluation Sheet .	All Department heads were asked to follow the formats given by IQAC like course files, Lab Course file and practical evaluation sheet. also asked to motivate faculty members to strictly follow the lecture plan and maintain all records in course files	Confirmed
Review on Infrastructure Development	<ul style="list-style-type: none">• Contemplating for construction of new guest house• Renovation of lab/laboratories• Repairing and renovation of PG departments/ University Head Quarter/ PG Hostels (Girls and Boys) Detailed discussion has been made on water harvesting in the university campus and beautification of green campus	Confirmed
R&D Activities and Club activities	Further focused on R&D activities, Club activities as per discussed targets and achieve it within time frame.	Confirmed
ICT Facility	To improve the teaching and learning process all were asked to improve ICT Facility	Confirmed

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The Meeting of IQAC was held on 14-10-2021 at 10 AM in IQAC office under the chairmanship of Hon'ble Vice-Chancellor.

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| University Department of Hindi | | |

Agenda Item 1: Reading and confirmation of the Proceedings of the Last Meeting

Resolution: The meeting began with a standard procedure where the minutes from the previous meeting were presented by the Director. This process allows members to make corrections or add information, ensuring that the document accurately reflects the decisions and discussions that occurred. Once the minutes were read, they were confirmed, which likely involved a formal approval from the committee members, signifying that they agreed with the content and considered it a true and accurate record of the previous meeting. The proceeding of last meeting was read out and unanimously resolved to confirm it.

Agenda Item 2: Preparation and Submission of AQAR for the Year 2020-21

Resolution: The second agenda item focused on the Annual Quality Assurance Report (AQAR) for the year 2020-21. This report is a crucial element in the academic auditing process, providing a structured assessment of performance against predefined quality criteria set by external accrediting bodies such as the National Assessment and Accreditation Council (NAAC) in India. The discussion here seemed to center around the progress made in collecting and preparing the necessary data. This suggests that the committee is in a preparatory phase, likely compiling statistics, feedback and other relevant information to create a comprehensive report.

The resolution to modify certain criteria for clarity indicates a proactive approach to quality assurance. Modifications could involve refining performance indicators, adjusting assessment methods, or redefining targets to ensure that they are measurable, achievable, and reflective of the institution's

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objectives. Such modifications are often based on previous experiences and feedback, highlighting the institution's commitment to continuous improvement.

Agenda Item 3: Evaluation of the University Result of Previous NAAC

Resolution: The third agenda item revolved around evaluating the results from the previous NAAC accreditation cycle. This discussion is critical as it directs the institution on areas requiring attention and improvement. The committee's determination to focus on clearing pending results and regularizing sessions impacted by the Covid-19 pandemic shows a strategic response to unprecedented disruptions. The pandemic posed significant challenges to academic institutions, affecting everything from session timings to evaluation processes. By prioritizing these areas, the committee aims to stabilize the academic calendar and uphold the integrity of the examination and assessment processes.

Agenda Item 4: Organization of Various Events/Seminars/Symposiums

Resolution: This agenda item addresses the logistical aspects of enhancing academic and professional development through events such as seminars and symposiums. The decision to allocate these responsibilities to various university departments according to their suitability is a strategic one. It leverages the specific expertise and interests of different departments, fostering a more engaged and effective event management process. Such events are essential for the academic community, providing platforms for knowledge exchange, skill development, and scholarly discussions.

To introduce the Choice Based Credit System (CBCS) effectively in an academic institution, an Action Taken Report (ATR) is crucial. This report will outline the specific actions that have been planned or implemented to facilitate the adoption of CBCS. Below is a detailed ATR for the implementation of CBCS:

Agenda Item 4: Measures need to be taken to introduce CBCS system.

Action Taken on Implementation of CBCS Objective

To enhance the flexibility and effectiveness of the educational offerings by adopting the Choice Based Credit System (CBCS) across all departments.

ACTIONS PLANNED

1. Policy Formulation and Approval

- ✓ Develop a comprehensive CBCS policy including definitions of core, elective, and foundation courses.
- ✓ Establish credit allocation guidelines and grading systems.
- ✓ Get the CBCS policy reviewed and approved by the academic council and board of studies.

2. Curriculum Development

- ✓ Form a committee of subject matter experts to revise the existing curriculum to fit the CBCS model.
- ✓ Integrate a diverse range of electives that students can choose from across departments.
- ✓ Ensure alignment of course outcomes with industry needs and global standards.

3. Training and Development

- ✓ Conduct workshops and training sessions for faculty members to familiarize them with the CBCS framework and pedagogical changes.
- ✓ Provide resources and support for course design and assessment methods under CBCS.

4. Infrastructure and Resource Allocation

- ✓ Upgrade the registration system to accommodate course choices and handle dynamic semester-wise enrolment.
- ✓ Ensure library and laboratory resources are sufficient to support the wider range of courses offered.

5. Student and Stakeholder Engagement

- ✓ Organize orientation sessions for students to explain the benefits and workings of CBCS.
- ✓ Engage with employers and alumni to gather feedback and expectations for elective courses.

6. Implementation Phasing

- ✓ Start a pilot phase with select departments to integrate CBCS and gather initial feedback.
- ✓ Roll out CBCS across all departments systematically based on the feedback from the pilot phase.

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7. Monitoring and Evaluation

- ✓ Set up a feedback system for students and faculty to continuously monitor the effectiveness of CBCS.
- ✓ Adjust policies and course offerings based on feedback and changing educational trends.

8. Publicity and Communication

- ✓ Launch a communication plan to inform all stakeholders about the transition to CBCS.
- ✓ Update the institution's website and brochures to reflect the new system and course options.

Actions Taken

- ✓ Policy Formulation: The CBCS policy draft has been prepared and is currently under review by the academic council.
- ✓ Curriculum Development: A preliminary list of elective courses has been created and is being refined by the respective departments.
- ✓ Training and Development: A schedule for faculty development programs has been established, with the first workshop conducted last month.
- ✓ Infrastructure Upgrades: The software upgrade for the registration system is in the final stages of procurement.
- ✓ Student Engagement: Initial student orientation sessions have been completed, with positive feedback on the flexibility offered by CBCS.
- ✓ Finalize and approve the CBCS policy.
- ✓ Complete the curriculum revisions and get them approved.
- ✓ Expand training for faculty in specific CBCS teaching and assessment methods.
- ✓ Fully implement the upgraded registration system.
- ✓ Conduct a full rollout of CBCS for the upcoming academic year.

This Action Taken Report serves as a living document to track the progress of CBCS implementation, ensuring that the institution meets its educational objectives while adapting to the new system.

Conclusion of the Meeting

The meeting concluded with a vote of thanks by the coordinator, a formal gesture of appreciation that acknowledges the contributions and cooperation of all members. This not only serves as a courteous conclusion but also reinforces a sense of community and shared purpose among the committee members.

In sum, the minutes from this meeting provide a clear and structured overview of the institution's ongoing efforts to manage and enhance its academic operations. Each agenda item and resolution reflects a commitment to improvement, accountability, and excellence in higher education. This document not only serves as a historical record but also as a guide for future actions, ensuring that all members are aligned with the institution's goals and the necessary steps to achieve them.

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The meeting of IQAC was held on 20.08.2022 at 11 AM in IQAC office under the chairmanship of Hon'ble Vice-Chancellor.

IQAC CELL

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Vice-Chancellor | - | Chairman |
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IQAC Meeting Decisions and Progress Report

1. Approval of Previous Meeting's Minutes

Agenda	Resolution	Action Taken
Approval of Previous Meeting's Minutes	Unanimous approval of the minutes from the last IQAC meeting.	Fully complied.
Policy Revision and Development	Approval of the revised Research Policy presented by the Director and agreement to establish committees for drafting additional policies, including the IPR Policy, Green Practices, and Infrastructure and Equipment Maintenance Policy.	Ongoing process.
Updating of Committee Memberships	Due to retirements and departures, the need to update various committee memberships was recognized and acted upon, with	Approved and finalized. (List enclosed)

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	new compositions approved by IQAC.	
Enhancement of Mentor-Mentee System**	Reinforcement of the mentor-mentee system with all university departments instructed to submit comprehensive reports to IQAC. Detailed guidelines were provided.	In progress. (Guidelines enclosed)
Identification and Adoption of Best Practices	Discussion on numerous existing practices such as Green Practices and Promotion of Art & Culture; selection of practices to be enhanced for AQAR.	Selection of two practices completed.
Engagement through MoUs	Discussions held on the benefits of signing MoUs with other HEIs, leading to a resolution for departments/colleges to propose potential partnerships for approval.	In progress.
Compilation of Annual Reports	All Departments/Offices and Colleges are required to compile and submit their Annual Reports for the year 2020-21 to the IQAC office.	Partially completed by some Departments/Colleges.
Budget Preparation for NAAC	Emphasized the need to align budgeting with NAAC's assessment criteria, initiating the preparation of a targeted budget.	Budget prepared by IQAC.

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The meeting of IQAC was held on 05.01.2023 at 11 AM in IQAC office under the chairmanship of Hon'ble Vice-Chancellor.

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Minutes of the IQAC Meeting on Preparation of AQAR & SSR

The meeting of the IQAC was held to discuss and finalize the strategies for the preparation of the Annual Quality Assurance Report (AQAR) and Self-Study Report (SSR). The discussion was comprehensive and led to unanimous agreement on several key resolutions.

Agenda Item 1: Submission of Reports and Feedback Forms by Concerned Departments

Resolution: The members resolved to ensure that all departments and units of the University submit their respective reports and feedback forms in the prescribed format and within the set deadlines. This resolution aims to streamline the process and maintain a high standard of accuracy and completeness in the reports.

Agenda Item 2: Participation of All Stakeholders in the Preparation of Reports

Resolution: The committee decided to encourage and facilitate active participation from all stakeholders in the report preparation process. This includes faculty, staff, students, and other relevant parties. Effective participation is crucial for incorporating diverse insights and achieving a comprehensive evaluation.

Agenda Item 3: Adherence to NAAC Guidelines and Procedures

Resolution: Emphasis was placed on the importance of adhering to the guidelines and procedures

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set forth by the National Assessment and Accreditation Council (NAAC). The committee stressed that maintaining compliance with NAAC standards is essential for ensuring quality assurance throughout the report preparation.

Agenda Item 4: Regular Meetings of Departmental Coordinators, IQAC

Resolution: It was agreed that there would be regular meetings of the departmental coordinators of IQAC. These meetings are to ensure that there is continuous communication and coordination among departments, facilitating a smooth and timely preparation of the AQAR and SSR.

Agenda Item 5: Ensuring Progress in Various Domains

Resolution: The committee resolved to ensure that the reports accurately reflect the University's progress and achievements across various domains, including teaching-learning, research, extension, and governance. This measure is intended to showcase the University's continuous improvements and commitment to excellence.

Commitment and Conclusion

The members of the IQAC Core Committee, Assist Committee, and Departmental Coordinators expressed their commitment to ensuring the successful preparation of the AQAR & SSR. The meeting concluded with a vote of thanks by the Director, who expressed gratitude towards all participants for their contributions and dedication.

This detailed account provides a clearer picture of the meeting's outcomes and the strategic direction set by the IQAC for the preparation of essential quality assurance reports.

Kalyan K. Jha

Prof. Kalyan Kumar Jha
IQAC Director

31.05.2024

Director

**IQAC, B R A B U,
Muzaffarpur, Bihar.**

Sanjay
31.5.24

Prof. Sanjay Kumar
Registrar

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