

**Gautam Buddha Mahila College, Gaya**  
**Constituent Unit of Magadh University, Bodh-Gaya**  
**1<sup>st</sup> Cycle NAAC Accredited at B Grade with CGPA-2.18**

**Minutes of the IQAC Meeting held on 12.12.2018 in the Smart Class-Room, at 12:00 Noon.**

**Agenda:**

- Confirmation of the minutes of the last meeting.
- Academic and non-academic activities in the college.
- Submission of AQAR.
- Review of previous meeting proposals.

**Members/Teachers**

1. Prof. Usha Rai (Chairperson)
2. Prof. Kishwar Jahan Begum
3. Dr. Kiran Bala
4. Dr. Nutan Kumari
5. Dr. Nirmala Kumari
6. Dr. S. Shamimuddin Ahmed
7. Dr. Sahadeb Bauri
8. Dr. Shilpi Banerjee
9. Dr. Nagma Shadab
10. Kumari Rashmi Priyadarshni
11. Dr. Deep Shikha Pandey
12. Ms. Amrita Ghosh
13. Dr. Shagufta Ansari (Coordinator)

The minutes of last meeting held on July 20, 2018 was presented by the Chairperson and confirmed by the house.

The Chairperson in her initial remarks thanked all the members for accepting the IQAC membership. The points of the agenda were taken up.

Progress in the academic and non academic activities was evaluated. It was resolved in the meeting that IQAC members can reach to the departments for gathering the reports and information related to the individual departments. College level information can be collected from the college office.

The IQAC Coordinator advised the members to compile and submit information for AQAR.

Departments were advised to keep records of all academic, co-curricular and extra curricular activities as per the criteria of NAAC.

The AQAR submission format and schedule was also discussed.

The progress in the implementation of the calendar of events chalked out in the previous meeting was reviewed.



**Chairperson**



**Coordinator**