

# MIRZA GHALIB COLLEGE, GAYA

## Notice

Date: 19<sup>th</sup> April 2023

This is to inform to all the Executive Body member of IQAC of the College that a meeting is going to be held on 24<sup>th</sup> April 2023, Monday in the IQAC office room at 4.00 pm to discuss on the below mentioned agenda.

Therefore, All members are requested to attend the meeting.

### **Agenda: -**

1. Confirmation of the minutes of the last meeting
2. Renovation of Building
3. National Workshop on world intellectual property
4. Miscellaneous by the permission of Chairperson.

### **MEMBERS OF IQAC**

- |                           |                          |
|---------------------------|--------------------------|
| 1. Dr. Shujat Ali Khan    | Principal                |
| 2. Dr. Aftab Alam         | HOD, Deptt. of English   |
| 3. Dr. Fazlur Rahamn Khan | HOD. Deptt. of History   |
| 4. Dr. Jawed Iqbal Khan   | HOD Deptt. of Math       |
| 5. Dr. Sarfaraz Khan      | HOD Deptt. of Psy        |
| 6. Dr. Sarwat Shamsi      | Teacher Representative   |
| 7. Dr. Pervez Wahab       | HOD Deptt. of Commerce   |
| 8. Mr. Firoz Ashrafr      | Member G.B               |
| 9. Dr. Ali Imam Khan      | Rtd. Principal           |
| 10. Dr. Farasat Hussain   | Community Representative |
| 11. Mr. Amon Roy          | Accountant               |
| 12. Dr. Aftab Ahmad Khan  | Deptt. Of Zoology.       |

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|------------------|------------------|
| Chairperson      | Shujat Ali Khan  |
| Member           | Md Aftab Alam    |
| Member           | Pollat           |
| Member           | Rikhu            |
| Member           |                  |
| Member           |                  |
| Member           | Pervez           |
| Member           | Firoz Ashrafr    |
| Member           | Ali Imam         |
| Member           | Farooq           |
| Member           | Amon Roy         |
| IQAC Coordinator | Aftab Ahmad Khan |

Aftab Ahmad Khan  
IQAC Coordinator

Shujat Ali Khan  
Chairperson

## MIRZA GHALIB COLLEGE, GAYA

### Executive Body Meeting of Internal Quality Assurance Cell

Dated:-24<sup>th</sup> April 2023

Venue: Meeting Room of the IQAC of Mirza Ghalib College, Gaya

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 24<sup>th</sup> April 2023, Monday from 03.30 am in the office of IQAC of the College. The meeting was presided over by the Chairperson of the IQAC.

#### Agenda:-

1. Confirmation of the minutes of the last meeting
2. Renovation of Building
3. National Workshop on world intellectual property
4. Miscellaneous by the permission of Chairperson.

Following members have attended the meeting: -

1. Dr. Shujat Ali Khan	Principal
2. Dr. Aftab Alam	HOD, Deptt. of English
3. Dr. Fazlur Rahamn Khan	HOD. Deptt. of History
4. Dr. Jawed Iqbal Khan	HOD Deptt. of Math
5. Dr. Sarfaraz Khan	HOD Deptt. of Psy
6. Dr. Sarwat Shamsi	Teacher Representative
7. Dr. Pervez Wahab	HOD Deptt. of Commerce
8. Mr. Firoz Ashrafr	Member G.B
9. Dr. Ali Imam Khan	Rtd. Principal
10. Dr. Farasat Hussain	Community Representative
11. Mr. Amon Roy	Accountant
12. Dr. Aftab Ahmad Khan	Deptt. Of Zoology.

Chairperson	Shujat Ali Khan
Member	Dr. Aftab Alam
Member	Dr. Fazlur Khan
Member	Dr. Jawed Khan
Member	
Member	
Member	Dr. Pervez Wahab
Member	
Member	Dr. Ali Imam Khan
Member	Dr. Farasat Hussain
Member	Mr. Amon Roy
IQAC Coordinator	Dr. Aftab Ahmad Khan

**ITEM NO. 1**

The coordinator, IQAC read out the agenda and the minutes of last meeting . all members of IQAC confirmed it unanimously.

**ITEM NO. 2**

Members discussed for the renovation of the building and Class room and suggestion have been sought from all the department.

- A committee have to constituted for the supervision of requirement and work.
- Class room require repair. It should be done earliest.
- Members have advised to IQAC coordinator to place a requisition as per NAAC requirement and make proper attention on it.

**ITEM NO. 3**

Members discussed with coordinator of IQAC regarding conducting a seminar on world intellectual property.

**ITEM NO. 4**

With the permission of Chairperson

- A) IQAC coordinator discussed about a fund for the publication and research work.
- B) Members suggested for two-day training programme of ICT for the Teaching staff.

The meeting was concluded with the vote of thanks by the Chairman.

*Aftab Ahmad Khan*  
IQAC Coordinator

*Shujaat Ali Khan*  
Chairperson

# MIRZA GHALIB COLLEGE, GAYA

## Notice

Date: 21<sup>st</sup> Nov 2022

This is to inform to all the Executive Body member of IQAC of the College that a meeting is going to be held on 28<sup>th</sup> November 2022, Monday in the IQAC office room at 4.00 pm to discuss on the below mentioned agenda.

Therefore, All members are requested to attend the meeting.

### **Agenda: -**

1. Confirmation of the minutes of the last meeting
2. To make some more Smart Classes.
3. Discussion on IQAC year plan for the new academic year.
4. Miscellaneous by the permission of Chairperson.

### **MEMBERS OF IQAC**

1. Dr. Md. Sarfaraz Khan
2. Dr. Shujat Ali Khan
3. Dr. Masroor Ahmad
4. Dr. Aftab Alam
5. Dr. Fazlur Rahamn Khan
6. Dr. Jawed Iqbal Khan
7. Dr. Sarfaraz Khan
8. Dr. Sarwat Shamsi
9. Dr. Pervez Wahab
10. Mr. Firoz Ashrafr
11. Dr. Ali Imam Khan
12. Dr. Farasat Hussain
13. Mr. Amon Roy
14. Dr. Aftab Ahmad Khan

- Principal  
Vice Principal & TR  
HOD, Deptt. of Physics  
HOD, Deptt. of English  
HOD, Deptt. of History  
HOD, Deptt. of Math  
HOD, Deptt. of Psy  
Teacher Representative  
HOD, Deptt. of Commerce  
Member G.B  
Rtd. Principal  
Community Representative  
Accountant  
Deptt. Of Zoology.

- Chairperson *Suhar*  
Member *Shujat Ali Khan*  
Member  
Member *Md Aftab Alam*  
Member *Pakhal*  
Member *Rakhan*  
Member *H. J. J.*  
Member *✓*  
Member *Ayub*  
Member *Firoz Ashraf*  
Member *Ain*  
Member *Jumana*  
Member *Hanover*  
IQAC Coordinator *Aftab Ahmad Khan*

*Aftab Ahmad Khan*  
IQAC Coordinator

*Suhar*  
Chairperson 21/11/22

# MIRZA GHALIB COLLEGE, GAYA

## Executive Body Meeting of Internal Quality Assurance Cell

Dated:-28<sup>th</sup> November 2022

Venue: Meeting room of the IQAC of Mirza Ghalib College, Gaya

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 04.02.2021, Wednesday from 03.30 am in the office of IQAC of the College. The meeting was presided over by the Chairperson of the IQAC.

### Agenda:-

1. Confirmation of the minutes of the last meeting
2. To make some more Smart Classes.
3. Discussion on IQAC year plan for the new academic year.
4. Miscellaneous by the permission of Chairperson

Following members have attended the meeting: -

- |                           |                          |
|---------------------------|--------------------------|
| 1. Dr. Md. Sarfaraz Khan  | Principal                |
| 2. Dr. Shujat Ali Khan    | Vice Principal & TR      |
| 3. Dr. Masroor Ahmad      | HOD, Deptt. of Physics   |
| 4. Dr. Aftab Alam         | HOD, Deptt. of English   |
| 5. Dr. Fazlur Rahamn Khan | HOD, Deptt. of History   |
| 6. Dr. Jawed Iqbal Khan   | HOD Deptt. of Math       |
| 7. Dr. Sarfaraz Khan      | HOD Deptt. of Psy        |
| 8. Dr. Sarwat Shamsi      | Teacher Representative   |
| 9. Dr. Pervez Wahab       | HOD Deptt. of Commerce   |
| 10. Mr. Firoz Ashrafr     | Member G.B               |
| 11. Dr. Ali Imam Khan     | Rtd. Principal           |
| 12. Dr. Farasat Hussain   | Community Representative |
| 13. Mr. Amon Roy          | Accountant               |
| 14. Dr. Aftab Ahmad Khan  | Deptt. Of Zoology.       |

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|------------------|------------------|
| Chairperson      | Suhar            |
| Member           | Shujat Ali Khan  |
| Member           |                  |
| Member           | Md. Akhtab       |
| Member           | Pakhal           |
| Member           | Sitkhur          |
| Member           | Adous            |
| Member           | f                |
| Member           | Apaher           |
| Member           | Firoz Ashraf     |
| Member           | Aunt             |
| Member           | Jimin            |
| Member           | Amon Roy         |
| IQAC Coordinator | Aftab Ahmad Khan |

**ITEM NO. 1**

The coordinator, IQAC read out the agenda and the minutes of last meeting . all members of IQAC confirmed it unanimously.

**ITEM NO. 2**

Members discussed for some more smart classes in the college., and IQAC coordinator was asked to make a budget for the said purpose.

**ITEM NO. 3**

Members discussed with coordinator of IQAC regarding the new academic year of IQAC and asked to take suggestion from the different department.

**ITEM NO. 4**

With the permission of Chairperson

- A) IQAC coordinator drew attention towards the attendance of students.
- B) Discussed on obtained feedback from students and parents.

With the vote of thanks by the chair the meeting was concluded.

*Ahmed Ahmad Khan*  
IQAC Coordinator

*Suhayb*  
Chairperson 28/11/22

# MIRZA GHALIB COLLEGE, GAYA

## Notice

Date: 20<sup>th</sup> July 2022

This is to inform to all the Executive Body member of IQAC of the College that a meeting is going to be held on 27<sup>th</sup> July 2022, Wednesday in the IQAC office room at 3.30 pm to discuss on the below mentioned agenda.

Therefore, all members are requested kindly to make it convenient to attend the meeting.

### **Agenda:-**

1. Confirmation of the minutes of the last meeting
2. Purchase of utensils for laboratories
3. Purchase of Books for Library.
4. Discussion for the registration of Alumni of the college.
5. Miscellaneous by the permission of Chairperson.

### **MEMBERS OF IQAC**

1. Dr. Md. Sarfaraz Khan	Principal	Chairperson
2. Dr. Shujat Ali Khan	Vice Principal & TR	Member <i>Shujat Ali Khan</i>
3. Dr. Masroor Ahmad	HOD, Deptt. of Physics	Member <i>Md Masroor Ahmad</i>
4. Dr. Aftab Alam	HOD, Deptt. of English	Member <i>Aftab Alam</i>
5. Dr. Fazlur Rahamn Khan	HOD. Deptt. of History	Member <i>Fazlur Khan</i>
6. Dr. Jawed Iqbal Khan	HOD Deptt. of Math	Member <i>Jawed Khan</i>
7. Dr. Sarfaraz Khan	HOD Deptt. of Psy	Member <i>Sarfaraz Khan</i>
8. Dr. Sarwat Shamsi	Teacher Representative	Member <i>Sarwat Shamsi</i>
9. Dr. Pervez Wahab	HOD Deptt. of Commerce	Member <i>Pervez Wahab</i>
10. Mr. Firoz Ashrafr	Member G.B	Member <i>Firoz Ashraf</i>
11. Dr. Ali Imam Khan	Rtd. Principal	Member <i>Ali Imam Khan</i>
12. Dr. Farasat Hussain	Community Representative	Member <i>Farasat Hussain</i>
13. Mr. Amon Roy	Accountant	Member <i>Amon Roy</i>
14. Dr. Aftab Ahmad Khan	Deptt. Of Zoology.	IQAC Coordinator <i>Aftab Ahmad Khan</i>

*Aftab Ahmad Khan*  
IQAC Coordinator

*Suhaz*  
Chairperson 20/8/22

# MIRZA GHALIB COLLEGE, GAYA

## Executive Body Meeting of Internal Quality Assurance Cell

**Dated:-27<sup>th</sup> July 2022**

**Venue: Meeting room of the IQAC of Mirza Ghalib College, Gaya**

An Executive Meeting of Internal Quality Assurance Cell (IQAC) of the College was held today on 04.02.2021, Wednesday from 03.30 am in the office of IQAC of the College. The meeting was presided over by the Chairperson of the IQAC..

### **Agenda:-**

- 1. Confirmation of the minutes of the last meeting**
- 2. Upgradation of laboratories**
- 3. Purchase of Books for Library.**
- 4. Discussion for the**
- 5. Miscellaneous by the permission of Chair.**

Following members have attended the meeting: -

1.Dr. Md. Sarfaraz Khan	Principal	Chairperson
2.Dr. Shujat Ali Khan	Vice Principal & TR	Member <i>Shujat Ali Khan</i>
3.Dr. Masroor Ahmad	HOD, Deptt. of Physics	Member
4.Dr. Aftab Alam	HOD, Deptt. of English	Member <i>Md Aftab Alam</i>
5. Dr.FazlurRahamn Khan	HOD.Deptt. of History	Member <i>Palek</i>
6.Dr. Jawed Ikbal Khan	HOD Deptt. of Math	Member <i>Likhan</i>
7.Dr. Sarfaraz Khan	HOD Deptt. of Psy	Member <i>Aftab</i>
8.Dr. SarwatShamsi	Teacher Representative	Member
9.Dr. Pervez Wahab	HOD Deptt. of Commerce	Member <i>Pervez</i>
10.Mr. FirozAshrafr	Member G.B	Member <i>Firoz Ashraf</i>
11.Dr. Ali Imam Khan	Rtd. Principal	Member <i>Ali</i>
12.Dr. Farasat Hussain	Community Representative	Member <i>Farasat</i>
13.Mr. Amon Roy	Accountant	Member <i>Amon Roy</i>
14.Dr. Aftab Ahmad Khan	Deptt. Of Zoology.	IQAC Coordinator <i>Aftab Ahmad Khan</i>

**ITEM NO. 1**

The coordinator, IQAC read out the agenda and the minutes of last meeting . all members of IQAC confirmed it unanimously.

**ITEM NO. 2**

Members discussed to purchase the laboratories utensils and following suggestion have been given to concerned department.

- To make a list for the purchase of items.
- Practical table require replacement/ repair. It should be done earliest.
- Members have advised to IQAC coordinator to place a requisition and make proper attention on it.

**ITEM NO. 3**

Members discussed with coordinator of IQAC regarding purchase of books for the PG Seminar library and instructed to concerned department to table the list of required book list.

**ITEM NO. 4**

Discussion was held for the registration of Alumni of the college. For the purpose of this a committee was constituted.

**ITEM NO. 5**

With the permission of Chairperson

- A) IQAC coordinator discussed about the conducting seminars by the college in the college campus.
- B) Members suggested to install ICT facilities in some more class room.

With vote of thanks to the chair the meeting concluded.

*Aftab Ahmad Khan*  
IQAC Coordinator

*Suhair*  
Chairperson 4/4/21