

# Sakaldiha Post Graduate College, Sakaldiha-Chandauli

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **ACTION TAKEN REPORT (ATR)**

**Academic Session: 2024–2025**

The **Internal Quality Assurance Cell (IQAC)** plays a crucial role in ensuring the continuous improvement of academic and administrative quality in higher education institutions. In accordance with the guidelines of the **National Assessment and Accreditation Council (NAAC)**, the IQAC regularly conducts meetings to plan, review, and monitor institutional activities aimed at quality enhancement. The **Action Taken Report (ATR)** provides a systematic record of the agenda discussed in IQAC meetings and the actions implemented by the institution based on those discussions. The objective of preparing this report is to maintain transparency, ensure accountability, and document the continuous quality improvement measures undertaken by the institution during the session.

During the academic session **2024–2025**, the IQAC of the college organized several meetings to discuss important academic, administrative, and developmental matters. These meetings focused on areas such as academic planning, NAAC accreditation preparation, faculty development, institutional governance, and student-related activities.

### **IQAC MEETING – 1 Date: 25 July 2024**

Agenda	Action Taken
1. Preparation of Academic Calendar for the session 2024–25	The academic calendar was prepared according to the guidelines of the affiliating university. It included academic schedules, examinations, seminars, sports activities and vacation periods. The calendar was circulated to all departments for implementation.
2. Admission process for UG and PG courses (August 2024)	Admissions were conducted successfully in August 2024 in accordance with university rules. Transparency and merit-based selection procedures were ensured by the admission committee.



Agenda	Action Taken
3. Commencement of teaching activities (September 2024)	Teaching activities began in September 2024. Departments prepared teaching plans and course outlines to ensure completion of syllabus within the academic schedule.
4. Admission of Rover's and Ranger Unit	The Rover and Ranger admission process was conducted in September 2024. Students were encouraged to participate in scouting activities to develop leadership and social responsibility.
5. Parent Teacher Meeting (October 2024)	A Parent Teacher Meeting was organized in October 2024 to discuss the academic progress of students and strengthen communication between parents and faculty members.
6. Organization of internal seminars and workshops	Departments organized seminars and workshops during November and December 2024 to enhance academic knowledge and research interest among students and faculty members.
7. Annual Sports and Cultural Activities (December 2024)	The college organized annual sports competitions and cultural programmes in December 2024 to encourage students' physical fitness, creativity and participation.
8. Seven Day NSS Special Camp	NSS volunteers organized a seven-day special camp following university guidelines, focusing on social awareness programmes, cleanliness drives and community service.
9. Celebration of Foundation Day (14 February 2025)	The Foundation Day of the college was celebrated with academic lectures, cultural programmes and recognition of institutional achievements.
10. Organization of Alumni Meet (May 2025)	Alumni Meet was organized to strengthen the relationship between former students and the institution. Alumni shared valuable experiences and suggestions for institutional development.
11. Preparation of Institutional Annual Report	The annual report of the institution documenting academic and administrative activities was compiled in May 2025.
12. Summer Vacation (May 2025)	Summer vacation was implemented according to the university academic calendar.
13. Budget allocation for academic activities	Budget allocation was discussed for academic programmes, seminars, workshops, sports activities and infrastructure development.



## IQAC MEETING – 2      Dates: 3 September 2024

Agenda / Discussion	Action Taken
1. Confirmation of previous meeting minutes	Minutes of the meeting held on 25 July 2024 were reviewed and unanimously confirmed by the IQAC members.
2. Completion of tasks assigned to IQAC members	Members were advised to complete assigned responsibilities related to academic planning and committee activities.
3. Meetings of various committees	Principal directed coordinators of all committees to convene meetings and prepare action plans for the session.
4. NAAC related documentation work	Dr. Abhay Kumar Verma was instructed to expedite NAAC documentation and preparation of necessary records.
5. Installation of sound system in college	Approval was granted for installation of a sound system in the college premises to facilitate academic and cultural programmes.

## IQAC MEETING – 3      Date: 7 October 2024

Agenda / Discussion	Action Taken
1. Preparation of NAAC Accreditation Files	All departments were directed to prepare files and documentation related to NAAC accreditation.
2. Preparation of files according to seven NAAC criteria	Faculty members were assigned responsibilities to collect and organize relevant documents according to NAAC's seven criteria including teaching-learning, research, governance, infrastructure and student support.

## IQAC MEETING – 4      Date: 1 April 2025

Agenda / Discussion	Action Taken
1. Recommendation of proceedings of previous meetings	Proceedings of previous IQAC meetings were reviewed and approved.
2. Promotion of Shri Ajay Kumar Yadav (Assistant Professor –	The IQAC reviewed the promotion application for Grade Pay ₹8000 (Stage III). After verification of documents,

<b>Agenda / Discussion</b>	<b>Action Taken</b>
Library)	the committee recommended the promotion.
3. Promotion of Dr. Jitendra Yadav from Academic Level 10 to Level 11	The promotion case was examined and the candidate was found eligible. The committee recommended the promotion to the competent authority.
4. Review of preparation of National Seminar (11-12 April 2025)	Preparations for the national seminar were reviewed and found satisfactory. Necessary arrangements for academic sessions and logistics were confirmed.
5. Coordination between committees and administration	IQAC members agreed to strengthen communication between coordinators of various committees and the college administration for better coordination.

### IQAC MEETING – 5      Date: 19 May 2025

<b>Agenda / Discussion</b>	<b>Action Taken</b>
1. Problems faced by faculty members while uploading data on Samarth Portal	Faculty members discussed technical and procedural issues related to uploading academic data. These problems were documented for further resolution.
2. Uploading of data on Samarth Portal	All faculty members were instructed to upload the required data between <b>1 June 2025 and 10 June 2025</b> to maintain proper digital academic records.

### IQAC MEETING – 6 Dates: 26 June 2025

<b>Agenda / Discussion</b>	<b>Action Taken</b>
1. Confirmation of proceedings of previous meeting	Proceedings of the previous meeting were reviewed and confirmed by IQAC members.
2. Action plan for the upcoming academic session	A new action plan for the upcoming session was discussed and prepared focusing on academic improvement and quality enhancement measures.
3. Promotion of Shri Yagya Nath Pandey (Assistant	The committee examined the documents and recommended the promotion to the competent authority.



Professor, Hindi) from  
Level 10 to Level 11

The Action Taken Report for the session was reviewed and unanimously approved by the members.

Vijendra Singh

**PROF VIJENDRA SINGH**  
**CONVENER**  
**Internal Quality Assurance Cell (IQAC)**

**Prof. Vijendra Singh**  
Coordinator IQAC  
Sakaldiha P.G. College  
Sakaldiha- Chandauli

  
**PROF P K PANDEY (Principal)**  
**CHAIRMAN**  
**Internal Quality Assurance Cell (IQAC)**

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