

**A Report**  
**On**  
**Internal Quality Assurance Committee Activities**

**Prepared**

**By**

**IQAC**

**J.S. Murarka Multiple Campus Lahan, Siraha**

**Estd 2044**

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**2024**

**IQAC Co-ordinator**



**Campus Seal**

## **Report of the IQAC (Internal Quality Assurance Committee)**

### **J.S. Murarka Multiple Campus, Lahan**

#### **Background of IQAC:**

The Internal Quality Assurance Committee (IQAC) at J.S. Murarka Multiple Campus plays a pivotal role in fostering continuous improvement and ensuring the enhancement of the quality of education and administrative processes within the campus. It is tasked with formulating and executing quality assurance strategies, closely monitoring academic and administrative performance, and maintaining strict compliance with regulatory standards set by accrediting bodies such as the University Grants Commission (UGC) and other relevant stakeholders. By doing so, the IQAC ensures that the campus meets and exceeds benchmarks for institutional excellence.

In addition to its regulatory focus, the IQAC actively fosters a culture of quality by planning, organizing, and implementing a range of initiatives aimed at elevating the overall performance of the institution. These activities include regular evaluation and updating of academic programs, promoting impactful research activities, and enhancing student support services to ensure a well-rounded educational experience. The committee also engages in stakeholder consultations to address feedback and integrate it into actionable improvements.

The IQAC operates under the leadership of a chairperson and comprises a diverse group of members, including faculty representatives, administrative staff, and student representatives. This inclusive composition ensures a holistic approach to quality assurance. The committee convenes periodically to review the institution's progress, address emerging challenges, and devise strategic decisions to sustain and improve the quality of services provided to students, staff, and the broader community. By maintaining a proactive and participatory approach, the IQAC reinforces the campus's commitment to academic and institutional excellence.

#### **Meetings Overview**

**Date:** 2080/01/19 (Tuesday)

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** The meeting was attended by all key members of the IQAC, including Mr. Badri Narayan Chaudhary, Mr. Jibchh Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan

Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mr. Ram Prabhodh Yadav, Mrs. Vijaya Lakshmi Chaudhary, Mr. Shankar Lal Karn, and Mr. Abhinav Mahaseth (SQC Coordinator).

- ❖ **Key Decision:** The primary agenda of the meeting was to discuss the procedures and processes for preparing the Tracer Study Report-2022. The committee reviewed the report-writing process and its approval workflow, identifying steps to ensure the report meets UGC requirements.
- ❖ **Resolution:** It was resolved that the Tracer Study Report-2022 would be finalized after incorporating any required revisions, and efforts would be made to submit it to the University Grants Commission (UGC) within the stipulated deadline.

**Date: 2080/02/21 (Sunday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** The meeting was attended by the following members: Mr. Sanjay Kumar Chaudhary, the IQAC Coordinator; Mr. Sachidananda Chaudhary, Mr. Rajan Kumar Sah, Mr. Binod Kumar Yadav, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Baddi Narayan Chaudhary, Mr. Shankar Lal Karji, and Mr. Ram Krishna Yadav
- ❖ **Key Decision:** During the meeting on 2080/02/21, it was noted that the draft of the Tracer Study Report (TSR)-2021, submitted by the TSR Writing Committee, required amendments based on the campus record of graduates. It was agreed to extract the necessary data from the campus software and incorporate corrections. The report was returned to the TSR Writing Committee for further revision and finalization.
- ❖ **Resolution:** The IQAC unanimously approved the decision to return the TSR-2021 to the Writing Committee for amendments and revisions based on the corrected data. The committee expressed its gratitude to the TSR Writing Committee for preparing the report on time and commended all involved for their active contributions.

**Date: 2080/02/26 (Friday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

The meeting was attended by the following members: Mr. Sanjay Kumar Chaudhary (Coordinator), Mr. Badri Narayan Chaudhary, Mr. Sachidananda Chaudhary, Mr. Sajan

Kumar Sah, Mr. Binod Kumar Yadav, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Shankar Lal Karn, and Mr. Ram Krishna Yadav.

❖ **Key Decision:**

The main agenda for the meeting was the discussion of the Tracer Study Report (TSR) 2021. After reviewing the TSR submitted by the TSR Writing Committee, the committee unanimously decided to finalize the report and submit it to the University Grants Commission (UGC) within the designated timeframe.

❖ **Resolution:**

The committee also extended its gratitude to the TSR Writing Committee for their dedication in preparing the TSR-2021 within the scheduled timeframe. The coordinator and all committee members were commended for their active contributions.

**Date: 2080/06/29 (Monday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

The meeting was attended by the following members: Mr. Sanjay Kumar Chaudhary (Coordinator), Mr. Badri Narayan Chaudhary, Mr. Sachidananda Chaudhary, Mr. Sajan Kumar Sah, Mr. Binod Kumar Yadav, Mr. Sachindra Kumar Singh, Mrs. Vijaya Lakshmi Chaudhary, Mr. Shankar Lal Karji, and Mr. Ram Krishna Yadav.

❖ **Key Decision:**

The committee discussed the implementation of Non-Credit Courses aimed at enhancing students' entrepreneurial and market-oriented skills. It was decided to offer two courses in collaboration with local institutes:

**Beautification Course**

- Duration: 1.5 months
- Collaboration: Anu Beauty Parlor Training Center, Lahan-08
- Classes: Conducted at the training center
- Instructor: Ms. Anu Kumari
- Compensation: NPR 30,000 for one session

**Tally Package Course**

- Duration: 3 months
- Collaboration: Ganpati Computer Institute, Lahan-08
- Classes: Conducted at the campus's computer lab
- Instructor: Mr. Arun Kumar Mahato

- Compensation: NPR 50,000 for one session

**Resolution:**

The committee resolved to sign agreements with the respective instructors, Ms. Anu Kumari and Mr. Arun Kumar Mahato, and proceed with the implementation of these courses as outlined.

**Date: 2080/08/01 (Friday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** On the specified date, Friday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus was held under the chairmanship of Coordinator Mr. Sanjay Kumar Chaudhary. The meeting was attended by the following members: Mr. Sanjay Kumar Chaudhary (Coordinator), Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Rajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mr. Ram Prabodh Yadav, Mrs. Vijayalakshmi Chaudhary, Mr. Shankar Lal Karji, and Mr. Dipendra Sah.
- ❖ **Key Decision:** The committee discussed the formation of an Outreach Committee and the execution of outreach programs aimed at contributing to the community. It was decided to establish the Outreach Committee, which would be coordinated by Mr. Kanhaiya Kumar Mahato, to oversee and implement these programs. The members of the Outreach Committee are as follows: Mr. Kanhaiya Kumar Mahato (Coordinator), Mr. Anand Chaudhary, Mr. Bhola Biswakarma, Mr. Amit Kumar Bhagat, and Mr. Sijit Kumar Bohora. The committee also approved several outreach programs for the academic year, including awareness programs about access to higher education for marginalized communities, health check-up camps in the local community, and programs designed to promote inclusiveness in education. These initiatives reflect the campus's commitment to serving and engaging with the broader community.
- ❖ **Resolution:** The committee resolved to proceed with the formation of the Outreach Committee and to implement the approved outreach programs as per the outlined objectives for the academic year.

**Date: 2080/08/07 (Thursday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

On 2080/10/08, Thursday, a meeting of the Internal Quality Assurance Committee

(IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary, the Chairperson of IQAC. The meeting was attended by the following members: Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Ram Prabodh Yadav, Mr. Shankar Lal Karn, and Ms. Eliza Bhattarai (Coordinator).

❖ **Key Decision:**

The committee discussed the formation of various committees to support the renewal of the QAA certification, which was granted by the University Grants Commission (UGC) on 2076/05/15. These committees are aimed at improving campus quality and handling other operational tasks essential for maintaining the certification.

❖ **Resolution:**

It was unanimously resolved to form the necessary committees to focus on enhancing campus quality and to initiate the process for renewing the QAA certification from the UGC. The decision was approved by all members present.

**Date: 2080/10/15 (Monday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

On 2080/10/15, Monday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary. The meeting was attended by Mr. Badri Narayan Chaudhary, Mr. Jibachh Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mr. Ram Prabodh Yadav, Mrs. Vijayalakshmi Chaudhary, Mr. Shankar Lal Karn, and Mr. Dipendra Sah (SQC Representative).

❖ **Key Decision:**

- The campus will complete and submit the Quality Enhancement (QE) Program application form as requested by the University Grants Commission (UGC) for participation in the program.
- The campus will extend necessary cooperation and assistance to the UGC monitoring team scheduled to visit on 2080/10/20.

❖ **Resolution:**

Both decisions were unanimously approved by the committee members.

**Date: 2080/12/07 (Wednesday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

On 2080/12/07, Wednesday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary, the Coordinator, with the presence of esteemed members, including Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Ram Prabodh Yadav, Mr. Shankar Lal Karn, and Ms. Eliza Bhattarai (SQC Coordinator).

❖ **Key Decision:**

The committee discussed expanding the relationship between the campus and the community. It was decided to organize awareness programs about higher education for communities in the Catchment Area who lack access to higher education. Scholarships will also be provided to these communities. Additionally, individuals or organizations interested in establishing a special scholarship fund at the campus will be encouraged to support this initiative.

❖ **Resolution:**

The proposal to organize awareness programs and provide scholarships was unanimously approved. The campus will also invite individuals or organizations to contribute to the scholarship fund.

**Date: 2081/01/04 (Tuesday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:**

On 2081/01/04, Tuesday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary. The meeting was attended by 11 members, including Mr. Badri Narayan Chaudhary, Mr. Jivachh Udasi, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Ram Prabodh Yadav, Mr. Shankar Lal Karn, and Ms. Eliza Bhattarai.

❖ **Key Decision:**

The committee discussed the reorganization of the Student Quality Circle (SQC). It was

acknowledged that the current SQC coordinator was unavailable, and some members had left the campus. Consequently, the decision was made to reorganize the SQC.

❖ **Resolution:**

A new 11-member SQC was formed, comprising Abhinav Mahaseth, Priti Soni, Ritik Kumar Yadav, Chirajvi Kumar Sah, Priyanka Yadav, Shrasika Chaal, Sachita Paswan, Rakesh Sadai, Dipendra Sah, Gita Chaudhary, and Azmim Khatun. This resolution was unanimously approved.

**Date: 2081/01/07 (Friday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** On 2081/01/07, Friday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary. The meeting was attended by the following members: Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajjan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Ram Prabodh Yadav, Mr. Shankar Lal Karn, and Mr. Abhinav Mahaseth (SQC Coordinator).

❖ **Key Decision:**

The committee discussed the proposal regarding the improvement of classroom facilities. It was decided to enhance the classroom infrastructure by installing projectors in classrooms that do not yet have them and increasing Wi-Fi access across all classrooms.

❖ **Resolution:**

It was unanimously agreed that, as part of the first phase, at least two smart boards will be installed in classrooms. The committee also planned to gradually install more smart boards in other classrooms in the subsequent phases, aiming to improve the overall teaching and learning environment.

**Date: 2081/02/04 (Friday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** On 2081/02/04, Friday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary. The meeting was attended by the



following members: Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mrs. Vijayalakshmi Chaudhary, Mr. Ram Prabodh Yadav, Mr. Shankar Lal Karn, and Mr. Abhinav Mahaseth (SQC Coordinator).

❖ **Key Decision:**

The committee discussed the proposal regarding the improvement of teacher and staff work efficiency. It was decided to organize additional training, seminars, workshops, and other relevant programs to enhance both administrative and academic quality on the campus.

❖ **Resolution:**

It was unanimously agreed that the campus administration will be requested to distribute laptops to the teachers who have not yet received them, ensuring that all teaching staff have the necessary tools to enhance their work efficiency.

**Date: 2081/02/06 (Sunday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:** On 2081/02/06, Sunday, a meeting of the Internal Quality Assurance Committee (IQAC) of J.S. Murarka Multiple Campus, Lahan, was held under the chairmanship of Mr. Sanjay Kumar Chaudhary. The meeting was attended by the following members: Mr. Badri Narayan Chaudhary, Mr. Jivach Yadav, Mr. Sudip Raj Kushwaha, Mr. Sajan Kumar Sah, Mr. Raj Kumar Karn, Mr. Sachindra Kumar Singh, Mr. Ram Prabodh Yadav, Mrs. Vijayalakshmi Chaudhary, Mr. Shankar Lal Karn, and Mr. Abhinav Mahaseth (SQC Coordinator).

❖ **Key Decision:**

The committee discussed the revised campus policy guidelines and procedures to ensure systematic and timely execution of campus activities. It was decided to review and approve the updated documents, including policies related to teaching, learning, anti-harassment, counselling, placement, co-curricular and extra-curricular activities, ICT cell operations, performance appraisal, grievance redressal, environmental safeguards, student support mechanisms, basic science laboratory manual, alumni association, research management cell operations, and collaborative research guidelines. These revised policies, effective from 2024, were deemed necessary to streamline and improve the administrative and academic processes at the campus.

❖ **Resolution:**

The committee unanimously approved the revised guidelines and procedures for immediate implementation.

**Date: 2081/02/29 (Tuesday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- **Attendance:** The meeting was attended by all core members of the IQAC.
- **Key Decision:** The main agenda for the meeting was to discuss the **Graduate Employment Rate** and strategies for improving the **placement rate** of graduates. The committee emphasized the need for a **Tracer Study** to track graduate employment and enhance placement activities.
- **Resolution:** The committee agreed to conduct a thorough tracer study to collect data on graduates' employment status. Additionally, strategies for improving graduate employability, such as collaborations with industries and enhanced placement programs, were discussed.

**Date: 2081/03/05 (Wednesday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

❖ **Attendance:** The meeting was attended by all core members of the IQAC.

❖ **Key Decision:**

The committee discussed the status of graduates' employment and placement rates, focusing on improving these metrics in the Tracer Study Report for the year 2022. It was noted that the current placement rate needs enhancement through increased efforts and cooperation.

❖ **Resolution:**

It was decided to make necessary arrangements and initiatives to increase the employment and placement rate of graduates. The campus will provide full cooperation to ensure the successful execution of this task, which was unanimously approved by the committee.

**Date: 2081/03/07 (Friday)**

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- ❖ **Attendance:** The meeting was attended by all members, including representatives from the teaching and administrative staff.
- ❖ **Key Decision:** The main focus was on the **Annual Examination Results Review**. Upon reviewing the results of the 2079 academic year's annual examinations, the committee noted that certain subjects had lower pass percentages. Specific areas where improvements were needed were identified, and the committee recommended corrective actions, including the introduction of **Remedial Classes** for students who struggled in these subjects.
- ❖ **Resolution:** It was decided that steps would be taken to improve the effectiveness of teaching in identified subjects and to offer additional support to students. The campus administration was instructed to set up the remedial classes and strengthen teaching methods for the subjects with low pass rates.

**Date:** 2081/03/15 (Saturday)

**Chairperson:** Mr. Sanjay Kumar Chaudhary

- **Attendance:** All members, including representatives from the **Tracer Study Report Writing Committee** and other key stakeholders, were present.
- ❖ **Key Decision:** The focus of the meeting was on two main agendas:
  - The Tracer Study Report-2022, which had been finalized and was due for submission to the UGC.
  - A formal Acknowledgment of Thanks for the members of the Tracer Study Report Writing Committee.
- ❖ **Resolution:**
  - The committee resolved to submit the finalized Tracer Study Report-2022 to the UGC.
  - A formal acknowledgment and expression of thanks were made to the members of the Tracer Study Report Writing Committee for their dedicated efforts in preparing the report on time.

#### **Summary of Decisions and Actions:**

##### **Tracer Study Report-2022:**

The report was successfully compiled, reviewed, and submitted to the University Grants Commission (UGC) as per the required timeline. Acknowledgment and thanks were extended to the members involved in the writing and review process.

**Annual Exam Result Review:**

A review of the 2079 annual exam results revealed areas requiring attention. Remedial classes will be organized for subjects with lower pass percentages to improve student performance.

**Graduate Placement and Employability:**

The committee has placed emphasis on enhancing graduate employability through increased focus on Tracer Studies, industry linkages, and career development initiatives.

**Remedial Classes:**

The IQAC approved the implementation of Remedial Classes to address subjects with low pass percentages, aiming to improve students' understanding and overall performance.

**Continuous Improvement Efforts:**

The IQAC has continued to assess and implement measures to improve teaching effectiveness, student performance, and graduate placement, ensuring that the institution's academic and administrative standards align with national and international benchmarks.

**Conclusion:**

The IQAC at J.S. Murarka Multiple Campus, Lahan continues to be an active body in ensuring academic quality, institutional development, and student welfare. The decisions taken in the recent meetings reflect the committee's commitment to the continuous improvement of educational quality, student outcomes, and institutional processes. The ongoing focus on graduate employability, remedial support for students, and timely reporting to accrediting bodies are key aspects of the IQAC's mission to provide high-quality education to the students and contribute to their success.