



**IQAC OFFICE**

**Z.A. Islamia College, Siwan-841226 (Bihar)**

زیڈ اے اسلامیا کالج، سیوان (بہار)

जेड 0 ए0 इस्लामिया महाविद्यालय, सीवान-841226 (बिहार)

**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Notice of the first meeting

Date 12.07.2020

After pandemic-19

The first meeting of IQAC after COVID-19 (2020) is intended to be held on 12/07/2020 at 12.30 pm in the NAAC office. The following members are requested to be present

Following members are requested to be present

1. Dr. Md Equbal Jawaid ( Principal / chair person)
2. Dr. Md Idris Alam ( Deptt of Phycis / co-ordinator)
3. Dr. Mazhar Ahmad Ghani ( Dept of urdu / Member)
4. Dr. Abul Kalam ( Deptt of zoology / Member)
5. Dr. Rizwan Siddiqui ( Deptt of Psychology / Member )
6. Dr. Md Badiuzzaman ( Deptt of English )
7. Dr. Abul Hayat ( Dept of Urdu / Member )
8. Dr. Mahfoozur Rahman (Deptt of urdu / Member)
9. Dr. Junaid Alam (Deptt of Psychology / Member)
10. Dr. B.K Tiwari (Deptt of History / Member)
11. Md. Azeem Hussain (O.S / Member )

**External Members**

12. Er. Sagir Ahamad ( Principal, IQRA Public school )
13. Aarif Zafar Ghani ( Director Wembley international School)

**Students**

14. Mr. Md. Asif (M.sc Ist sem . Phycis )
15. Mr. Gurav Kumar ( M.A 1<sup>st</sup> sem , History

*Y. Zaman*  
12-07-20  
Co-ordinator  
NAAC / IQAC  
Z.A.P.G. College, Siwan

*Y. Zaman*  
12.07.2020  
Principal

Principal  
Z.A. Islamia College  
Siwan





## IQAC OFFICE

**Z.A. Islamia College, Siwan-841226 (Bihar)**

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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Date ..12.07.2020

The Meeting Held on 12/07/2020 at 12.30 pm. The Following Member were Present

Following members are requested to be present

1. Dr. Md Equbal Jawaid (Principal / chair person)
2. Dr. Md Idris Alam ( Deptt of Phycis / co-ordinator)
3. Dr. Mazhar Ahmad Ghani ( Dept of urdu / Member)
4. Dr. Abul Kalam ( Deptt of zoology / Member)
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11. Md. Azeem Hussain (O.S / Member)
12. Er. Sagir Ahamad ( Principal, IQRA Public school)
13. Aarif Zafar Ghani ( Director Wembley international School)
14. Mr. Asif (M.sc 1<sup>st</sup> sem . Phycis)
15. Mr. Gurav Kumar ( M.A 1<sup>st</sup> sem , History)

### Agenda

1. Introduction of the Member and distribution of their criteria.
2. Introduction to IQAC
3. Any other relevant matter

### Minutes

1. The Meeting Started at 12.30 pm
2. Principal informed about the strategy of having one convener and two members for each of the seven criterion and the distribution of criterion accepted by the members ( note:- the convener of each criteria would be nominated from NAAC steering committee of the college)





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

The steering committee follows.

Ref. ....

Date 12.07.2020

1. Mr. Md Zafar Ahmad Ghani ( secretary / chair person )
2. Dr. Equbal Jawaid ( Principal )
3. Dr. Md. Idris Alam (co-ordinator )
4. Dr. Md Mazhar Ahmad Ghani (Member)
5. Dr. Abul Hayat ( Member )
6. Dr. Md. Badiuzzaman ( Member )
7. Dr. B.K Tiwari ( Member )
8. Dr. Md Junaid Alam ( Member )
9. Dr. Abdul Bari ( Member )

Seven Criterion

1. Curricular Aspect
  - a. Dr. Nahida Khatoon ( convenor )
  - b. Dr. Md Badiuzzaman ( Member )
  - c. Dr. Md Akhlaque ( Member )
2. Teaching, Learning and Evaluation.
  - a. Dr. M.A Ghani (convener)
  - b. Dr. B.K Tiwari ( Member )
  - c. Dr. Abdul Hayat ( Member )
3. Research, Consultancy and Extention
  - a. Dr. Abdul Bari ( Convenor )
  - b. Dr. Md Akhlaque ( Member )
  - c. Dr. Mahfoozur Rahman ( Member )
4. Infrastructure And Learning Resources
  - a. Dr. Abul Kalam (Convenor )
  - b. Dr. Shaukat Ali Khan ( Member )
  - c. Dr. Ashok Kumar Pandey ( Member )
5. Students Support and Progression
  - a. Dr. Tarique Mahmood ( convenor )
  - b. Dr. Ashadullah ( Member )
  - c. Dr. Asha Kumari ( Member )





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Date 12.07.2020

Ref. ....

6. Governance, Leadership and Managment
  - a. Dr. Madhubala Mishra (Convenor)
  - b. Dr. Vijay Kumar (Member)
  - c. Dr. Parweez Ahmad ( Member)
7. Innovation and Best Practices
  - a. Dr. Rizwan Siddiqui ( Convenor)
  - b. Dr. Sangita Kumari (Member)
  - c. Dr. Abul Hayat ( Member)

Decision Taken

1. Convenor Of IQAC would be nominated
2. All Members Would study the NAAC and UGC document related to IQAC and accreditation, Links to those document would be Provided by the co-ordinator and printed copies would be available to each Member soon.
3. The meeting would be held soon as the member familiarize themselves with document.

Action Taken Report

1. Dr. Abdul Bari was nominated convenor of IQAC
2. Printed copies of document forwarded to the members on 11/07/2020. The Members got together for a preliminary discussion on the document . More detailed discussion to be following

*Zalam*  
12.07.20  
Co-ordinator  
**Coordinator**  
**NAAC / IQAC**  
**Z.A.I.P.G. College, Siwan**

*[Signature]*  
Principal 12.07.20  
Principal  
**Principal**  
**Z.A. Islamia College**  
**Siwan**





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

**Notice of Second Meeting**

Date 10.08.2020

The second meeting of IQAC is intended to be held on 10.08.2020 at 12.30pm in the NAAC office. The following members are requested to be present.

1. Dr. Md Equbal Jawaid ( Principal / chair person)
2. Dr. Md Idris Alam ( Deptt of Phycis / co-ordinator)
3. Dr. Mazhar Ahmad Ghani ( Dept of urdu / Member)
4. Dr. Abul Kalam ( Deptt of zoology / Member)
5. Dr. Rizwan Siddiqui ( Deptt of Psychology / Member )
6. Dr. Md Badiuzzaman ( Deptt of English )
7. Dr. Abul Hayat ( Dept of Urdu / Member )
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9. Dr. Junaid Alam (Deptt of Psychology / Member)
10. Dr. B.K Tiwari (Deptt of History / Member)
11. Md. Azeem Hussain (O.S / Member )

**External Members**

12. Er. Sagir Ahamad ( Principal, IQRA Public school )
13. Aarif Zafar Ghani ( Director Wembley international School)

**Students**

14. Mr. Md. Asif (M.sc Ist sem . Phycis )
15. Mr. Gurav Kumar ( M.A 1<sup>st</sup> sem , History )

Co-ordinator

**Coordinator  
NAAC / IQAC  
Z.A.P.G. College, Siwan**

Principal

**Principal  
Z.A. Islamia College  
Siwan**





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Date 10.08.20

Ref. ....

The second meeting of IQAC was held on 10/08/2020 at 12.30 pm in the NAAC office.

The following members were present...

1. Dr. Md Equbal Jawaid ( Principal / chair person)
2. Dr. Md Idris Alam ( Deptt of Phycis / co-ordinator)
3. Dr. Mazhar Ahmad Ghani ( Dept of urdu / Member)
4. Dr. Abul Kalam ( Deptt of zoology / Member)
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13. Aarif Zafar Ghani ( Director Wembley international School)
14. Mrs. Asif (M.sc 1st sem . Phycis)
15. Mr. Gurav Kumar ( M.A 1<sup>st</sup> sem , History)

*[Signature]*  
10.8.20

*[Signature]*  
10/08/20

*[Signature]*  
10.8.20

*[Signature]*  
10.9.20

*[Signature]*  
10.8.20

*[Signature]*  
10/8/20

*[Signature]*  
10.9.20

*[Signature]*  
10.8.20

*[Signature]*  
10/08/20





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Date .....

### Agenda

1. Reading of the minutes of the previous meeting and its approval.
2. Decisions on pending action from previous meeting (if any).
3. Any other relevant matter.

### Minutes

1. The meeting started at 12.30 pm.
2. Principal welcomed the new conveners of QAC.

### Decisions taken

It was decided to constitute following college bodies (committees)..

1. College development committee/convener.
2. Building committee/convener.
3. Sale and purchase committee/convener.
4. Library Advisory committee/convener.
5. Admission committee/convener





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Ref. ....

Date .....

6. ICT implement and maintenance (convener)
7. Students Grievance Redressal cell (convener).
8. Staff Council (Principal/Chairperson).
9. Proctorial Board (convenor/Proctor).
10. H.O.D. Committee (Principal/Chairperson).
11. Vocational Education Advisory Committee (convenor).
12. IQAC Co-Ordinator- Dr. Md. Idris Alam.
13. Industry Interaction Committee (convenor).
14. Depatindg Society (convenor).
15. College Research Committee (Covenor).
16. Institutional Social Responsibility Cell (convenor).
17. Career Counseling Cell. (Covenor).
18. R.T.I. Committee (convenor...
19. Anti Ragging Squad (Convenor...
20. Women Empowerment cell (convenor...





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Ref. ....

Date .....

21.Sports Club (convenor...

22.Cultural Society (Convenor...

23.Psycho-Socio Cell (convenor:..

24.Eco-Club (convenor...

25.Yojna Manch (convenor...

26.Parent-Teacher Association (convenor.....

27. Alumini Association (Convenor).

B. Academic Progress report and lesson plan must be mentioned in all departments.

C. Centralized admission in Post-Graduate Should be made college centric.

D. Regular doubt clearing session should be organized.

E. Mentoring System should be started.





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Date 10.08.20

**Action Taken report.**

1. Nomination of convenors of different committees with their members were notified and also asked to work for the concerned assignment.
2. Perform of academic Progress report and academic lesson plans were supplied to all departments on 12.08.2020.
3. Suggestion for abolition of centralized admission in Post-Graduate was noted down by the principal.
4. Mentoring and doubt Clearing Session started in all departments.

*A. Ghani*  
10.08.20

Co-ordinator  
Coordinator  
NAAC / IQAC  
Z.A.P.G. College, Siwan

*[Signature]*  
10.08.2020  
Principal

Principal  
Z.A. Islamia College  
Siwan





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जेड 0 ए0 इस्लामिया महाविद्यालय, सीवान-841226 (बिहार)

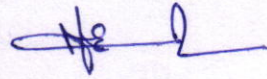
**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

**NOTICE FOR THE THIRD MEETING**

Date 25.09.20..

The third meeting of IQAC is intended to be held on 25.09.2020 at 1:30 PM in the NAAC office. The following members are requested to be present in the meeting.

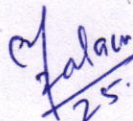
1. Dr. Md Equbal jawaid (Principal/chairperson) 
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
8. Dr. Mahfoozur Rahman (Urdu/member)
9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

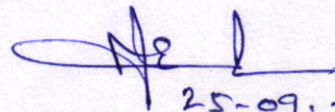
**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

  
25.09.20

Co-ordinator

**Coordinator  
NAAC / IQAC  
Z.A.I.P.G. College, Siwan**

  
25-09-2020

Principal

**Principal  
Z.A. Islamia College  
Siwan**



The third meeting of IQAC held on 25.09.2020 at 1:30 PM in the NAAC office. The following members were present in the meeting.

1. Dr. Md Equbal jawaid (Principal/chairperson)

2. Dr. Md Idris Alam (physics / co-ordinator)

3. Dr. Mazhar ahmad Ghani ( Urdu/member)

4. Dr. Abul kalam ( zoology/member)

5. Dr. Rizwan siddique (psychology/ member)

6. Dr. Badiuzzaman (English/member)

7. Dr. Abul Hayat (urdu/member)

8. Dr. Mahfoozur Rahman (Urdu/member)

9. Dr. Abdul Bari (Chemistry/member)

10. Dr. B.K Tiwari (History/member)

11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)

13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)

15. Mr. Gaurav Kumar (M.A Ist-sem, History)

Co-Ordinator

Coordinator  
NAAC / IQAC  
Z.A.I.P.G. College, Sivan

Principal

Principal  
Z.A. Islamia College  
Sivan



## AGENDA

1. Reading of minutes of previous meeting and its approval.
2. Decisions on pending action from previous meeting.
3. Review of Criterion discussion and plan to take it forward.
4. Any other relevant matter.

## UPDATES

- A. Automation of Library.
- B. Wi-Fi should be set up.
- C. Ramps for Physically Handicapped.
- D. Suggestion Box.
- E. Planting of Trees.
- F. Smart-Class Rooms.
- G. Canteen.
- H. R.O.

## MINUTES

1. The minutes of last two meeting were read and approved.
2. Both the Students representatives suggested for the need of Health Care Centre, Proper toilets for girls, Separate Common rooms of girls and boys.
3. Both the Students representative Suggested for reopening of Canteen and IT centre in the Colleg Campus.
4. Both the Students representative suggested for sitting arrangement around the ground.

## DECISIONS TAKEN

1. It was informed in the meeting that automation of library has already been started.
2. Wi-Fi will be set up in a week.



3. Ramps for physically handicapped will be constructed soon.
4. Suggestion Boxes will be set up soon.
5. Plantation of trees is already going on.
6. Smart –Classes are already functioning.
7. Canteen is being renovated and will start functioning soon.
8. Old R.O's will be repaired and new R.O's will be set up at different points within a week.
9. Toilet, Health care centre and Girls common room will be in function soon.

#### ACTION TAKEN REPORT

1. Wi-Fi started functioning.
2. Construction and repairing of Ramps for physically handicapped is going on.
3. Suggestion boxes have been installed.
4. R.O. ( about twenty in number) has been installed.
5. Girls Common room with attached toilet has been constructed and being used.
6. Smart-Classes are functioning.
7. Canteen begins to function.
8. Health care centre is functioning.

Co-Ordinator

*M. Talwar*  
25.09.20  
**Coordinator**  
**NAAC / IQAA**  
**Z.A.I.P.G. College, Siwan**

Principal

*[Signature]*  
25/9/20  
**Principal**  
**Z.A. Islamia College**  
**Siwan**





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**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Date 25.11.2020

Ref. ....

**NOTICE FOR THE FOURTH MEETING**

The fourth meeting of IQAC is intended to be held on 25.11.2020 at 1:30 PM in the NAAC office. The following members are requested to be present in the meeting.

1. Dr. Md Equbal jawaid (Principal/chairperson)
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
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9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

Co-ordinator

**Coordinator**

**NAAC / IQAC**

**Z.A.I.P.G. College, Siwan**

Principal

**Principal**

**Z.A. Islamia College**

**Siwan**



The fourth meeting of IQAC held on 25.11.2020 at 1:30 PM in the NAAC office.  
The following members were present in the meeting.

1. Dr. Md Equbal jawaid (Principal/chairperson)
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( Urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
8. Dr. Mahfoozur Rahman (Urdu/member)
9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

*Abul Kalam*  
25.11.20

Co-Ordinator

Co-Ordinator  
NAAC / IQAC  
Z.A.I.P.G. College, Siwan

*Equbal Jawaid*  
25-11-20

Principal

Principal  
Z.A. Islamia College  
Siwan



## **AGENDA**

1. Reading of minutes of previous meeting and its approval.
2. Decisions on pending action from previous meeting.
3. Any other relevant matter.

## **MINUTES**

1. The minutes of last three meetings were read and approved.
2. All the members suggested Principal to interact with the students.
3. Workshops on communication skills and other.
4. Opening of distance learning.
5. Subscription of research journals.
6. Use of INFLIBNET.
7. Martial art training.
8. Tobacco free campus.

## **DECISIONS TAKEN**

1. Principal should devote some time for direct interaction with the students.
2. Workshops on communication skills, Research-methodology, Human rights and Gender issues should be organized by the departments.
3. Distance learning centre of Nalanda open University may be opened in college.



4. Head of the departments should prepared a list of Research Journals to be subscribed.
5. Faculty members should be encouraged to use INFLIBNET regularly.
6. Martial Arts training should be imparted to girl nstudents.
7. Campus should be made Tobacco free.

#### ACTION TAKEN REPORT

1. Head of the departments have been instructed to conduct workshops on listed issues.
2. Principal will correspond HRD, Government of Bihar for opening center of NOU in college.
3. Records of teachers profile have been up dated in departments.
4. HODs have submitted list of research journals to the principal.

*Z. Alam*  
25/11-20  
Co-Ordinator

**Coordinator**  
**NAAC / IQAC**  
**Z.A.I.P.G. College, Siwan**

*[Signature]*  
25-11-20  
Principal

**Principal**  
**Z.A. Islamia College**  
**Siwan**





**IQAC OFFICE**

**Z.A. Islamia College, Siwan-841226 (Bihar)**

زیڈ اے اسلامیا کالج، سیوان (بہار)

जेड 0 ए0 इस्लामिया महाविद्यालय, सीवान-841226 (बिहार)

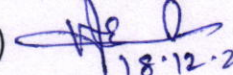
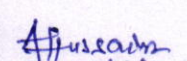
**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Date 18.12.20

**NOTICE FOR THE FIFTH MEETING**

The fifth meeting of IQAC is intended to be held on 18.12.2020 at 1:30 PM in the NAAC office. The following members are requested to be present in the meeting.

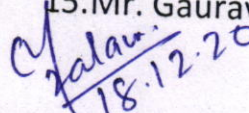
1. Dr. Md Eqbal jawaid (Principal/chairperson) 
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
8. Dr. Mahfoozur Rahman (Urdu/member)
9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member) 

**External member**

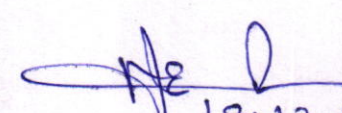
12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

  
Co-ordinator

**Coordinator  
NAAC / IQAC  
Z.A.I.P.G. College, Siwan**

  
Principal

**Principal  
Z.A. Islamia College  
Siwan**



The fifth meeting of IQAC held on 18.12.2020 at 1:30 PM in the NAAC office. The following members were present in the meeting.

1. Dr. Md Equbal jawaid (Principal/chairperson)
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( Urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
8. Dr. Mahfoozur Rahman (Urdu/member)
9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

Co-Ordinator

Coordinator  
NAAC / IQAC  
Z.A.I.P.G. College, Siwan

Principal  
Principal  
Z.A. Islamia College  
Siwan



### **AGENDA**

1. Reading of previous minutes.
2. Decisions on pending action from previous meeting.
3. Review of preparation for the final stage of NAAC of the college.
4. Any other relevant matter.

### **MINUTES**

1. The minutes of last meeting were read and approved.
2. The convener of IQAC informed the members about the development.

### **DECISIONS TAKEN**

1. All the HODs of the college were asked to prepare power point presentation highlighting the achievements of their departments.
2. It was resolved that the departments should take pain to motivate the students and inform them about the purpose and significance of assessment and accreditation process.
3. The Principal of the college should suggest the conveners of parent-teacher association in order to ensure their meeting with the Peer team during visit to the college campus.





**IQAC OFFICE**

**Z.A. Islamia College, Siwan-841226 (Bihar)**

زیڈ اے اسلامیا کالج، سیوان (بہار)

जेड 0 ए0 इस्लामिया महाविद्यालय, सीवान-84 1226 (बिहार)

**AHMAD GHANI NAGAR, SIWAN-841226 (BIHAR) ☎ : 06154-247668**

Ref. ....

Date 25.07.2021

**NOTICE FOR THE SIXTH MEETING**

The sixth meeting of IQAC is intended to be held on 25.07.2021 at 1:30 PM in the NAAC office. The following members are requested to be present in the meeting.

1. Dr. Md Equbal jawaid (Principal/chairperson)
2. Dr. Md Idris Alam (physics / co-ordinator)
3. Dr. Mazhar ahmad Ghani ( urdu/member)
4. Dr. Abul kalam ( zoology/member)
5. Dr. Rizwan siddique (psychology/ member)
6. Dr. Badiuzzaman (English/member)
7. Dr. Abul Hayat (urdu/member)
8. Dr. Mahfoozur Rahman (Urdu/member)
9. Dr. Abdul Bari (Chemistry/member)
10. Dr. B.K Tiwari (History/member)
11. Md Azeem Hussain (O.S/member)

**External member**

12. Er. Sagir Ahmad (Principal, Iqra Public School)
13. Mr. Aarif Zafar Ghani ( Director Wembley International School)

**Student member**

14. Mr. Md. Asif (M.sc 1st- sem, Physics)
15. Mr. Gaurav Kumar (M.A Ist-sem, History)

Co-ordinator

**Coordinator**

**NAAC / IQAC**

**Z.A.I.P.G. College, Siwan**

Principal

**Principal**

**Z.A. Islamia College**  
**Siwan**



4. The Principal of the college should request retire teachers to be present in the college during the visit of Peer team.
5. All the Heads of departments should arrange at least four seminars in one session.
6. All the Heads of UG and PG departments should arrange seminar in their department.

#### ACTION TAKEN REPORT

1. Power point presentation of all departments is prepared or in the final stage.
2. All the departments motivated and informed the students about NAAC.
3. Parents and Alumni have been informed about their presence during the visit of Peer team in the college.
4. All the departments have organized their seminars.
5. Seminar has been arranged by all the UG and PG departments.

*Y. Zahid*  
18.12.20  
Co-Ordinator  
**Coordinator**  
**NAAC / IQAS**  
**Z.A.I.P.G. College, Sivan**

*Neel*  
18.12.20  
Principal  
**Principal**  
**Z.A. Islamic College**  
**Sivan**