

Action Taken Reports

Session 2019-20

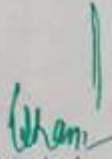
The proposals by IQAC had for the session:

- Preparation of college academic calendar for the session including midterm tests keeping in view the vacation schedule issued by the HPU
- Teachers to share information regarding dates of competitive exams/career oriented programmes with the career guidance cell as well as with the students.
- Proper documentation of teachers' attendance in various trainings and programs should be maintained.
- Exhorting the staff for proper documentation of activities and students progression.
- Feedback will be taken from students and other stakeholders according to the directions from NAAC.
- Organizing of sports and cultural activities keeping in view the Sports Events/Youth Festival Calendar issued by HPU
- To send reminders to the HPPWD for speeding up of process for construction of basketball court in college
- To speed up the process for construction of indoor stadium though the case has been sent to the higher authorities for administrative approval which is still waited.
- To enquire about the already made demand regarding Kabbadi mats.
- Other developmental activities, upgradation of facilities and repair works to be under taken.
- To carry out 'SwachhataAbhiyan' in the college.

Action Taken

- All academic activities and mid-term examinations and uploading of internal assessment was done as per the plan.
- Teachers were directed to share information regarding dates of competitive exams/career oriented programmes with the career guidance cell as well as with their respective students during the mentoring classes in which they will also try to solve students' problems.
- For proper documentation of teachers' attendance in Orientation programs/Refresher Programs/Faculty Development Programs/Conferences/Seminars or their publications, the copies of the relevant documents should be submitted to the IQAC.
- The teachers were directed to maintain the record of departmental activities organised by them.
- The record of final year students to seek information regarding their progression should also be maintained by all the departments.
- Feedback was taken from students and other stakeholders and redressal of grievances was done.
- All the activities completed as per the schedule so that students' selection were made for participation in inter college sports events/youth festivals organized by the HPU.

- Directorate of Sports and Youth Affairs have made Kabbadi mats available to the college.
- Addition of books in library, completion of work of installation of solar panels on different buildings connected to power grid, provision of various facilities in the cabin in the multi-purpose hall like water connection, aqua guard, shelves, wash basin etc., purchase of equipment and installation of aqua guard in Botany Department, fixation of window grills in the New Arts Block, repair of sewage line, e-podiums, corridor benches in Arts Block, fencing in boys hostel and repair of toilets, bathrooms, electric and water connections in Boys and Girls Hostels.
- Construction work of the Basketball court started in November, 2019.
- Departmental committees were made which took care of cleanliness of their respective departments by taking the help of students on rotation basis and volunteers from NCC, NSS, Rovers & Rangers and Hostellers also maintained cleanliness in different areas assigned to them.
- Online training for teachers was organized by the Dept. of Computer Science for using ICT tools in teaching during lockdown.


Principal
Govt. College Mills (L.S.)
T.D.O. Circle 272

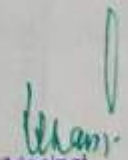
Session 2020-21

The proposals by IQAC had for the session:

- Full Online Admission System to be created.
- Managing online classes and other curricular and extracurricular activities through online mode during Covid 19 pandemic.
- To speed up construction of basketball court and begin the construction of indoor stadium.
- Students' active involvement in the community outreach programs.
- Systematic record of students' pursuing higher studies will be maintained by the departments.
- Effective implementation of NAAC guidelines on quality assurance.
- Committees to be formed to collect data and records for SSR.

Action Taken

- Admission done by online system and fee payment gateway system deployed successfully.
- All classes were conducted online through Google Meet, Teach Mint, Cisco Webex, Google Classroom, Cisco WebEx etc. Class tests, assignments, seminars, short term certificate courses, special lectures etc. were managed on online mode.
- Basketball court is ready and was inaugurated at the Annual Prize Distribution Function of the college. the construction of indoor stadium has also started.
- Students participated actively in various community services during Covid-19. They conducted the awareness campaigns among the people, distributed masks and helped the local administration during the pandemic.
- All the departments are maintaining the records of students' progression.
- All the teaching and non-teaching staff were appraised with the NAAC guidelines and criteria aimed at quality aspect of academic delivery and all required assistance was provided by the IQAC.
- Seven criterion wise committees were formed for collecting the data for SSR and meetings with IQAC were carried out for progress updating.


Principal
Govt. College Kullu (H.R.)
D. O. C. No. 192

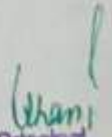
Session 2021-22

The proposals by IQAC had for the session:

- To adapt online system for admission.
- All the departments were directed to prepare the academic calendars after consulting the university calendar.
- The proposal to establish a language lab.
- To upgrade the Career Counselling and Guidance Cell.
- To promote research, which forms the bedrock for the academic growth of the primary stakeholders i.e. faculty and students.
- To encourage faculty members to conduct and participate in workshops, conferences, seminars and to attend refresher and orientation and induction programs.
- To organize short term certificate courses in different subjects for students to enhance their skills.
- Construction of boundary wall of the college
- Maintenance of existing facilities.
- To collect and compile the data for SSR. Criterion wise committees were formed and the data collected was compiled for SSR.

Action Taken

- All the admissions including collection of fees were accomplished through the online management system. All the admission-related data of students has been digitized.
- Academic calendars were prepared by all the departments. The tentative schedule of the departmental curricular and co-curricular activities was prepared and followed.
- Language lab with thirteen computers has been established.
- The Career Counselling and Guidance Cell has been upgraded. Two classrooms have been converted into smart classrooms
- A Research Centre has been established in the college to facilitate the research.
- A number of faculty members conducted, participated and attended such programs.
- Extended the society outreach programs in collaboration with the local bodies through various clubs and societies.
- Four skill development certificate courses in were organized by different departments:
1. 'Communication Skills in English' by the Dept. of English
2. 'Leadership and Management' by the Dept. of Public Administration
3. 'Income Tax Filling' by the Dept. of Commerce
4. 'Pruning and Orchard Maintenance' by the Dept. of Botany.
- The boundary wall of the college was constructed.
- Window panes, cracks, leakages etc. were repaired. Arts and Science blocks were painted.
- Criterion wise committees were formed and the data collected was compiled for SSR.


Principal
Govt. College Khatola (P.S.)
Dist. Gurdaspur

Session 2022-23

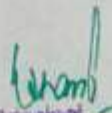
The proposals by IQAC had for the session:

- Academic calendars to be prepared by all the departments.
- To ensure that the activities by different units, clubs, societies and cells of the college are carried out regularly and proper reports and records of the same is maintained by the respective conveners/ in charges.
- AQAR for the academic session 2021-22 to be submitted.
- To introduce Post-graduate programmes in more subjects.
- Organizing more training programmes, academic talks and workshops on skill enhancement for students.
- Organization of state level sports tournaments.
- To encourage faculty members to conduct and participate in workshops, conferences, seminars and to attend refresher and orientation and induction programs for the enhancement of their skills.
- Introduction of academic audit at college level for the departments and providing suggestions to the departments on the basis of the academic audit report.
- Upgrading academic and physical infrastructure.
- To renovate the kitchens of the boys as well as girls hostels.
- Upgradation of facilities for staff and students.
- The repair and maintenance of the existing facilities in the campus to be done.
- To make the campus clean and eco-friendly.
- Preparation of SSR for the upcoming accreditation of the college by NAAC.
- To gear up the construction of administrative block and indoor stadium.

Action Taken



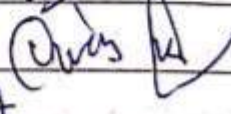



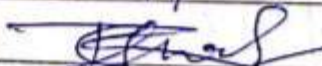
- Academic calendars mentioning the tentative schedule of academic and co-curricular activities were prepared and largely followed by all the departments during the year.
 - A number of activities were conducted by different units, clubs, societies and cells of the college and proper documentation was maintained.
- AQAR was submitted.
 - MA in Hindi and Tour and Travel Management has been started from this session.
 - A number of training programmes, academic talks and workshops were organised on skill enhancement for students. Keeping in view the emerging issues of mental health the lectures by some professional psychologists will be organised at least twice a year. One lecture by Old Students Association and one by Women Cell were organised on mental health.
 - Inter College State Level Basketball Championship was held from September 22 to September 25, 2022 in which 25 teams from different colleges participated.
 - A number of faculty members conducted, participated and attended such programs.

- Academic audit at college level was done in the months of November and February and suggestions were given to the departments for improvement.
- More smart rooms were established.
- The renovation of the kitchens of the boys as well as girls hostels work was executed and completed.
- A computer and a printer for the teaching staff in the staff room, microwave oven for the office staff in the Administrative Block, chairs for the girls' common room were provided.
- One Eco garden by Rovers and Rangers, and one out of PTA fund were developed.
- The cleanliness drives on Saturdays by the students as well as by the teachers is a regular practice in the institution.
- The repair and maintenance of the toilets, aqua guards, fire extinguishers and electric fittings in the campus was done.
- The NAAC steering committee and IQAC members collected and compiled criterion wise quantitative and qualitative metrics data and evidence for the preparation of the Self Study Report (SSR).
- HPPWD and BSNL (govt. executive agencies) were requested to speedily expedite the developmental works of administrative block and indoor stadium currently in progress.

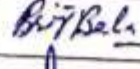
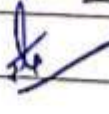

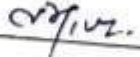

Principal
Govt. College Nalla (M.P.)
T.D.O. Code 292

The first meeting for the session 19-20 was held on 6th July, 2019 in the chairpersonship of Mrs. Bandana Vaidya, the principal of the college.

The following members of IQAC committee & other departmental heads etc. were present:

1. Mrs. Neeraj Kapoor 
2. Dr. Shefali 
3. Mr. Vivek Sharma 
4. Dr. Man Singh Rana A 
5. Mr. Nishal Sharma 
6. Sh. Hemant Buggal 
7. Sh. Rattan Singh 

Other staff members -

1. Dr. Brij Bala 
2. Mrs. Seema Sharma 
3. Dr. Ram Nath
4. Mr. Kashinor Singh 
5. Mrs. Manika 

Agenda

To review the compliance of the decisions taken previously & discuss further quality measures for improving overall institutional performance.

Minutes

1. After having reports from the heads of

science department, it was decided that the depths in which standard procedures for utilization of equipment have not been displayed, will do it at the earliest.

2. The Convener of the Women Cell reported that the refuser vending machines & regenerators were got thoroughly checked & repaired & the girls in small groups were given repeated demonstrations for the proper usage of the same. It was decided that the same demonstrations for the new girls enrolled in the session will be given by the women teachers so that they get benefitted.

3. It was decided that committees for Swachhate Abhyas will be formed for different areas of the campus.

4. Since the committees were formed at the time of printing of prospectus for the new session, they were reviewed for any changes to be made, if required.

5. The academic calendar of the HPU was discussed in detail & it was decided that the mid term test schedule for the 5th sem. will be decided once the university releases the calendar for sports & other activities.

activities. Changes in Activities
Calendar of the College 2019-20
will ^{also} be made accordingly, if
required.

6. For maintaining discipline in
the campus, all the teachers
will be engaged besides the
discipline committee as & when
they are free so that no
outsiders enter the college
premises.

7. The Coordinators of BBA, BCA & B. Voc. would
apprise the IQAC of their functioning &
other activities of their respective ~~dept~~ courses
from time to time.

Nepan
Nepan

Principal
G.C. Kulkarni.



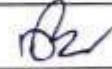

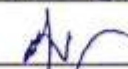
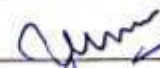





P.S.

8. It was decided that the reminders will be
sent to the HPPWD for speeding up
the process for construction of basketball
court in college. Request for ^{administrative} approval for the
construction of Indoor Stadium will also be made

Nepan

Principal
G.C. Kulkarni.

The meeting of the IQAC was held on 5th August, 2019 in the chairpersonship of the Principal, Mrs. Bandana Vaidya. The following members of the IQAC & other staff members were present:

1. Ms. Neeraj Kaur 
2. Dr. Shefali 
3. Mr. Nischal Sharma 
4. Mr. Hemant Duggal 
5. Dr. Sujata 
6. Dr. Ursem Late 
7. Mrs. Seema Sharma 
8. Dr. Hari Singh 
9. Dr. Khem Choud 
10. Dr. Anup Kumar 
11. Dr. Renu Singh 

Agende

1. Preparation for Youth Festivals
2. Feedback & suggestions from hostlers
3. Career Counselling & Placement Drive
4. Health Awareness Programme & extension activities
5. Welfare & administrative development programmes for teaching & non teaching staff.

Minutes

1. As the Annual Calender for the Sports & Youth Festivals has been released by the HPU, it was decided that all

the conveners of concerned committees will plan the selection process for the forthcoming events & if the need arises, coaches will be hired & the payment to them will be made out of PTA account after consultation in the PTA meeting.

2. Feedback & suggestions from the hostlers will be taken by the hostel wardens regarding the facilities, so that desired improvements could be made.

3. The conveners of the Career Counselling & Placement cell, The women cell, the N.S.S. Programme officers etc. will chalk out their plans of action for the session & submit that to the IQAC.

4. For the welfare of the teaching & non teaching staff as well as for their administrative development, programmes will be organised & resource persons will be invited for specialised talks.

5. Extension activities will be planned by Lower & Pupper, N.S.S., N.C.C. & more & more students will be encouraged to volunteer for these activities.

Nipun
Nipun Nipun

Principal
1.1.2024

The meeting of the I.A.A.C. was held in the chairpersonship of the Principal, Mrs. Bandana Vaidya. The following members of I.A.A.C., heads of the departments, coordinators of self-financing courses, hostel warden were present:

1. Dr. Brij Bala Brij Bala
2. Mrs. Neeraj Kapoor Neeraj
3. Dr. Sujata - A on leave
4. Dr. Shafali - A
5. Prof. R.K. Singh R.K. Singh
6. Dr. Upendra Upendra
7. Prof. Anand Singh - A
8. Prof. Anita Saroch Anita
9. Dr. Nirmala Singh Nirmala
10. Dr. Harish Anand Harish
11. Prof. Karan Singh Karan
12. Dr. Dinesh Singh Dinesh
13. Dr. Ranjay
14. Prof. Monika Monika
15. Dr. Hari Singh Hari
16. Dr. Rom Singh Rom
17. Dr. Anup Anup
18. Prof. Mithal Sharma - A
19. Dr. Sheetal Thakur
20. Prof. Jyoti Chauran - A
21. Dr. Mira Singh

22. Dr. Mann Singh Rane

[Signature]

23. Dr. Hira Mani Kashyap

24. Prof. Shubhdeep

25. Dr. Anupama Katoch

26. Prof. Vijay Singh

27. Prof. Navin Kunal

28. Sh. Hement Duggal

29. Sh. Ketan Singh

The agenda of the meeting was to apprise all the heads of various department, coordinators & in-charges of various activities about the ^{quality} measures to be taken in their respective departments/fields for the overall improvement in academic & other fields.

Minutes

The following decisions were taken:

1. Activity register will be maintained by every department in future (if not being maintained earlier). All the heads of the departments will further inform all the staff members of their respective department.
2. All the teachers who are leading the 6th sem major subjects or will teach the final yr from the new session will

maintain a register having a record of the student's names along with their contact numbers in order to get information about their progression & will provide the information to the IQAC on the format which will be provided by the IQAC.

3. All the teachers attending orientation programmes, Refresher courses or any other Professional Developmental Programme will submit a copy of their certificates to the IQAC within 15 days after the completion of such programmes.
4. Regarding Research publications, the teachers will submit the information to the IQAC in the format being provided by the IQAC.
5. The teachers will be requested to donate text books for the bookbank if they could, so that the bookbank is strengthened & needy students get help.
6. For extension activities also, the concerned teachers will provide the reports to the IQAC having details of organising unit/agency, collaborating agency & name of activity etc. To IQAC on the format required.

7. All the teachers were asked to share information regarding dates of competitive exams / career oriented programmes etc. with the career guidance cell, so that the same could be displayed on the 'Career Corner' display board to be kept in the library,

8. In their respective tutorial classes, the teachers will guide the weak students & also counsel them to set career oriented goals, ^{guide them to} take part in various co-curricular activities as per their interests & from time to time hold counselling sessions to listen to the problems faced by them in their personal life & help them in solving them.

9. Teachers will motivate the students to take part in Student Satisfaction Survey / ^{feedback process} for which a weblink is being provided.

10. Teachers were also asked to give constructive suggestions regarding the organization of Professional Development Programmes / Administrative Training Programmes ~~that~~ for both Teachers & Non-Teaching Staff or to organize such programmes in their departments.

Reported by,
(Signature)
Neeraj Kumar

(Signature)
Principal

- | | | |
|----|---------------|----------|
| 20 | Jyoti Chavan | Jyoti |
| 21 | Man & Rana | Man |
| 22 | Nishchal shau | Nishchal |

Agenda

To discuss various options for ^{academic} on line teaching & management of content during the prevailing pandemic conditions.

Minutes

Due to the unprecedented situation arising due to Covid 19, teachers had been trying hard to reach out to their students during lockdown period through whatsapp or google meet etc. & many were already familiar with various on-line modes of teaching, still for the benefit of all the teachers Prof. Nishchal Chavane, Deptt. of Computer Science apprised all the heads of various departments with various options for on line teaching & for the organisation of academic content, so that the information could be passed to all the teachers. He highlighted the benefit of ^{google} classroom - as to how many classes can be created, assignments with deadlines can be given, tests can be conducted, pdfs, notes, links can be shared & moreover records of all these can be maintained. He also told about on-line meeting options like Google Meet, zoom etc.


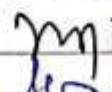

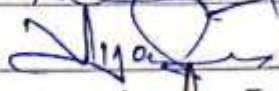
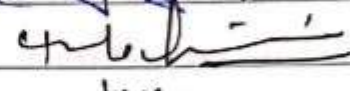
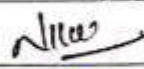

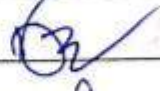


Reported by
Neesha Khan

Principal
G.C. Kulkarni

A meeting of the I.Q.A.C. with the staff members was held in the I.T lab at 11.30 AM on 6th August, 2020.

The following members were present.

1. Dr. Brijbala
2. Mrs. Nehaj Kapoor ~~Nepa~~
3. Dr. Sujata ~~Sharma~~
4. Dr. O.P. Thakur ~~Thakur~~
5. Mr. R.K. Singh - ~~Mishra~~
6. Naresh Kamal ~~Kamal~~
7. Govind Singh ~~Singh~~
8. Dr. Urmila Lala ~~Lala~~
9. Dr. Sarika Negi ~~Negi~~
10. N. Anujama Kaloch ~~Kaloch~~
11. Sam/Kapthn Sh ~~Sh~~
12. ~~Cyanka~~
13. Dr. Rupa ~~Rupa~~
14. INDI THAKUR ~~Thakur~~
15. ANITA THAKUR ~~Thakur~~
16. Dr. ~~Sharma~~
17. R.K. Thakur ~~Thakur~~
18. Dr. Hiranam ~~Hiranam~~
19. Rajan Parmar ~~Parmar~~
20. Dr. O.P. Thakur ~~Thakur~~
21. Pooja Sahal ~~Sahal~~
22. B. ~~Sharma~~
23. Priyanka Thakur ~~Thakur~~
24. ~~Sumat Thakur~~

- 25. Shubham dup 
- 26. Jyoti Singh 
- 27. Susender Kumar 
- 28. Vijay Singh 
- 29. Prof. Mehini 
- 30. Nirmala Singh 
- 31. Sheetal Thakur 
- Nishchal Sharma 
- Dinesh Singh 
- Khem Chaud 

Agenda - Discussing on-line teaching options & organising a workshop on online class content management using Google Classroom.

Minutes - As many of the staff members were not familiar with online - class content management, a workshop was organised in the I.T. Lab in which Prof. Nishchal Sharma demonstrated how class content can be managed effectively on-line using Google Classroom. The present staff members learnt the steps & created Google Classrooms as well as they also learnt how the students

can post their assignments at classroom (by practically becoming / registering themselves to Prof. Nishchal's Google Classroom & sending their ^{online} assignments to him)

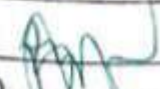
Prof. Nishchal highlighted how the Google Classroom would be helpful in managing the record of classes also.

He also told about Google Docs, an online software, Google Meet & Zoom - platforms for online Meet, video recording etc.

He told about Google suite for education which is a master account & institutions can have rebate on it.



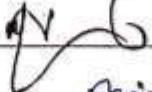
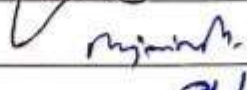


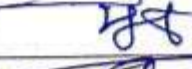
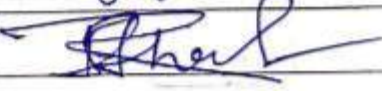






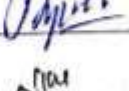

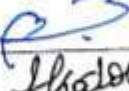
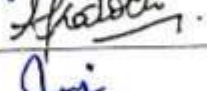


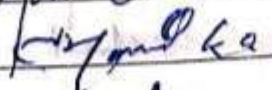
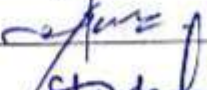
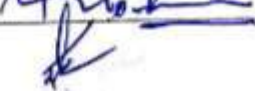

2. It was also decided that teachers would keep track of students who ^{don't have} ~~cannot~~ access to on-line classes & try to recontact to them, share notes and other material with them by asking them to come to college at times and guiding them through by following norms of social distancing during Covid 19.

Reported by Nagesh
Neeraj Kapat


Principal
G.C. Kulkarni

A meeting of the ICAC with the heads of the departments was held in the chairpersonship of Mrs. Bandana Vaidya, Principal G.C. Kullu at 1 PM in B.C.A. Deptt. on 1st September, 2020.

The following members were present-

1. Neeraj Kapoor 
2. Dr. Brijbal Brijbals 
3. Dr. Sujata 
4. Rakesh 
5. Samrajit 
6. Vijay Singh 
7. Dr. Hari Surt Das 
8. Ratan Singh 
9. DINESH KUMAR (B.Voc) 
10. Chitra Mami B.Voc 
11. SHUBHAM DEEP 
12. DINESH SINGH 
13. Dr. Harish Anand 
14. Kashmir Singh 
15. Dr. Parvati Gupta 
16. Nirula Singh 
17. Shubail Kumar 
18. Anupama Katoch 
19. PANKAJ 
20. Jyoti Charam 
21.  
22. Yashini 
23. Seema Sharma 

23 Ashok Kumar
24 Nishchul

56
Ashok
10/3

Agenda

To apprise the heads of the departments with the procedural details related to process of Assessment & Reaccreditation as per the New Manual for affiliated / Constituent U.G./Pg Colleges as well as issue certain guidelines for the enhancement of quality in the institution.

Minutes

1. As the Reaccreditation will be due in Dec-2021, the SSR has to be prepared next year, all the department heads were apprised of the new guidelines as per the Instructional Manual for Institutional Accreditations & about the process of Accreditation.
2. Some guidelines were issued by the IQAC so that all the departments could take some steps for the overall quality enhancement of the institution. (Copy attached).

Reported by
Nishchul
Nishchul Kapur

Ashok
10/3

A meeting of IGAC, MAAC steering committees, HODs ^{Faculty who} held on May 11, 2021, in BCA IT lab. The agenda of the meeting was to discuss ^{the plan} for the next session.

The following members attended the meeting

1. Dr. Brig Bala Brig Bala

2. Dr. Sujali Sujali

3. Dr. Binli Indan. Binli

4. Dr. o.p. Indan. o.p.

5. Prof Seema Sharma Seema

6. Prof Som Krishna Sharma Som

7. Prof Chet Ram Chet

8. Prof Ashok Sharma Ashok

9. Prof Nishcal Sharma Nishcal

10. Dr. Nirmala Singh Nirmala

11. Prof. Kashmir Singh.

12. Prof Rajesh Kumar Rajesh

13. Prof Chet Ram Chet

14.

Minutes of the meeting held on
11th May, 2021.

PAGE No.	
DATE	

- A meeting of IGAC, NAAC steering committee and senior members of the college was held on 11th May, 2021 under the chairpersonship of the Principal Mr. Bandana Vaidya at 11.00 am in IT lab of the college.
 - As the college had been closed for the students due to lock down ordered by the govt, the most of the activities would be on online mode.
 - The convenors of all the committees were to start their assignments for the coming session. The prospectus should be ready in June, 22.
 - The heads of the faculties were directed to make the plans for the coming session keeping in view the COVID pandemic. They should be prepared to act according to the circumstances.
 - IGAC and NAAC steering committees should start preparing ARAAR and SSR drafts, compiling date for the reports.
- The meeting ended with a vote of Thanks

Dr. Binli Katar

Principal
Mr. Bandana Vaidya

The Minutes of the meeting

Agenda: The agenda of the meeting held on Sept: 09, 2021 in IT lab was to discuss the strategy of taking classes as COVID-19 SOP directions from the government had to be followed.

Following points were discussed and decisions were taken:

- The time table committee was directed to prepare the time table keeping in view the most suitable adjustment of the timings according to the convenience of students.
- The students, especially those of practical subjects, were to attend the college on rotation basis. The online classes for other classes should be taken strictly according to the framed time table. The teachers should make it sure that the students will not face any difficulty regarding their syllabi or other academic guidance.

- All other activities of the college would go on as all the staff will be present in the college. Different committees for the session had already been constituted and circulated among the staff.

- The preparations for the NAAC will be started side by side. The convenors of all the criteria will start collecting data and compiling it according to the format given. The print-outs of all the criteria have been given to the convenors.

- The convenors and incharges of various cells/clubs/societies, NCC, Rowers and Rangers, the warden of the hostels were directed to conduct the activities as per their convenience. The record of the activities right from the permission, attendance of staff, photographs and report should be maintained systematically by them.

- All the staff members were apprised of the requirement of different co-curricular activities, off campus contribution of the students, social involvement etc. along with academic achievements. In the staff meeting, the convenor of various criteria would make it sure to collect the data about all these activities from the organizers and submit the same to IAAC within a week of the completion of the activity.

The meeting ended with a vote of thanks to all the members alongwith the principal.

Report by:

Binita Shukla

(Dr. Binita Shukla)

Co-ordinator IAAC

Principal

(Dr. Reshan Lal)

(Dr. Reshan Lal)

A meeting of IGAC and NAAC steering committee was held on Feb. 02, 2022 in principal's office at 2 pm. The principal, Dr. Rashan Lal presided over the meeting.

The agenda of the meeting was to discuss about the steps to be taken in the college after opening after covid and winter break.

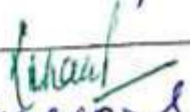
Following members were present in the meeting:

1. Dr. Binli Thakur 
2. Dr. Binj Bala 
3. Dr. O.P. Thakur 
4. Sh. Kishvir Singh
5. Dr. Sujala 
6. Sh. Rajash Kumar 
7. Mr. Seema Sharma 
8. Mr. Nishchal Sharma 
9. Sh. Som Krishan Sharma 
10. Sh. Harish Chand 

Minutes of the meeting:
Following points were discussed
and decisions were taken:

- As all the classes would be taken offline, the college would start academic and co-curricular activities vigorously.
 - All the convenors and incharges of the cells/clubs etc. would perform offline lectures/workshops off campus activities and report the same to IQAC and office accordingly.
 - As the data for SSR had been collected and maintained very efficiently by the convenors and members of all the criteria, the NAAC and IQAC members will start preparing the final draft of SSR.
 - AQAR should be submitted as early as possible. All the members will cooperate.
- The meeting ended with a vote of thanks.

Reported by:
Dr. Binu Thalay
IQAC Co-ordinator


Dr. Roshan Lal
Principal

A meeting of IQAC, NAAC steering committee, Advisory committee was held on Aug. 01/22 in principal's office at 2:30 pm. The principal, Dr. Roshan Lal, presided over the meeting.

1. Dr. Binli Shalun ✓
2. Dr. Sujali ✓
3. Dr. Brij Bala ✓ Brij Bala
4. Dr. B. P. Pralca ✓ B.P.
5. Mr. Som Krishna ✓
6. Mrs. Seema Sharma ✓
7. Dr. Rakesh Rana ✓
8. Sh. Kashmir Singh.
9. Sh. Nishchal Sharma ✓
10. Mrs. Som Pralca ✓
Agenda Rakesh Kumar ✓

The agenda of the meeting was to make action plan for the session 2022-2023.

Minutes of the meeting held on
Aug. 01 2022.

The following points were discussed
and decided in the meeting:

- As the agenda of the meeting was to chalk out the plan of action for the session 2022-23, it was decided that a staff meeting of teaching and non-teaching staff will be conducted shortly.
- The suggestions from all the departments, their requirements and plan for the new sessions will be invited, and implemented as far as possible.
- College development committee, campus beautification committee and other related committees will submit the reports of the repair work of all kinds to be done in the college so that everything is in order during the session.
- Academic Audit Committee, green

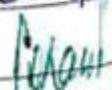
audit committee, and energy committee, will be constituted and they will be directed to perform the duties assigned them from time to time.

- Academic audit will be done twice a year - one before the mid term exam and other before the commencement of annual exams. The committee will ensure the organization curricular as well as extra curricular activities of the school.

- All the teachers will ensure the record of their students going for higher studies or jobs and maintain the record in their registers also provided to their departments.

- The meeting ended with a vote of thanks.

Binlishakar,
Coordinator IQAC.


Principal
CDr. Rashanta

A meeting of IQAC and NAAC Steering Committee was held on 25/11/2022 in the Principal's office at 2pm. The Principal and the Chairperson of IQAC, Dr. Roshan Lal presided over the meeting.

- The agenda of the meeting was to re-consider and take an account of the preparations of SSR and execute the works to be completed before the NAAC visit.

Following members were present in the meeting:

- Dr. Bijj Bala.
- Dr. Sujala
- Dr. O. P. Thakur.
- Mr. Nishchal Sharma
- Mr. Kashmir Singh
- Ms. Som Prakar.
- Dr. Rakesh Rana
- Dr. Nirmala Singh.
- Dr. Shashi Sharma
- Mr. Krishwala.
- Mr. Neeraj Kapoor.
- Mr. Rajesh Kapoor.

Minutes of the meeting:
The coordinator of the meeting (IQAC coordinator) Dr. Pindia welcomed all the members.


- It was discussed in the meeting that keeping in view the requirements of more efforts in different arenas, some additional committees need be formulated. A list of the committees along with the members was made to be circulated among the staff so that they could start their work immediately. Following committees were formulated:

1. Academic Audit Committee.
2. Green Audit Committee.
3. Seminars and Conferences Committee.
4. Biodegradable Waste Management Committee.
5. Rain Water Harvesting Committee.

- These committees would see that the work assigned to them should be executed within the stipulated time and everything should be in order and functional.
- The website of the college needs to be updated and monitored regularly by the website monitoring committee. All the activities conducted in the college must be uploaded on the website.
- Regular meetings of NAAC and IGAC with the members and convenors of all the criteria, one by one, will be held to gear up the preparations of CSR as per the changes made in the format and requirements of NAAC proformas.
- Election of PTA for the session shall be conducted at the earliest.

Report by:
Prinli Shalun.

(Dr. Binli Thalun)
Co-ordinator IGAC.


(Dr. Rashonda)
Principal.

A meeting of IQAC, teachers members of the college held on 27th March 2023 in Principal's office. The agenda of the meeting was to discuss the actions taken and executed by all the committees till date and further planning of the pending works to be completed. Dr. Sujda, NAAC co-ordinator as well as the officiating principal (DPO) chaired the meeting. Following members were present in the meeting. NAAC steering committee members were also present.

1. Dr. Pointe Malcar (Coordinator IQAC)
2. Dr. O.P. Malcar
3. Dr. Rakesh Rana
4. Mr. Som Prakash
5. Dr. Mahi Yogesh
6. Dr. Hira Mani
7. Ms. Neeraj Kapoor
8. Mr. Nishchal Sharma
9. Mr. Rajesh Kumar
10. Dr. Harsh Chand
11. Mr. Satish Kumar
12. Dr. Shashi Sharma
13. Dr. Ram Nath

Minutes of the meeting:

- The main purpose of the meeting was to take an account of the works completed and to be completed in the campus according to the plans. It was found that most of the works had been completed satisfactorily.
 - Some of the works required more budget for the execution, the permission from the Directorate of Higher Education will be sought at the earliest.
 - As the academic session was nearing the end, all the teachers would be directed to guide the final year students about their future pursuits like higher studies, entrance exams, prospects in their subjects and other competitive exam.
 - The teachers would be asked to prepare criteria wise documents, alongwith DVV documents would be asked to compile their data at the earliest.
- The meeting ended with a vote of thanks.

Report by: Dr. Binu Math

IQAC co-ordinator

(Dr. Sujala)
HAAC co-ordinator
Hon. Director

A meeting of the members of NAAC steering committee and IQAC was held on 20th April 2023 with the concern of all the criteria, ~~and~~ ^{concerns} and incharges of various cells and societies of the college. NAAC co-ordinator and officiating Principal, Dr. Sujata presided over the meeting.

The agenda of the meeting was to take an account as well as to gear up the preparation for NAAC.

Following members attended the meeting:

1. Dr. Binli Malakar IQAC co-ordinator
2. Mr. Neeraj Kapoor
3. Mr. Som Prakar
4. Dr. O.P. Malakar
5. Mr. Muschal Sharma
6. Mr. J.P. Sharma
7. Mr. Rajesh Kumar
8. Mr. Ajay Kumar
9. Dr. Nirmala Rishi
10. Dr. Nirmal Chouhan
11. Mrs. Jyoti Chohan
12. Dr. Rom Nathi
13. Dr. Hira Mani

Rep

Minutes of the meeting:

- All the convenors of different criteria were apprised of the procedures to be followed for the preparation and compilation of data for the final draft of SSR according to the latest guidelines. Criterion wise presentations would be organized during the examinations days.
- All the Hosts, convenors of the cells, units, societies and non-teaching staff will be asked to update their documents records, departmental registrations etc and prepare the presentations.
- Any activity performed by all the units of the college should be displayed on the website well in advance.
- Student progression record and feedback report should be properly maintained and documented.
- The meeting ended with a vote of thanks.




Report by - 2.

(Dr. Prineetha)
Coordinator IGAC

Dr. Sujala

A meeting of the college Advisory Committee, NAAC Steering Committee and IQAC was held on 05.10.2023 at 2.30 pm in Principal's office. The Principal, Dr. Roshan Lal presided over the meeting. The agenda of the meeting was to discuss about the preparations being made, works completed and to be executed, and some other points related to NAAC accreditation of the college.

The following members attended the meeting:

- 1.
2. Sugata NB
- 3.
4. O.P. Thakur 
- 5.
6. Ms. Rajesh Kumar 
- 7.
- 8.
9. Dr. Hina Mani 
- 10.

A meeting of IQAC was held with HOD's and the incharges of all the cells and clubs, etc. of the college was on 6/10/22. The agenda of the meeting was to discuss the activities by the depts, clubs, societies and cells and the maintenance of record there. Following members were present in the meeting.

1. Dr. Pooja 
2. Dr. Sunita 
3. Sonu Prakash 
4. Sangeeta 
5. Shubal Thakur 
6. Nirmala Singh 
7. Dr. A.K. Yadav 
8. Apurva 
9. Dr. Harish Anand 
10. Dr. Anupama Katoch 
11. Ratan Dev 
12. Vinay Singh 
13. SHUBHAM DEEL 
14. Manoj Rana 
15. Raj Kumar 
16. ~~DEEPA~~ LAL 
17. O.P. Thakur 

18. Jyoti Chavan Jyoti
19. Hiramani Inai
20. Shashi Sharma Shashi
21. Anika. Anika.
22. Savita Sai
23. Brij Bale BB
24. Nirmal Chauhan N.
25. Rajesh Kumar Ramesh
26. Rajesh K Singh - Rajesh

A meeting of IQAC and NAAC steering committee was held with the teaching staff on 23rd Nov. 2023 at 12.30 pm. The agenda of the meeting was to discuss the points related to SSR and NAAC preparations. Following members attended the meeting.

- | | |
|------------------------|--|
| 1. Dr. O.P. Thakur | |
| 2. Neeraj Kumar | |
| 3. Brij Bal | |
| 4. Ram Nath | |
| 5. Shandel | |
| 6. Ram Nath Thakur | |
| 7. Awadhesh K. Yadav | |
| 8. N. Santosh Kumar | |
| 9. Dr. Hem Raj | |
| 10. Dr. Pooja Sharma | |
| 11. Nirmala Singh | |
| 12. Shweta Malik | |
| 13. Anupama Katoch | |
| 14. Prachi Rani | |
| 15. Rupa Thakur | |
| 16. Raj Kumar | |
| 17. Lalit Mohan Sharma | |
| 18. Rajesh Sharma | |
| 19. Tarun Thakur | |
| 20. VIJAY SINGH | |

- | | | |
|-----|------------------------|--|
| 21. | SHAILESH ACHARYA | |
| 22. | NANDINI THAKUR | |
| 23. | Shaweta Chandel | |
| 24. | Nirmal Dasgupta | |
| 25. | Dr. Ashwani Kumar | |
| 26. | Ravi Thakur | |
| 27. | Dr. Ashish Kumar | |
| 28. | Dr. Sunil Kumar | |
| 29. | Sangeeta Devi | |
| 30. | Hirama | |
| 31. | Ajay Kumar | |
| 32. | Jayprakash Shrivastava | |
| 33. | DEEPLA | |
| 34. | Anuradha Negi | |
| 35. | Dr. Shashi Sharma | |
| 36. | Prof. Pooja Sobal | |
| 37. | Snehlata | |
| 38. | Manika | |
| 39. | Gopi | |
| 40. | Ruchi Ahluwalia | |
| 41. | Manoj Kumar | |
| 42. | Dr. Jyoti Chandel | |
| 43. | Rajesh Kumar | |
| 44. | Sapna Verma | |
| 45. | Shefali | |
| 46. | Mahi Chopra | |