

#### 4.2 (i) IQAC Meetings for the session 2023-24

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SESSION  
(2024-25)

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The 'Internal Quality Assurance Cell' IQAC committee was constituted as per U.G.C guidelines for the session 2024-2025.

S.NO.	NAME	OFFICIAL
1.	Dr. Rajinder Chandel	(officiating <del>time pat</del> )
2.	Ms. Manak Saaryavandi	(Member)
3.	Dr. Pardeep	(Member) <del>Prof</del>
4.	Ms. Monica Bhargava	(Co-ordinator) <del>MBP</del>
5.	Ms. Pankaj Katarial	(Member)
6.	Dr. Vivek Sharma	(Member) <del>Sharma</del>
7.	Mr. Anil Rana (Supt.)	(Member) Non-Teaching

## IQAC MEETING 1

DATE : 27.07.24

TIME : 1:30 pm

VENUE : Principal's Room

IQAC meeting comprising of all staff members was convened in the principal's office under the chairmanship of Dr. Rajinder Chandel. Following relevant points were discussed in the meeting:

1. As the second cycle of NAAC is due in October 2024 so following details were to be checked on priority:

- \* Current pattern of S-S-R needs to be checked so that necessary action and work could be done accordingly for compilation of S-S-R.
- \* It is to be confirmed whether AQAR for the session 2023-24 is to be submitted or not.
- \* All relevant documents in regard of NAAC need to be checked and documented.
- \* Copy of mid-term Question papers for the session 2023-24 to be collected.
- \* Following groups for collecting session

wise records were created to collect and record data;

- |                              | Session   |
|------------------------------|-----------|
| i) Dr Gagan and Mr Monica    | - 2019-20 |
| ii) Dr Pardeep and Ms Monica | - 2020-21 |
| iii) Mr. Pankaj and Dr Vinek | - 2021-22 |
| iv) Dr Neha and Ms Sapna     | - 2022-23 |
| v) Mr. Anil and Mr. Manoj    | - 2023-24 |

2. It was decided unanimously that PTA for the session 2024-25 will be constituted in the first week of September.

3. Data of OSA needs to be checked and updated on regular basis.

4. All the clubs / units / cells gave their inputs regarding activities planned for the upcoming session. The information regarding plan of action clubwise is as follows:

\* N.S.S UNIT.

- > To organise cleanliness drives.
- > To organise Plantation drives.
- > To commemorate various National Days.
- > To celebrate N.S.S Day.
- > To volunteer and assist in all college functions.
- > To organise N.S.S special seven days camp.

\* Red Ribbon Club.

- > To organise various health related activities that would include seminars, lectures, poster making, slogan writing and rallies.



- \* Road Safety Club.
  - To organise various competitions based upon Road Safety like: Declamation Contest, Slogan Writing, Poster Making etc
  - To organise Rally.
  - Showcase a skit based on the theme of Road Safety.

- \* Career Guidance & Placement Cell
  - To arrange competent Resource persons to guide the students for working according to attain a bright future.
  - To organise Seminars to encourage and keep the students well informed
  - Organise various competitions to boost up the confidence level and develop the personality of the students.

- \* Disaster Management Club,
  - To organise various disaster management drills to impart practical knowledge.
  - To arrange resource persons to lecture on disaster management.
  - To organise various competitions based on the theme of Disaster Management like Declamation, Debate, Presentation etc.

The meeting ended with a vote of Thanks.

Following Committee members attended the meeting.

1. Dr P. S. Chandel (Officiating Principal) <sup>cc</sup>
2. Mr. Manak (Member)
3. Dr Pardeep (Member) <sup>cc</sup>



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## IQAAC MEETING 2

DATE : 21.08.24

TIME : 2:30 pm

VENUE : Principal's office.

This meeting was called in the Principal's office under the chairmanship of Dr. R.S. Chandel. As the second cycle of NAAC is due, so necessary preparations were to be made in this regard. Following points were discussed in the meeting:

- \* The entire process of NAAC was discussed in detail.
- \* SSR needs to be prepared in advance as post filling IQAA, only 45 days would be allotted for the submission of S.S.R.
- \* Groups were made to collect the relevant record required for the previous five sessions.
- \* The staff members were allocated the same criterions on which they have earlier worked for the purpose of AQAR compilation.

Following Members were present in the meeting:

- 1. Dr. R.S Chandel (officiating Principal)
  - 2. Mr. Manak (Member)
  - 3. Dr. Pardeep (Member)
  - 4. Ms. Monica (Co-ordinator)
  - 5. Dr. Vinek (Member)
  - 6. Mr. Anil (Member)
- Non-Teaching

Dr. R.S. Chandel

*[Faint, mirrored bleed-through text from the reverse side of the page, including words like 'Principal', 'Member', 'Co-ordinator', and 'Non-Teaching']*

## IQAC MEETING 3

DATE: 23.10.24

TIME: 2:30 pm.

VENUE: Principal's office

The meeting was held under the chairmanship of the Principal who had joined recently. The main purpose of the meeting was to brief the Principal regarding the current working of the IQAC in the institution and its role in organising various activities during the entire session. Following points were discussed in the meeting:

- \* As the process of SAR (Self Assessment Report) preparation had started, necessary steps need to be taken in the same regard.
- \* Criteria wise teams were made to collect and compile data for SAR.
- \* C.S.C.A Oath Taking Ceremony, to be conducted by 05.11.24.
- \* Competitions namely Rangoli, Mehandi, Likhnoo etc. to be conducted in the last week of October to celebrate the festive season.
- \* N.S.S Unit to gear up drives including cleanliness and Plantation, and Campus Beautification.



## I B A C M E E T I N G 4

DATE : 25.12.24

TIME : 2:30 pm

VENUE : Principal's office.

The meeting was held under the able guidance of the Principal Sh. Rajesh Kumar. Following relevant points were discussed in the meeting:

- \* Educational tour to be organised before the mid-term examinations.
- \* Mid-term examination to be scheduled w.e.f. 15.12.24 for the session 2024-25.
- \* Annual Athletic Meet to be held in the first week of December.
- \* A new event of Kabaddi Competition to be organised in December, before the mid-term examination. The competition would be both for boys and girls separately and would include all the faculties.
- \* As first week of December is dedicated to take different initiatives to eradicate and spread information regarding ~~the~~ AIDS, so PRC of the college needs to chalk out the plan of action for the same.

and execute accordingly.

\* The editors of various sections of the college Magazine need to set a deadline to collect the articles from the students for the timely compilation of the Magazine for the session 2024-25.

\* The students should see their performance in Mid-term examination before the winter vacation commences so that they put in necessary efforts in the required areas during their vacation period.

The meeting ended with a vote of thanks

Following members were present in the meeting:

1. Sh. Rajesh Kumar (Principal) JK
2. Dr. R.S. Chandel RS
3. Dr. Pardeep PT
4. Ms. Monica (co-ordinator) MP
5. Dr. Vinek V
6. Mr. Anil (Non-Teaching)

## IQAC MEETING 5

DATE : 07.02.25

TIME : 2:30 pm

VENUE : Principal's office

A meeting of IQAC committee was held under the chairmanship of Principal Sh. Rajesh Kumar. Following points were discussed in the meeting:

- \* All the teachers should complete their syllabus by the end of February and those who have already done should ensure that this time is utilized for revision.
- \* For the purpose of timely compilation of C.C.A, all the concerned teachers should schedule assignment submission / Viva / Presentation, on priority basis.
- \* C.S.C.A Cultural function to be scheduled at the end of February.
- \* Preparations to be made to celebrate Science Day.
- \* World Scouts' Day to be celebrated on 22.02.25
- \* Activities underlining POC SO Act need to be scheduled. eg: lecture on gender issues, self defence drill, documentaries on POC SO act, declamation, poster-making, etc.

- \* Rallies to be organized that would highlight the evils of Drug addiction.
- \* Science Day to be celebrated on 28.02.25.
- \* Annual Prize Distribution functions to be organized in the first week of March 2025.

The meeting ended with a vote of thanks.

Following members were present in the meeting:

1. Sh. Rajesh Kumar (Principal) Jwl
2. Dr. R.S. Chandel [Signature]
3. Dr. Pardeep [Signature]
4. Ms. Monica (co-ordinator) Mlpel
5. Dr. Vinek [Signature]

## IQAC MEETING 6,

DATE : 07.05.25

TIME : 12:30 pm

VENUE : Staff Room

The Internal Quality Assurance Cell convened a meeting in the Principal's office. Principal Sh. Rajish Kumar presided over the meeting. The meeting was held in order to discuss regarding the action taken in various regards pertaining to different clubs / units and cells functional in the college during the session 2024-25.

## ACTION TAKEN REPORT

## RED RIBBON CLUB

1. Slogan Writing Competition
2. Poster Making Competition
3. Rally on AIDS awareness
4. Skit on AIDS.
5. Awareness Lectures.
6. Documentary shown to students based on Drug Abuse
7. Celebration of AIDS Day.
8. Formation of Human Chain
9. Pinning of Red Ribbons to students and staff.

## 2K BHARAT SRESHT BHARAT CLUB

1. Documentary shows to students based on culture of Kerala.
2. Essay Competition based on the theme of culture of Kerala.
3. Poster making competition.

## ROVERS AND RANGERS UNIT

1. Celebration of International Day of Peace
2. Celebration of Birth Anniversary of Shaheed Bhagat Singh.
3. Birth Anniversary of Mahatma Gandhi.
4. Celebration of World's Scouts Day.
5. Escorting various dignitaries during functions.

## CAREER GUIDANCE AND PLACEMENT CELL

1. Lecture on Career Planning
2. Career Counselling of students of BBA & BCA.
3. Lecture on Career Options post graduation.
4. Participation of students in placement drive at G.C. Palampur.
5. Participation of students in placement G.C. Rajpur.

## ECO CLUB / ENERGY CLUB

1. Plantation Drives
2. Cleanliness Drives
3. Poster Making Competition
4. Awareness about how to save energy.

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### ELECTORAL LITERACY CLUB

1. Formation of Executive Committee
2. Celebration of Birth Anniversary of Mahatma Gandhi
3. Celebration of Constitution Day
4. Organised camp for registering new voters.

### N.S.S UNIT

1. Celebration of N.S.S Day
2. Cleanliness Drive
3. Educational Tour
4. Celebration of 'Veer Bal Vikas Diwas'
5. N.S.S. Special Seven Days Camp.

### ROAD SAFETY CLUB

1. Poster Making Competition on Road Safety
2. Slogan Writing Competition on Road Safety
3. Essay Writing Competition on Road Safety
4. Declamation Contest on Road Safety
5. Lecture on Road Safety
6. Rally on Road Safety
7. Installation of Boards in the campus regarding awareness pertaining to Road Safety.

### DISASTER MANAGEMENT CLUB

1. Training on Disaster Risk Reduction and Response Preparedness
2. Awareness Campaign on Safe Construction
3. Mock Drill on Fire Safety
4. Lecture on Fire Safety

## WOMEN GRIEVANCE REDRESSAL CELL

1. A lecture on mindfulness.
2. A seminar on health and hygiene.
3. Sensitization program for girls.
4. A lecture on world mental health day.
5. Documentary shows to students based on relevance of POCSO ACT.

## CULTURAL CLUB

1. Cultural Function 'Harmony'.
2. Rangoli Competitions
3. Mehendi Competitions
4. Celebration of Navratri festival.
5. Celebration of Janmashtmi festival.
6. Celebration of Hindi Dinak.

The meeting ended with vote of thanks.

Following members were present in the meeting

1. Dr. Pardeep Singh ~~BTWF~~
2. Ms. Monica ~~Mhpel~~
3. Mr. Pankaj Katwal - Pankaj Katwal
4. Dr. Vinek Sharma
5. Ms. Sapna ~~Sapna~~
6. Dr. Neha ~~Neha~~
7. Mr. Manoj Kumar ~~Manoj~~
8. Mr. Anil Kapoor ~~Anil~~