Date: 18-05-2017

IQAC meeting was held today for the future planning and development of college for next quarter *i.e.* May – Aug 2017. Agenda of the meeting was to improve physical and ICT infrastructure, to start online admission portal. In this regard following recommendations were made by committee members:

- 1) A new conference hall is proposed which should have at least 60 seating capacity with latest ICT equipments and proper sound system. Conference hall should be well furnished and ultra-model.
- 2) Online admission facility for students should start as a pilot project in the coming session. Special induction training should be given to all students to make them familiar with online admission portal. Help-Desk should be provided in campus to help students. In this regard proper training should be given to clerical staff of the college. There should be a provision of the bank challan for fee deposit with the bank having maximum number of branches in Una district.
- 3) Due focus should be given to make the OSA of the college more active and responsive. In this regard, a new body of OSA should be formed with dynamic office bearers. Special committee should be made which can motivate and enroll more and more members to strengthen the functioning of association.
- 4) ICT infrastructure is the lifeline of an educational institution. To keep pace with current scenario, more steps are needed to be taken viz. installation of digital podiums with visualizers, ceiling projectors and projection screens in the lecture halls.

Principal,

gxttCollegedn Ina

(H.P.) Pin-17-503

Committee members:

1) Puneet Kanwar Mark

2) Sumit Kumar

3) Gaurav Sharma Mark

4) Shashi Kanwar Sharb

5) Devinder Kumar

6) Rakash Pathak M

7) Shashi Kumar

8) Do Sk Chawla-fulle

Date: 25-07-2017

The main agenda of this meeting is to check the ongoing projects which were recommended by the committee in the previous meeting. The observations of the committee are as follows:

- 1) The project of conference hall is under process. The superior quality material has been used in the conference hall and satisfactory work has been done till date.
- 2) College administration has completed online admission for B.A., B.Sc. and B.Com students successfully. It was also observed by the committee that proper induction training was given to students as well as clerical staff for smooth functioning of online admission. Help Desks were also established by the administration to help students. Overall, this project is considered as a success, however there were some lapses in the admission portal which should be rectified in future.
- 3) OSA has been improved and new body is formed by college administration which is an appreciable move. A new committee is formed which is also working very actively to enroll new members with association.

Date: 16-09- 2017

IQAC meeting was held today for the further planning and development of college for next half session i.e. Sept. to March, 2017. IQAC committee members observed that more emphasis should be given to improve academic environment and providing students of final year some facilities which should be career oriented. In this regard, following recommendations are given by committee:

- 1) Coaching classes should be given to final year students of B.A., B.Sc. and B.Com. for the PG entrances exam. In this context the appointment of the teachers from each department should be made on volunteer basis in the vital interest of students.
- 2) Special tutorials should be arranged by the language departments of the college to enhance the communication skills of the students.
- 3) Faculty development programs like conferences, seminars, workshops etc. should be conducted.
- 4) In order to improve physical and mental health of the students, provision of yoga classes should be made. This will help students to cope up with the stressful environment and future challenges of life. Besides, classes on judo, health and hygiene should also be arranged to empower girls for self-defense and disease free life.
- 5) Proper guidance for the outgoing students is very necessary so that they can opt career as per their caliber and potential. In this regard career counseling classes should be organized for outgoing classes.

| should be organized for outgoing classes. | |
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| Committee members | |
| 1) Puneet Prem burn | |
| 2) Sumit Kumar | \mathcal{N} |
| 3) Gaurav Sharma | Principal 16 9.2017 |
| 4) Shashi Kanwar - Shu | Govt. College Una Jna |
| 5) Devinter Kuman | (H.P.) Pin-1', |
| 6) Rakesh Pathale-N | |
| 7) Shobit Kumar - Addres | |
| 8) Dr. SK Chawla- Morning | |
| 9) Sh. Rajeer Mehta- Muchl | |
| 10) Ashwani Kumar - | |

Dated: 20-03-2018

The agenda of this meeting was to give details of the work which were recommended by the committee in the previous meeting held on 16-09-2017. The detail record of all activities has been maintained by the committee in activity file. The observations of the committee are as follows:

- 1) As per recommendations, coaching classes of final year students were conducted successfully by the teachers of various departments. The details of the classes are as follows:
 - (a) **Zoology department:** Classes were conducted by Sh Harvinder singh, Assistant professor of Zoology, for the preparation of M.Sc Zoology Entrance exam.
 - (b) Mathematics Department: Two classes per week have been taken by Sh Gaurav Sharma, Assistant Professor of Mathematics, to prepare students for M.Sc entrance exam of IIT JAM/JEST and other exams. Near About 27 students benefited from these classes.
 - (c) Physics Department: Sh Sumit Kumar, Assistant professor of Physics, have taken the coaching classes voluntarily to guide students for IIT JAM/JEST and other M.Sc Physics entrance exams. More than 25 students participated in these classes.
- 2) In order to improve the communication skills, department of English gave special training to students and large number of students benefitted from these classes.
- 3) One day ICSSR sponsored National conference was organized successfully by the department of geography on 10 March, 2018. The theme of the conference was "Integrated Concerns in Himalayan Region". Prominent speakers from different Indian universities and colleges have participated in this conference.
- 4) As per recommendations, yoga classes were also conducted by Smt. Shashi Kanwar, Associate professor of Botany, in which more than 30 students participated. Besides that special health awareness session was also conducted by Ms Kiran Kumari, Assistant Professor of Zoology.
- The work of the conference hall has been completed and one day conference was scheduled at the new conference hall. Key Speakers from other colleges and universities really appreciated the quality of work done by college administration in new conference hall.