

IQAC Meeting

Dated: 11-02- 2019

Today IQAC meeting was held in which main agenda was to prepare the AQAR of the college for the session 2018-19 which will be submitted in may 2019. In this meeting AQAR format was presented before the committee. All the points in the AQAR form were discussed one by one in order to complete all the formalities and documentation required. In particular PART A was discussed and duties were allocated to complete this section of the AQAR form. Following duties were allocated to all the members:

- 1) Point no 4 of Part A will be given to Prof. Gaurav to take necessary action.
- 2) Point no 7 of Part A will be prepared by Prof. Ashwini for the further action.
- 3) Point no 12 of Part A will be completed by Prof. Sumit.
- 4) Information for Point no 1, 2, 5, 6, 8 will be provided by Pawan (office clerk) to the committee.



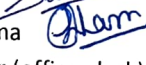
It is also decided by the committee that the work allocated above will be completed till the next meeting which will be held on 21-02-2019.

IQAC Coordinator

Mr. Satdev Bhardwaj



Committee Members:

- 1) Dr. Ashwini Kumar 
- 2) Mr. Sumit Kumar 
- 3) Mr. Gaurav Sharma 
- 4) Mr. Pawan Kumar (office clerk)

 Principal

Govt College Una.
Principal,
Govt. College Una
(H.P.) Pin-171 103

IQAC Meeting

Dated: 21-02- 2019

The agenda of this meeting was to give details of the work which was allocated to all the members in the last meeting. All the points were discussed and some suggestions were added to the report. In this meeting feedback form were presented by Dr Ashwini before the committee. In this feedback form, four different formats are prepared:

- 1) Student annual feedback for institute(in general)
- 2) Student feedback form for the Teacher
- 3) Student feedback form for the Administration.
- 4) Student feedback form for outgoing class.

Following points were suggested by the committee members:

- 1) Student detail will be kept confidential on the feedback form for the teachers. All the details of the students will be omitted from the Teacher Feedback form.
- 2) The language of the form should be easy so that each student can understand the form completely before filling the form.
- 3) 20 students will be selected from each class and where the number of students are less than 20 all students will be considered for the feedback provided the attendance of such students should be minimum 75 %.
- 4) All the committee members will personally visit each class and will be present during the filling of feedback form.
- 5) Classes will be selected randomly for the feedback of students.
- 6) Feedback process will start from 25-02-2019 onwards.

Following duties has been allocated further to complete the Part B section of AQAR form:

- 1) Point no 1: **Curricular aspect** is allocated to Dr. Ashwini for necessary action.
- 2) Point no 2 : **TEACHING-LEARNING AND EVALUATION** is allocated to Mr. Gaurav for necessary action.
- 3) Point no 3: **RESEARCH, INNOVATIONS AND EXTENSION** is allocated to Mr. Sumit for necessary action.

It is also decided by the committee that the work allocated above will be completed till the next meeting which will be held on 01-03-2019.

IQAC Coordinator
Satish Bhardwaj

Committee Members:

- 1) Ashwini Kumar
- 2) Sumit Kumar
- 3) Gaurav Sharma
- 4) Pawan Kumar (office clerk)

Principal
21-02-19
Govt College Una.

IQAC Meeting

Dated: 01-03 – 2019

The agenda of this meeting was to give details of the work which was allocated to all the members in the last meeting regarding AQAR report. The work which was allocated to all the committee members was thoroughly discussed and some suggestions were made. Since allocated work was not completed due to some other academic assignment and limited time, it was decided to give more time for the completion of work. It was also decided that the work will be completed till the next meeting. It is also reported by the members that 50 % of the feedback has been taken from the students and remaining 50 % will be taken before next meeting. Some of the points were suggested by committee members regarding Final examination starting in the month of April, 2019:




Following points were suggested by the committee members:

- 1) Special meditation session is suggested in order to reduce the exam stress of the students. There should be at least two sessions per week. The day and time should be fixed so that interested student can join at their own convenience. Time should be either before 9:30 AM or after 2:50 PM. The session should be for at least half an hour.
- 2) A Generator set should be purchased and installed in the library block for the smooth conduct of exam. Purchase should be done before the commencement of the exam.

It is also decided by the committee that the work allocated above will be completed till the next meeting which will be held on 12-04-2019.


IQAC Coordinator
Satdev Bhardwaj

Committee Members:

- 1) Ashwini Kumar 
- 2) Sumit Kumar 
- 3) Gaurav Sharma 
- 4) Pawan Kumar (office clerk)


Principal 01.03.19
Govt College Una.