

## Notice

Dated: 25<sup>th</sup> July, 2022

A meeting of IQAC will be held on 26<sup>th</sup> July, 2022 in the office of the Principal at 1200 (Noon) in context with the preparation of AQAR 2021-22. All the concerned to note:-

1. Prof. Sumiksha
2. Prof. Ashwani Patel
3. Prof. Ashwani Kumar
4. Prof. Shaveta Sharma
5. Prof. Raman Kumar
6. Prof. Devinder Kumar
7. Prof. Karan Kumar
8. Sh. Pawan Kumar, JOA-IT
9. Smt. Anita Devi, Clerk
10. Sh. Amit Kumar, Clerk
11. Smt. Kavita Sharma, Clerk

*Date*  
25-7-22  
Principal

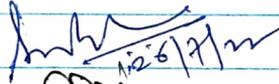
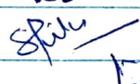
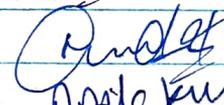
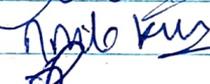
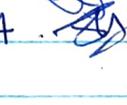
Govt. College Una (HP)  
Govt. College, Una  
(H.P.) Pin-174303

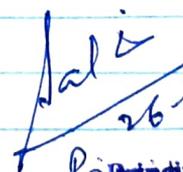


\* It was unanimously proposed to hold weekly meetings of the committee for few consecutive weeks to monitor the progress of ongoing task.

The above recommendations / proposals are put forward to the worthy Chairperson for kind approval and consideration.

Following members of the re-constituted committee attended the meeting -

- 1.) Prof. - Sumiksha 
- 2.) Prof. Ashwari Patel 
- 3.) Prof. Ashwari Kumar 
- 4.) Prof. Sharata Sharma 
- 5.) Prof. Raman Jaswal 
- 6.) Prof. Derender Kumar 
- 7.) Prof. Amita Saini 
- 8.) Prof. karan kumar 
- 9.) Smt. Meena Soni, Librarian 
- 10.) Sh. Pawan kumar (JOAIT) 
- 11.) Smt. Anita kumari - Clerk, BBA 
- 12.) Sh. Amit kumar, clerk MCA 
- 13.) Smt. kavita Sharma, Clerk MBA 

  
26-7-22

Principal,  
Govt. College, Una  
(H.P.) Pin-174308 Bhardwaj

## Minutes of meeting IQAC

Govt College Una

Date:- 23/08/2022

(HP) 174303

Time:- 2:30 PM

A meeting of the IQAC was held on 23/08/2022 at 2:30 PM in the college conference hall Under the chairmanship of Convenor, Dr Sumeeksha. The following points were discussed in the meeting:-

1. Review of the previous IQAC meeting held on 26/07/2022 was taken by the convener.
2. It was recommended that emails will be checked regularly so that all the required documents may be downloaded and hard copies will be kept in a separate file to maintain the records.
3. Student satisfaction Survey Questionnaire has to be developed on priority basis. It was recommended that it should be circulated among the students as soon as possible.
4. All the criterion of IQAC performa was discussed in detail.
5. It was decided unanimously that next meeting of IQAC shall be scheduled in the first week of September 2022 to review the progress.
6. It was also recommended that a notice shall be circulated among the teachers to gather the information of pass out students.

Committee Members:-

1. Prof. Sumiksha
2. Prof. Ashwani Patel
3. Prof. Ashwani Kumar
4. Prof. Shveta Sharma
5. Prof. Raman Kumar
6. Prof. Devider Kumar
7. Prof. Anita Kumari
8. Prof. Karan Kumar
9. Smt. Meena Soni, Librarian
10. Sh. Pawan Kumar, JOA-IT
11. Smt. Anita Kumari, Clerk BBA
12. Sh. Amit Kumar, Clerk MCA
13. Smt. Kavita Sharma, Clerk MBA

Principal

Govt. College Una  
Govt. College, Una  
(H.P.) Pin-174303

Govt. P. G College Una H.P. 174303

### Proceeding of IQAC Meeting

*A meeting of Internal Quality Assurance Cell (IQAC) was held on 7<sup>th</sup> Sep, 2022 at 2:30 PM in the conference room under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev*

#### The agenda of the meeting:

1. Review of the previous meeting and action taken report
2. Submission of AQAR for the year 2021-22
3. Preparation of SSR for reaccreditation
4. Submission of IIQA
5. Analysis of feedback (Student, Alumni, Teachers) obtained in the previous session 2021-22 and regarding the action to be taken for improvement.
6. Regarding preparation of detailed Programme Outcomes, Programme specific outcomes and Course Outcomes
7. Formation of Mentor Mentee groups and conduct of Mentor-Mentee meetings.

#### Action taken for previous meeting on 23/08/2022

- ❖ Prof Samiksha gave an account of the minutes of previous meeting of IQAC held on 23/08/2022 and actions taken. She told that student satisfaction survey has not yet been carried out. The student progression google form has been circulated to the passed-out students to gather information regarding progression of students to higher studies.

#### Minutes of meeting: -

- ❖ First of all, the IQAC coordinator Prof. Darshan Kumar welcomed the chair person and all the members present in the meeting and informed all that the reaccreditation of the college was valid up to May 2021 and it is the need of the hour that we should get reaccreditation as soon as possible. The current session is very important as we have to get reaccreditation from NAAC. For that all of us have to work very hard.
- ❖ The coordinator then took feedback from all the members, appointed as in charges for various criteria of AQAR in the previous meeting, regarding their preparations for submission of AQAR for the year 2021-22.
- ❖ Further the coordinator told all the members that the data in both hard copy and soft copy formats must be ready by 30<sup>th</sup> Sep, 2022, so that the AQAR for the year 2021-22 may be submitted in the first week of October thereafter the process of preparing SSR would be started. The efforts would be made to prepare SSR before we apply for IIQA as the time will be limited for the submission of SSR after acceptance of application for IIQA by NAAC.
- ❖ All the members were of the view that some more members should be attached to them for all the seven criteria of AQAR so that the task of submission of AQAR and Preparation of SSR could be completed well in time.
- ❖ Prof. Samiksha offered herself to be the in charge of criterion IV. She will take the help of Mr. Pawan Kumar JOA-IT.
- ❖ It was decided that more clubs and societies will be formed in the college and each club or society would be asked to conduct at least one major activity in a year and will maintain a register of activity along with all pertaining record such as newspaper clips, attendance of

students present and geotagged photographs. The club will prepare a report of activities conducted which should be countersigned by the principal.

- ❖ Further it was decided that the NCC, NSS & Rovers and Rangers units would be asked to conduct more extension activities for the benefit of the society. The NAAC gives more weightage to the extension activities rather than the activities organized in our own campus.
- ❖ Since feedbacks for the session 2021-22 from various stockholders has not been taken yet so It was decided that the student feedback, teachers' feedback, parents feedback and alumni feedback for the session 2021-22 must be taken and analyzed
- ❖ It was also decided to prepare detailed Programme outcomes, Programme specific outcomes and Course outcomes and to upload them on the college website.
- ❖ It was also decided to prepare Mentor-Mentee groups on priority so that the Mentor Mentee meetings may be started.

The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Dr. Sumiksha, Member 
- 3) Dr. Ashwini Patel, Member 
- 4) Dr. Ashwini Kumar, Member 
- 5) Sh. Shweta Sharma, Member 
- 6) Mr. Raman Kumar, Member 
- 7) Mr. Devender Kumar, Member 

- 8) Ms. Anita Saini, Member 
- 9) Mr. Karan Kumar, Member 
- 10) Mrs. Meena Soni (Librarian), Member 
- 11) Mr. Pawan Kumar JOA(IT), Member 
- 12) Mrs. Anita Kumari, Clerk BBA 
- 13) Mr. Amit Kumar Clerk MCA 

  
IQAC Coordinator

  
Principal and Chairperson IQAC  
Principal,  
Govt. College Una  
(H.P.) Pin-171003

## Action taken for previous meeting on 07/09/2022

- ❖ The documents needed for submission of AQAR could not be prepared so the submission of AQAR was postponed
- ❖ NAAC committees for all the seven criteria and Extended profile were constituted so that the submission of AQAR and preparation of SSR could be speeded up. All the NAAC committees given necessary instructions regarding the same
- ❖ 19 Clubs and Societies constituted and all the heads of these clubs given necessary directions for their functioning and to maintain the necessary record and documents.
- ❖ All the NCC, NSS, Rovers and Rangers in charges given necessary instructions to carry out extension activities for the benefit of the society as NAAC gives more weightage for that.
- ❖ The feedback from all the stakeholders like students, teachers, parents and alumni taken and analyzed. The detailed report will be uploaded on website soon. The required action will be taken to inform the concerned authorities.
- ❖ The student satisfaction Survey from previous students carried out. The detailed analysis done and the report will be uploaded on the college website.
- ❖ Programme outcomes, Programme specific outcomes and course outcomes document prepared and will be uploaded on the website.
- ❖ Prepared Mentor Mentee groups of the students and the necessary instructions given to all the mentors to conduct mentor mentee meetings.

### Signatures of Committee members present:

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Dr. Sumiksha, Member 
- 3) Dr. Ashwini Patel, Member 
- 4) Dr. Suresh Kumar, Member 
- 5) Sh. Sumit Kumar, Member 
- 6) Dr. Shveta Sharma, Member 
- 7) Dr. Raman Kumar, Member 
- 8) Mr. Karan Kumar, Member 
- 9) Mrs. Meena Soni (Librarian), Member 
- 10) Sh. Rakesh Kumar Pathak, Sen. Adm. Officer 
- 11) Mr, Pawan Kumar JOA(IT), Member 
- 12) Mrs. Anita Kumari, Clerk BBA 
- 13) Mr. Amit Kumar Clerk MCA 

  
Principal,  
Govt. College. Una  
(H.P.) Pin-171003

## **Proceeding of IQAC Meeting**

***A meeting of Internal Quality Assurance Cell (IQAC) was held on 29<sup>th</sup> Sep, 2022 at 2:00 PM in the conference room under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev***

### **The agenda of the meeting:**

- 1. Review of the previous meeting and action taken report**
- 2. Presentations of all the incharges of various criteria for Submission of AQAR 2021-22**
- 3. To organize a cleanliness drive under Swachh Bharat Abhiyan 2.0**
- 4. Conduct of induction program for fresh 1<sup>st</sup> sem MCA students and conduct of workshop on IoT for the BCA/B.Sc. CS/MCA students**
- 5. Conduct of live project for MBA students**
- 6. To organise activities on electoral literacy of the students**
- 7. To purchase three seater public seating chairs and sports equipments for physical education department.**

### **Minutes of the meeting: -**

- ❖ First of all, the IQAC coordinator Prof. Darshan Kumar welcomed the chairperson and all the members present in the meeting
- ❖ Then the coordinator told the house that due to the transfer of two members (Dr. Ashwini Kumar & Prof. Devinder Kumar), the IQAC has been reconstituted and he welcomed the new members Dr. Suresh Kumar in place of Dr. Ashwini Kumar and Prof. Sumit Kumar in place of Prof. Devinder Kumar as members of IQAC. He also welcomed other newly inducted members Dr. Bhagwan Dass, Dr. K.K. Pandey, Sh. Rakesh Pathak, Sh. Beant Singh (Society) and Dr. Parmel Singh (Alumni)
- ❖ The coordinator then asked all the criterion conveners to make presentations regarding their preparation for the submission of AQAR for the year 2021-22.
- ❖ After the presentations, it was found that some of the documents needed for AQAR submission have not been procured and more time is needed to prepare the documents. Accordingly, it was decided to give two weeks' time to prepare all the documents and collect all the relevant data for the submission of AQAR.
- ❖ Dr. Bhagwan Dass was asked to prepare an extended profile of the college and institute's preparedness for the implementation of NEP-2020
- ❖ Dr. K.K. Pandey was made the convener of the Compilation Committee for all the relevant data for AQAR and SSR in soft as well as hard copy formats.
- ❖ It was decided to ask NSS and NCC units to collaborate with Nehru Yuva Kendra to organize a cleanliness drive in the college and nearby areas under Swachh Bharat Abhiyan to spread a message of the importance of cleanliness in the society.
- ❖ It was decided in the meeting that a workshop on IoT must be organized in the college for the students of BCA/B.Sc.(CS)/MCA students. The MCA department will be asked to

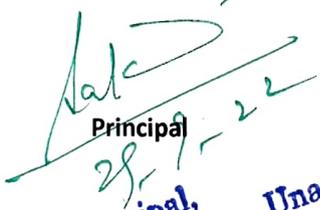
organize this workshop. The department will also be asked to organize an orientation program for fresh MCA students.

- ❖ It was decided to organize activities through the Electoral literacy club of the college for making youth aware of the importance of participation in the election process as voters for a stronger democracy.
- ❖ The need for the installation of three-seater public seating chairs was discussed and it was decided to purchase ten such chairs. It was also decided to purchase sports equipment for the physical education department.
- ❖ The action taken report for the previous meeting was presented and approved.

The meeting ended with a vote of thanks to the chair

**The meeting was attended by the following members: -**

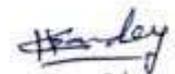
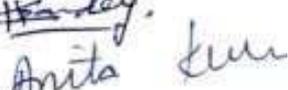
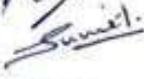
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|---|---|
| 1) Sh. Darshan Kumar (IQAC Coordinator)  | 10) Mrs. Anita Saini, Member             |
| 2) Dr. Sumiksha, Member                  | 11) Mr. Karan Kumar, Member              |
| 3) Dr. Ashwini Patel, Member             | 12) Mrs. Meena Soni (Librarian), Member  |
| 4) Dr. Suresh Kumar, Member              | 13) Mr. Rakesh Pathak (Superintendent) Sen.<br>Administrative Officer   |
| 5) Sh. Sumit Kumar, Member              | 14) Mr, Pawan Kumar JOA(IT), Member    |
| 6) Dr. Shveta Sharma, Member           | 15) Mrs. Anita Kumari, Clerk BBA       |
| 7) Dr. Raman Kumar, Member             |   |
| 8) Dr. Bhagwan Dass, Member            |   |
| 9) Dr. K.K.Pandey, Member              |   |

  
Principal  
28-9-22  
Principal,  
Govt. College, Una  
(H.P.) Pin-174303

## Action taken for the previous meeting on 29/09/2022

- ❖ As most of the faculty members including office staff were put on election duty, the AQAR could not be submitted.
- ❖ A Cleanliness drive was organized in the college on 19<sup>th</sup> October 2022 through NSS, NCC, and R&R in collaboration with Nehru Yuva Kendra Una. The volunteers collected about 35 Kg of plastic and other waste from the college campus and the nearby areas.
- ❖ In collaboration with the electoral department, the college organized an activity on 15<sup>th</sup> October 2023 in which the students made a human chain to make a map of Himachal Pradesh. The district election officer then addressed the students regarding the importance of the participation of youth in the election process to make India a stronger democracy. A quiz competition was also organized on 11<sup>th</sup> Oct. 2022 in which SDM Una Dr. Nidhi Patel was the chief guest. A demo EVM & VVPAT assembly was also given to the students. A voter's registration camp was organized on 6<sup>th</sup> Oct. 2022 for the registration of students who have attained the age of 18 years.
- ❖ A two weeks technical work shop was organized on IOT from 10<sup>th</sup> Oct. 2022 to 22<sup>nd</sup> Oct. 2022 in collaboration with MCA department.
- ❖ Live project Him Gau Utpad was organized in collaboration with MBA department from 1<sup>st</sup> Oct. 2022 to 24<sup>th</sup> Oct. 2022.
- ❖ 10 public seating chairs ordered through GeM. Various sports equipment like Handballs, Basketballs, Badminton rackets, Hockey sticks & balls, Footballs, Cricket balls, Volleyballs, Boxing gloves, Cricket bats etc. ordered through GeM.

### Signatures of Committee members present:

- |   |   |   |   |
|---|---|---|---|
| 1) Sh. Darshan Kumar (IQAC Coordinator) |  | 9) Dr. K.K.Pandey, Member   |  |
| 2) Dr. Sumiksha, Member                 |  | 10) Mrs. Anita Saini, Member  |  |
| 3) Dr. Ashwini Patel, Member            |  | 11) Mr. Karan Kumar, Member   |  |
| 4) Dr. Suresh Kumar, Member             |  | 12) Mrs. Meena Soni (Librarian), Member                               |  |
| 5) Sh. Sumit Kumar, Member              |  | 13) Mr. Rakesh Pathak (Superintendent) Sen.<br>Administrative Officer |   |
| 6) Dr. Shveta Sharma, Member            |  | 14) Mr. Pawan Kumar JOA(IT), Member                                   |  |
| 7) Dr. Raman Kumar, Member              |  | 15) Mrs. Anita Kumari, Clerk BBA                                      |  |
| 8) Dr. Bhagwan Dass, Member             |  | 16) SH. MANOJ KUMAR, PTA PRESIDENT                                    |  |

  
Principal,  
Govt. College, Una  
(H.P.) Pin-174308

## **Proceeding of IQAC Meeting**

***A meeting of Internal Quality Assurance Cell (IQAC) was held on 21<sup>st</sup> October, 2022 at 2:00 PM in the conference room under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev***

### **The agenda of the meeting:**

- 1. Review of the previous meeting and action taken report**
- 2. Submission of AQAR 2021-22 & Preparation of SSR**
- 3. Regarding the conduct of seminars, Conference, or workshops during the current year**
- 4. Regarding the intercollege Badminton Championship to be organized by the college**
- 5. To conduct career counseling sessions for the students**
- 6. To celebrate National Constitution Day, National Mathematics Day & National Pollution Control Day**
- 7. To conduct activities for road safety awareness of the students**
- 8. To purchase counter chairs & office chairs for B.Voc. department.**

### **Minutes of the meeting: -**

- ❖ First of all, the IQAC coordinator welcomed the chairperson and all the members, present in the meeting
- ❖ Submission of AQAR 2021-22 and preparation of SSR for reaccreditation was discussed. As major portion of the college was occupied by the election department & most of the teaching and non-teaching staff was put on election duty, the procurement of data was hampered so the submission of AQAR got delayed further. However, all the criteria incharges were asked to prepare AQAR without any further delay so that preparation of SSR may be started.

The following decisions were taken

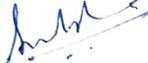
- ❖ National-level conference would be organized by December this year.
- ❖ Career counseling sessions for the students will be organized
- ❖ Activity for the road safety awareness of students would be organized through Road Safety Club of the college
- ❖ National Mathematics Day, National constitution day & National pollution control day would be celebrated.

- ❖ As per the sports calendar, inter college Badminton Championship (Men) would be organized from 17<sup>th</sup> to 19 Nov, 2022. It was decided that Director of Higher Education, Dr. Amarjeet Sharma would be the chief guest during opening ceremony and Mr. Anshul Dhiman, Joint Director industries would be the Chief Guest during closing ceremony of the championship.
- ❖ The action taken report for the previous meeting was presented and approved.

The meeting ended with a vote of thanks to the chair

The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator) 

2) Dr. Sumiksha, Member 

3) Dr. Ashwini Patel, Member

4) Dr. Suresh Kumar, Member 

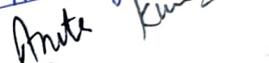
5) Sh. Sumit Kumar, Member 

6) Dr. Shveta Sharma, Member

7) Dr. Raman Kumar, Member 

8) Dr. Bhagwan Dass, Member 

9) Dr. K.K.Pandey, Member 

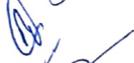
10) Mrs. Anita Saini, Member 

11) Mr. Karan Kumar, Member 

12) Mrs. Meena Soni (Librarian), Member 

13) Mr. Rakesh Pathak (Superintendent) Sen.  
Administrative Officer

14) Mr. Pawan Kumar JOA(IT), Member 

15) Mrs. Anita Kumari, Clerk BBA 

16) Sh. Manoj Kumar PTA President 

  
Principal

1-10-22  
Principal,  
Govt. College, Una  
(S.P.) Pin-174308

## Action taken for previous meeting on 21/10/2022

- ❖ English department organized an online two days international conference on "Exploring digital humanities, Challenges & Opportunities" in collaboration with Madan Mohan Malviya Technical University Gorakh Pur U.P. & the Achievers Foundation for English Studies (TAFES) on 10-11<sup>th</sup> December 2022. More than 250 participants from India and 5 other countries participated in this conference.
- ❖ Career counseling session for recruitment in Air Force as Agni veers was organized in the college on 22<sup>nd</sup> Nov, 2022 in which about 120 students participated. Warrant Officer Subhash Sahoo & Sargent Santosh Kumar from Airmen Selection Centre Ambala, delivered a talk about the selection process as Agni veers in the air force.
- ❖ A Poster Making competition was organized through Road safety cub of the college to spread road safety awareness among the students on 28<sup>th</sup> Dec. 2022.
- ❖ Mathematics Day was celebrated on 22<sup>nd</sup> Dec. 2022 by the Mathematics Club of the College.
- ❖ National Constitution Day was celebrated on 26<sup>th</sup> Nov. 2022
- ❖ National Pollution Control Day was celebrated on 1<sup>st</sup> December, 2022.
- ❖ 3 counter chairs & 9 office chairs were ordered for B.Voc. department through GeM.

### Signatures of Committee members present:

1) Sh. Darshan Kumar (IQAC Coordinator) 

2) Dr. Sumiksha, Member 

3) Dr. Ashwini Patel, Member 

4) Dr. Suresh Kumar, Member 

5) Sh. Sumit Kumar, Member 

6) Dr. Shveta Sharma, Member 

7) Dr. Raman Kumar, Member 

8) Dr. Bhagwan Dass, Member 

9) Dr. K.K.Pandey, Member 

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11) Mr. Karan Kumar, Member 

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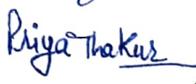
13) Mr. Rakesh Pathak (Superintendent)

Sen. Administrative Officer

14) Mr, Pawan Kumar JOA(IT), Member 

15) Mrs. Anita Kumari, Clerk BBA 

16) Sh. Manoj Kumar PTA President 

17) Priya Thakur, CSCA President 

  
Principal,  
Govt. College, Una  
(U.P.) Pin-174303

## Proceeding of IQAC Meeting

**A meeting of Internal Quality Assurance Cell (IQAC) was held on 7<sup>th</sup> Feb, 2023 at 3:00 PM in the conference room under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### The agenda of the meeting:

1. Review of the previous meeting and action taken report
2. Submission of AQAR 2021-22 & Preparation of SSR
3. To organize annual athletic meet and Annual Prize Distribution Function.
4. Regarding the Celebration of National Science Day.
5. To conduct career counseling sessions for the students
6. To purchase computer tables for the library
7. To purchase furniture from GeM for the departments of English, political Science and Journalism.

### Minutes of the meeting: -

- ❖ First, the IQAC coordinator welcomed the chairperson and all the members, present in the meeting
- ❖ Submission of AQAR 2021-22 and preparation of SSR for reaccreditation was discussed. As AQAR could not be submitted till date so it was decided to submit AQAR by 28<sup>th</sup> Feb. 2023.
- ❖ It was decided to organize annual athletic meet on 16<sup>th</sup> Feb. 2023 & Annual Prize distribution Function on 21<sup>st</sup> Feb. 2023. It was also decided that Deputy Chief Minister Sh. Mukesh Agnihotri would be the Chief Guest for Annual Prize Distribution Function.
- ❖ It was decided that National Science Day would be celebrated on 28<sup>th</sup> Feb. 2023 and on this occasion activities like Science Quiz, Essay writing competition etc. would be organized.
- ❖ It was decided to organize more career counseling sessions for the students.
- ❖ Seven computers were purchased for the digital section of library from Uttkrishtha Mahavidyalaya Yojna Fund. It was decided to purchase seven computer tables for these computers through GeM.
- ❖ It was also decided to purchase five office chairs, one revolving chair & one executive table for the English department, and one revolving chair for each of the political Science and Journalism departments.
- ❖ The action taken report for the previous meeting was presented and approved.

The meeting ended with a vote of thanks to the chair

### The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator)

2) Dr. Sumiksha, Member

3) Dr. Ashwini Patel, Member

4) Dr. Suresh Kumar, Member

5) Sh. Sumit Kumar, Member

6) Dr. Shveta Sharma, Member

7) Dr. Raman Kumar, Member

8) Dr. Bhagwan Dass, Member

*[Handwritten signatures of Darshan Kumar, Sumiksha, Ashwini Patel, and Suresh Kumar]*

*[Handwritten signatures of Sumit Kumar, Shveta Sharma, Raman Kumar, and Bhagwan Dass]*

9) Dr. K.K.Pandey, Member 

10) Mrs. Anita Saini, Member 

11) Mr. Karan Kumar, Member 

12) Mrs. Meena Soni (Librarian), Member 

13) Mr. Rakesh Pathak (Superintendent)

Sen. Administrative Officer

14) Mr, Pawan Kumar JOA(IT), Member 

15) Mrs. Anita Kumari, Clerk BBA 

16) Sh. Manoj Kumar PTA President 

17) Priya Thakur, CSCA President 

  
Principal  
Govt. College, Una  
(H.P.) Pin-174308

## Action taken for the previous meeting on 7/2/2023

- ❖ AQAR 2021-22 submitted on 28<sup>th</sup> Feb. 2023.
- ❖ Annual athletic meet organized on 16<sup>th</sup> Feb. 2023 in which Dr. Trilok Chand, (Principal retired) was the Chief Guest.
- ❖ Annual Prize Distribution Function organized on 21<sup>st</sup> Feb. 2023. Deputy Chief Minister Sh. Mukesh Agnihotri was the Chief Guest to grace the occasion.
- ❖ National Science Day celebrated by the Science Society of the college on 28<sup>th</sup> Feb. 2023. An essay writing competition, Science Quiz, and PowerPoint presentation contest were organized on the occasion.
- ❖ Career counseling session was organized for the students on 3-03-2023. Counselors from Chitkara University guided the students about their future career prospects.
- ❖ Placed purchase order for seven computer tables through GeM for library.
- ❖ Placed purchase order for one executive table, five office chairs, and three revolving chairs through GeM

### Signatures of Committee members present:

1) Sh. Darshan Kumar (IQAC  
Coordinator)

2) Dr. Sumiksha, Member

3) Dr. Ashwini Patel, Member

4) Dr. Suresh Kumar, Member

5) Sh. Sumit Kumar, Member

6) Dr. Shveta Sharma, Member

7) Dr. Bhagwan Dass, Member

8) Dr. K.K.Pandey, Member

9) Dr. Madan Lal, Member

10) Mr. Karan Kumar, Member

11) Mrs. Anita Saini, Member

12) Mrs. Meena Soni (Librarian),  
Member

13) Mrs. Suman Kumari  
(Superintendent G-1)  
Sen. Administrative Officer

14) Mr. Pawan Kumar JOA(IT),  
Member

15) Mrs. Anita Kumari, Clerk BBA

16) Sh. Manoj Kumar PTA President

17) Miss Priya Thakur, CSCA President

Principal

Principal  
Chitkara College of Education  
(B.P.) Ph. 27/2/2023

## **Proceeding of IQAC Meeting**

**A meeting of Internal Quality Assurance Cell (IQAC) was held on 3<sup>rd</sup> March, 2023 at 2:00 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### **The agenda of the meeting:**

1. Review of the previous meeting and action taken report
2. Regarding the preparation of SSR
3. To carry out the Green Audit and Energy Audit of the college.
4. Meeting of the Alumni Association of the college
5. Need for updating the college website on a regular basis
6. To organize a Faculty Development programme for teaching and non-teaching staff of the college.
7. To conduct career counseling sessions & placement drives for the students & to sign MoUs with companies for career counseling and placement of students
8. To conduct Seminar on NEP2020
9. To conduct activities on road safety and voter registration awareness of the students.
10. To organize activities by various clubs of the college
11. To celebrate World Consumer Rights Day, Shaheedi Divas & World Water Day

### **Minutes of the meeting: -**

- ❖ First, the IQAC coordinator welcomed the chairperson and all the members, present in the meeting
- ❖ All the members of IQAC believed that SSR should be prepared as soon as possible as we are already late for reaccreditation of the college from NAAC. The members suggested that separate meetings with all the NAAC committees, already formed for different criteria, must be convened so that the preparation of SSR could be speeded up.
- ❖ It was decided to form committees for carrying out Green Audit, Energy Audit & Academic Audit of the college. Committees will be directed to accomplish the task by April end.
- ❖ It was decided to constitute a committee in order to revive/reconstitute the Alumni Association of the college.
- ❖ All the members were of the view that there is a need of updating the college website on a regular basis. It was decided to hold a meeting with the website update committee and give the necessary instructions regarding it.
- ❖ It was also noticed by the IQAC committee that there is a need of updating the knowledge of both the teaching and non-teaching staff of the college about ICT. A decision was taken to organize Faculty Development Programme on ICT. The faculty of the B. Sc. (IT) and MCA departments will be entrusted with this responsibility.
- ❖ It was decided that a seminar would be organized in the college to make faculty members aware of the NEP2020 which is going to be implemented soon.

  
Principal-cum-Chairperson  
IQAC  
03/03/2023

- ❖ It was also decided to organize a declamation contest on road safety awareness and a management fest.
- ❖ The Red Ribbon Club, Economics Club and red cross Society will be asked to organize activities in the college.
- ❖ It was agreed to celebrate World Consumer Rights Day. It was decided that the Patriotic Club & Environment Clubs of the college will organize activities to celebrate Shaheedi Divas & World Water Day respectively.
- ❖ It was decided to make efforts for signing MoU with companies for career counseling and placement of the students.
- ❖ The action taken report for the previous meeting was presented and approved.

The meeting ended with a vote of thanks to the chair

The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator)

2) Dr. Sumiksha, Member

3) Dr. Ashwini Patel, Member

4) Dr. Suresh Kumar, Member

5) Sh. Sumit Kumar, Member

6) Dr. Shveta Sharma, Member

7) Dr. Bhagwan Dass, Member

8) Dr. K.K.Pandey, Member

9) Dr. Madan Lal, Member

10) Mr. Karan Kumar, Member

11) Mrs. Anita Saini, Member

12) Mrs. Meena Soni (Librarian), Member

13) Mrs. Suman Kumari (Superintendent G-1)

Sen. Administrative Officer

14) Mr. Pawan Kumar JOA(IT), Member

15) Mrs. Anita Kumari, Clerk BBA

16) Sh. Manoj Kumar PTA President

17) Priya Thakur, CSCA President

Principal  
Govt. College, Dera  
(G.P.) No-174007

## Action taken for the previous meeting on 03/03/2023

- ❖ Meetings with all the NAAC committees were conducted to speed up the preparation of SSR
- ❖ Committees for the conduct of Green Audit, Energy Audit & Academic Audit constituted.
- ❖ Committee for reconstitution/revival of the Alumni Association of the college constituted.
- ❖ A seminar on NEP was organized on 9<sup>th</sup> March 2023 in which Prof. Kuldip Katoch & Prof. Chaman Banga from HP University were invited as Resource persons. 34 officials from the college attended the seminar. Principals from nearby colleges GC Beeton, GC Chowki Maniar, GC Amb, GC Daulatpur Chowk, GC Khad, GC Kotla Khurd & GC Haroli also attended the seminar.
- ❖ Declamation contest was organized on road safety awareness of the students on 7<sup>th</sup> March 2023 and an awareness camp was organized on 17/4/2023 on voter registration by Electoral literacy club.
- ❖ A career counseling session was organized for the students regarding recruitment as Agniveers on 6<sup>th</sup> March 2023.
- ❖ MoU signed by MCA department with Space Window Pvt. Limited Mohali for the session 2023-25. The firm will organize seminars/Workshops for the students. The firm will also organize industrial trips for the students during the year.
- ❖ Management fest was organized by the Management Club of the college on 14<sup>th</sup> March 2023. In this fest, Poster making competition and Declamation contests were organized.
- ❖ Red Ribbon Club, Red Cross Club & Women Cell of the college organized Poster making competition, Poetry contest, Slogan writing competition, and Nukad Natak for awareness of the students about blood donation, Cleanliness, Tuberculosis, Common health issues faced by women, Aids & drug addiction on 13<sup>th</sup> March 2023. CMO Una Dr. Manju Behal was invited as Chief Guest & Dr. Ajay Attri, District Aids Control Officer was the special Guest.
- ❖ The World Consumer Rights Day was celebrated on 15<sup>th</sup> March, 2023 in which Sh. Darshan Kumar & Dr. Balwinder Singh Rana delivered expert talks on consumer Protection rights to the students.
- ❖ Shaheedi Divas was celebrated through the Patriotic Club of the college in which activities like Rakhi-making contest, Greeting Cards making contests and Solo song competition were organized. HP Girls Battalion Commanding Officer Col. Sanjay Shandilya was invited as Chief Guest.
- ❖ World Water Day was celebrated through the Eco Club of the college in which a declamation contest was organized.
- ❖ The economics club of the college organized an event named ECO VISION 23 on 25<sup>th</sup> March 2023. In this event, a declamation contest and a quiz contest were organized.

### Signatures of Committee members present:

- 1) Dr. Raj Kumar (IQAC Coordinator) 
- 2) Dr. Sumiksha, Member 
- 3) Dr. Ashwini Patel, Member 
- 4) Dr. Suresh Kumar, Member 
- 5) Sh. Sumit Kumar, Member 
- 6) Dr. Shveta Sharma, Member 
- 7) Dr. Bhagwan Dass, Member 
- 8) Dr. K.K.Pandey, Member 
- 9) Dr. Madan Lal, Member 
- 10) Mr. Karan Kumar, Member 
- 11) Mrs. Anita Saini, Member 

- 12) Mrs. Meena Soni (Librarian), Member 
- 13) Mrs. Suman Kumari (Superintendent G-1)   
Sen. Administrative Officer
- 14) Mr. Pawan Kumar JOA(IT), Member
- 15) Mrs. Anita Kumari, Clerk BBA 
- 16) Sh. Manoj Kumar PTA President
- 17) Priya Thakur, CSCA President 

  
Principal  
Govt. College, Una  
(H.P.) Pin-174303

## Proceeding of NAAC Committee Meeting

**A meeting of NAAC committee criterion 1 was held on 7<sup>th</sup> March, 2023 at 12:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### The agenda of the meeting:

To discuss the preparation of SSR criterion 1 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 1. All the members of NAAC committee (Criterion 1) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Mr. Karan Kumar, Member IQAC & Incharge NAAC Committee Criterion 1 
- 3) Mr. Vipul Kumar, Member NAAC Committee 
- 4) Mr. Ashok Kapil, Member NAAC Committee 
- 5) Mr. Love Jaswal, Member NAAC Committee 

  
Principal  
1-3-23  
Principal,  
Govt. College, Una  
(J.P.) Pin 374303

## Proceeding of NAAC Committee Meeting

**A meeting of NAAC committee (criterion 2) was held on 8<sup>th</sup> March, 2023 at 12:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### The agenda of the meeting:

To discuss the preparation of SSR criterion 2 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 2. All the members of the NAAC committee (Criterion 2) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator)



2) Dr. Ashwani Patel, Member IQAC & Incharge NAAC Committee Criterion 2



3) Mr. Sanjay Sharma, Member NAAC Committee



4) Mrs. Anita Saini, Member IQAC



5) Mrs. Shamli, Member NAAC Committee



6) Mrs. Anita, Member NAAC Committee



Principal

Principal,  
Govt. College, Una  
(H.P.) Pin-174303

## Proceeding of NAAC Committee Meeting

A meeting of NAAC committee (criterion 3) was held on 8<sup>th</sup> March, 2023 at 2:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev

### The agenda of the meeting:

To discuss the preparation of SSR criterion 3 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 3. All the members of the NAAC committee (Criterion 3) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Sh. Sumit Kumar, Member IQAC & Incharge NAAC Committee Criterion 3 
- 3) Mr. Rakesh Kumar, Member NAAC Committee 
- 4) Dr. Rajender Kumar, Member NAAC Committee 
- 5) Mrs. Tanu Sharma (Deptt. of MCA) Member NAAC Committee 
- 6) Mr. Amit Kumar (Clerk MCA), Member NAAC Committee 

  
Principal

8-3-23  
Principal,  
Govt. College, Una  
Dist. Una-174308

## Proceeding of NAAC Committee Meeting

A meeting of NAAC committee (criterion 4) was held on 9<sup>th</sup> March, 2023 at 2:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev

### The agenda of the meeting:

To discuss the preparation of SSR criterion 4 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 4. All the members of the NAAC committee (Criterion 4) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Dr Sumiksha , Member IQAC & Incharge NAAC Committee Criterion 4 
- 3) Dr. Ranju Banota, Member NAAC Committee 
- 4) Mrs. Rajni Deptt. of MCA, Member NAAC Committee 
- 5) Mrs. Meena Soni, Librarian, Member NAAC Committee 
- 6) Mr. Pawan Kumar (JOA-IT), Member NAAC Committee 

  
Principal

9-3-23  
Principal,  
Govt. College, Una  
(U.P.) Pin-174303

## Proceeding of NAAC Committee Meeting

**A meeting of NAAC committee (criterion 7) was held on 11<sup>th</sup> March, 2023 at 12:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### The agenda of the meeting:

To discuss the preparation of SSR criterion 7 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 7. All the members of the NAAC committee (Criterion 7) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator) 

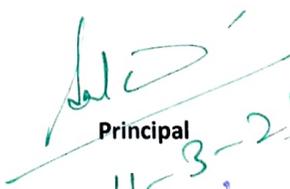
2) Dr. Shveta Sharma, Member IQAC & Incharge NAAC Committee Criterion 7 

3) Dr. Pawiter Dulari, Member NAAC Committee 

4) Mrs. Promila Devi, Member NAAC Committee 

5) Dr. Gagandeep Singh, Member NAAC Committee 

6) Mrs. Bandana Sharma (Deptt. of BCA), Member NAAC Committee 

  
Principal

11-3-23  
Principal,  
Govt. College, Una  
Una-174808

## Proceeding of NAAC Committee Meeting

A meeting of NAAC committee (criterion 6) was held on 11<sup>th</sup> March, 2023 at 2:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev

### The agenda of the meeting:

To discuss the preparation of SSR criterion 6 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 6. All the members of the NAAC committee (Criterion 6) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

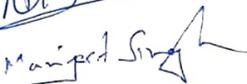
### The meeting was attended by the following members: -

1) Sh. Darshan Kumar (IQAC Coordinator) 

2) Dr. Madan Lal, Member IQAC & Incharge NAAC Committee Criterion 6 

3) Dr. Sham Singh, Member NAAC Committee 

4) Dr. Alka Rani, Member NAAC Committee 

5) Sh. Manjeet Singh, Member NAAC Committee 

6) Mrs. Anu Sharma (Deptt. of BCA), Member NAAC Committee 

  
Principal

11-3-23  
Principal,  
Govt. College, Una  
(H.P.) Pin-174303

## Proceeding of NAAC Committee Meeting

A meeting of NAAC committee (criterion 5) was held on 12<sup>th</sup> March, 2023 at 2:30 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev

### The agenda of the meeting:

To discuss the preparation of SSR criterion 5 with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to criterion 5. All the members of the NAAC committee (Criterion 5) were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Dr Suresh Kumar , Member IQAC & Incharge NAAC Committee Criterion 5 
- 3) Dr. Ruchi Sharma, Member NAAC Committee 
- 4) Sh. Shiv Kumar, Member NAAC Committee 
- 5) Dr. Sunil Dutt, Member NAAC Committee 
- 6) Mr. Vikas Kumar (Deptt. of BCA), Member NAAC Committee 

  
12-3-23  
Principal

Principal,  
Govt. College, Una  
(H.P.) Pin-174303

## Proceeding of NAAC Committee Meeting

**A meeting of NAAC committee (College Profile) was held on 14<sup>th</sup> March, 2023 at 1:00 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Sat Dev**

### The agenda of the meeting:

To discuss the preparation of SSR College Profile with regard to the Revised SSR manual, revised data templates, and SOPs regarding documents to be prepared and uploaded.

### Minutes of the meeting: -

- ❖ IQAC coordinator, Sh. Darshan Kumar discussed in detail all the important aspects of preparing SSR with respect to College Profile. All the members of the NAAC committee for college profile were given the necessary instructions regarding the preparation of data templates. The members were also told about the various SOPs for preparing and uploading the documents required.
- ❖ The NAAC committee was asked to prepare all the documents by May 15, 2023.

### The meeting was attended by the following members: -

- 1) Sh. Darshan Kumar (IQAC Coordinator) 
- 2) Dr. Bhagwan Dass, Member IQAC & Incharge NAAC Committee for college profile 
- 3) Mr. Manav (Deptt. of MCA), Member NAAC Committee 
- 4) Mrs. Suman Kumari, Member IQAC & member NAAC Committee for college profile 
- 5) Mr. Pawan Kumar, JOA(IT) Member IQAC & member NAAC Committee for college profile 

  
14-3-23  
Principal  
Sat Dev  
Principal, IQAC  
(H.O.) P/o-274008