

Proceeding of IQAC Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 12th May, 2023 at 2:00 PM in the Principal's office under the chairpersonship of Principal-cum-Chairperson IQAC Sh. Darshan Kumar.

The agenda of the meeting:

1. Review of the previous meeting and action taken report
2. Regarding the preparation of SSR
3. Review of the progress made by Committees formed for Green Audit, Academic Audit and the Energy Audit of the college
4. Meeting of the Alumni Association of the college
5. Review of updation of the college website
6. Conduct of the Rozgaar Mela

Minutes of the meeting: -

- ❖ First, the IQAC coordinator Dr. Raj Kumar welcomed the chairperson and all the members, present in the meeting
- ❖ The action taken report for the previous meeting was presented and approved.
- ❖ It was decided to conduct separate meetings with all the NAAC committees regarding progress made for the preparation of SSR
- ❖ The conveners of the committees for carrying out the Green Audit, Energy Audit & Academic Audit of the college Mrs. Shveta Sharma & Dr. Madan Lal informed the House that their respective Audit reports are ready. Dr. Sanjay Verma told that the academic report is yet to be finalized & it would be ready by the end of the month May.
- ❖ It was decided to organize a meeting of the OSA of the college to reconstitute the body and register the same. It was decided to organize Rozgaar Mela for students of all streams
- ❖ The college website was reviewed by the IQAC committee and it was recommended that the details of the teachers of various departments should also be updated.

The meeting ended with a vote of thanks to the chair

The meeting was attended by the following members: -

- 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

12-5-2023
Principal
Govt. College, Una
(H.P.) Pin-174303

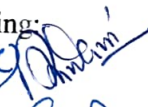



Minute of Meeting

Meeting of IQAC with College website committee was held on dated 08.09.2023 at 1.30pm in the office of the Principal.

Agenda of meeting: Up gradation of College Website

It was discussed in the meeting that upgrading of college website in various aspects is required and various points for the upgrading were discussed and IQAC gave vital input for the upgrading of website in various fields. It was decided to add new links and update information at latest. Committee assured for prompt action in this regard.

Following members attended the meeting:

1. Dr. Raj Kumar (Advisor IQAC) 
2. Dr. Ashwani Patel (Advisor IQAC) 
3. Prof. Puneet Kanwar- Convener IQAC 
4. Prof. Sumit Sharma - Convener Website committee
5. Prof. Yashpal- member
6. Prof. Vivek Jairath- member
7. Prof. Love Jaswal- member 
8. Sachin Kumar- member
9. Sachin Rana- member


8/9/23

Principal
Govt. P.G. College, Una (H.P)

IQAC-GOVT. PG COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 08.09.2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principal
- IQAC Team Members, Committee Members for Criterion 1 and 2, Committee members of Internet and website committees

Agenda:

- Reviewing Progress for Criteria 1 and 2
- Discussion of Data
- Preparations for Filling AQAR for 2022-23 Session
- Upgradation of wifi and internet facility in the campus
- Upgradation of college official website

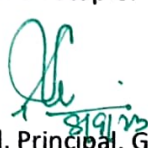
Meeting Summary:

1. The meeting was convened in the office of the Principal to review the progress of committee members for Criteria 1 and 2 and discuss the data pertinent to these criteria and upgradation of internet facility, WIFI and college website.
2. The Principal, IQAC team members, and committee members for Criteria 1 and 2 , Internet working maintenance committee and College Website Updation Committee were present.
3. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for Criteria 1 and 2.
 - b. Discussing relevant data.
 - c. Preparing for the submission of AQAR for the 2022-23 session.
 - d. Discussing wifi and internet facility in the campus with bandwidth of 100Mbps.
 - e. Updating college official website as per NAAC requirement.
4. Committee members provided updates on their respective criteria, highlighting achievements, challenges, and future plans.
5. Detailed data related to Criteria 1 and 2 were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement and strategies to achieve excellence.

7. Action items were assigned to address specific areas of concern or improvement, including deadlines and responsible parties.


8. It was emphasized that the goal is to ensure the highest possible quality for the AQAR report for the 2022-23 session.

9. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.


Meeting Chair: Dr. S.K. Bansal, Principal, Govt. PG College Una

IQAC :

Dr. Raj Kumar (Asso.Prof.)- Advisor 


Dr. Ashwani Patel (Asso.Prof.)- Advisor 

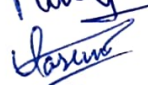
Puneet Prem Kanwar (Asso. Prof.)- IQAC Convener 

Criterion 1 committee members:

(CURRICULAR ASPECTS)

Karan Kumar (Asstt. Prof.)- Incharge 

Vipul Gautam (Asstt. Prof.)- 

Varun Dhiman (Asstt. Prof.)- 


Love Jaswal (MCA) ,(Asstt. Prof.)- 

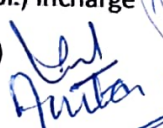
Ashok Kapil (MBA) ,(Asstt. Prof.)- 


Pooja Thakur (BCA),(Asstt. Prof.)- 

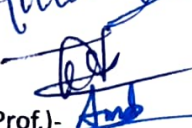
Criterion 2 committee members:

(Teaching, Learning and Evaluation)

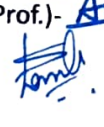
Dr. Ajay Ramdev- (Asso. Prof.) Incharge 


Sanjay Sharma (Asstt. Prof.) 

Anita Saini (Asstt. Prof.)- 


Jag Mohan (Asstt. Prof.)- 

Amarjeet Maan Singh (Asstt. Prof.)- 


Shamli (MBA) (Asstt. Prof.)- 

Anita (Clerk) 

Website Updation Committee

Sumit Sharma (Asstt. Prof.) 


Yashpal (Asstt.Prof.)

Love Jaswal (Asstt. Prof.) 

Sachin Sharma -clerk

Sachin Rana-~~JOAT~~ 

Internet working and maintenance Committee

Madan Lal (Asstt. Prof.)-Incharge 

IQAC – GOVT. PG COLLEGE UNA (H.P)

Minutes of the Meeting

Date: 11.09.2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principal
- IQAC Team Members
- Committee Members for Criterion 3 and 4

Agenda:


- Reviewing Progress for Criteria 3 and 4
- Discussion of Data
- Preparations for Filling AQAR for 2022-23 Session

Meeting Summary:

1. The meeting was convened in the office of the Principal to review the progress of committee members for Criteria 3 and 4 and discuss the data pertinent to these criteria.
2. The Principal, IQAC team members, and committee members for Criteria 3 and 4 were present.
3. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for Criteria 3 and 4.
 - b. Discussing relevant data.
 - c. Preparing for the submission of AQAR for the 2022-23 session.
4. Committee members provided updates on their respective criteria, highlighting achievements, challenges, and future plans.
5. Detailed data related to Criteria 3 and 4 were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement and strategies to achieve excellence.
7. Action items were assigned to address specific areas of concern or improvement, including deadlines and responsible parties.

8. It was emphasized that the goal is to ensure the highest possible quality for the AQAR report for the 2022-23 session.
9. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

Meeting Chair: Dr. S.K. Bansal, Principal, Govt. College Una


11/01/23

IQAC :

Dr. Raj Kumar- Advisor

Dr. Sumiksha- Advisor

Dr. Ashwani Patel- Advisor

Puneet Prem Kanwar- IQAC Convener

Criterion 3 committee members:

(RESEARCH, INNOVATION AND EXTENSION)

Dr. Rajinder Kumar - Incharge

Sumit Kumar - Incharge

Rakesh Kumar

Vivek Kumar

Tanu Sharma MCA

Amit Kumar (Clerk MCA)

Criterion 4 committee members:

(INFRASTRUCTURE AND LEARNING RESOURCES)

Dr. Meeta Sharma- Incharge

Dr. Ranju Banota- Member

Shivani Bhagat- Member

Rajni(MCA)- Member

Meena Soni- Librarian

Amit Kumar- (Clerk MCA)

IQAC-GOVT. PG COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 13.09.2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principal
- IQAC Team Members, Committee Members for Criterion 5 and 6, Committee members of Internet and website committees

Agenda:

- Reviewing Progress for Criteria 5 and 6
- Discussion of Data
- Preparations for Filling AQAR for 2022-23 Session

Meeting Summary:

1. The meeting was convened in the office of the Principal to review the progress of committee members for Criteria 5 and 6 and discuss the data pertinent to these criteria.
2. The Principal, IQAC team members, and committee members for Criteria 5 and 6.
3. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for Criteria 5 and 6.
 - b. Discussing relevant data.
 - c. Preparing for the submission of AQAR for the 2022-23 session.
4. Committee members provided updates on their respective criteria, highlighting achievements, challenges, and future plans.
5. Detailed data related to Criteria 5 and 6 were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement and strategies to achieve excellence.
7. Action items were assigned to address specific areas of concern or improvement, including deadlines and responsible parties.
8. It was emphasized that the goal is to ensure the highest possible quality for the AQAR report for the 2022-23 session.
9. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.



Meeting Chair: Dr. S.K. Bansal, Principal, Govt. PG College Una

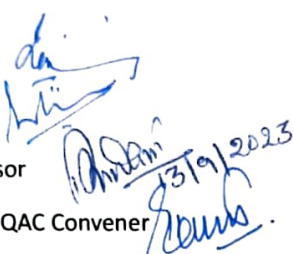
IQAC :

Dr. Raj Kumar (Asso.Prof.)- Advisor

Dr.Sumiksha (Asso.Prof.)-Advisor

Dr. Ashwani Patel (Asso.Prof.)- Advisor

Puneet Prem Kanwar (Asso. Prof.)- IQAC Convener



Criterion 5 committee members:

(STUDENT SUPPORT AND PROGRESSION)

Dr.Suresh Kumar (Asso. Prof.)- Incharge

Dr.Ruchy Sharma (Asstt. Prof.)-

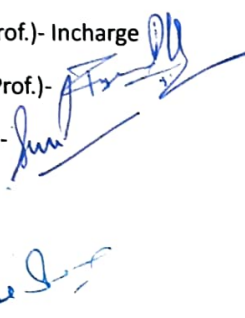
Dr.Sunil Dutt (Asstt. Prof.)-

Vikas Saini

Vikas Kumar(BCA)

Richa Sharma ((BBA)

Aarushi (MBA)



Criterion 6 committee members

((GOVERNANCE,LEADERSHIP AND MANAGEMENT)

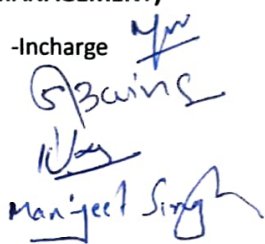
Dr. Madan Lal (Asstt. Prof.) -Incharge

Dr. Sham Singh (Asstt.Prof.)

Dr.Alka Rani (Asstt.Prof.)

Manjeet Singh (Asstt.Prof.)

Anu Sharma (BCA)



IQAC-GOVT. PG COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 15/09/2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principa

- IQAC Team Members, Committee Members for Criterion 5 and 6, Committee members of Internet and website committees

Agenda:

- Reviewing Progress for Criteria 7 and College Profile making committee

- Discussion of Data

- Preparations for Filling AQAR for 2022-23 Session

Meeting Summary:

1. The meeting was convened in the office of the Principal to review the progress of committee members for Criteria 7 and College Profile making committee and discuss the data pertinent to these criteria.
2. The Principal, IQAC team members, and committee members for Criteria 5 and College Profile making committee
3. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for Criteria 5 and College Profile making committee
 - b. Discussing relevant data.
 - c. Preparing for the submission of AQAR for the 2022-23 session.
4. Committee members provided updates on their respective criteria, highlighting achievements, challenges, and future plans.
5. Detailed data related to Criteria 5 and College Profile making committee were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement and strategies to achieve excellence.
7. Action items were assigned to address specific areas of concern or improvement, including deadlines and responsible parties.
8. It was emphasized that the goal is to ensure the highest possible quality for the AQAR report for the 2022-23 session.

9. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

[Signature]
15/12/23

Meeting Chair: Dr. S.K. Bansal, Principal, Govt. PG College Una

QAC:

Dr. Raj Kumar (Asso. Prof.)- Advisor

Dr. Suniksha (Asso. Prof.)-Advisor

Dr. Ashwani Patel (Asso. Prof.)- Advisor

Puneet Prem Kanwar (Asso. Prof.)- IQAC Convener

[Signatures]
15/12/23

Criterion 7 committee members:

College Profile making committee members

(STUDENT SUPPORT AND PROGRESSION)

Dr. Shaveta Sharma (Asstt. Prof.)- Incharge

Dr. Pavitra Dulari (Asstt. Prof.)-

Promila Devi (Asstt. Prof.)-

Gagandeep Singh (Asstt. Prof.)

Richa (Asstt. Prof.)

Baridana Sharma (BCA)

[Signatures]
15/12/23

Dr. Bhagwan Dass (Asstt. Prof.) -Incharge

Upasna Thakur (Asstt. Prof.)

Satinder Kumar (Supdt)

Manav(MCA)

[Signature]

IQAC-GOVT. PG COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 18.09.2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principal
- IQAC Team Members, Committee Members for Criterion 4 and Extended College Profile making Committee member

Agenda:

- Reviewing Progress for Criteria 4 and College Profile making committee
- Discussion of Data
- Preparations for Filling AQAR for 2022-23 Session

Meeting Summary & Action Taken Report:

1. The meeting was convened in the office of the Principal to review the progress of committee members for Criteria 4 and College Profile making committee and discuss the data pertinent to these criteria.
2. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for Criteria 4 and College Profile making committee
 - b. Discussing relevant data.
4. Committee members provided updates on their respective criteria, highlighting achievements, challenges, and future plans.
5. Detailed data related to Criteria 4 and College Profile making committee were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement in both the criteria and Data in both the criteria was analysed and updated as per verified data.
8. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

Meeting Chair: Dr. S.K. Bansal, Principal, Govt.PG College Una

IQAC:

Dr. Raj Kumar (Asso.Prof.)- Advisor

Dr.Sumiksha (Asso.Prof.)-Advisor



18/9/23



Dr. Ashwani Patel (Asso.Prof.)- Advisor

Puneet Prem Kanwar (Asso. Prof.)- IQAC Convener

Criterion 4 committee members:

Dr.Meeta Sharma (Asso. Prof.)- Incharge

Dr. Ranju Banota (Asstt. Prof.)-

Shivani Bhagat (Asstt. Prof.)

Meena Soni (Librarian)

Rajni(MCA)-

Amit Kumar (Clerk)

College Profile making committee members

Dr. Bhagwan Dass (Asstt.Prof.) -Incharge

Upasna Thakur (Asstt.Prof.)

Satinder Kumar (Supdt)

Manav (MCA)

IQAC-GOVT. COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 29.09.2023

Time: 2pm

Location: Office of the Principal

Meeting Attendees:

- Principal
- IQAC Team Members, Committee Members of all Criteria for AQAR 2022-23

Agenda:

- Presentation by the In- charges of all criteria in their respective criterion.
- Discussion of Data
- Preparations for Filling AQAR for 2022-23 Session and SSR.

Meeting Summary & Action Taken Report:

1. The meeting was convened in the office of the Principal to review the progress of committee members of all Criteria and to discuss the data pertinent to these criteria.
2. The meeting began with a review of the objectives:
 - a. Reviewing the progress of committee members for all criteria.
 - b. Discussing relevant data.
4. Committee members provided updates on their respective criterion, highlighting achievements, challenges, and future plans.
5. Detailed data related to all Criteria were presented and discussed in depth, including any quantitative and qualitative findings.
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement in the different criteria and Data in all the criteria was analysed and updated as per verified data.
7. Members of various committees were suggested for the inclusion of some left out important points/data along with relevant supporting documents.
8. IQAC decided to organise a seminar regarding SOP for Accreditation /Benchmarks for filling SSR so at next level committees may prepare SSR with perfection.
8. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

Meeting Chair: Dr. S.K. Bansal, Principal, Govt. College Una

IQAC:

Dr. Sumiksha (Asso.Prof.)-Advisor

Puneet Prem Kanwar (Asso. Prof.)- IQAC Coordinator

Dr. Raj Kumar (Asso.Prof.)- Advisor

Dr.Ashwani Patel (Asso.Prof.)- Advisor

IQAC-GOVT. COLLEGE UNA(H.P.)

ACTION TAKEN REPORT

Date: 20.10.2023

1.30pm

Time:

Location: BCA Hall

Seminar Attendees:

- Principal
- IQAC Team Members, All teaching and non-teaching staff

Topic of the Seminar: Revised Manual for NAAC SSR-2023(Jan.2023) SOP/Benchmark for the Affiliated UG Colleges.

Seminar Overviews:

Seminar was organised IQAC, Govt.College Una in BCA Hall on dated 20.10.2023. Description of Power Point Presentation given by IQAC Coordinator, Puneet Prem Kanwar, covering the accreditation procedure and the crucial aspects of filling SSR.

Inclusion of both qualitative and quantitative metrics in the weightages of criteria and sub-criteria.


Highlighting the tips shared for writing efficient qualitative metrics.

Acknowledge the active participation of the teaching and non-teaching staff in the seminar and mentioned the significance of the event for the institution's continuous improvement and development.

Complete SOP for the accreditation was highlighted.

Dr.S.K. Bansal also addressed the attendees and suggested to strictly adhere to the latest format and follow the tips given by IQAC coordinator for the preparation of effective SSR and to achieve the excellence in accreditation.

Dr. Ruchy Sharma, Staff Secy. gave vote of thanks as a mark of appreciation and conclusion of the seminar.


22/10/23
Dr. S.K. Bansal

Principal, Govt. College Una(H.P.)


Puneet Prem Kanwar

IQAC, Coordinator

IQAC-GOVT. COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 06.05.2024

Time: 12.30pm

Location: Conference Room-Science Block, Govt. College Una

Meeting Attendees:

- Principal
- IQAC Team Members, Committee Members of all Criteria for AQAR 2023-24

Agenda:

- Discussion for submitting IIQA
- Preparations for Filing AQAR for 2023-24 Session and amendments in SSR accordingly.

Meeting Summary & Action Taken Report:

1. The meeting was convened in the Conference Room ,Science Block to design the road map for the preparation of AQAR 2023-24 and review the filing of IIQA.
2. The meeting began with a review of the objectives:
 - a. Reviewing the progress of filing IIQA.
 - b. Discussing relevant issues.
3. Committee members provided updates on their respective criterion, highlighting achievements, challenges, and future plans.
4. Detailed data related to all Criteria pertaining to AQAR 2023-24 must be prepared by the designated committees in the given framework of time.
5. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement in the different criteria and Data in all the criteria was analysed and updated as per verified data.
- 6.. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

2-S
06/05/2024

Meeting Chair: Dr. Meeta Sharma, Principal, Govt. College Una

IQAC:

Dr. Raj Kumar (Asso.Prof.)
Advisor

Puneet Prem Kanwar (Asso. Prof.)
IQAC Coordinator

06.05.24

Members of Various Criteria:

Dr	Sham Singh	(Ms. Pomila)	Seb (Ritu Buri)		
Sumit Sumit Kumar	Shreyas Singh	Law	(Bandna (Bandna)		
Ashwin Var.	Shivani Sharma	AD	Colour (Gurpreet Kaur)		
Var (Sanyal)	Upasna Upasna	Pawita Pawita	Anu (Anu SHARMA)		
Phil (Rakesh Kumar)	Manjeet Singh	Ranjit Bhat	Sherni Mrs. SHASHI KANWAR		
Dr. K. K. Pandey	Shiv K	Monika Gupta			
Dr. Ravi (Ravinder Singh)	Nikita	Alka			
Karan Kumar	Vikas Saini	Dr. Ruchi Sharma			
VIVEC	Sumit Kumar	Vikas Sharma			
Amr Amarjeet Mann	Dr. Mohita Pachara	Pooja Thakur			

IQAC-GOVT. COLLEGE UNA(H.P.)

Minutes of the Meeting

Date: 15.06.2024

Time: 12.30pm

Location: Office of the Principal, Govt. College Una

Meeting Attendees:

- Principal
- IQAC Team Members, In-charges of all Criteria for AQAR 2023-24

Agenda:

- Discussion regarding progress in the preparation of AQAR 2023-24.
- Preparations for Filling AQAR for 2023-24 Session and amendments in SSR accordingly.

Meeting Summary & Action Taken Report:

1. The meeting was convened in the Office of the Principal to discuss the progress report in the preparation of AQAR 2023-24.
2. The meeting began with a review of the objectives:
 - a. Reviewing the progress in the preparation of AQAR 2023-24 in respect of all criteria.
 - b. Discussing relevant issues.
3. Committee members provided updates on their respective criterion, highlighting achievements, challenges, and future plans.
4. Detailed pending data related to all Criteria pertaining to AQAR 2023-24 must be prepared by the designated committees in the given framework of time. In charges of different criteria apprised the IQAC members with the data so far framed for the AQAR 2023-24.
5. Filling of AQAR 2023-24 will commence during the holidays so all cordial formalities for the upcoming accreditation may be completed well in time.

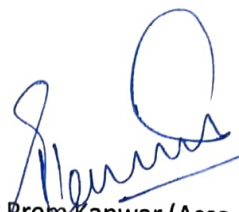
6. The IQAC team and committee members engaged in a constructive dialogue to identify areas for improvement in the different criteria and Data in all the criteria was analysed and updated as per verified data.
7. The meeting concluded with a recap of action items and a commitment to ongoing collaboration to meet the set objectives.

23/06/2024

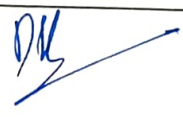


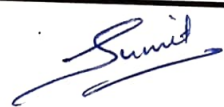



Meeting Chair: Dr. Meeta Sharma, Principal, Govt. College Una

IQAC:

Dr. Raj Kumar (Asso.Prof.)
Advisor


Puneet Prem Kanwar (Asso. Prof.)
IQAC Coordinator

In charges of Various Criteria:

Dr.Suresh Kumar---Student Support and Progression	
Dr.Sanjay Verma- Infrastructure and Learning Resources	 Shivani Bhegal
Prof. Shashi Kanwar-Teaching Learning and Evaluation	
Prof. Sumit Kumar-Research Innovations and Extensions	
Dr. Madan Lal- Governance, Leadership and Management	
Dr. Shweta Sharma- Institutional Values and Best Practices	
Prof. Karan Kumar- Curricular Aspects	
Dr. Bhagwan Dass- College Profile	