



Proceeding of IQAC Meeting for the First quarter of the session 2023-24

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 17th July 2023 at 2:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Rajesh Kumar

The agenda of the meeting was as under:

1. To Finalize the academic Calendar for 2023-24
2. To carry out the Induction /orientation programme for UG first year students after finalizing the admission process.
3. To carry out the necessary routine repair and maintenance of the toilets, Classrooms & other electrical items of the college/classrooms.
4. Purchasing of the new books for the College Library.
5. Discussion on feedback obtained from the students for the session 2022-23 and further course of action for improvement.
6. To finalize the scope of refund of fees to needy & meritorious students.
7. To finalize the various activities under the club & societies of the college for the session 2023-24.
8. Preparation of AQAR for the session 2022-2023 and to be submitted before 30th September 2023.
9. To conduct placement drives in the college.
10. Reviewing of mentor mentee system to make its implementation more effective.
11. Conducting activities on the occasion of Teachers Day and Hindi Diwas
12. To call the PTA General House and formulation of PTA executive for the session 2023-24.
13. Signing MoU for e-waste management.

The meeting commenced with welcoming remarks from the IQAC Coordinator, expressing gratitude to all members. The agenda for the meeting was outlined, emphasizing its significance in academic and other college/students activities.

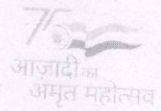
- The meeting started with the special focus on the preparation of the AQAR for the session 2022-2023 in a set time frame so that reaccreditation from NAAC be done in this session.
- It was decided in the meeting that an induction/orintation program will be conducted, after the completion of the admission process.
- It was decided in the meeting that the necessary routine repairing work related to toilets, water supply, and electricity supply in the college will be done before the commencement of the regular teaching work.
- The necessary codal formalities be carried out for purchase of library books.
- It was also decided in the meeting that mentor- mentee groups will be prepared well in time so that meeting process of mentor mentee groups could be started.
- It was also decided to start the process of obtaining feedback from the various stakeholders for the session 2022-2023.



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- It is also decided in the meeting that in-charges of various clubs and societies will chalk out the possibilities of the celebration of various important days and events during the whole session 2022-2023.
- It was decided in the meeting that career counselling and placement cell of the college will conduct the placement drives / career counselling session throughout the session.
- It was decided to organize activities on the occasion of Teachers Day and Hindi Diwas.

The meeting was attended by the following members: -

- 1) Smt. Rekha Sharma (IQAC Coordinator) Rsharma
- 2) Dr. Sophia Prabhakar, Member _____
- 3) Dr. V.K. Dutta (Principal retired, college cadre), Member _____
- 4) Dr. Suruchi Sharma, Member Dr
- 5) Sh. Amit Kumar Sharma, Member Am Kumar
- 6) Mr. Jameet Kumar, Member Jameet
- 7) Mr. Anil Verma, Member Anil
- 8) Ms. Anita Sharma (Librarian), Member Anita
- 9) Sh. Ravinder Verma (Suptd.), Member Ravinder
- 10) PTA President, Member _____
- 11) CSCA President, Member _____

Rsharma
IQAC Coordinator

R Kumar
Principal
MPG Degree College
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