

Proceeding of IQAC Meeting for the First quarter of the session 2024-25

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 18th July 2024 at 2:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Darshan Kumar.

The agenda of the meeting was as under: -

1. To Finalize the Academic Calendar for 2024-25.
2. Preparation of SSR for accreditation for 3rd Cycle
3. To carry out the Induction /orientation programme for UG first year students after finalizing the admission process.
4. To carry out the necessary routine repair and maintenance of the toilets, Classrooms & other electrical items of the college/classrooms.
5. Purchasing of the new books for the College Library.
6. Discussion on feedback obtained from the students for the session 2023-24 and further course of action for improvement.
7. To finalize the scope of refund of fees to needy & meritorious students.
8. To finalize the various activities under the club & societies of the college for the session 2024-25.
9. Preparation of AQAR for the session 2023-2024 and to be submitted before 30th September 2024.
10. To conduct placement drives in the college.
11. Reviewing of mentor mentee system to make its implementation more effective.
12. Conducting activities on various occasions.
13. To call the PTA General House and formulation of PTA executive for the session 2024-25.

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 a special focus on preparing the AQAR for the session 2023-2024 in a set time frame so that reaccreditation from NAAC be done in this session.
- It was decided to prepare SSR well in time to submit it within the time frame. It was also decided to convene frequent meetings of All the NAAC committees to speed up the process.
- It was decided in the meeting that an induction/orientation 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 the purchase of library books.
- It was also decided in the meeting that mentor-mentee groups will be prepared well in time so that the 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 2023-2024.
- It was 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 session 2024-2025.

- 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 various occasions.
- The action taken report for the previous meeting was presented and approved.

The meeting was attended by the following members: -

- 1) Prof. Amit K. Sharma (IQAC Coordinator) *Bnaw*
- 2) Dr. Krishna Sharma (Assistant Co-ordinator) *Krish*
- 3) Dr. Nitin Kumar Sharma, Member *Nitin*
- 4) Prof. Ajay Kumar, Member *Ajay*
- 5) Prof. Anay Kumar, Member *Anay*
- 6) Prof. Vandna Kaundal, Member *Vandna Kaundal*
- 7) Prof. Anil Verma, Member *Anil*
- 8) Prof. Shruti Kumari, Member *Shruti*
- 9) Ms. Anita Sharma (Librarian), Member *Anita*
- 10) Sh. Jeet Kumar (Suptd. Grade I), Member *Jeet*
- 11) Sh. Ravinder Verma (Suptd.), Member *Ravinder*
- 12) PTA President, Member
- 13) CSCA President, Member

Bnaw
 (Prof. Amit K. Sharma)
 IQAC Coordinator

[Signature]
 Principal,
 MPG Degree College
 Amb (H.P.)
 Distt. Una (H.P.)