

11. Authoritative Text of 11th IQAC Meeting Dated 10/02/2020

A meeting of Internal Quality Assurance Cell (IQAC) of the College was convened on 10/02/2020 in the office of the principal. This meeting was chaired by Dr. Veena Rathore, Principal of the college.

The following members of IQAC attended the meeting:


1. Dr. Veena Rathore, Chairperson cum Principal
2. Dr. Jagdish Chauhan, Coordinator IQAC
3. Sh. Satish Goel, Chairman (chamber of commerce and industry)
4. Dr. Jahid Ali Malik
5. Dr. Kundan Sharma
6. Dr. Dipali S Bhandari
7. Sh. Rinku Aggarwal
8. Sh. Ashraf Ali, Office Supdt.
9. Sh. Shubham Chauhan, President CSCA
10. Sh. Sanjay Kumar

The meeting started with the point-wise review of the recommendation of previous meeting held on 15th October 2019 and the action taken thereof.

Action Taken Report

1. Five almirahs have been purchased for the college library exclusively for the reference books pertaining to the post graduate classes in Economics, English, Hindi, Political Science and M.Com. Also, the process of Purchasing the reference books worth Rs.2.5 Lakh approximately is in progress.
2. The task of construction of two spacious designer sheds has been completed along with the required sitting benches.
3. As a drive towards employment generation, grooming and skill upgradation of the students, the Placement and Career Guidance Cell of the college, in collaboration with the Indian Institute of skill Development (IISD) and Himachal Pradesh Kaushal Vikas Nigam has introduced two skill development courses i.e., Customer Relations Management (CRM) and Banking and Financial Service (BFS) for the outgoing 5th Semester students of the college. A total of 180 students (i.e., 90 each) are enrolled for the skill upgradation programmes.
4. For the proper utilization of financial assistance under the Star College Scheme, two workshops have been organized, one each by the Departments of Botany and Zoology. One of the workshops on Phytochemical Screening was organized by the Department




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of Botany on 14th December 2019 and the other workshop on Medical Diagnosis and First Aid was organized by the Department of Zoology on 19th-20th December 2019. From the departments of Chemistry, Botany and Zoology 40 stakeholder students participated in these workshops.

5. To expedite the installation of the proposed six ACs in the Multi-Purpose Hall (MPH), the necessary permission from the Department of Higher Education has been sought. But in the meantime, it was found that these ACs in MPH were to be installed by the HPPWD while finalizing the construction work of the MPH. Therefore, in the context, HPPWD has been asked to accomplish this pending task of installation of six ACs in MPH at the earliest.
6. To further extend the audio-visual teaching aid, the process of conversion of one more classroom into smart classroom (R. No-101) has been initiated. The committee for this purpose has been formed with the direction to accomplish this task after observing all the codal formalities.
7. Abdul Kalam Block has been renovated with the suitable seating arrangements for the conduct of intra-college activities/functions.
8. The process of the installation of Centralized Heavy Duty Generation set is at the final stage. The HPPWD has contracted the required platform for the positioning of the Generator Set along with laying up of required wiring and earthing.
9. The process of establishing the IT lab has been initiated by dismantling the partition wall of the proposed two rooms on the first floor of administrative block. The order for the installation of required furniture/workstation will be shortly placed to the approved and competent firm.

Suggestions And Recommendations

After reviewing the recommendations of previous meeting and Action taken report, the following recommendations were made:

1. In view of the ongoing post-graduate classes in the approved subjects, it is suggested that the proposed reference books for the post-graduate classes may be purchased within a week for the college library.
2. The task of the conversion of the proposed classroom into smart room should be completed within a month.
3. The audio-visual system may be re-installed in Room No-202 and made functional.
4. Since the preliminary work of the installation of centralized Heavy Duty Generator set has been completed. Therefore, PWD may be asked to finally complete the task of installation of Generator set within a month.
5. It is recommended that the IT lab be completed by the end of this session.




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6. In view of the ongoing construction work in the college, it is suggested that two Badminton Courts should be made at the appropriate places within the college premises.
7. It has been noticed that the existing Basketball Court is in a bad state and also does not fulfil the defined contour/parameter as per Basketball specification mainly because the construction of the main Academic Block. Therefore, it is suggested that the existing Basketball Court may be shifted and constructed at the corner of the playground.
8. Since majority of the faculty members don't have the independent faculty rooms and thus majority of staff members sit only in the staff room. Therefore, it is suggested that two computers system with a workstation along with one shared printer and internet connection may be installed in the staff room at the earliest. It is further suggested that two small chambers inside the staff room be made for the purpose. These proposed computers systems are required for the online entry of CCE awards by the concerned faculty members.
9. It has been observed that sometime college administration has to transmit the immediate and urgent information to the students, therefore it is suggested that public address system (PAS) with speakers in the college corridors be installed and this PAS should be controlled and regulated from the Principal office.
10. Digital display installed at the main entrance of the Administration Block is not working and needs repair and maintenance. It is therefore suggested that this Digital Display be made functional immediately.
11. It is observed that Principal's office requires necessary renovation including cabinets for trophies seating managements for small meetings along with tiling of attached toilet etc. Therefore, it is recommended that necessary and required renovation in Principal's office be got done.
12. The poor condition of washrooms of student and staff was pointed out. Therefore, it is recommended that all washrooms must be repaired and hygiene maintained in the washrooms.
13. To avoid the unnecessary crowding of the students at the existing water cooler, it is suggested one more water cooler be installed near the playground with a soak pit for the recharge of ground water to avoid water logging.
14. It is also suggested that a logbook writing the imitating of all from be made and all item predating to every room be labelled and numbered using stickers.
15. In view of the suggestion boxes already installed, it is recommended that a report register be maintained for recording suggestions and action taken for both of them.
16. It is suggested that in view of the ongoing construction HPPWD may be asked not to damage the existing rainwater harvesting system during construction work.




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17. For addressing small group of students and hoisting of flags on certain occasion, particular place in front of the newly constructed college building may be slightly raised to develop a proper flag post and this task may be assigned to HPPWD.
 18. In view of the ongoing assessment period of college for NAAC (2017-2022), it is suggested that online student satisfaction survey portal should be created on the college website as per NAAC requirement.
 19. It was also pointed out that website of the college needs to be regularly updated. The various committees/societies organizing their respective activities may be directed to submit a copy of event proceedings to IT Department for uploading on the college website.
 20. It was also observed that main college gate needs overhauling. It is recommended that the main college gate pillars be raised and tiled.
- The meeting ended with vote of thanks to the chair.




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Meeting No (11) 10.02.2020

A meeting of Internal Quality Assurance Cell, IQAC of the College was convened on 10.02.2020 in the office of the Principal. This meeting was chaired by Dr. Veena Rathore, Principal of the College.

The following members of IQAC attended the meeting:-

1. Dr. Veena Rathore, Principal cum Chairperson
2. Dr. Jagdish Chanchan, Coordinator
3. Sh. Satish Goel, Chairman
Chamber of Commerce and Industry
4. Dr. Tahid Ali Malik
5. Dr. Kundan Shalun
6. Dr. Dipali S. Bhandari
7. Prof. Anil Joshi
8. Sh. Ashraf Ali, Officer SPT-II
9. Sh. Shubham Chanchan, President CCA.
10. Sh. Sangam Kumar, Executive Member, College Alumni Association.
11. Sh. Rinku Aggarwal
12. Sh. J. B. Negi

The meeting started with the prompt review of the recommendations of previous meeting held on 15th Oct, 2019 and the action taken thereof:-

Action Taken Report:-

- 1) Five Almira's have been purchased for the College library exclusively for the reference books pertaining to the post graduate classes in Economics, English, Hindi, Political Science and M.Com. Also the process of purchasing the reference books worth ₹2.5 lacs approximately is in progress.
- 2) As an alternative to the common rooms, the task of two spacious designer sheds has been completed along with the required sitting benches.
- 3) As a drive toward, employment generation, grooming

and skill upgradation of the students, the job placement/ career counselling cell of the College, in collaboration with the Indian Institute of Skill Development (IISD) and Himachal Pradesh Kaushal Vikas Nigam, has introduced two skill development courses i.e. Customer Relation Management [CRM] and Banking and Financial Services [BFS] for the outgoing 5th Semester students of the college. A total of 180 students [i.e. 90 each] are enrolled for the skill upgradation programmes.

4) For the proper utilisation of financial assistance under the Star College Scheme, two ~~National~~ workshops have been organised; each by the Deptt. of Botany and Zoology. One ~~National~~ Workshop on "Phytochemical Screening" was organised by the Deptt. of Botany on 14th Dec 2019 and another ~~National~~ Workshop on "Medical Diagnosis and First Aid" was organised by the Deptt. of Zoology on 19th to 20th December 2019. Both these workshops were participated by the Star College participating departments i.e. Chemistry, Botany and Zoology along with 40 stake holder students of the concerned departments.

5) To expedite the installation of the proposed six A.Cs in the Multi-purpose Hall, the necessary permission from the Deptt. of Higher Education has been sought. But in the meantime it was found that these A.Cs in MPH were to be installed by the PWD while finalising the construction work of the MPH. Therefore in this context, PWD has been asked to accomplish this pending task of installation of six A.Cs in MPH at the earliest.

6) To further extend the Audio-Visual Teaching Aid to the students, the process of conversion of one more class room (R.N. 101) has been initiated. The committee for this purpose has been formed with the direction to accomplish

this task after observing all the codal formalities.

- 7) Since Multipurpose Hall has been equipped with the modern audio visual equipments, therefore to avoid the misuse of MPH, Abdul Kalam Block has been renovated with the suitable seating arrangements for the conduct of such intra-college activities/ functions that do not require the Audio-Visual Aid.
- 8) Two suggestion boxes - ^{one} each for "Internal Quality Assurance" and Women "Grievances/ Gender Discrimination" have been installed and placed at the appropriate place and are now functional.
- 9) The process of the installation of Centralised Heavy Duty Generator Set is at the final stage. The PWD has constructed the required platform for the positioning of the Generator Set along with laying up of required wiring and earthing.
- 10) The process of establishing the multipurpose digital lab has been initiated by dismantling the partition wall of IT Lab I and IT Lab-II. The order for the installation of required furniture/work station will be shortly placed to the approved and competent firm.

Suggestions and Recommendations ⇒ After reviewing the recommendations of previous meeting and Action taken Report, the cell recommended the under-mentioned quality initiatives ⇒

- 1) In view of the ongoing post-graduate classes in the approved subject, it is suggested that the proposed reference books for the post-graduate classes may be purchased within a week for the college library.
- 2) The task of the conversion of one more main class room into smart room should be completed within a month.

- * 3) It has been noticed that Audio-Visual System had already been installed in Room No. 202 but some of the equipments i.e. projector etc have been removed and installed in BCA department. Therefore it is suggested that all the removed components of Audio Visual System may be re-installed in Room No. 202 and be made functional.
- 4) Since the preliminary work for the installation of Centralised Heavy Duty Generator Set has been completed, therefore PWD may be asked to finally complete the task of installation of Generator Set within a month.
- 5) As the proposed multi-purpose digital lab is urgently needed for the establishment of Centre of Excellence and Incubation and also students in general, therefore the task of setting up of this lab may be accomplished at any cost by the end of this session.
- 6) In view of the ongoing construction work in the college, it is suggested that two Badminton Courts should be made at the appropriate places within the college premises.
- 7) It has been noticed that the existing Basket Ball Court is in a bad state and also does not fulfil the defined contour/parameter as per Basket Ball specifications, mainly because of the construction of the Main Academic Block. Therefore it is suggested that the existing Basket Ball Court may be shifted and constructed at the corner of the playground.
- 8) Since majority of the faculty members do not have the independent faculty rooms and thus majority of staff members do sit only in the staff-room. Therefore it is suggested that two computer system with a workstation along with one shared printer and internet connection may be installed in the staff-room at the earliest. It is further suggested that two small chambers inside the

Staff room be made for this purpose. These proposed computer systems are required for the online entry of CCE awards by the concerned faculty members.

9) It has been observed that sometimes college administration has to ~~transmit~~ transmit the immediate and urgent information to the students, therefore it is suggested that Public Address System (PAS) ^{with cordless speakers} may be installed in the college corridors and this PAS should be controlled and regulated from the Principal's office.

10) Digital display installed at the main entrance of the Administrative Block is not working for last few months, it is therefore suggested that this Digital Display be made functional immediately.

11) It is observed that Principal's ^{office} requires necessary renovation including display cabinets for trophies, seating arrangement for small meeting along with tiling, toilet etc. Therefore it is recommended that necessary and required renovation in Principal's office be made.

12) It The poor condition of washrooms of students and staff (Guest) was pointed out, therefore it is recommended that all the washrooms must be repaired, upgraded and maintained.

13) To avoid the unnecessary crowding at the existing water cooler, it is suggested that one water cooler be installed near the playground with a soak-pit for the recharged groundwater and to avoid water logging.

14) It is also suggested that a log book containing the inventories of all rooms be made and all items pertaining to each room be labelled and numbered using stickers.

- 15) In view of the suggestion boxes already installed, it is recommended that a separate register be maintained for recording suggestions and action taken for both of them.
- 16) It is suggested that in view of the ongoing construction, DWS may be asked to take care of the Rain Harvesting System and use it for ground-water recharge.
- 17) For addressing small crowd of students and hoisting of flags on certain occasions, a particular place in front of the newly constructed College building may be slightly raised and this table be assigned to PWS.
- 18) In view of the ongoing assessment period of College for NAAC [2017-2022], it is suggested that Online Student Satisfaction Survey portal should be created on the college website as per the NAAC requirement. The students may be asked to create their personal ID and credentials, and thereafter the link of SSS portal will be transmitted to NAAC through AQAR.
- 19) It was also pointed out that website of the college is not being updated at regular intervals. Therefore it is suggested that College website should be updated immediately by doing the needful. Further, the various committees/societies organising their respective activities may be directed to submit a copy of event proceedings to IT Deptt for uploading on the college website.
- 20) It was also observed that Main College Gate is not in a good state. It is recommended that the Main College Gate should either be renovated along with tile fitting or be replaced by the new gate.

The meeting ended with vote of thanks to the chairs.

Coordinator
IAC

Principal