

12. Authoritative Text of 12th IQAC Meeting Dated 30/09/2020

A meeting of Internal Quality Assurance Cell (IQAC) of the college was convened on 30/09/2020 in the office of the principal. This meeting was chaired by Dr. Veena Rathore, Principal of the college. This was the first meeting of IQAC during the session 2020-21 especially after the enforcement of curfew, lockdown on account of Covid-19 pandemic. The following members attended the meeting:

1. Dr. Veena Rathore, Chairperson cum Principal
2. Dr. Jagdish Chauhan, Coordinator IQAC
3. Sh. Satish Goel, Chairman
4. Dr. Jahid Ali Malik
5. Dr. Dipali S Bhandari
6. Sh. Rinku Aggarwal
7. Sh. Inder Bhagat Negi
8. Sh. Ashraf Ali, Office Supdt.
9. Dr. Kundan Sharma
10. Sh. Madan Sharma, President PTA

The meeting started with point wise review of the recommendations of previous meeting which was held on 10/02/2020 before the enforcement of Covid-19 lockdown.

Action Taken Report

1. The task for the conversion of proposed smart classroom has been successfully accomplished. An internet enabled android-based interactive panel has been installed in Room No- 101 and is now functional.
2. The installation of centralized Heavy Duty Generator set has been finally completed and is now functional.
3. The task of setting up of 34 tables for workstations in the multi-purpose digital lab has been completed and the proposal for the purchase and installation of 34 computers system along with scanner has been sent to the Directorate of Higher Education for the release of additional grant to purchase the same.
4. Two tables accommodating two computer system with shared printer have been established in the staff room for the online entry of CCE awards and other academic related work by the concerned faculty members.
5. Separate register has been maintained to record the suggestion and action taken in respect of suggestion boxes of IQAC and women Grievance/Gender Discrimination Cell.




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6. The online student satisfaction survey portal has been created in the college website as per the NAAC requirement. The feedback of the final year/semester students has been recorded in this regard.
7. A special webinar on 'How to Crack the UPSC & State Civil Service' was organized by the Career Guidance Cell of the college in collaboration with the Game Changer IAS Academy New Delhi on 17th September 2020. This webinar, which was casted on Zoom App, was attended by five faculty members, including the Principal of the College and Coordinator Career Guidance Cell along with 130 students of the college.
8. All washrooms have been overhauled and well maintained with the provision of proper sanitizers.
9. So far the shifting of existing Basket Ball Ground on account of mismatched parameter in concerned, the issue was takes up with the PWD and PWD has agreed to level the existing Basket Ball Ground during it leveling process of the whole ground. The process of purchase and installation of Basketball poles have been initiated.

Recommendations/Suggestions

The meeting of IQAC could not be scheduled between the period of March 2020 to August 2020 on account of country-wide lockdown imposed due to Covid-19 pandemic and extension of vacations for educational institutions across the state of Himachal Pradesh. Because this lockdown, a large number of proposals in the pipeline could not be taken up and completed till the end of June 2020. Since now the unlock process has been declared in the state in a phased manner in accordance with the covid-19 SOPs, the IQAC in its meeting floated the following recommendations:


1. It was suggested that all the pending proposal approved during the IQAC meeting of 10th February 2020 be taken afresh and completed at the earliest. The pending proposals to be completed include:
 - (a) The purchase of reference books for the post-graduate classes in Economic, English, Hindi, Political Science and Commerce.
 - (b) Purchase and installation of 32 computer system for the multi-purpose digital lab along with two computer system with shared printer in the staff room.
 - (c) Re-installation of Audio-visual system in room no. 202.
 - (d) Creation of two Badminton courts by PWD.
 - (e) Installation of public Address system in the college corridors which will be operated and controlled from the principal office.
 - (f) Required repair and renovation of Principal's office with suitable seating arrangement along with a display unit.
 - (g) Installations of one addition water cooler near the college playground to avoid the unnecessary crowding. Five taps to be connected from the said water cooler.




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- (h) Updating of college website with all new features as per the NAAC requirement.
 - (i) Replacement and renovation of the college gate with wall tile fitting.
 - (j) To expedite the process of the construction of independent PG Block. For this PWD may be asked to prepare a feasibility report for dismantling the Principal's residence and the Abdul Kalam Block for the construction of PG Block and the Arts Block.
 - (k) Construction of multi-purpose stage with covered designer roof for the conduct of outdoor college functions.
2. Feedback on the online teaching should be taken from the concerned students.
 3. College should have its own online admission software for streamlining the process of admissions.
 4. Special sessions regarding the challenges opportunities and implementation of National Education Policy 2020 may be organized for the faculty members.
 5. Also a series of webinars may be organized by the Career Guidance Cell of the college for the stakeholder students.
 6. Set-up for live video conferencing, web-cast and recording may be installed in the Principal office and selected smart class rooms for online teaching, conferences and content creation.
 7. Data base of Blood Donor students/teachers should be created and maintained.
 8. Health checkup of camps for the college students may be organized in collaboration with voluntary organizations and Health Department in accordance with the SOPs for Covid-19.
 9. The cell recommended that the open space between the administrative and academic blocks in college premises should be properly levelled and tiled. The issue of removal of trees should be taken up systematically with the appropriate authorities. The removal of these trees from the college premises is needed as these trees are not only a major obstacle in the levelling of the small ground but also issuing a big threat for the safety of students and the building.
 10. The cell in its meeting discussed the various aspects of National Education Policy 2020 and its implications for higher education. It was observed that there is a gap between the existing skills and the required skills from the market point of view. It was suggested that a couple of short-term skill enhancement courses may be introduced as per the market needs. Market survey must be done for the introduction of such courses in consultation with the industry experts. These suggestions may be transmitted to the higher authorities so that the required skill component is incorporated in NEP 2020 before its enforcement and implementation.




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11. It was also suggestion that two laptops may be purchased for Principal office and IQAC each for the management of IQAC/RUSA/NAAC work and other administrative work. Also, a UV water filter may be purchased for the principal's office.
 12. A series of Induction Programmes may be organized for the new entrant students of BA/B.Com/B.Sc. 1st year by the concerned faculty members with an address by Principal in each session.
 13. The existing Women Grievances Cell may be upgraded to the Women Development Cell. Also, the suggestion/complaint box for the purpose may be placed at appropriate place.
 14. Also, it is strongly suggested that NCC wing may be established in the institution. Necessary correspondence in this regard may be made with appropriate authorities.
- The meeting ended with vote of thanks to the chair.




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Meeting No-12

30.09.2020.

A meeting Internal Quality Assurance Cell (IOAC) of the College was convened on 30.09.2020 in the office of the Principal. This meeting was chaired by Dr. Veena Rathore, Principal of the College. This was the first meeting of IOAC during the session 2020-21 especially after the enforcement of curfew, lockdown on account of Covid 19 pandemic. The following members attended the meeting.

1. Dr. Veena Rathore, Principal cum Chairperson.
2. Dr. Tejdev Chavhan, Coordinator.
3. Sh. Satish Goel, Chairman Himachal Chamber of Commerce & Industry.
4. Sh. Narendra Lal Singh Sabharwal, Director International Cylinder Pvt Ltd.
5. Dr. Tahid Ali Malik.
6. Dr. Dipali S. Bhandal.
7. Prof. Rinken Aggarwal.
8. Prof. G. B. Negi.
9. Sh. Ashraf Ali, of the Supt.
10. Dr. Kundan Sharma.
11. Sh. Madan Chaurang, President PTA.

The meeting started with point-wise review of the recommendations of previous meeting which was held before the enforcement of Covid 19 lockdown on 10-02-2020.

Action Taken Report:-

1. The task for the conversion of one more to smart class room has been successfully accomplished. An internet enabled Audio based flat panel has been installed in Room No. 101.

2. The installation of Centralised Heavy Duty Generator Set has been finally completed and is now functional.
3. The task of setting up of 34 workstations for the multi-purpose digital lab has been completed. And the proposal for the purchase and installation of 34 Computer system along with the server has been sent to the Directorate of Higher Education for the release of additional grant to purchase the same.
4. Two workstations accommodating two computer system with a shared printer has been established in the staff room for the online entry of CCB awards and other academic related work by the concerned faculty members.
5. Separate register has been maintained to record the suggestions and action taken in respect of suggestion box of IOTC and Women Grievance & Anti Discrimination Cell.
6. The online student satisfaction survey portal has been created in the college website as per the NAAC requirement. The feedback of the final year/ semester student has been received in this regard.
7. A special webinar on How to Crack the UPSC & State Civil Services was organised by the Career Counselling cell of the college in collaboration with the Game Changer IAS Academy New Delhi on 17th Sept 2020. This webinar, which was hosted on Zoom App, was participated by five faculty members including the Principal of the college and coordinator C.C. along with 130

- students of the college.
8. All washrooms have been overhauled and well maintained with the proper provision of proper sanitizers. Also two additional washrooms have been repaired and made functional especially for the students of Abdul Kalam Block.
 9. So far the shifting of Existing Basket Ball Ground on account of mismatched parameters is concerned, the issue was taken up with the IAS and IAS has agreed to level the existing Basket Ball Ground during its leveling process of the whole ground. The process of furniture and installation of Basket Ball Poles has been initiated.

Recommendations / Suggestions :-

The meeting of LOAC could not be scheduled between the period of March 2020 to August 2020 on account of country wide lockdown imposed due to Covid-19 pandemic and extension of vacation for educational institutions across the state of HP. Because of this lockdown, a large number of proposals in the pipeline could not be taken up and completed till the end of June 2020.

Since now the unlock process has been declared in the state in a phased manner in accordance with the Covid-19, the LOAC in its meeting floated the following recommendations :-

1. It was suggested that all the pending proposals approved during the LOAC meeting of 10th Feb, 2020

be taken a fresh and be completed at the earliest. The pending proposals to be completed include:-

(a) The purchase of Reference books for the post-graduate classes in Economics, English, Hindi, Pol. Science and Commerce.

(b) Purchase and installation of 32 computer system for the multi-purpose digital lab along with two computer systems with a shared printer in the staff room.

(c) Re-installation of Audio Visual System in Room No. 202.

(d) Creation of two badminton courts at the part of PWD.

(e) Installation of Public Address System in the College corridor, which will be operated and controlled from the Principal's office.

(f) Required repair and renovation of Principal's office with suitable seating arrangement along with a display unit.

(g) Installation of one additional water cooler near the college playground to avoid the unnecessary crowding. Five separate foot pedal operating taps to be connected from the said water cooler.

(h) Updating of college website with all new features as per the NAAC requirement.

(i) Replacement and renovation of college gate with wall tile fitting.

(j) To expedite the process of the construction of independent P.G. Block. For this PWD may be asked to prepare a feasibility report for dismantling the Principal's residence and the

Abdul Kalam Block for the construction of P.G. Block and the Arts Block.

(K) construction of multipurpose stage with covered designer roof for the conduct of outdoor college functions.

2. Feedback on the Online Teaching should be taken from the concerned students.

3. College should develop its own online admission Software for the streamlining the process of admission.

4. Special session regarding the challenges, opportunities and implementation of New Education Policy may be organised for the faculty members.

5. Also a series of tutorials may be organised by the Career Counselling Cell of the college for the State holder students.

6. Set-up for live video conferencing, web-cast and recording may be installed in the Principals' office and selected smart class rooms for online teaching, conferences and content creation.

7. Data Base of Blood Donor students/teachers should be created and maintained.

8. Health checkups & camps for the college students may be organised in collaboration with the voluntary organisations and Health Department in accordance with the SOP for Covid-19.

9. The cell recommended that a small ground glazed inside the college premises should be properly levelled and maintained. The issue of the removal of trees should be taken up systematically with the appropriate authority. The removal of these

trees from the college premises, is needed as these trees are not only a major obstacle in the levelling of the small ground but also issuing a big threat for the safety of students and the buildings.

10. The cell in its meeting discussed the various aspects of New Education Policy 2020 and its implications for higher education. It was observed that there is a gap between the existing skill and the required skill from the market point of view. It was ^{suggested} that a couple of short-term skill enhancement may be introduced in per the market needs. Market survey must be done for the introduction of such courses in consultation with the industry experts. These suggestions may be transmitted to the higher authorities so that the requirement skill component is incorporated in NEP 2020 before its enforcement and implementation.
11. It was also suggested that two laptops may be purchased for Principals office and IOAC Each for the management of IOAC/RUSA/NAAC work and other administrative work. Also an UV water filter may be purchased for the Principals office.
12. A series of Induction Programmes may be organised for the new entrant students of BA/Bcom/ Bsc Ist Year by the concerned faculty members with the special address by Principal in each session.
13. The existing Women Grievances Cell may be upgraded to the Women Development Council. Also the suggestion/complaint box for the purpose may be placed at appropriate place.
14. Also it is strongly suggested that NCC wing may be established in the institution. Necessary correspondence in this regard may be made with

appropriate authorities.

The meeting ended with vote & thanks to the Chair.

Shammi
Coordinator
WAC

30/09