

## 2. Authoritative Text of 2<sup>nd</sup> IQAC Meeting Dated 28/12/2016

A meeting of the Internal Quality Assurance Cell of Government College Paonta Sahib was held on dated 28/12/2016 at 11:00 am, under the chairmanship of Dr. Kiran Vir Singh in his office. The following members were present in the meeting:

1. Dr. Kiran Vir Singh
2. Sh. Satish Kumar Goel
3. Dr. Alka Chauhan
4. Sh. Shakun Mahindra
5. Sh. Vishnu Bhardwaj
6. Smt. Ritu Pant
7. Dr. Kuldeep Singh Sen
8. Sh. Rajender Mohan Ramoul
9. Sh. Nalin Ramaul
10. Dr. Jahid Ali Malik
11. Sh. Naresh Kumar Batra
12. Ms. Sonali

The committee began with the point-wise review of its recommendation and the action taken:

### Review of Recommendation and Action Taken:

1. The college disaster management plan has been formulated and uploaded on the college website.
2. The proactive disclosures under section 4(1)(b)(i) of the RTI Act have been prepared and approved by the principal and thereafter uploaded on the college website.
3. The gender sensitization work has been started by the Women Grievances Redressal Cell. The committee has submitted that the sensitization program shall continue after the winter vacations.
4. The dedicated funds for book have been set up. It was pointed out by the Library Advisory Committee that since most of the students had purchased books in the current session, it was proposed that this scheme shall become fully functional from the next academic session.
5. The RO system has been installed with kind benevolence of the Zeon Life Sciences, Paonta Sahib. However, it is recommended that another water cooler with a water



  
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Principal  
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filter should be installed in the college campus in the area between new administrative block and the academic block.

6. The request regarding coaches has not been sent to the District Sports Officer till now. The convener of sports committee was again requested to pursue the matter passionately.
7. Regarding the reconstruction of the badminton court, the estimates from the HPPWD have been taken and the proposal has been submitted to the Director of Higher Education, Shimla.
8. The teachers have been requested to arrange guest lecture and a notice in this regard has been circulated among the staff.
9. The proforma invoice for the purchase of 5 new computers have been taken from the Himachal Pradesh State Electronics Development Corporation, Shimla and the order for the same has been placed.
10. The digital podium purchased by the community college has been installed in the community college lab.
11. One high resolution projector with motorized screen has been purchased and installed in the computer lab of BCA.
12. The CCTV cameras have been installed in the college building for surveillance in the college premise. One large LCD TV has also been purchased for viewing the CCTV footage in the control room which is setup in the office of the principal.
13. The college has initiated communication with the state government regarding starting of B.Voc. programme in the college. The Himachal Chamber of Commerce and Industry under Sh. Satish Goel, IQAC member as well as the civil society led by Sh. Rajender Mohan Ramoul have also submitted representation to the state government for the purpose.

## **Resolutions and Recommendations**

1. While discussing the functioning of the IQAC, it was decided that keeping in view the scarcity of rooms and space in the college, the IQAC may have to share a room. In this regard, it was decided that for the time the IQAC may function from the office at the IGNOU since its coordinator Sh. Nalin Ramaul is also a member of the IQAC. Since the work of IQAC involves lot of use of ICT, it was recommended that one computer and a printer be purchased for the IQAC. For the proper upkeep of documents and files, it was decided to purchase one almirah for the IQAC.
2. As a follow-up of the disaster preparedness, a mock drill with the assistance of District Disaster Management Authority, Nahan is proposed, and the disaster management committee of the college shall be entrusted with the task.
3. Keeping in view the menstrual health management in the college campus, it is recommended that the sanitary napkins vending machine and the incinerator for the



  
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disposal of menstrual waste be purchased and installed at appropriate place in the college campus.

4. The IQAC welcomed the announcements by the Hon'ble Chief Minister of Himachal Pradesh regarding the starting of M.A. Economics and Hindi in the college from the next academic session. In this regard, it was recommended that the necessary follow-up and procedures be taken up.
5. Since there is no girls common room in the college, it was recommended that a new girls' common room be allotted in the newly constructed administrative block.
6. It was recommended that a new IT Lab for the general course, be set up in the new administrative block. To begin with the lab may be equipped with three computer systems. The furniture required for the IT Lab should also be purchased.
7. The IQAC recommended that a formal system of student feedback be completed in the self- financing courses (BCA & PGDCA) and the community college (Advance Diploma in Food Processing and Advance Diploma in Pharmaceuticals).
8. The IQAC recommended that the mentor system should be implemented from the even semester starting from December 2016, initially on an experimental basis for the sixth semester students. This system shall provide academic and psychological support to the students.
9. It was recommended that the IQAC should interact with the students to assess their feedback on various issue. Senior teachers who are members of IQAC may initiate the process.
10. The NCC is very important from the point of view of overall development of students. Therefore, efforts are to be made to commence NCC unit and necessary communications and formalities in this regard should be initiated.
11. The ATM facility is important keeping in view the large student strength of the college. Therefore, the college may initiate the process of setting up of ATM with Himachal Pradesh State Cooperative Bank Ltd. or any other bank as per their response.
12. "The college campus is under CCTV surveillance" notices should be displayed at certain places. This is important to sensitive the students and faculty about the possible trade-off between the issues of invasion of privacy and violation of the right to privacy, and safety and security of women.
13. The green audit of the college campus is crucial from the point of view of environmental conservation. Accordingly, the green audit of the campus be completed by the committee headed by Dr. Jahid Ali Malik.

The meeting ended with vote of thanks to the chair.



  
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**Principal**  
**Shree Guru Gobind Singh Ji**  
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Meeting no. - 2

Date: 28-12-2016

A meeting of the Internal Quality Assurance Cell of Government College Raonta was held on dated 28-12-2016 at 11:00 am, under the chairmanship of Dr. Kiran Vir Singh in his office. The following members were present in the meeting:

1. Dr. Kiran Vir Singh
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3. Dr. Alka Chauhan
4. Sh. Shakun Mahindra
5. Sh. Vishnu Bhardwaj
6. Prof. Ritu Pant
7. Dr. Kuldeep Singh Sen
8. Sh. Rajender Mohan Ramaul
9. Prof. Malin Ramaul
10. Dr. Tahid Ali Malik
11. Sh. Naresh Batra
12. Ms. Sonali Sonali

The committee began with the point-wise review of its recommendation and the action taken.

### Review of Recommendation and Action Taken

1. The college disaster management plan has been formulated and uploaded on the college website.
2. The proactive disclosures under section 4(1) b(i) of the RTI Act have been prepared and approved by the principal and thereafter uploaded on the college website.
3. The Gender Sensitisation work has been started by the



Women Grievances Redressal Cell. The committee has submitted that the sensitisation program shall continue after the winter vacations.

4. The dedicated Funds for book bank have been set up. It was pointed out by the library Advisory Committee that since most of the students had purchased books in the current session, it was proposed that this scheme shall become fully functional from the next academic session.
5. The RO System has been installed with the kind benevolence of the Zeon Lifesciences, Paonta Sahib. However, it is recommended that another water cooler with a water filter should be installed in the college campus in the area between new administrative block and the academic block.
6. The request regarding coaches has not been sent to the District Sports Officer till now. The convenor of sports committee was again requested to pursue the matter passionately.
7. Regarding the reconstruction of the badminton court, the estimates from the HPPWD have been taken and the proposal has been submitted to the Director of Higher Education, Shimla.
8. The teachers have been requested to arrange guest lectures and a notice in this regard has been circulated among the staff.
9. The Proforma invoice for the purchase of 5 new computers have been taken from the Himachal Pradesh state electronics development Corporation, Shimla and the order for



the same has been placed.

10. The Digital Podium purchased by the community college has been installed in the community college lab.
11. One high resolution projector with monitorised screen has been purchased and installed in the Computer Lab of BCA.
12. The CCTV cameras have been installed in the college building for surveillance in the college premise. One large LED TV has also been purchased for viewing the CCTV footage in the control room which is set up in the office of the Principal.
13. The college has initiated communication with the state government regarding starting of B.Voc. programme in the college. The Himachal Chamber of Commerce and Industry under Sh. Satish Goel, IQAC member as well as the civil society led by Sh. Rajender Mohan Ramaul have also submitted representation to the state government for the purpose.

### New Issues and Recommendations:

#### 1. IQAC:

- a) While discussing the functioning of the IQAC, it was decided that keeping in view the scarcity of rooms and space in the college, the IQAC may have to share a room. In this regard, it was decided that for the time the IQAC may function from the office of the IGNOU since its coordinator Prof. Nalin Ramaul is also a member of the IQAC.



- b) Since the work of IQAC involves lot of use of ICT, it was recommended that one computer and a printer be purchased for the IQAC.
- c) For the proper upkeep of documents (and files), it was decided to purchase one almirah for the IQAC.

2. As a follow-up of the preparation of the Disaster preparedness mock drill with the assistance of District Disaster Management Authority, Nahan. The same committee may be entrusted with the task.
3. Keeping in view the menstrual health management in the college campus, it is recommended that the sanitary napkins vending machine and the incinerator for the disposal of menstrual waste be purchased and installed at appropriate place in the college campus.
4. The IQAC welcomed the announcements by the Hon'ble Chief Minister of Himachal Pradesh regarding the starting of M.A. Economics and Hindi in the college from the next academic session. In this regard, it was recommended that the necessary follow-up and procedures.
5. Since there is no girls common room in the college, it was recommended that a new girls common room be allotted in the new administrative block.
6. It was recommended that a new IT Lab for the general courses, be set up in the new administrative block. To begin with the lab may be equipped with three computer systems. The furniture



required for the IT Lab should also be purchased.

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8. The IQAC recommended that the mentor system should be implemented from the even semester starting from December 2016, initially on an experimental basis for the sixth semester students. This system shall provide academic and psychological support to the students.

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12. The college campus is under CCTV surveillance. Notices should be written/painted at certain places. This is important to sensitise the students and faculty about the



possible trade-off between the issues of invasion of privacy & violation of the right to privacy; and safety and security of women.

13. The green audit of the college campus is crucial from the point of view of environmental conservation. Accordingly, the green audit of the campus be completed by the committee headed by Dr. Tehid Ali Malik.