OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of IQAC committee was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 01-12-2023. The following members were present in the meeting:

1. Dr. Kewal Kumar — Convener
2. Prof. Swarna Devi — Member
3. Prof. Sumita Rao — -do-
4. Prof. Aditya Sharma — - do
5. Prof. Sonia Raj — - do
6. Prof. Ritika Mahajan — - do-
7. Sh. Parveen Sharma — -do-

Agenda: To manage and prepare the AQAR data for the session 2022-23

The committee discussed in detail regarding the agenda and resolved the following:

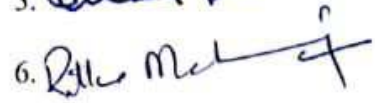
1. That the AQAR for the session 2018-19, 2019-20, 2020-21 and 2021-22 has already been submitted.
2. That the data for all the 7 criteria are pending for the AQAR of session 2022-23.
3. That different criteria were assigned to committee members to collect the information for the same as given below:

S. No.	Committee Member	Criteria Assigned
1	Prof. Swarna Devi	Criterion 2- **Teaching- Learning and Evaluation**
2	Prof. Sumita Rao	Criterion 7 – **Institutional Values and Best Practices**
3	Prof. Aditya Sharma	Criterion 1 – **Curricular Aspects**
4	Prof. Sonia Raj	Criterion 3- **Research, Innovations and Extension**
5	Prof. Ritika Mahajan	Criterion 5- **Student Support and Progression**
6	Sh. Parveen Sharma	Criterion 4 - **Infrastructure and Learning Resources**

4. Criterion 6- **Governance, Leadership and Management** will be assigned to newly upcoming member
5. That conveners of different committees have been asked to conduct two meeting per session to chalk out the different activities to be taken during the session and submit the minutes of meeting to the IQAC.

The meeting ended with the vote of thanks to the chair

Signature of members:

1.
2.
3.
4.
5.
6. 
7.

PRINCIPAL

OFFICE OF THE PRINCIPAL
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NOTICE

(13-12-23)

The following Staff members are requested to complete the given assignment regarding submission of AQAR for the session 2022-23 till 16th of December 2023 positively.

S.No.	Committee Member	Criteria Assigned
1	Prof. Swarna Devi	Criterion 2- **Teaching- Learning and Evaluation**
2	Prof. Sumita Rao	Criterion 7 – **Institutional Values and Best Practices**
3	Prof. Aditya Sharma	Criterion 1 – **Curricular Aspects**
4	Prof. Sonia Raj	Criterion 3- **Research, Innovations and Extension**
5	Prof. Ritika Mahajan	Criterion 5- **Student Support and Progression**
6	Sh. Parveen Sharma	Criterion 4 - **Infrastructure and Learning Resources**

Coordinator IQAC

Principal

Principal
Govt. Degree College
Ramnagar

OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of IQAC committee was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 21-12-2023. The following members were present in the meeting:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Kewal Kumar — Member
- Prof. Sumita Rao — -do-
- Prof. Aditya Sharma — - do
- Prof. Sonia Raj — - do
- Prof. Ritika Mahajan — - do-
- Sh. Parveen Sharma — -do-
- Dr. Sham Singh — -do-

Agenda: To prepare the data for preparation of SSR for NAAC accreditation Cycle -II

The committee discussed in detail regarding the agenda and resolved the following:

1. That the AQAR for the session 2018-19, 2019-20, 2020-21 and 2021-22 has already been submitted.
2. That the data for all the 7 criteria are pending for the session 2022-23.
3. That different criteria were assigned to following committee members to collect the data for the preparation of SSR for NAAC accreditation Cycle –II.

S.No.	Committee Member	Criteria Assigned
1	Prof. Aditya Sharma	Criterion 1 - **Curricular Aspects**
2	Dr. Sham Singh	Criterion 2 - **Teaching-Learning and Evaluation**
3	Dr. Kewal Kumar	Criterion 3 - **Research, Innovations and Extension**
4	Sh. Parveen Sharma	Criterion 4 - **Infrastructure and Learning Resources**
5	Prof. Sonia Raj	Criterion 5 - **Student Support and Progression**
6	Prof. Sumita Rao	Criterion 6 - **Governance, Leadership and Management**
7	Prof. Ritika Mahajan	Criterion 7 – **Institutional Values and Best Practices**

4. That a meeting of conveners of different college committees will be conducted soon regarding NAAC inspection.

The meeting ended with the vote of thanks to the chair

Signature of members:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Kewal Kumar — Member
- Prof. Sumita Rao — -do-
- Prof. Aditya Sharma — - do
- Prof. Sonia Raj — - do
- Prof. Ritika Mahajan — - do-
- Sh. Parveen Sharma — -do-
- Dr. Sham Singh — -do-

Principal

Principal
Govt. Degree College
Ramnagar

OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of IQAC committee with the conveners of different committees was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 29-12-2023. The following members were present in the meeting:

• Coordinator IQAC	Dr. Rakesh Kumar Pandit
• Debate and Symposium Committee	Prof Ritika Mahajan
• NCC Co-ordinator	Prof Aditya Sharma
• Cultural Committee	Prof Sonia Raj
• Scholarship Committee	Prof Sunil Kumar
• NSS Programme Officer	Prof Ritika Mahajan
• Red Ribbon Club	Prof Ritika Mahajan
• SVEEP	Prof Jeevan Kumar
• Women Development Cell	Prof Ashni Devi
• CASH	Prof Swarna Devi (Co-Convener)
•	

Agenda: To prepare the data for preparation of SSR for NAAC accreditation Cycle -II

The IQAC disused in detail the role of different committees for the preparation of NAAC inspection Cycle-II and resolved the following:

1. All the activities conducted under different committees shall be compiled year wise for the last five years.
2. A compiled five-year report of activities will be submitted to IQAC at the earliest.
3. Pending activities as per activity calendar for the year 2023-24 will be conducted till April 2024.

The meeting ended with a vote of thanks to the chairperson.

Signature of members:

• Coordinator IQAC	Dr. Rakesh Kumar Pandit
• Debate and Symposium Committee	Prof Ritika Mahajan
• NCC Co-ordinator	Prof Aditya Sharma
• Cultural Committee	Prof Sonia Raj
• Scholarship Committee	Prof Sunil Kumar
• NSS Programme Officer	Prof Ritika Mahajan
• Red Ribbon Club	Prof Ritika Mahajan
• SVEEP	Prof Jeevan Kumar
• Women Development Cell	Prof Ashni Devi
• CASH	Prof Swarna Devi

Principal
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Ramnagar

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GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of the IQAC committee was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 16-01-2024. The following members were present in the meeting:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — Member
- Prof. Aditya Sharma — -do-
- Prof. Sonia Raj — -do-
- Prof. Ritika Mahajan — -do-
- Sh. Parveen Sharma — -do-
- Dr. Sham Singh — -do-

Agenda: To prepare for NAAC accreditation Cycle -II

The committee discussed and deliberated on various issues in detail and unanimously resolved:

1. That all the teachers will be asked to ensure the use of ICT tools and resources in addition to the conventional teaching methods.
2. The ICT enabled classrooms need to be increased in the institution.
3. A dedicated internet facility should be ensured at all the places in the institution.
4. A workshop on Intellectual Property Rights (IPR) will be conducted in the current academic session.
5. Teachers should be provided more opportunities to attend Faculty development programmes in future.
6. A committee should be constituted to explore the use of Solar Energy in the institution.
7. A committee should be constituted to explore the means for rain water harvesting in the institution.

The meeting ended with the vote of thanks to the chair

Signature of members:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — -do-

- Prof. Aditya Sharma -do-
- Prof. Sonia Raj -do-
- Prof. Ritika Mahajan -do-
- Sh. Parveen Sharma -do-
- Dr. Sham Singh -do-

Co-ordinator
IQAC

Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of the IQAC committee was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 16-03-2024. The following members were present in the meeting:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — Member
- Prof. Sumita Rao — -do-
- Prof. Sonia Raj — -do-
- Prof. Ritika Mahajan — -do-
- Sh. Parveen Sharma — -do-
- Dr. Sham Singh — -do-

Agenda: To prepare for NAAC accreditation Cycle -II

The committee discussed and deliberated on various issues in detail and unanimously resolved:

1. That the process of publishing Newsletter for the year 2022-23 will be initiated and college Newsletter committee shall start the process as soon as possible.
2. That a committee should be constituted to explore the conduct of Academic Audit of the institution.
3. That a full time computer operator should be provided to IQAC for filling the data for preparation of SSR.
4. That two laptops and one hard disk are required for the preparation and compilation of SSR.
5. That an orientation programme of all the faculty and students of the college will be conducted for awareness about various courses available free of cost on SWAYAM platform.
6. That NAAC orientation of all the teaching and nonteaching staff along with select number of students nominated by the department will be conducted soon.
7. That organizing of parent-teacher and alumni meet may be conducted at the earliest.
8. That review for NAAC preparation shall be taken every fortnight along with the action taken report.

The meeting ended with the vote of thanks to the chair

Signature of members:

- Dr. Rakesh Kumar Pandit — Coordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — -do-
- Prof. Sumita Rao — -do-
- Prof. Sonia Raj — -do-
- Prof. Ritika Mahajan — -do-
- Sh. Parveen Sharma — -do-
- Dr. Sham Singh — -do-

Co-ordinator
IQAC

Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAMNAGAR

Minutes of the meeting

Chairperson: Dr. Bhavnaish Chand, Principal

A meeting of the IQAC committee was held in the office chamber of worthy Principal Dr. Bhavnaish Chand on 16-05-2024. The following members were present in the meeting:

- Dr. Rakesh Kumar Pandit — Co-ordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — -do-
- Prof. Sumita Rao — -do-
- Prof. Ritika Mahajan — -do-
- Prof. Sonia Raj — -do-
- Dr. Sham Singh — -do-
- Dr. Puyesh Kant Sharma — -do-
- Prof. Parminder Kumar — -do-

Agenda: Identification of areas of concern and strategies to improve upon weak areas.
After submission of AQAR 2022-23, the IQAC committee identified various areas of concern on the basis of seven-criterion of NAAC, that needs to be managed on priority. The IQAC thread-barely deliberated on these issues in detail and unanimously resolved:

1. That the process to collect data for AQAR for the academic year 2023-24 will be taken up soon.
2. College Newsletter committee shall expedite the process for publishing Newsletter for the academic year 2024-25
3. That a committee should be constituted to explore the conduct of Academic Audit of the institution.
4. The institution is not having any course which include learning through project work, field trips and internships. However, field trips particularly in the subjects of Botany, Zoology, Geology and Environmental Sciences need to be increased for experiential learning and data collection.
5. The institution needs to double the efforts for slow learners by conducting remedial and extra classes. For advanced learners special programmes need to be conducted to enhance and hone their academic performance.
6. Mentor-Mentee scheme of the institution should be restructured and made active to facilitate learning, development and growth of the students.
7. The examination committee of the college may be asked to frame mechanism to deal with internal examination related grievances and issues.

8. The institution must conduct Conferences/Seminars/Workshops on IPR, Patents, Research Methodologies, Copy Rights, Different Research Fields particularly in the Major subject's college is offering.
9. All the HOD's of the departments should be advised to conduct departmental or extension activities which are in sync with the requirements of NAAC.
10. The institution need to establish linkages/collaborations with University, Industry, Corporate Companies etc. for faculty exchange, student exchange, internships and on-Job training of the students. For this, feasibility need to be explored to sign MOU's with these bodies.
11. The student computer ratio of the institution is low. This ratio needs to be increased in future.
12. A policy document of complete procedures for maintaining and utilizing Physical, Academic, Laboratories, Library, Computers, Sports facilities etc. need to be framed at the earliest.
13. The institution need to conduct capacity building and skill enhancement activities on soft skills, language and communication skills, ICT/computing skills for students and staff.
14. Career Counselling Cell of the college should start coaching for CUET PG entrance, JAM etc.
15. Record of the students progressing to higher education needs to be maintained.
16. The institution needs to increase its participation in sports and cultural activities organised locally, regionally or nationally.
17. Permission may be granted to hold elections for constituting College Student Council/Presidium
18. The teaching and non-teaching staff needs to be provided more opportunities for attending Professional Development Programmes viz., Orientation Programme, Refresher Course, Short Time Course etc.
19. That the college is not offering any certificate course or Ad-on course. A committee should be framed to explore the possibility of starting few new certificate/Diploma/Value Added Courses in the next academic session.
20. Activities on gender equity be increased in the institution in the next academic session.
21. Number of MOU's with other institutions, industry, corporate houses etc., need to be increased for faculty exchange programmes, student exchange programmes, student internships, field activity and skill based trainings to the students.
22. That NAAC orientation of all the teaching and non-teaching staff along with select number of students nominated by the department will be conducted soon.
23. That parent-teacher and alumni meet may be conducted at the earliest.
24. A committee should be constituted to explore the use of Solar Energy and rain water harvesting in the institution.
25. An Eco Crew Team needs to be constituted to conduct the campus waste audit to identify the plastic currently used inside the campus. The team will start working to make campus plastic free.
26. A vermicompost pit need to be prepared/constructed in the campus for converting biodegradable waste into manure.

27. The institution needs to go through quality audits on environment and energy. Concerned committees need to explore the possibility of conducting these audits in the next academic session.
28. The internet facility through Wifi must be provided to all the departments, in the smart class rooms, staff room and in the college browsing centre throughout the clock.

The minutes submitted to the Principal for information and approval. The meeting ended with the vote of thanks to the chair

Signature of members:

- Dr. Rakesh Kumar Pandit — Co-ordinator
- Dr. Pankaj Sharma — Member
- Dr. Kewal Kumar — -do-
- Prof. Sumita Rao — -do-
- Prof. Ritika Mahajan — -do-
- Prof. Sonia Raj — -do-
- Dr. Sham Singh — -do-
- Dr. Puyesh Kant Sharma — -do-
- Prof. Parminder Kumar — -do-

Co-ordinator
IQAC

Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 01-12-2023

As a follow-up action to the decisions arrived at in the IQAC meeting held on **01-12-2023**, the following actions were taken:

1. The date for all the seven criterion have been collected and AQAR for the session 2022-23 has been submitted to NAAC on 15.05.2024.
2. The criterion 6-Governance leadership and management have been allotted to a new member.
3. The conveners of different committees have conducted activities pertaining to their committee's and submitted report of activities to IQAC.

Dr. Kewal Kumar
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 21-12-2023

As a follow-up action to the decisions arrived at in the IQAC meeting held on **21-12-2023**, the following actions were taken:

1. The date for all the seven criterion have been collected and AQAR for the session 2022-23 has been submitted to NAAC on 15.05.2024.
2. On account of mass transfer's in annual transfer drive by administrative department, the IQAC has been reconstituted and different criterion were assigned to new members.

Dr. Rakesh Kumar Pandit
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 29-12-2023

As a follow-up action to the decisions arrived at in the IQAC meeting convened by the Principal on **29-12-2023**, the following actions were taken:

1. The conveners of different committees are compiling data for activities conducted under different committee for the last five years.
2. The remaining activities as per the activity calendar for the session 2023-24 have been conducted.
3. All the other decisions were also adhered to.

Dr. Rakesh Kumar Pandit
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 16-01-2024

As a follow-up action to the decisions arrived at in the IQAC meeting held on **16-01-2024**, the following actions were taken:

1. In addition to the conventional teaching, the teachers are now also using ICT tools/Smart Flat Panels for regular class room teaching.
2. The process to increase smart classrooms and a dedicated internet facility in the institution is going on.
3. All teachers have been motivated and asked to register for refresher courses/FDPs/FIPs on https://mmc.ugc.ac.in/ .
4. All the other suggestions were appropriately considered

Dr. Rakesh Kumar Pandit
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 16-03-2024

As a follow-up action to the decisions arrived at in the IQAC meeting held on **16-03-2024**, the following actions were taken:

1. An awareness and enrolment workshop on National Programme on Technology Enhanced Learning (*NPTEL*) and Study Webs of Active-Learning for Young Aspiring Minds (*SWAYAM*) platforms was conducted w.e.f 04.04.2024 to 10.04.2024.
2. NAAC orientation of all the teaching and non-teaching staff along with select number of students has been conducted on 28.03.2024.
3. All the other decisions were also adhered to.

Dr. Rakesh Kumar Pandit
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar

GOVT. DEGREE COLLEGE RAMNAGAR
(Internal Quality Assurance Cell)

Action Taken Report

Meeting Date 16-05-2024

As a follow-up action to the decisions arrived at in the IQAC meeting held on **16-05-2024**, the following actions were taken:

1. The process of collecting and compiling of data for the submission of AQAR 2023-24 has been started.
2. The college newsletter for the year 2023-23 is ready and about to get published.
3. Conduct of Academic Audit is still pending. We are planning to conduct an orientation programme on Academic Audit for our staff with our affiliating University.
4. Field trips for the students of Botany, Zoology and Geology have been conducting for experiential learning and reports prepared by the students submitted to IQAC.
5. The institution conducted extra classes for slow learners in each Major subject opted by the students.
6. Mentor- Mentee Scheme is being made active in the institution for student support and overall development of the students.
7. The convener examination committee sorted out all the grievances and issues related to internal examination reported by the students.
8. The IQAC conducts Seminars and Conferences on IPR and IKS in the month of November 2024.
9. The teaching departments conducted activities and seminars on particular days of importance concerning their subjects.
10. The institution is exploring options to sign MOUs with different departments such as Social welfare, Forest, Municipality, Media, Literary Society, Rural Development Department etc. so that our students will do internships and get on job training.
11. To increase student computer ratio, the process to purchase more computers for academic purpose is being considered.

Principal
Govt. Degree College
Ramnagar

12. Policy document of complete procedures for maintaining and utilizing Physical infrastructure, Academic infrastructure such as Laboratories, Library, Computers, Sports facilities etc. have been drafted.
13. Programmes were conducted on ability enhancement, skill enhancement and communication skills for the students.
14. The institution is intending to start coaching for PG-CUET entrance from the year 2025.
15. The university section of the college is being asked to maintain record of students who are progressing to higher education.
16. The students were motivated to participate in sports and cultural activities.
17. The institution is intending to conduct elections for college presidium from the year 2025.
18. All teachers have been motivated and asked to register for refresher courses/FDPs/FIPs on https://mmc.ugc.ac.in/
19. The Parent-Teacher meet has been conducted.
20. Orientation programme on NAAC awareness and preparedness has been conducted for teaching and non-teaching staff.
21. All the other suggestions were appropriately considered.

Dr. Rakesh Kumar Pandit
IQAC Coordinator

Dr. Bhavnaish Chand
Principal
GDC Ramnagar

Principal
Govt. Degree College
Ramnagar