

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 4 Institutional Management

Key Indicator 4.2 IQAC

Metric 4.2.1 Number of meetings per year



Table of Contents

TABLE OF CONTENTS	1
COVER PAGE OF MEETING MINUTES REGISTER.....	1
MEETING NO. 8.....	2
MEETING NO. 9.....	5
MEETING NO. 10.....	8
MEETING NO. 11.....	11

Cover Page of Meeting Minutes Register



Meeting No. 8

17

Meeting No. 8

A meeting of Internal Quality Assurance Cell (IQAC) was convened under the chairmanship of Dr. Rajesh Trehan, Principal, Govt. Degree College, Kaffora, (H.P.) in the principal's office on dated 25th September, 2024 at 11:30 a.m. The following members were present:-

- 1) Dr. Rajesh Trehan, Chair-person *RT*
- 2) Dr. Nalin Ramaul, Associate Professor Economics *Nalin Ramaul*
- 3) Sh. Rinku Aggarwal, Asstt. Professor Commerce *Rinku*
- 4) Sh. Dinesh Kumar, Asstt. Professor History *D.K.*
- 5) Sh. Aniket Pundir, Asstt. Professor Commerce *Pundir*
- 6) Sh. Dinesh Kumar, Supdt. - II *D.K.*
- 7) Dr. Mohan Singh Chauhan, Educationist *M.S.C.*
- 8) Sh. Attar Singh Pundir, Representative of Employer *Attar*
- 9) Sh. Guman Singh Chauhan, Representative of Business *G.S.C.*
- 10) Sh. Ratti Ravi Sharma, Representative of Local Society *R.Sharma*
- 11) Sh. Khander Sen Pundir, PTA President *KS*
- 12) Sh. Narendra Sharma, OSA President *N.Sharma*
- 13) Ms. Agushi, CSCA President. *Agushi*

The meeting began with welcome address by IQAC Coordinator. He read the minutes of previous meeting and the minutes were approved by the members without any amendment.

Agenda:-

- Development of Playground and Boundary wall
- Purchase of computers and Upgrading IT Lab
- Annual programme series under Career Guidance & Placement Cell
- Demand for Librarian and other vacant posts
- Reminder for College Canteen Block.

Action Taken Report:-

Table Tennis table has been procured for the

students and the proposal for Library & IT Lab upgradation will be submitted to higher authorities very soon.

Key Discussion Points:-

- Development of Playground and Boundarywall

The committee discussed the need to develop a playground on campus and the boundary wall.

It was proposed to approach the Public Works Department (PWD) for the execution of this project.

Alternatively, other agencies could also be considered to speed up the development process.

- Annual Programme Series under Career Guidance & Placement Cell

A new programme series including workshops, lectures etc. was proposed to be held under the Career Guidance and Placement Cell. The committee decided to honour Late Sh. Guman Singh Chauhan, former minister for his contributions and naming the programme series in his name as Sh. Guman Singh Memorial Programme for Career Guidance. A workshop on Horticulture will be conducted in the month of October, 2024. Prof. Shampal Sharma from Dr. Y S Parmar University of Horticulture & Forestry, Nauni, Solan (H.P.) has consented for this. The topic & date of the workshop will be finalised soon.

- Demand for Librarian and other vacant posts

The members emphasized the immediate need to fill the vacant post of the Librarian, Senior Assistant and Table vada. A formal request will be made to the Directorate of Higher Education to address this issue.

- College Canteen Block

The committee reviewed the status of proposed college canteen block. It was noted that further follow-up is required to ensure its timely construction. A reminder will be sent to the Chief Architect to pursue the matter.

- Purchase of Computers and upgrading IT Lab.

The current state of the IT Lab was reviewed, with a consensus that it requires immediate upgrading to meet modern standards. The committee agreed to explore other funding options also.

- Starting Graduate Add-on Courses through Himachal Pradesh Kaushal Vikas Nigam (HPKVN)

The committee proposed that a request will be sent to Himachal Pradesh Kaushal Vikas Nigam for starting some Graduate Add on Courses in the College as this unique initiative of HPKVN provides an opportunity to final year graduating students to enhance their qualification by pursuing specialized NSQF aligned course.

All the proposals were approved unanimously.
The meeting ended with vote of thanks.

Neha Kaur

IQAC, Coordinator

M. Singh

IQAC, Chairperson.

Principal
Govt. Degree College
Kafata, Distt. Sirmour (H.P.)

Meeting No. 9

20

Meeting No. 9.

A meeting of Internal Quality Assurance Cell (IQAC) was held with IQAC, Paonta Sahib - Cluster Head of Colleges regarding preparations for NAAC under the chairmanship of Dr. Kuldeep Singh in Principal's office on 26/11/2024 at 12:15 pm. The following members were present in the meeting:

- 1) Dr. Vibhav Shukla, Chairman IQAC Paonta Sahib ^{MSM}
- 2) Dr. Nalin Ramaul, Coordinator, IQAC ~~Paonta Sahib~~ ^{Kaifata} ^{26/11/24}
- 3) Dr. Vivek Negi, Coordinator IQAC Paonta Sahib ^{26/11}
- 4) Sh. Sandeep Sharma, Asst. Coordinator, IQAC Paonta Sahib ^{26/11}
- 5) Sh. Rinku Aggarwal, Asst. Coordinator, IQAC Kaifata ^{26/11}
- 6) Sh. Dinesh Kumar, AP in History
- 7) Sh. Aniket Pandit, AP in Commerce ^{Pandit}
- 8) Sh. Dinesh Kumar, ~~Asst~~ ^{Suplt - II} ^{DPS}
- 9) Sh. Vikram Singh
- 10) Sh. Vipin Singh
- 11) Ms. Reena ^{Reena}
- 12) Sh. Rahul ^{Rahul}
- 13) Sh. Vikesh ^{Vikesh}
- 14) Smt. Sumitra Negi - ^{Sumitra}

Agenda:-

- 1) welcome & introduction of Cluster College - Head Team.
- 2) Briefing on the seven criteria of NAAC Accreditation
- 3) Interaction with the college staff
- 4) Discussion on improvement strategies.

Proceedings:

The meeting commenced with a warm welcome by the IQAC coordinator, who introduced the members of the Cluster Head College Team. The chairperson expressed gratitude for their visit and emphasized the importance of the session in enhancing the institution's

preparedness for NAAC accreditation.

The Cluster College Head Team provided a comprehensive briefing on the seven criteria of NAAC accreditation:-

- 1) Curricular Aspects:- Discussion on curriculum design, implementation, and enrichment to ensure quality education.
- 2) Teaching-learning and evaluation:- Emphasis on student centric methods, innovative teaching techniques and assessment practices.
- 3) Research, Innovation and Extension:- Encouragement of faculty research, collaborations and community engagement.
- 4) Infrastructure and Learning Resources:- Review of existing facilities, ICT-enabled learning environments and library resources.
- 5) Student Support & Progression:- Strategies for student mentoring, career counselling and alumni engagement.
- 6) Governance, Leadership and Management:- Best practices in institutional leadership, administrative efficiency and financial management.
- 7) Institutional Values & Best Practices:- Promotion of ethics, inclusivity and sustainable initiatives.

The college staff actively participated in the interaction session, seeking clarifications on accreditation procedures and sharing insights about the institution's existing practices. The Cluster College Head Team provided valuable suggestions on documentation, assessment strategies and quality enhancement measures.

Following the discussion, the IQAC team deliberated on implementing the recommended strategies for continuous improvement.

Resolutions:-

- 1) IOAC will conduct regular workshops and awareness programs on NAAC accreditation.
- 2) Departments will document all academic and co-curricular activities systematically.
- 3) Faculty members will be encouraged to participate in research and extension activities.
- 4) The institution will enhance ICT integration in teaching - learning processes.

The meeting concluded with a vote of thanks to the Cluster College Head Team and all participants:

rajinder

IOAC - coordinator

Kuldeep

IOAC - Chairperson

Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

Meeting No. 10

23

Meeting No 10

A meeting of Internal Quality Assurance Cell (IQAC) was convened under the chairmanship of Dr. Kuldip Singh, Principal, Govt. Degree College Kaffeta (H.F.) in the principal's office on dated 30th December, 2024 at 11:00 am. The following members were present:-

- 1) Dr. Kuldip Singh, Chair person *Kuldip Singh*
- 2) Dr. Nalin Ramani, IQAC - Coordinator *Nalin Ramani*
- 3) Sh. Ainku Aggarwal, IQAC - Asstt. Coordinator *Ainku*
- 4) Sh. Dinesh Kumar, Asstt. Professor (History) *D.K.*
- 5) Sh. Aniket Pandit, Asstt. Professor (Commerce) *Aniket*
- 6) Sh. Dinesh Kumar, Supdt. II
- 7) Sh. Dara Ram Sharma, PTA President *D.R.S.*
- 8) Sh. Rati Ram Sharma, Representative Local society *R.R.S.*
- 9) Ms. Anushi, CSCA President. *Anushi*

AGENDA:-

- 1) Apprising members about the SAR ranking of college.
- 2) Review of successful conduct of the Annual Athletic meet.
- 3) Update on ongoing House Exam.
- 4) Proposal for organising the Annual Prize Distribution Function in March 2025.
- 5) Proposal for conducting the CSCA Cultural Function 'Agnaz' in February 2025.

Proceedings:-

The meeting commenced with a welcome note by the IQAC Coordinator. The chairperson congratulated all faculty members and staff on the commendable performance of the college in SAR Ranking, where the college secured 1st rank in the state in

Tier III colleges and 28th in the Overall ranking. The members appreciated the collective efforts of faculty, students and staff in achieving this milestone.

Further, the successful conduct of the Annual Athletic Meet was discussed and appreciation was extended to the organizing committee for ensuring smooth execution. The members also reviewed the ongoing house exams, emphasizing the importance of maintaining transparency and discipline in evaluation process.

The IOAC coordinator proposed organising the Annual Prize Distribution Function in March, 2025 to recognize academic and extracurricular excellence. Members unanimously agreed and suggested formation of committees for its smooth execution.

Additionally, the proposal for the CSEA cultural function 'Agnaz' in February, 2025, post-winter vacation, was discussed. The significance of such events in fostering student engagement and cultural awareness was highlighted. The members approved the proposal, with further discussions to be held regarding event planning.

Resolutions:-

- 1) The college will continue its efforts to maintain and improve its SAR Ranking.
- 2) The committees will be formed to organize the Annual Prize Distribution Function.
- 3) Preparations for the CSEA cultural function 'Agnaz' will commence, ensuring a well-planned and vibrant event.
- 4) The ongoing house exams will be conducted efficiently, with proper documentation and

assessment protocols.

The meeting concluded with a vote of thanks to all members.

Nalin Kumar
IOAC Coordinator

H. S. Khosla
IOAC Chairperson

Principal
Govt. Degree College
Kafola, Distt. Birmour (H.P.)

Meeting No. 11

96

Meeting No. 11.

A meeting of Internal Quality Assurance Cell (IQAC) was convened under the Chairmanship of Dr. Kuldip Singh, Principal, Govt. Degree College, Kaffata (H.P.) in the Principal's office on dated 17th March, 2025 at 11:00 am. The following members were present:-

- 1) Dr. Kuldip Singh, Chairperson *Kuldip Singh*
- 2) Dr. Nalin Ramani, Coordinator - IQAC *Nalin Ramani*
- 3) Sh. Rinku Aggarwal, Asstt. Coordinator - IQAC *Rinku*
- 4) Sh. Dinesh Kumar, Asstt. Professor (History) *Dinesh*
- 5) Sh. Aniket Pundir, Asstt. Professor (Commerce) *Aniket*
- 6) Sh. Dinesh Kumar, Supdt.-II *Dinesh*
- 7) Sh. Datta Ram Sharma, PTA President *Datta Ram Sharma*
- 8) Sh. Rati Ram Sharma, Representative Local Society *Rati Ram Sharma*
- 9) Ms. Aveshi, CSCA President. *Aveshi*

The meeting began with welcome address by IQAC Coordinator. He read the minutes of meeting held on 30th December, 2024. The minutes were approved by the members without amendment.

Discussions & Resolutions:-

1) CSCA Cultural Function:-

- The committee acknowledged that the CSCA Cultural Function was organised successfully.
- The efforts of faculty, students and organisers were appreciated.

2) Annual Prize Distribution Function:-

- The Annual Prize Distribution Function was successfully held on 06.03.2025.
- The event was well-coordinated and meritorious students were recognised.
- The Chief Guest, Smti. Hanshwardham Chauhan, Hon'ble

Minister of Industries, Parliamentary Affairs, Labour & Employment announced a grant of Rs. 15 lakhs for the development of college ground during the Annual Function.

- The IOAC members expressed their gratitude and proposed a formal vote of thanks for this generous contribution.

3) Proposal for Solar Panel Installation:-

- The committee discussed the issue of high electricity bills and the need for sustainable energy solutions.
- It was decided to write a letter on behalf of IOAC to the Deputy Commissioner (DC) requesting the installation of solar panels in the college premises.

4) NAAC Accreditation.

- Efforts will be made to apply for NAAC accreditation in the upcoming session.
- A roadmap for the accreditation ^{process} will be prepared in consultation with relevant authorities.

The meeting ended with vote of thanks.

Nalini Kant

IOAC Coordinator

Haldip Singh

IOAC Chairperson.

Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)