

**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.i Number of meetings per year**



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# **Cover Page of Meeting Minutes Register**

JAY<sup>TM</sup>

JINDAL

SUPER FINE

Register

I. Q. A. C. G. D. C.  
KAFFOTA.  
Date of est. 23/07/2022

## Meeting No. 4

### Meeting No. 4.

A meeting of newly constituted IQAC vide order No. EDN-GDC(K) - IQAC - 102/23 dated 06.11.2023 was convened under the chairmanship of Dr. Rajesh Trehan, Principal, Govt. Degree College, Kaffota, District Simaur Himachal Pradesh in the office of Principal on dated 09.11.2023 in the presence of following members:

1. Dr. Rajesh Trehan, Chairperson *RSy1*
2. Sh. Dinesh Kumar, AP in Economics *[Signature]*
3. Sh. Vikram Singh, AP in English *[Signature]*
4. Sh. Dinesh Kumar, AP in History *[Signature]*
5. Smt. Sumitra Devi, AP in Political Science *[Signature]*
6. Sh. Villesh Kumar, JOA (IT) *[Signature]*
7. Sh. T.R. Parashar, Academician *[Signature]*
8. Sh. Satish Goel, Representative Industries Association - Attended through online mode
9. Ms. Uma Devi, Representative Student Community *Uma Devi*
10. Sh. Chandersen, Representative of Parents *CP*
11. Sh. Narendra Sharma, Representative of Alumni *[Signature]*

The meeting started with welcome address by the IQAC coordinator

Recommendations and Suggestions:-

- Annual Athletic Meet:- The Committee proposes an Annual Athletic Meet in December, 2023 for holistic student development.

- Proposal for office/Staff Room Furniture:- Despite the college's relocation in March 2022, shortage of furniture persist in the Principal's office, Staff Room and College Office. Hence, proposal for the budget should be sent to Higher Authorities for the same at the earliest.

- Library Furniture:- Due to funding constraints and furniture shortage in college library, a proposal

for library tables, almirahs, chairs and newspaper stands should be sent to higher authorities for the budget.

→ Proposal for Equipments in IT Lab:- Given the Significance of Information Technology, the college lacks a computer lab for students. Thus, procurement of computers is essential for student benefit and urgent action should be taken in this regard.

→ Submission of Proposal for Grants to Strengthen Colleges under PM USHA:- A proposal for Grants to strengthen colleges under PM-USHA will be drafted and forwarded to the Directorate of Higher Education for institutional facility development.

→ Submission of Proposal for Girls Common Room under the Scheme Gender Inclusion and Equity Initiatives of PM-USHA:- A proposal for the above scheme under PM-USHA will be prepared and submitted to the District Nodal officer for the development of facilities tailored for Girls including washrooms, restrooms, furniture, sanitary napkin vending machine and recreational amenities etc. in the institute.

→ Central assistance under section 12B of UGC:- While the institute has already been included in the list of colleges prepared under section 2 (f) of UGC Act, 1956 under the head Govt. Colleges teaching upto Bachelor Degree. As the college is not having permanent affiliation with HPU, so the college is not eligible to receive Central assistance under section 12B of the UGC Act, 1956. Efforts to attain permanent affiliation will commence promptly.

→ College Canteen:- The absence of College canteen necessitates urgent establishment to fulfill students' dining requirements and enhance

campus amenities. Hence, a budget proposal will be forwarded to higher authorities to address this need.

— Development of Indoor Games facility!- In pursuit of holistic student development, IQAC proposes the establishment of an Indoor Games Facility at the college.

The meeting ended with vote of thanks.

*JM*  
Coordinator, IQAC

*ref/sgen*  
Chairperson, IQAC.


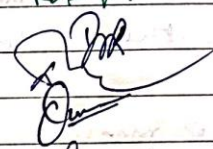
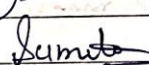
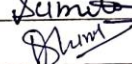
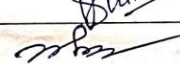
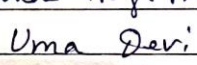
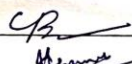



## Meeting No. 5

(10)

### Meeting No.5

A meeting of IQAC was convened under the Chairmanship of Dr. Rajesh Trehan, Principal, Govt. Degree College, Koppa (H.P.) in the office of Principal on dated 08.02.2024 in the presence of following members:-

1. Dr. Rajesh Trehan 
2. Sh. Dinesh Kumar 
3. Sh. Vikram Singh
4. Sh. Dinesh Kumar
5. Smt. Sumitra Devi 
6. Sh. Vikesh Kumar 
7. Sh. T.R. Parashar 
8. Sh. Satish Goel - Attended through online mode.
9. Ms. Uma Devi 
10. Sh. Chaudhary 
11. Sh. Narendra Sharma. 

The meeting started with welcome address by the IQAC coordinator.

#### Action Taken Report:-

- Annual Athletic Meet:- The Annual Athletic Meet took place successfully on December 28, 2023 at Govt. Senior Secondary School Shauwa - Kando as the institute lacks the playground.
- Proposal for Office/ Staff Room Furniture:- Proposal for budget has been sent to Directorate of Higher Education Shimla on dated 31.10.2023.
- Library Furniture and Equipments for IT Lab:- Proposal for both has been sent to Directorate of Higher Education, Shimla on dated 31.10.2023.
- Submission of proposal for Grants to strengthen Colleges under PM USHA:- A proposal for grants to strengthen colleges under PM USHA submitted via dedicated online portal.
- Submission of proposal for Comfort Station for

girls station under the Scheme Gender Inclusion and Equity Initiatives of PM USHA :- A proposal for the same submitted to the District Nodal Officer,

- Central Assistance under Section 12B of UGC: Application for permanent affiliation for B.A. and B.Com in respect of this college sent to Registrar, HPU, Shimla on dated 08.12.2023 to make college eligible to receive Central assistance under section 12B of UGC Act, 1956.
- College Canteen:- The proposal was submitted to the Directorate of Higher Education, Shimla on 06.12.2023 which was agreed in principal and matter is pending with HPPWD for estimate formation.
- Indoor Games Facility :- Some sports equipment procured for Indoor games.

Recommendations, Suggestions and Future Plans:-

- Purchase of Music Instruments:- To facilitate student learning, it is essential to acquire necessary music instruments promptly.
- Proposal for "Khel se Swasthya Yojna"- With, the Directorate of Higher Education, Shimla seeking proposal for certain sports, the committee suggests submitting proposal for weightlifting.
- Development of College website:- Given significance to online presence, efforts should be prioritized to develop the college website without delay.
- Annual Prize Distribution Function:- In the interest of students IQAC recommends conducting Annual Prize Distribution Function and also the distribution of previous year prizes to the students.
- CSCA cultural Function:- The committee proposes to conduct CSCA cultural Function - Aagaz in March 2024 to foster holistic student development.
- Farewell Function:- Additionally, the committee suggests organising a Farewell Function in the

students' interest.

- Power backup facility in the college office:-

Recognizing interruptions in office work due to power outages, the committee recommends replacement of inverter battery.

The meeting ended with vote of thanks.

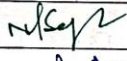


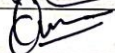
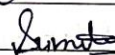
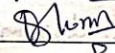
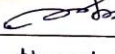
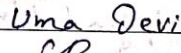


*[Signature]*  
Coordinator, IOAC

*[Signature]*  
Chairperson, IOAC.

## Meeting No. 6

### Meeting No.6.

A meeting of IQAC was convened under the Chairmanship of Dr. Rajesh Trehan, Principal, Govt. Degree College, Kaffota (H.P.) in the office of Principal on dated 23.04.2024 in the presence of following members:-

1. Dr. Rajesh Trehan 
2. Sh. Rinku Aggarwal 
3. Sh. Vikram Singh 
4. Sh. Dinesh Kumar. 
5. Smt. Sumitra Devi 
6. Sh. Vikesh Kumar 
7. Sh. T.R. Parashar 
8. Sh. Satish Goel - Attended through online mode.
9. Ms. Uma Devi 
10. Sh. Chandersen 
11. Sh. Narendra Sharma. 

The meeting started with welcome address by IQAC Coordinator.

#### Action Taken Report:-


- Music Instrument Procurement:- Music Instruments were purchased in March, 2024 after following all codal formalities.
- Proposal for "Khel Se Swasthya Yojna" :- The proposal was submitted and weightlifting equipments were received in March, 2024.
- College website Development:- The college website URL "www.gckaffota.ac.in" was acquired in February, 2024 and quotations were invited for website development.
- Annual Prize Distribution Function:- Annual Prize Distribution Function was held on March 22, 2024 for student benefit.
- CSCA Cultural Function - Aagaaz :- Aagaaz took

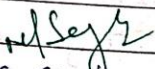
place on March, 13, 2024 fostering holistic student development.

- Farewell function:- A farewell function for final year students organised on 15th march, 2024.
- Power Backup in College Office:- In March, 2024 inverter battery was replaced to ensure uninterrupted official work.
- Furniture for Office/ Staff Room/ Library:- Budget amount of Rs. 7,69,336/- was allocated by the Directorate of Higher Education for the purchase of said furniture.

#### Recommendations, Suggestions and Future Plans:-

- Online Admission Portal:- The committee recommends that in session 2024-25 admission process should be made online.
- Library Upgradation:- For better learning environment some new books should be purchased and budget proposal should be sent to higher authorities.
- Development of IT Lab:- The budget proposal sent to Directorate of Higher Education in the year 2023 was not sanctioned. Procuring computers is vital for students' welfare; hence, the committee suggests submitting a fresh proposal.
- Table Tennis Table:- Prioritizing students physical fitness, the committee suggests procuring one T.T. Table in coming months.

  
IQAC, Coordinator

  
IQAC, Chairperson.

## Meeting No. 7



### Meeting No. 7.

A meeting of Internal Quality Assurance Cell (IQAC) was convened under the Chairmanship of Dr. Rajesh Trehan, Principal, Govt. Degree College, Kaffara (H.P.) in the Principal's Office on 27<sup>th</sup> May, 2024.

The following members were present:-

- 1) Dr. Rajesh Trehan, Chairperson ✓
- 2) Sh. Rinku Aggarwal, Asstt. Professor Commerce - ✓
- 3) Sh. Vikram Singh, Asstt. Professor English - ✓
- 4) Sh. Dinesh Kumar, Asstt. Professor History - ✓
- 5) Sh. Sumitha Devi, Asstt. Professor Pol. Sc. ✓
- 6) Sh. Vikesh Kumar, JOA - IT ✓
- 7) Sh. T. R. Parashar
- 8) Sh. Satish Goel
- 9) Ms. Uma Devi ✓
- 10) Sh. Chandasen, President PTA ✓
- 11) Sh. Narender Sharma, President OSA. ✓
- 12) Sh. Attar Singh, Boudhar ✓
- 13) Dr. Mohan Singh Chauhan. ✓

The meeting began with a welcome address by the IQAC Coordinator.

#### Action Taken Report:-

- College website:- The supply order for the college website was successfully placed on 07.05.2024.

- Online Admission Portal:- Quotations for the online admission portal were invited on 22.05.2024 and the supply order will be placed as soon as possible.

## Recommendations & Proposals:-

### - Library Upgradation:-

Due to staff involvement in election and examination duties, the proposal for library upgradation, discussed in previous meeting, is yet to be prepared. The committee recommends that the proposal be completed and submitted to higher authorities at the earliest.

### - Development of IT Lab :-


Following the previous meeting's discussion and in line with student interests, the cell decided to submit a fresh proposal for the purchase of computers and workstations for IT Lab.


### - Procurement of Table Tennis Table:-

Considering the limited space for outdoor sports facility, the IQAC recommends creating an indoor facility by procuring a table tennis table for the students to promote physical fitness.

The committee agreed to take up the proposed actions and work towards their implementation at the earliest.

The meeting ended with vote of thanks.

  
IQAC, Coordinator

  
IQAC, Chairperson.

## Meeting No. 8

### Meeting No. 8

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

- 1) Dr. Rajesh Trehan, Chair person *NT*
- 2) Dr. Nalin Romaul, Associate Professor Economics *Nalin Romaul*
- 3) Sh. Rinku Aggarwal, Asstt. Professor Commerce *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) Dr. Mohan Singh Chauhan, Educationist *Mohan Singh*
- 8) Sh. Attar Singh Pundir, Representative of Employer *Attar Singh*
- 9) Sh. Guman Singh Chauhan, Representative of Business *Guman Singh*
- 10) Sh. Ratti Rana Sharma, Representative of Local Society *Ratti Rana Sharma*
- 11) Sh. Chandan Sen Pundir, PTA President *Chandan*
- 12) Sh. Narender Sharma, OSA President *Narender 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 Boundary wall

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. Dharampal 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 vadaak. 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 courses.

All the proposals were approved unanimously.

The meeting ended with vote of thanks.

Neharwal

IQAC, Coordinator

Sy  
IQAC, Chairperson.