

Minutes of the Meeting for the formation of IQAC for 2024-25

Date: 27th July 2024

Time: 11:00 AM – 12:30 PM

Venue: Principal's Office, Govt. Degree College

Chairperson: Dr. Poonam Mehta, Principal

Agenda:

- Constitution of IQAC for the academic session 2024–25
- Discussion on roles and responsibilities
- Planning future activities

The meeting began with a warm welcome by Dr. Poonam Mehta, to the external member, all the staff members, parents, students and OSA representatives who highlighted the significance of forming a proactive IQAC for the academic session 2024–25 to ensure continuous quality improvement in all institutional processes.

Dr. Mehta then announced the constitution of the IQAC for 2024–25. The members approved were:

- **Chairman:** Dr. Poonam Mehta
- **Coordinator:** Dr. Inder Singh Suryan
- **External Member:** Sh. Sudesh Kaith
- **Members:** Prof. Punita Verma, Prof. Dev Kumar, Prof. Sharmila Nalwa, Sh. Roop Chand (Sr. Assistant), President (OSA), President (PTA), and Office Bearers (CSCA)

Dr. Inder Singh Suryan outlined the IQAC's responsibilities, which include maintaining academic standards, promoting quality benchmarks, encouraging feedback from stakeholders, preparing annual reports, and enhancing the overall learning environment.

Members were invited to offer suggestions. Prof. Punita Verma recommended organizing regular training sessions for staff. Sh. Sudesh Kaith stressed the active participation of external stakeholders. Student representatives proposed a digital feedback mechanism, while the PTA President suggested emphasising community outreach initiatives.

It was decided that the IQAC would meet quarterly. An activity calendar would be drafted, and the first working meeting would be scheduled for the second week of August 2024.

The house unanimously approved the IQAC composition, agreed to hold regular meetings, and began baseline assessments of current practices.

The meeting concluded with a vote of thanks by Dr. Inder Singh Suryan, who appreciated the members' support and enthusiasm.


Convener
IQAC


Principal
Govt. Degree College
Nankharia 172021
GDC Nankhari

**Minutes of the First Working Meeting of the IQAC Committee for the Academic
Session 2024-25**

The first working meeting of the Internal Quality Assurance Cell (IQAC) for the academic session 2024-25 was held on **21st August 2024** in the office of the Principal. The meeting aimed to discuss and finalise proposals that would contribute to institutional development, with a focus on improving the quality of education, fostering community engagement, and enhancing infrastructural facilities.

Chairperson: Dr. Poonam Mehta, Principal

Coordinator: Dr. Inder Singh Suryan

External Member: Sh. Sudesh Kaith

Members Present:

- Prof. Punita Verma
- Prof. Dev Kumar
- Prof. Sharmila Nalwa
- Sh. Roop Chand (Senior Assistant, Administrative Office Representative)
- President, Old Students' Association (OSA)
- President, Parent-Teacher Association (PTA)
- Office Bearers, Central Students' Council Association (CSCA)

Following extensive discussion, the committee finalised the following action points:

1. All college students will be assisted in creating Digilocker accounts, Academic Bank of Credits (ABC) IDS, and APAAR (Automated Permanent Academic Account Registry) IDS on a priority basis to align with national digital education initiatives.
2. The institution will sign a Memorandum of Understanding (MoU) with a local school to offer academic support and contribute to the intellectual growth of school students. Additionally, another MOU will be established with the Horticulture Department to provide students with updated knowledge and practical skills related to cash crop cultivation and related agricultural practices.
3. Educational field trips will be arranged to provide students with experiential learning opportunities and real-world context relevant to their coursework.

4. A speaker system will be purchased to support college events, reducing dependency on external service providers and strengthening the institution's infrastructure.
5. Students will take part in adult education programmes, particularly through delivering digital literacy sessions at the village level, thereby contributing to societal development.
6. Eco-friendly practices will be adopted on campus, including reducing waste, eliminating plastic usage, and implementing sustainable landscaping projects.
7. Faculty members will be encouraged to attend Faculty Development Programmes (FDPs) and other relevant training initiatives to enhance their knowledge and support career advancement.
8. A college website will be developed to serve as a digital platform for sharing updates, documenting activities, and improving institutional visibility.
9. Steps will be taken to formally establish and register the Old Students' Association to strengthen alumni relations and foster long-term engagement with the institution.

The meeting concluded with a vote of thanks to the Chairperson and all committee members for their valuable time, meaningful insights, and commitment to continuous quality enhancement.


Convener
IQAC


Principal
Govt. Degree College
Nankhari
2021

**Minutes of the Second Working Meeting of the IQAC Committee for the Academic
Session 2024–25**

A meeting of members of IQAC was held in the office of the Principal at 2.30 pm on 15 Sep. 2024. The IQAC coordinator extended a formal welcome to all the members present. The agenda of the meeting was to discuss in detail the components of the Self-Assessment Report (SAR) to facilitate the smooth compilation of the same within the stipulated deadline, and also review the work being done on the various proposals finalised in the previous meeting. Detailed discussions were carried out on the following key points:

1. To ensure an extensive and efficient draft of the SAR (Self-Assessment Report), separate committees composed of task members were duly formed for each SAR criterion.
2. The respective Committees discussed in detail various points and sub-points of the criteria allotted to them.
3. It was decided that the rough draft of the SAR must be submitted to IQAC by the end of September so that the required corrections/additions/deletions, if any, may be made well in time and the Report is duly submitted within the stipulated deadline.
4. It was intimated that the speaker system has been purchased to support college events, reduce dependency on external service providers, and strengthen the institution's infrastructure.
5. It was also apprised that the students were sensitised about the use of DigiLocker and APAAR IDS and given a hands-on session to facilitate creating APAAR IDS. To date, APAAR IDS have been successfully created for the majority of students, and the few left are in progress.
6. The progress of the college website was discussed with the respective committee members, and it was noted that the website work is in progress and will become operational by next month.
7. A solar-powered lighting system was proposed for the college campus to ensure the safety and security of institutional property.

8. The examination committee also proposed using printed answer books for the students' internal exams from the current academic session.

The following members were present at the meeting.

Chairperson: Dr. Poonam Mehta, Principal

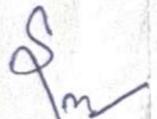
Coordinator: Dr. Inder Singh Suryan

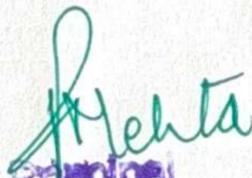
External Member: Sh. Sudesh Kaith

Members Present:

- Prof. Punita Verma
- Prof. Dev Kumar
- Prof. Sharmila Nalwa
- Sh. Roop Chand (Senior Assistant, Administrative Office Representative)
- President, Old Students' Association (OSA)
- President, Parent-Teacher Association (PTA)
- Office Bearers, Central Students' Council Association (CSCA)

The meeting concluded with the IQAC coordinator formally thanking all the members for their presence and great efforts.


Convener
IQAC


Principal
G.D.C. Nankhauri
G.D.C. Nankhauri

**Minutes of the Third Working Meeting of the IQAC Committee for the Academic
Session 2024-25**

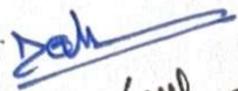
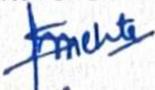
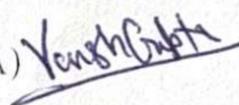
A meeting of IQAC members was held at 2:30 p.m. on 16th December 2024 in the office of the Principal. The following members attended the meeting.

Chairperson: Dr. Poonam Mehta, Principal

Coordinator: Dr. Inder Singh Suryan

External Member: Sh. Sudesh Kaith

Members Present:

- Prof. Punita Verma 
- Prof. Dev Kumar 
- Prof. Sharmila Nalwa 
- Sh. Roop Chand (Senior Assistant, Administrative Office Representative) 
- President, Old Students' Association (OSA) 
- President, Parent-Teacher Association (PTA) 
- Office Bearers, Central Students' Council Association (CSCA) 

The agenda of the meeting was to discuss in detail the suggestions given by the Self-Assessment Report (SAR) inspection committee to facilitate institutional development, review the work being done on the various proposals finalised in the previous meetings, and also propose some new action plans for the current session. Detailed discussions were carried out on the following key points:

1. The suggestions given by the SAR inspection team, such as encouraging students to register for online courses through SWAYAM/ NPTEL and to sign a formal MoU with the local horticulture department to promote the college's best practices, were discussed in detail, and a roadmap for incorporating these suggestions was planned.
2. The members were informed that the APAAR IDS of all the students have been created.
3. It was brought to the notice that solar light has been installed on the college campus.

4. To promote community participation and engagement, it was proposed to offer Free hobby classes in music to interested members of the local community during the months of March and April.
5. It was also proposed that a cultural fiesta be organised to promote regional heritage. Students will be encouraged to participate by exploring and showcasing traditional clothing, cuisine, jewellery, customs, and the local dialect.
6. The preparedness of all the committees for the upcoming HPU affiliation inspection team visit was discussed.

The meeting concluded with the IQAC coordinator formally thanking all the members for their presence and great efforts.


Convener
IQAC


Principal
Govt. Degree College
Principal 17/2021
GDC Nankhari

**Minutes of the Fourth Working Meeting of the IQAC Committee for the Academic
Session 2024-25**

A meeting of IQAC members was held at 2 p.m. on 15th February 2025 in the office of the Principal. The following members attended the meeting.

Chairperson: Dr. Poonam Mehta, Principal

Coordinator: Dr. Inder Singh Suryan

External Member: Sh. Sudesh Kaith

Members Present:

- Prof. Punita Verma
- Prof. Dev Kumar
- Prof. Sharmila Nalwa
- Sh. Roop Chand (Senior Assistant, Administrative Office Representative)
- President, Old Students' Association (OSA)
- President, Parent-Teacher Association (PTA)
- Office Bearers, Central Students' Council Association (CSCA)

The meeting began with a review of the progress made on earlier proposals. Members discussed the implementation status of various academic and developmental initiatives proposed in previous IQAC meetings. While significant progress had been made, few proposals were still in preliminary stages. The need for timely follow-up and documentation was emphasised.

1. An overview of student performance in the Mid-Term Examinations held in December 2024 was presented. The results revealed that a significant number of students in the English and History departments had underperformed. Members agreed that immediate academic intervention was necessary to support these students.
2. It was resolved that 15-day remedial classes in English and History would be conducted, starting from February 15, 2025. Faculty from the relevant departments would be responsible for planning and executing these sessions.
3. The proposal to conduct coaching classes for Master's entrance examinations in select subjects was discussed. It was proposed that these classes be held in May 2025. Departments would identify interested students and prepare a schedule accordingly.

4. Members proposed organising a one-day workshop on office procedures and documentation for non-teaching staff. This workshop is tentatively scheduled for April or May 2025, with a focus on improving efficiency in administrative work.
5. A one-week Faculty Development Program (FDP) for teaching staff was also proposed to be held in April or May 2025. The objective of the FDP would be to upgrade teaching methodologies, enhance digital skills, and encourage academic innovation. Resource persons from reputed institutions will be invited, and a planning committee will be formed to oversee the arrangements.
6. It was also resolved to organise the annual athletic meet and the annual prize distribution function in March. Permission should be sought from the principal of GMSSS Nankhari to use their playground for the annual athletic meet. The annual prize distribution function will be conducted on the college campus only.

The meeting concluded with a vote of thanks to the chair.


Convener
IQAC


Principal
Govt. Degree College
Nankhari
GDC Nankhari

Minutes of the Annual Review Meeting of the IQAC Committee for the Academic Session 2024-25

The annual review meeting of the IQAC members was held at 2:30 pm in the Principal's office on 17th May 2025 to discuss the outcomes of proposals related to academics, co-curricular, extracurricular, and extension activities made during the 2024-25 session for institutional development. The following members of the IQAC attended the meeting.

Chairperson: Dr. Poonam Mehta, Principal

Coordinator: Dr. Inder Singh Suryan

External Member: Sh. Sudesh Kaith

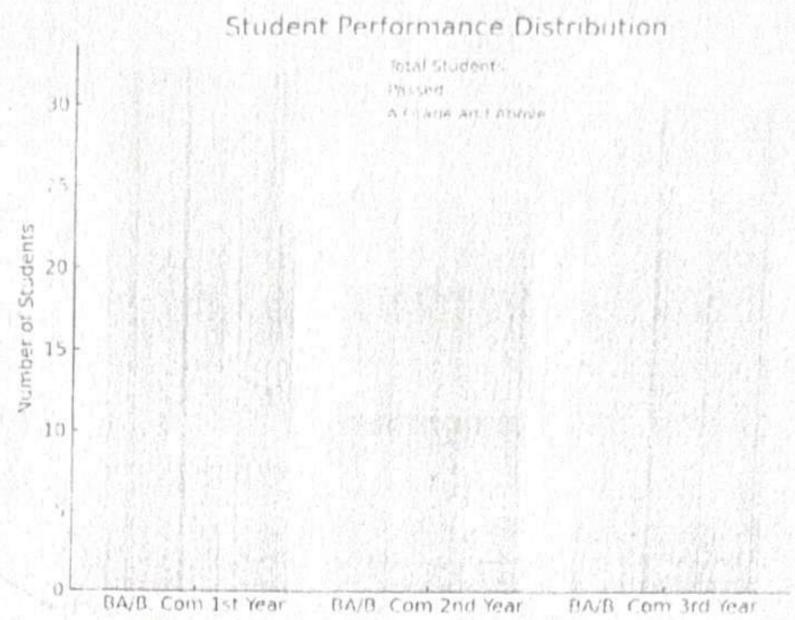
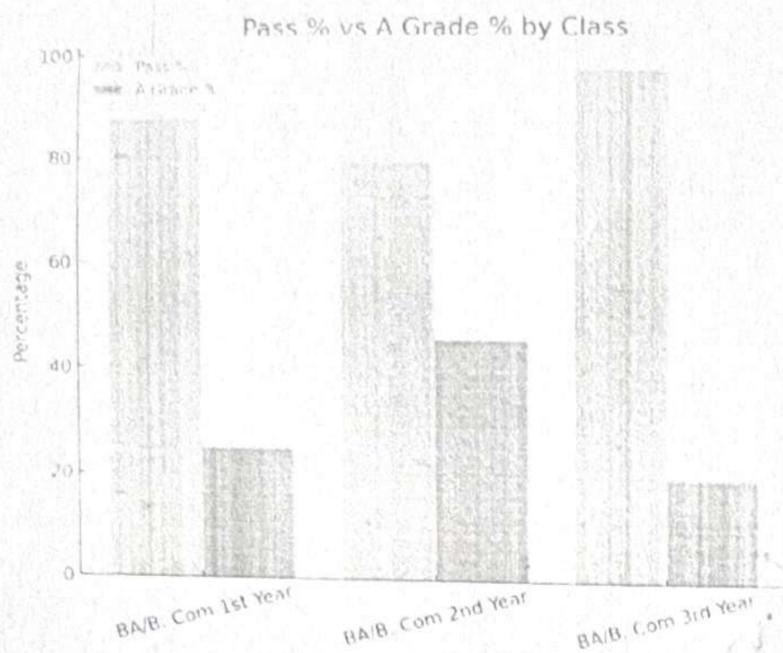
Members Present:

- Prof. Punita Verma
- Prof. Dev Kumar
- Prof. Sharmila Nalwa
- Sh. Roop Chand (Senior Assistant, Administrative Office Representative)
- President, Old Students' Association (OSA)
- President, Parent-Teacher Association (PTA)
- Office Bearers, Central Students' Council Association (CSCA)

The agenda of the meeting was to review the team's work during 2024-25, the academic performance of the students, and the proposals finalised in all previous meetings, along with their outcomes.

Summary of BA/B.Com Result of Annual examination held in the month of March-April 2024.

Class	Total Students	No. of Students Passed	Students with an A Grade and above	Pass %	% of students with A Grade and Above
BA/B. Com 1st	32	28	08	87.5	25
BA/B. Com 2nd	24	19	11	79.16	45.8
BA/B. Com 3rd	30	29	06	96.66	20
Total	86	76	25	88.37	29.06



The overall pass percentage of 88.37% reflects strong academic performance across all classes. The BA/B.Com 3rd Year students showed the highest pass rate at 96.66%, indicating consistent improvement by the final year. Interestingly, the 2nd Year had the highest proportion of A Grade students (45.83%), demonstrating strong academic excellence among those who passed, despite a lower overall pass rate. The 1st Year results were moderate, with an 87.5% pass rate and 25% of students achieving A Grade, indicating a good foundation but room for academic strengthening. While most 3rd Year students passed, only 20% attained top grades, pointing to a need for excellence-focused support. Overall, the data shows a balanced performance but highlights the potential to increase the number of high achievers, especially in the 1st and 3rd years.

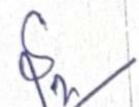
Sr. No.	Proposal	Outcome
1.	Coaching classes will be conducted for 3 rd year students to help them prepare for HPU entrance exam for Masters programmes.	Coaching classes for 10 days from 3 rd May to 15 th May have commenced.
2.	All college students will be assisted in creating Digilocker accounts, Academic Bank of Credits (ABC) IDS, and APAAR (Automated Permanent Academic Account Registry) IDS on a priority basis to align with national digital education initiatives.	APAAR IDs of all the college students have been created successfully.
3.	The institution will sign a Memorandum of Understanding (MoU) with a local school to offer academic support and contribute to the intellectual growth of school students. Additionally, another MOU will be established with the Horticulture Department to provide students with updated knowledge and practical skills related to cash crop cultivation and related agricultural practices.	The MoU with GMSSS Nankhari and the Horticulture Department, Tehsil Nankhari, has been signed.
4.	Educational field trips will be arranged to provide students with experiential learning opportunities and real-world context relevant to their coursework.	The Department of History, led by Prof. Sharmila Nalwa, organized an educational trip to the Sun Temple, Nirath. The Departments of

		Commerce and Economics, under Prof. Punita Verma and Prof. Dev Kumar, visited the Lavi Fair in Rampur Bushahr, while Prof. Vijay Kumar, Prof. Priyanka, and Prof. Shiva conducted a trip to Rashtrapati Niwas and Carignano Nature Park
5.	A speaker system will be purchased to support college events, reducing dependency on external service providers and strengthening the institution's infrastructure.	The speaker system was purchased as per the student's demand resolution.
6.	Students will participate in adult education programmes, particularly by delivering digital literacy sessions at the village level, thereby contributing to societal development.	NSS volunteers undertook initiatives to help the locals create email IDs and respond to Google Forms to facilitate digital literacy among the locals.
7.	Eco-friendly practices will be adopted on campus, including reducing waste, eliminating plastic usage, and implementing sustainable landscaping projects.	Various cleanliness drives were undertaken, and plastic bottles were repurposed for campus beautification. A solar streetlight has been installed on the college campus, and flower beds have been created in front of the college.
8.	Faculty members will be encouraged to attend Faculty Development Programmes (FDPs) and other relevant training initiatives to enhance their knowledge and support career advancement.	<p>Prof. Tanvee, Assistant Professor in the Department of Commerce, was awarded her Ph.D. from Himachal Pradesh University on March 23, 2025. Dr. Inder Singh Suryan from the Department of Hindi participated in an online workshop on "Tankri Lipi and Sanskrit" organised by the Language and Culture Department, Shimla, held from April 1 to June 30, 2025.</p> <p>Assistant Professor Vijay Kumar attended an Online Multidisciplinary Refresher Course on "Climate Impact and Disaster Management" organized by Assam University Teachers' Association under UGC-MMTTC from 25th November to 7th December 2024.</p> <p>AP Punita Verma from the Department of Commerce successfully completed a Two-Week Online Refresher Course in Business</p>

		<p>Studies conducted by UGC MMTTC, Central University of Kerala, from 2nd to 14th December 2024.</p> <p>AP Dev Kumar (Economics) and AP Lalit Kumar (Sociology) jointly completed an Online Two-Week Multidisciplinary Refresher Course on "Indian Knowledge System in the Context of Higher Education" organized by MMTTC, Assam University, from 27th March to 11th April 2025.</p> <p>AP Sharmila Nalwa from the Department of History participated in an Online Refresher Course in History organized by UGC MMTTC, Kumaun University, Nainital, from 13th to 27th December 2024.</p>
9.	A college website will be developed to serve as a digital platform for sharing updates, documenting activities, and improving institutional visibility.	The college website has been created, and its activities are uploaded regularly to it.
10.	Steps will be taken to formally establish and register the Old Students' Association to strengthen alumni relations and foster long-term engagement with the institution.	The Old Student Association has been duly registered during the session.
11.	The examination committee also proposed using printed answer books for the students' internal exams from the current academic session.	Printed answer books were used in the mid-term exams, which were held in December 2024.
12.	To promote community participation and engagement, it was proposed that free music hobby classes be offered to interested members of the local community during March and April.	Hobby classes in musical instruments were undertaken in March.
13.	It was also proposed that a cultural fiesta be organised to promote regional heritage. Students will be encouraged to participate by exploring and showcasing traditional clothing, cuisine, jewellery, customs, and the local dialect.	Cultural Fiesta was successfully organised on 19th March 2025.
14.	It was resolved to conduct remedial classes in February for the students whose mid-term exam performance was unsatisfactory.	Remedial classes in English and History were conducted in the month of February, starting from 15/02/2025.
15.	IQAC will conduct training programmes for	A one-week FDP on the theme

staff in the month of April/May.	<p>'Digital Foundations for Academic Excellence' was organised by the IQAC for all the staff members from 8/5/2025 to 17/5/2025.</p> <p>The IQAC organised a one-day workshop on office procedures on 14th May 2025.</p>
----------------------------------	---

The meeting concluded with a vote of thanks to the Chairperson and all IQAC committee members for their valuable time, meaningful contributions, and unwavering commitment to quality enhancement. The coordinator expressed sincere gratitude to all members for their dedicated efforts and teamwork throughout the academic session 2024–25, which enabled the successful implementation of all proposed initiatives within the planned timelines.


Convener
IQAC



Principal
GDC Nankhari