IQAC
No. of meetings per year

15 May 2024

Minutes of the Meeting

The 4th quarterly meeting of the Internal Quality Assurance Cell (IQAC) for the Session 2023-24 was held in the office of the Principal at 11 am on 15 May 2024. The following were present:-

1. Dr. Neeraj Sharma (Co-ordinator)
2. Dr. Raksha Kalta (Member) (joined online)
3. Dr. Aditya S Dutta (Member)
4. Dr. Vikas Nathan (Member) (joined online)
5. Mrs Mrityunjay Sharma (Member) (joined online)

The following was decided:-

(1) That from the new Academic Session 2024-25, pre-admission counselling sessions shall be conducted for the freshly passed out 10+2 students who express interest in seeking admission to the institution. To this effect, notices shall be published/pasted on the college website and the notice board and press notes shall be issued in the local dailies inviting the above-mentioned students to the college campus. It was decided that this exercise shall be carried out w.e.f 03-06-2024 to 15-06-2024.

(2) That the Department of English would initiate a pilot project of offering "PG Entrance Exam Coaching" for the final year students appearing for Post Graduate Entrance exams of HPU and other universities. Depending on the response from the students, the coaching scheme shall be initiated in other subjects too from the next academic session.

(3) That a one-day workshop shall be organised by the Department of Commerce on "Intellectual Property Rights" (IPR) in May/June 2024.

(4) That a one week FDP shall be organized by the Department

of English and the IQAC on "Academic & Skill Enhancement" in the month of May/June 2024. The names of the likely Resource persons were deliberated upon and the following names were shortlisted :—
(a) Dr. T R Sharma (b) Dr. Rajesh Dhrita (c) Dr. Kamayani Bisht (d) Prof. Mahesh Chandan (e) Dr. R L Sharma (f) Dr. O P Kaul (g) Dr. Anuja Sharma (h) Dr. Anupama Garg (i) Dr. Jamesh Kapoor. It was decided that Dr. Vinay Mohan Sharma, Head, Department of English, shall approach the above-mentioned scholars and confirm their participation in the proposed FDP.

(5) It was decided that steps shall be initiated to get the "Energy Audit" of the institution done and for this the Electricity Department, Udhog Division shall be approached.

The meeting ended with a vote of thanks proposed by Dr. Neeraj Sharma, IQAC Co-ordinator.

Dr. Neeraj Sharma
Co-ordinator (IQAC)

Sehrandar
Principal

30 December 2023

A meeting of the IQAC of the college was held today on 30 December 2023 in the Conference Room under the Chairpersonship of the Principal, Dr. Lalita Chandan. The following members were present in the meeting:—

Dr. Lalita Chandan (Principal / Chairperson)
Dr. Anuja Sharma [External Member & Senior Academic]
Shri Sanjay Sharma [External Member & Local Councillor]
Shri Geeta Ram Sharma [External Member & PTA President]
Dr. Rakesh Sharma [Convener, IQAC]
Dr. Nidhi Dhativalia [Member, IQAC]
Dr. Neeraj Sharma [Member, IQAC]
Dr. Aditya Singh DULTA [Member, IQAC]
Prof. Mrityunjay Sharma [Member, IQAC]
Dr. Vikas Nathan [Member, IQAC]

Dr. Rakesh Sharma, Convener (IQAC), delivered the welcome address. Madam Principal thanked the external members for their presence and constant support. The following was decided:—

(1) At the outset of the meeting, Dr. Rakesh Sharma thanked all the conveners of all the seven AQAR criteria and the members of all the criteria who worked very tirelessly in compiling their respective criterias. Dr. Sharma briefed the assembled gathering on the status of AQAR (2022-23).

(2) Thereafter, Dr. Sharma requested IQAC member Dr. Vikas Nathan to present the draft of the AQAR 2022-23 on the smartboard so that suggestions could be solicited from the staff council. The draft of the soon to be submitted report was appreciated by all including the external members.

3) Dr. Sharma exhorted the staff members to learn their

attention towards the 2023-24 AQAR.

4) The Principal and the IQAC Co-ordinator requested the staff council to regularly update their departmental registers and regularly carry out their proposed activities. The staff council was also requested to update the Faculty/Departmental time-table consequent upon any transfers of faculty in the department. The staff council was also requested to regularly update their 'Lesson Plans' in their personal files.

5) The staff council was requested by the IQAC Co-ordinator and the Principal to check the webpages of their respective departments, cells, bodies and clubs on the official website and report any shortcomings to the Computer Cell of the college in writing on the email id: computercelltheog@gmail.com

6) The staff council was conveyed that all important documents must be submitted to the IQAC also.

7) The IQAC co-ordinator requested the staff-members to publish at least one research paper in the UGC-CARE list.

8) It was decided that a workshop/FDP shall be organized in the months of February/March

9) It was conveyed to the staff-members that Feedback Forms to be filled by students shall be designed in the forthcoming winter vacations and shall be shared with the students thereafter. Feedback shall also be sought from parents, teachers and alumni.

10) It was conveyed to the Staff Council that the college has subscribed to the 'Spoken Tutorials' program of IIT Bombay and now the staff and students shall/should enrol themselves and complete the chosen courses and earn their certificates. For this purpose, a google form shall be designed by Dr. Vikas Nathan and shared with staff and students

(11) The 'Staff Council' was requested to re-check their POs and COs on the college website and make changes wherever required".

(12) It was decided that all departments, cells, bodies and clubs shall submit their reports in MS Word with geo-tagged photos and the same shall be submitted to the Computer cell for uploading on the website.

(13) It was decided that various clubs, bodies of the college shall get their audit done and enquiries shall be made in departments concerned regarding important audits from NAAC's perspective, for example, "energy audit", "green audit".

(13) The Principal and the IQAC co-ordinator exhorted all the teaching departments to explore the possibility of setting-up of departmental libraries.

(14) The Principal exhorted all the teaching departments to submit lists for fresh purchase of books for the library. The staff council was asked to encourage the students to visit the library so that the footfall in the temple of learning and knowledge.

(15) The Principal and the IQAC Co-ordinator exhorted all the members of the staff to attend at least one FDP on platforms such as SWAYAM-NPTEL. The staff was requested to complete at least one workshop/FDP from the "Spoken Tutorial" of IIT Bombay to which the college has subscribed freshly.

(16) It was decided that possibilities shall be explored to enter into a collaboration with the BDO office of MC Therg regarding 'waste management'.

17) It was decided that market shall be explored to find a suitable software which shall facilitate knowledge access for Divyangjans.

18) The Department of Botany was asked to actively utilize the vermicompost pit for manuring. The department was asked to explore the possibility of organizing a one-week

workshop on manuring and mushroom cultivation. The department was also asked to explore the possibility of organizing this workshop in collaboration with some institutes, for instance, Chambaghat Institution, for certification case/sake

19) All the members of the staff council were exhorted to keep on strengthening the institutional distinctiveness of the college, that is, Digital Inclusion.

20) The members of the staff council were requested to explore the possibility of a student and faculty exchange program with institutions like Fine Arts College, Shimla or RKMV, Shimla in subjects/spheres like Fine Arts (Painting et cetera)

21) The Principal and the IQAC Co-ordinator asked all the teaching departments to plan field visits/activities in the next academic session.

22) The Principal and the IQAC Co-ordinator asked the members of the staff to meticulously maintain in their registers the attendance record of Bridge classes and mentor-mentee sessions. The members were asked to regularly update the improvement in the case of slow learners in peer group sessions helmed by fast learners and teachers respectively. The members were asked to form peer-learning groups which shall engage in learning activities in the winter vacations (January 2024) and their improvement shall be measured through re-test in the month of February 2024.

Towards the end, the IQAC Co-ordinator thanked the Principal and all the members of the staff for their cooperation throughout the year.

Dr. Rakesh Sharma
IQAC Co-ordinator

Principal
Govt. Degree College
Theog, Distt. Shimla (H.P.)

8 August 2023

A meeting of the IQAC of the college was held today on 8 August 2023 in the Conference Room under the Chairpersonship of Dr. Lalita Chandan. The following members were present in the meeting:—

Dr. Lalita Chandan [Principal/Chairperson] Lchandan
Dr. Anuja Sharma [External Member & Senior Academic] Asharma
Shri Sanjay Sharma [External Member & Local Councillor]
Shri Geeta Ram Sharma [External Member & PTA President]
Dr. Rakesh Sharma [Convener, IQAC]
Dr. Nidhi Dhatwalia [Member, IQAC]
Dr. Neeraj Sharma [Member, IQAC]
Dr. Aditya S DULTA [Member, IQAC]
Prof. Mrityunjay Sharma [Member, IQAC]

Dr. Rakesh Sharma delivered the welcome address. Madam Principal thanked the PTA President Shri Geeta Ram Sharma for his presence & constant support. The following was decided:—

1) The members were apprised of the fact that the college is celebrating its Silver Jubilee this year and the visit of NAAC peer team is due in late 2024/ mid 2025 and therefore, valuable guidance of the external members was sought.
2) The external members analyzed the previous peer-team report and thereafter began the deliberations on the future course of action to be adopted by the college to earn a better grade from NAAC.
3) Two major suggestions from the previous peer-team report, that is; 'Industry-Institute Linkage' and 'Add-on courses' were discussed threadbare.
4) The members suggested that the college should explore the small-scale enterprises/industries

functioning in and around Theog and formulate Add-on courses in collaboration with such entities. The two shall jointly design the curriculum for a 30-hour certificate course, along with the evaluation criteria and the design of certificates.

5. Some of the add-on courses suggested by the members were: (a) Functional / Spoken English (b) Bee-keeping (c) Apple Farming (d) Herbal plants / Poly-house setting (including drip irrigation) (e) Basic IT skills (f) Dry vegetable processing for off-season (g) TALLY (h) YOGA (i) First-Aid (including stitches)

(6) The committee was apprised of the fact that the college is already running the EEE (English-Employability Entrepreneurship) Add-on course under HP-Kaushal Vikas Nigam. The members were also apprised of the fact that the college successfully conducted five add-on courses in the year 2021, namely, TALLY, Yoga, Horticulture & First Aid.

(7) It was decided that a mechanism shall be devised so that all the students of the college enrol and complete at least one course from SWAYAM/Course-era.

(8) It has decided that the PTA General House shall be organized on 2nd Saturday of September and suggestions shall be invited from parents/guardians for infrastructure augmentation and ensuring excellence in teaching-learning.

(9) The members also suggested to establish a "Cultural Museum" which shall be a repertoire of local customs, traditions, artifacts, dresses, jewellery, coins, letters and other articles used in the days of yore.

(10) The members also suggested exploring the possibility of organizing a one-week cultural fest with each day dedicated to a separate theme like

sports, culture, literature et cetera.

(iii) The committee strongly advised conducting drives against substance abuse regularly and in collaboration with central agencies of the State at Shimla.

The meeting ended with a vote-of-thanks proposed by the TPAC Convener.

08/08/2023

Dr. Rakesh Sharma
Convener

Dr. Lalita Chandan
Principal

LChandan

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

01 June 2023

A meeting of the IQAC of the college was held today on 01 June 2023 in the Conference Room under the Chairpersonship of Dr. Lalita Chandan. The following members were present in the meeting :-

Dr. Lalita Chandan (Principal/Chairperson) Lchandan
Dr. Rajesh Dhesta (Member/Senior Professor)
Prof. Bhagwat Charan (Co-ordinator)
Dr. Anuja Sharma (Senior Academician) ASharma
Shri Sanjay Sharma (Councillor)
Shri Geeta Ram Sharma (PTA President)

In the meeting, the following was decided :-

(1) It was decided that the whitewashing work of the entire college premises shall be carried out in the summer vacations so that it does not interfere with teaching and availability of rooms after the college reopens after vacations.

(2) It was decided that the provisions and nomenclature of NEP (National Education Policy) shall be incorporated in the forthcoming prospectus, if the State government decides to implement NEP 2020 from the academic session 2023-24.

(3) It was decided that the college website must be updated.

(4) It was decided that the NAAC/AQAR criteria members should begin preparations for the peer-team visit due in late 2024/early 2025. Fresh committees shall be circulated after summer vacations.

(5) It was decided to purchase a plastic tank as a temporary measure for rain water harvesting as the present Rain Water Harvesting tank is leaking & repairs can be carried out only after the water in the college is restored.

01-06-2023
Co-ordinator (IQAC)

Govt. Degree College, Theog, Distt. Shimla (HP)
PRINCIPAL

20 March 2023

A meeting of the IQAC of the college was held today on 20 March 2023 in the Conference Room under the Chairpersonship of Dr. Lalita Chandan. The following members were present in the meeting:

Dr. Lalita Chandan (Principal/Chairperson) — LChandan
Dr. Rajesh Dhiman (Member/Senior Professor) — [illegible]
Prof. Bhagwati Charan (Co-ordinator) — [illegible]
Dr. Anuja Sharma (Senior Academician) — [illegible]
Shri. Sanjay Sharma (Councillor) — [illegible]
Shri Jeet Ram Sharma (PTA President) — [illegible]

In the meeting, the following was decided:—

(1) The committee members deliberated upon a problem which is giving a lot of trouble not only to the staff and students, but also the college administration. The Septic tank of the college, as per the old map is untraceable. As a result, the administration is unable to permanently solve the issue of choked drain pipes. The committee decided to request and invite the PWD authorities to locate the Septic tank. In case, the tank remains untraceable, the college administration shall request the PWD authorities to plan an alternative mechanism/tank.

(2) It was decided that at least one fire extinguisher shall be placed on every floor of the college and the location to install them on each floor was decided.

(3) For the purpose of security and campus beautification, it was decided that the broken fences in and around the college background be repaired and white-washed/painted.

LChandan

20/03/23

Dr. Bhagwati Charan
Co-ordinator (IQAC)

Principal

Govt. Degree College
Theog (HP)