



हेमवती नन्दन बहुगुणा राजकीय स्नातकोत्तर महाविद्यालय

खटीमा- 262308, जिला- ऊधम सिंह नगर (उत्तराखण्ड)

फोन: 05943-252244

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Minutes of IQAC Meeting (Session- 2017-18)

Meeting Ist July 15, 2017

The first meeting of IQAC for session 2017-18 was held in the Principal's office under the supervision of Dr. Reeta Sharma (Principal). Dr. Chinmay Joshi, Co-Ordinator of IQAC cell, informed members of IQAC cell and its importance. He started the meeting by emphasizing the role of IQAC cells, along with developing the coordination between college staff and students. The main focus of this meeting was regular teaching and students' convenience at the time of admission. After the completion of the meeting for attaining the said goals, various tasks were fixed.

1. To confirm the minutes of the previous meeting held on 27-April, 2017.
2. Reframing of IQAC committee.
3. To establish a help desk at the college entrance
4. To establish a unique system for better learning for students.
5. To manage the uniformity among the students of the college.
6. To take initiative in constructing the road from the college gate to the administrative building of the college.

Based on fixed goals in the first meeting following plan of action is being tabulated:

Plan of Action	Action to be taken
Establishment a help desk	To establish a help desk at the college entrance
Better learning for students	To establish a unique system for better learning for students.
Implementation of Dress code	To manage the uniformity among the students in college
Construction of the link road	To take initiative for the construction of the link road from the college gate to the administrative building of the college

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

1. Dr. Geeta Shrivastav (Member)
2. Dr. K. B. Shrivastava (Member)
3. Dr. Ashotush Kumar (Member)
4. Dr. Archana Verma (Member)
5. Dr. Reena Singh (Member)
6. Dr. Pramod Kumar Kandpal (Member)
7. Dr. Dheeraj Kumar Chandola (Member)
8. Shri Akarshan Bhatnagar (Stakeholder)
9. Shri Annand Giri (Student)
10. Shri Mukesh Chandra Bhatt (Office Administrator)

Chin
Dr. Chinmay Joshi
(Co-Ordinator of IQAC)
Coordinator
Internal Quality Assurance
Cell (IQAC)
H.N.B. Govt. P.G. College
Khatima-262308

Shri
Chairperson-IQAC Cell
Govt. P.G. College, Khatima
Chairperson
Internal Quality Assurance
Cell (IQAC)
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Minutes of IQAC Meeting (Session- 2017-18)

Meeting IInd October 10, 2017

The second meeting of IQAC for session 2017-18 was held in the Principal's office under the supervision of Dr. Praneeta Nand (Principal). Dr. Chinmay Joshi, Co-Ordinator of IQAC cell, fixed some tasks after the completion of the meeting among the members.

1. To confirm the minutes of the previous meeting held on July 15, 2017.
2. To purchase the books for P. G. Students.
3. To update the electricity system in the main building of the college.
4. To maintain all the required documents for NAAC/IQAC
5. To organize more Environmental Awareness Programs.

Based on fixed goals in the second meeting following plan of action is being tabulated:

Plan of Action	Action to be taken
Appropriate reading facility for PG students	To purchase the books for Post Graduate Students
Repairing and maintenance of the Electrical instruments and old electric wiring	To update the electricity system in the main building of the college
Environmental Awareness Programs	To organize more Environmental Awareness Programs
Maintenance of Records	To maintain all the required documents for NAAC/IQAC

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

1. Dr. Geeta Shrivastav (Member)
2. Dr. K. B. Shrivastava (Member)
3. Dr. Ashotush Kumar (Member)
4. Dr. Archana Verma (Member)
5. Dr. Reena Singh (Member)

6. Dr. Pramod Kumar Kandpal (Member)
7. Dr. Dheeraj Kumar Chandola (Member)
8. Shri Akarshan Bhatnagar (Stakeholder)
9. Shri Annand Giri (Student)
10. Shri Mukesh Chandra Bhatt (Office Administrator)

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Dr. Chinmay Joshi
(Co-Ordinator IQAC)
Coordinator
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[Signature]
Chairperson-IQAC Cell
Govt. P. G. College, Khatima
Chairperson
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Minutes of IQAC Meeting (Session- 2017-18)

Meeting IIIrd, Dated- 10-January, 2018

The third meeting of IQAC for session 2017-18 was held in the Principal's office under the supervision of Dr. R.K. Gupta (Principal). Dr. Chinmay Joshi, Co-Ordinator of IQAC cell, fixed some tasks after the completion of the meeting among the members.

1. To confirm the minutes of the previous meeting held on 10-October, 2017.
2. To take initiatives for the publication of College magazine PRAYAS.
3. To complete all the formalities for handing over P G Block to the college
4. To take initiatives for celebrating the water conservation day.
5. Organize programs for the students in competitive exam preparation.

Based on fixed goals in the third meeting following plan of action is being tabulated:

Plan of Action	Action to be taken
Publication of College magazine PRAYAS	To take initiative for the publication of College magazine PRAYAS
Handing over P G Block to the college	To complete all the formalities for handing over P G Block to the college
The water conservation day	To take initiatives for celebrating the water conservation day
Competitive exam preparation of students	Organize programs for the students in competitive exam preparation

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

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|--------------------------|----------|
| 1. Dr. Geeta Shrivastav | (Member) |
| 2. Dr. K. B. Shrivastava | (Member) |
| 3. Dr. Ashotush Kumar | (Member) |
| 4. Dr. Archana Verma | (Member) |

5. Dr. Reena Singh (Member)
6. Dr. Pramod Kumar Kandpal (Member)
7. Dr. Dheeraj Kumar Chandola (Member)
8. Shri Akarshan Bhatnagar (Stakeholder)
9. Shri Annand Giri (Student)
10. Shri Mukesh Chandra Bhatt (Office Administrator)

Chin -
Dr. Chinmay Joshi
(Co-Ordinator of IQAC)

Co-Ordinator
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kgupta
Chairperson-IQAC Cell
Govt. P.G. College, Khatima

Chairperson
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Minutes of IQAC Meeting (Session- 2017-18)

Meeting IVth April 24, 2018

The fourth meeting of IQAC for session 2017-18 was held in the Principal's office under the supervision of Dr. G. S. Rawat (Principal) Dr. Chinmay Joshi, Co-Ordinator of IQAC cell, fixed some tasks after the completion of the meeting among the members.

1. To confirm the minutes of the previous meeting held on 10-January, 2018.
2. To develop the proposal for modifying the main gate of the college.
3. To develop objectives for organizing the Quality Enhancement Programs department-wise.
4. To take initiatives for the celebration of Hemvati Nandan Bahuguna Jayanti.
5. To be aware of students about disaster management through NSS one-day camp.
6. To discuss the online admission procedure

Based on fixed goals in the fourth meeting following plan of action is being tabulated:

Plan of Action	Action to be taken
Modification of the main gate of the college	To develop the proposal for modifying the main gate of the college
Quality Enhancement Programs	To develop objectives for organizing the Quality Enhancement Programs department wise
Celebration of Hemvati Nandan Bahuguna Jayanti	To take initiatives for the celebration of Hemvati Nandan Bahuguna Jayanti
Aware students of disaster management	To aware students about disaster management
Online Admission Procedure	To discuss with the Admission committee the implementation of the online admission procedure.

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

1. Dr. Geeta Shrivastav (Member)
2. Dr. K. B. Shrivastava (Member)

3. Dr. Ashotush Kumar (Member)
4. Dr. Archana Verma (Member)
5. Dr. Reena Singh (Member)
6. Dr. Pramod Kumar Kandpal (Member)
7. Dr. Dheeraj Kumar Chandola (Member)
8. Shri Akarshan Bhatnagar (Stakeholder)
9. Shri Annand Giri (Student)
10. Shri Mukesh Chandra Bhatt (Office Administrator)

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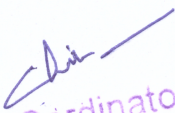
Shawat
Chairperson IQAC
Govt. P.G. College, Khatima
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H. N. B. GOVERNMENT P. G. COLLEGE KHATIMA

Plan of action chalked out by the IQAC at beginning of the year towards quality enhancement and the outcomes achieved by the end of the session were reviewed. In this sequence during the session of 2017-18 outcomes are being tabulated as follows:

Plan of Action	Achievements
Establishment a help desk	For all stakeholders, who come to this college from far-off areas, a help desk was established for communicating information related to them.
Better learning for students	The students are asked to prepare a quiz from the lectures given every weekend and the same quiz is debated that day.
Implementation of Dress code	Discussions were held with the professors of the college regarding the imposition of a dress code to bring uniformity among the students.
Construction of the link road from the college gate to the administrative building of the college	The members of the College Construction Committee were directed by the Principal to prepare a proposal for the construction of a road from the gate of the college to the administrative building the college and has also been completed.
To purchase the books for P. G.Students	The process of buying books from the library was started for the students in postgraduate classes
To update the electricity system in the main building of the college	The electrical wiring in the college was checked and repaired and in many rooms, new wiring was done by removing the old wiring.
To maintain all the required documents for NAAC/IQAC	All required documents were properly managed by all departments and handed over to NAAC/IQAC
To organize more Environmental Awareness Programs	Many programs like Earth Day, Ozone Day, and Science Day were celebrated in collaboration with the NSS and Rover Rangers Committee formed by the college to make the students aware of the environment.
To take initiative for the publication of	Important work was done in the process of publishing

College magazine PRAYAS	PRAYAS by collecting the articles, poems, and thoughts written by the college professors and students by the committee of the college magazine PRAYAS.
To complete all the formalities for handing over P G Block to the college	PG Block was handed over to the college by the construction officials of the Government.
To take initiatives for celebrating the water conservation day	Water Conservation day was celebrated by the NSS and Rover Ranger team of the college.
Organize programs for the students in competitive exam preparation	Lectures were conducted by the experts in various subjects of the college for the preparation of competitive examinations for the students in many departments by the Career Counseling Cell.
Organizing department-wise Quality Enhancement Programs	A meeting was organized between the members of the IQAC cell and the HODs of all the departments to develop the objectives of the quality enhancement program. In which it was decided that the students in the departments would have to make presentations in departments by organizing departmental seminars.
To aware students about disaster management	One day camp was organized to award the students about disaster management by NSS in the College.
Online Admission Procedure	The discussion was made with admission committees for the implementation of the online admission procedure.


 Coordinator
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 Chairperson
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