



हेमवती नन्दन बहुगुणा राजकीय स्नातकोत्तर महाविद्यालय

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

(सम्बद्ध कुमायूं विश्वविद्यालय)

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MINUTES OF THE ANNUAL MEETING FOR STRATEGIC PLANNING AND DEVELOPMENT FOR SESSION 2021-22

The annual meeting for the educational session 2021-22 was held in the Principal Office on August 12, 2021 for Strategic planning and development was organized in the office of the principal under the chair ship of Prof. R. C. Purohit (principal). The main objective of the meeting was to discuss and frame out the strategic planning and development criteria for the qualitative growth of the college. The Coordinator of IQAC, Dr. Ashutosh Kumar started the meeting with a welcome note. Discussing the objective of the meeting, the following point-wise tasks under strategic development are fixed for the current session 2021-22.

1. The admission process must be completed as early as possible after the receipt of the list of registered candidates. The classes should be started as soon as possible.
2. Faculties in each discipline are advised to use technical tools to make the teaching-learning process more interactive. The college has a smart class facility; the faculties must make the best use of it for class teaching. The schedule and allotment of the smart class will be prepared by the Department of Mathematics.
3. The windows and ventilators in Physics and Chemistry laboratories are open, which is causing a problem of dust inside. It is decided that the funds will be arranged to cover up these open windows and ventilators. Also, the laboratories should be decorated properly.
4. New books as per the latest syllabus will be demanded in the library. The students will be informed to make them aware of the National Digital Library (NDL). The information should be disseminated through class lectures and circulars displayed on Notice Board.
5. Students willing to participate in social activities will be called along with the NSS units and public awareness programs will be organized through the rally, poster competitions, and debate competitions.
6. The faculties will be encouraged to involve directly in the Ph.D. program. Every faculty will have at least one student intake.

7. The faculties who are engaged in book writing, publishing research articles, writing review articles, or similar academic writing will be promoted. It should be made mandatory to write at least one article in a college magazine.
8. The maintenance of water cooler systems for students and staff should be done regularly so that none will get drinking water with ease. Also, there is a need to pay attention to the cleanliness of washrooms, especially the Girl's washrooms.
9. There is a need to extend facilities in the reading room. Study tables and chairs will be arranged to accommodate at least 15 students at a time.
10. The faculty will be directed to prepare their class lecture and disburse the knowledge to the students by making use of technology and multimedia resources.

The meeting ended with the tasks decided above and was concluded with a vote of thanks to the chair.

The meeting was attended by the following faculty members-

1. Dr. Kunj Bihari Srivastava, Head, Department of English
2. Dr. Reena Singh, Head, Department of Education
3. Dr. Krishna Kant Mishra, Head, Department of History
4. Mr. Pramod Kumar, Head, Department of Physics
5. Dr. Dheeraj Kumar Chandola, Head, Department of Political Science
6. Dr. Anjana Bhatt Chandola, Head, Department of Botany
7. Mr. Kundan Singh Nitwal, Office Administrator

(Dr. Ashutosh Kumar)

Co-Ordinator IQAC

प्रोफेसर (डा०) आशुतोष कुमार
प्रोफेसर एवं विभागाध्यक्ष वाणिज्य
हे०न००१० राज० स्ना० महाविद्यालय खटीमा
उद्यम सिंह नगर, उत्तराखण्ड

Chairperson/ Principal

Govt. P. G. College, Khatima

Principal
H.N.B. Govt. P.G. College
Khatima (U.S.Nagar)



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DEPLOYMENT OF THE STRATEGIC PLANS (Academic session: 2021-22)

H. N. B. Government P. G. College, Khatima is one of the popular institutions of higher education in a circle of 50 km and is engaged in providing quality education to a huge mass of the region. The institution is playing a key role in the uplift of the socially and educationally backward "Tharu" tribe residing for a long in the nearby region. Internal Quality Assurance Cell (IQAC) in the college has an active role in maintaining the quality of education and levels of educational attainment. To improve the academic and administrative performance, IQAC prepared a strategic plan for the current academic session 2021 - 22 at the beginning of the academic calendar, and through its periodic review; deployment of the strategic plan was monitored. To carry out the admission process smoothly, admission committees were formed with an adequate number of members comprising teaching and non-teaching staff members. The merit list was displayed on the notice board and sufficient time viz. 3 to 5 days; was given to candidates seeking admission. To guide the newcomers and their guardians and other visitors, a help window was opened with a class 4 employee deputed there. This practice helped the students to a large extent and proved to be profitable. At the same time, senior students and members of the previous student union were asked and allowed to assist the new candidates seeking admission in filling out their admission forms. It is worth noting that the college administration decided of filling the seats that remained vacant as a result of candidates from a reserved category not being approached for taking admission; by candidates of lower merit in order. To provide good quality drinking water, the college administration on the recommendation of IQAC repaired all the water coolers installed for students and staff.

The regular classes started just after the examination. Teachers provided the study materials to the students in addition to their regular class teaching to meet the shortage of teaching faculties. The physics department displayed NPTEL lectures on LCD TV to complete their syllabus at the PG level. To make the laboratories neat and clean, the open ventilators and windows of UG laboratories of physics and chemistry were planned to close to avoid the dust inside. IQAC insisted the faculties get involved in the research work by admitting at least one scholar. To make the best use of the library, a system of class-wise distribution of books to the students was established and each student was allowed to issue two books at a time for one

month. Also, students were informed about the National Digital Library (NDL) through a notice displayed on the notice board.

Besides the academic activities, the college organized some social acts like Blood Donation Camp. Awareness campaigns on world aids Day were driven by NSS students. NSS volunteers along with the willing students got involved in the plantation work on the college campus. The college always proceeded and framed all the rules and regulations with the spirit of gender equality. To help the girl students, well-structured "Anti-Ragging cell" and "Sexual Harassment cell" were already framed and no complaint was registered before these committees. IQAC is always committed to developing and maintaining a favorable atmosphere for students.



Cordinator
Internal Quality Assurance
Cell (IQAC)
H.N.B. Govt. P.G. College
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MINUTES OF THE ANNUAL MEETING FOR STRATEGIC PLANNING AND DEVELOPMENT FOR SESSION 2020-21


The annual meeting for the Strategic planning and development for the educational session 2020-21 was held in the Principal Office on September 8, 2020 under the chairship of Dr. R. C. Purohit (principal) to set about the goals under the theme of strategic planning and development of the college. As a welcome note, Dr. Ashutosh Kumar, Coordinator IQAC informed us that the meeting was expected to be held in July or August, but due to Covid - 19 pandemic effects, it is delayed. After a long discussion among the members, the following tasks for strategic development are fixed for the current session 2019-20.

1. The admission process should be made swift and must be over in a month, keeping because of CORONA (COVID-19) regulations. The merit list for the candidates seeking admission should be displayed on the Notice board as well as at the main gate of the college. The number of admission counters will be made doubled to make the admission process fast obeying the COVID-19 guidelines.
2. The discipline committee will make frequent rounds in the college premise to keep the outsiders away, not having admission in any class. Also, Regular checks of I-cards of students should be done.
3. An inquiry window should be opened in the college timing for the sake of helping newcomers.
4. The library in charge must ensure that every student gets two or more books depending on the availability of books, in time from the library. Despite having a lack of library staff, the distribution of books to the students will be made class-wise and day-wise. Students will be called in small groups to avoid overcrowding. Social distancing and wearing a face mask will be made obligatory for the students while entering the college premises.
5. To control the further spreading of CORONA Virus caused disease, Awareness programs on Covid 19 will be conducted in all the classes.
6. The students will be assisted by the respective faculties in each discipline and important questions from the examination point of view will be taught.


With these goals set for the current academic session, the meeting was concluded with a vote of thanks to the chair.

Following is the list of attendees of the meeting.

1. Dr. Kunj Bihari Srivastava, Head, Department of English
2. Dr. Chinmay Joshi, Head, Department of Zoology
3. Dr. Reena Singh, Head, Department of Education
4. Dr. Krishna Kant Mishra, Head, Department of History
5. Mr. Pramod Kumar, Head, Department of Physics
6. Dr. Anjana Bhatt Chandola, Head, Department of Botany


(Dr. Ashutosh Kumar)
Co-Ordinator IQAC

प्रोफेसर (डा०) आशुतोष कुमार
प्रोफेसर एवं विभागाध्यक्ष वाणिज्य
मैट्रोस सज्जो स्ना० महाविद्यालय खलीमा
खलीमा जिल्हा मध्य, खलीमा


(Prof. R. C. Purohit)
Chairperson/ Principal

H.N.B. Govt. P.G. College
Khatima (U.S. Nagar)



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DEPLOYMENT OF THE STRATEGIC PLANS (ACADEMIC SESSION: 2020-21)


H. N. B. Government P. G. College, Khatima is one of the centers of higher learning for a socially and educationally backward class in the Tharu-tribal block of Udham Singh Nagar, in Uttarakhand. Also, it connects to Uttar-Pradesh and Nepal making it a hub of higher education for the last 20 years or more; it is engaged in catering to the need of a large number of students in this region. To maintain the quality of education, Internal Quality Assurance Cell (IQAC) in the college continuously plans and monitors the processes adopted for its implementation.

To fulfill its purpose, IQAC held a meeting at the beginning of the academic session and fixed some goals under its strategic planning and development criteria. However, the academic session 2020-21 started with a delay due to the COVID-19 pandemic outbreak. The national closure of educational institutions leads to an online mode of imparting education. Teachers were advised to continue their classes through the digital platform and it was the only way of learning for a majority of students. On college reopening, the examinations of final year students were conducted by the affiliating university following the guidelines and SOPs issued by UGC, the Ministry of Home Affairs, and Ministry of Health and Family Welfare, and the State Government of Uttarakhand. The admission process was smoothly completed and necessary directions regarding fee submission and issuance of I-card and books from the library were given by the members of the admission committee at the time of admission. The faculties were asked to provide the study materials and video lectures as much to the students to assist them. IQAC in its first meeting suggested one classroom in each faculty should be developed as a smart class. Also, IQAC is making continuous efforts for creating new posts in the Teaching and Non-teaching categories to wipe out the problem of shortage of staff. In this direction, IQAC made communication with the higher authorities of the department.

Besides the academic activities, students were made to participate in some extracurricular activities. Under the banner of SWACHH BHARAT ABHIYAN, programs like "वृक्षारोपण", "लैंगिक समानता" and "स्वच्छता

अभियान' were organized in the college in which the students took part enthusiastically. Also, Faculties were asked to make the students aware through their class lectures about the spreading of the Covid-19 virus and the precautionary measures to be taken. To help the students to score good marks in their final examination, all the teachers were directed to furnish sample questions and papers from the previous year's examinations.


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MINUTES OF THE ANNUAL MEETING FOR STRATEGIC PLANNING AND DEVELOPMENT FOR SESSION 2019-20

The annual meeting for the Strategic planning and development for the educational session 2019-20 was held in the B. Ed. conference hall on August 2, 2019, under the chairship of Dr. G. S. Rawat (principal) to discuss the strategic planning and development of the college. The meeting was initiated with a welcome note by Dr. Chimay Joshi, Coordinator IQAC. Dr. Joshi then introduced the main motto of the meeting and its need in the development of the college. After a long discussion, the following tasks for strategic development are fixed for the current session 2019-20.

1. The merit list for the candidates seeking admission should be displayed on the Notice board as well as at the main gate of the college, so the candidates seeking admission face no problems regarding their admission. Also, the admission process must be completed within one month from the day the admission process commences.
2. The discipline committee i.e. the Proctorial board will ensure to make a healthy environment for class teaching and will make a round trip twice a day to take away the outsiders, who are not enrolled in any course of the college. There will be a frequent check of the I-cards of the students so that no outsider should enter the college.
3. An inquiry window should be opened for the new students and the visitors to assist them in completing their tasks.
4. Despite having a lack of library staff, the distribution of books to the students will be made class-wise. Every student will get two books at a time from the library for one month which can be exchanged or reissued for subsequent months.
5. Quarterly meetings with the faculties will be organized by IQAC cell to ensure the completion of the syllabus before the final examination.
6. Plantation work on the campus premises will be done with the help of three NSS units to make the campus green.

7. Career counseling cells will interact with the students faculty-wise and make them acquainted with various career opportunities.

With these goals set for the current academic session, the meeting was concluded with a vote of thanks to the chair.

Following is the list of attendees of the meeting.

1. Dr. Geeta Srivastava, Head, Department of Geography
2. Dr. Kunj Bihari Srivastava, Head, Department of English
3. Dr. Ashutosh Kumar, Head, Department of Commerce
4. Dr. Archana Verma, Head, Department of Hindi
5. Dr. Reena Singh, Head, Department of Education
6. Dr. Krishna Kant Mishra, Head, Department of History
7. Dr. Dheeraj Kumar Chandola, Head, Department of Political Science
8. Mr. Pramod Kumar, Head, Department of Physics
9. Dr. Anjana Bhatt Chandola, Head, Department of Botany
10. Mr. Bipin Chandra Bhatt, Head, Department of Mathematics
11. Mr. Mukesh Chandra Bhatt, Office Administrator

(Dr. Chinmay Joshi)
Co-Ordinator IQAC

Chairperson/ Principal
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DEPLOYMENT OF THE STRATEGIC PLANS (ACADEMIC SESSION: 2019-20)

Hemwati Nandan Bahuguna Government Post Graduate College, established in 1988 is presently affiliated with Kumaun University Nainital and is situated at Khatima, a socially and educationally backward Tharu-tribal block of Udham Singh Nagar, in Uttarakhand. At the same time, its location, being near the inter-state and international border touching Uttar-Pradesh and Nepal makes it the imperative hub of higher education. Being situated near the borderline, the college caters to the need of the large number of students dispersed in a large area around. The college is always committed to providing a quality education for these students especially those coming from the socially and educationally deprived class of society.

The well-structured Internal Quality Assurance Cell (IQAC) makes every effort to achieve higher levels of educational performance by maintaining a healthy and student-friendly environment of education on campus. To optimize the efforts, IQAC had fixed certain tasks at the start of the current academic year which were continuously monitored and reviewed from time to time. In the academic session 2019-20, the admission process ran smoothly without any hurdles. Newcomers made full use of the inquiry counter at the college entrance in completing their admission process. The increased class attendance showed a good indication of quality teaching and learning. The faculties were advised to connect to the absentees on mobile to know their views. IQAC was thinking of a system to involve the parents by informing them about the absences, grades, and discipline issues of their ward. To provide a guideline, a Career counseling meeting was organized for the students at UG and PG levels, and information about various career-related opportunities was provided to reduce their stress and anxiety. IQAC had continuous monitoring of the classes of various disciplines and emphasis was given to running the classes as per the timetable. Also, the faculties have informed the need for clarity in his/her communication with students and asked them to complete their syllabus before the final examination starts.

The students made full use of the library and most of the students received two or more books to meet their requirements. Because of a lack of library staff, IQAC discussed automation of the library system. In addition, the college organized one-day seminars on "उच्च शिक्षा में गुणवत्ता" and "उच्च शिक्षा: उन्नयन एवं नवाचार" which several students attended it. IQAC also decided to improve the examination system and ensure no-copying examinations by having a thorough check at the gate before the examination. However, On March 16, the union government declared a countrywide lockdown of schools and colleges due to the COVID-19 pandemic and the examination phase of the students had been deeply impacted by it. Not only examination patterns, but the COVID-19 outbreak also interrupted the routine cycle of academic and co-curricular activities in the college. The teachers and students had to switch over to an online mode of teaching without any prior training. It caused a serious impact on the student's careers.


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MINUTES OF THE ANNUAL MEETING FOR STRATEGIC PLANNING AND DEVELOPMENT FOR SESSION 2018-19

The annual meeting for Strategic planning and development was held at the office of the Principal on 25 July 2018 for the educational session 2018-19 under the supervision of Dr. G. S. Rawat (principal). The main focus of the meeting was to frame out the Strategic planning and development of the college. Co-Ordinator IQAC, Dr. Chimay Joshi briefly explained the tasks set for last year's plan and the success achieved at the end of the session to accomplish the tasks. He also emphasized the need for framing strategic planning and its role in the growth of students' progress and the overall development of the college. After a fruitful and healthy discussion, the following tasks are fixed for the current session 2018-19.

1. The admission process for all three faculties must be completed within one month from the day the admission process commences.
2. I-card will be immediately issued to the students as they complete the admission process and deposits their admission fee at the bank counter.
3. The discipline committee will frequently take a round to the classes and take the students away making a disturbance outside the classrooms.
4. Every student will be provided two books at a time from the library for one month which can be exchanged or reissued for subsequent months.
5. Quarterly meetings with the faculties will be organized by IQAC cell to ensure the completion of the syllabus before the final examination.
6. At the last of the session, feedback from the students will be taken to improve the system of imparting quality education.
7. An inquiry window should be opened for the new students and the visitors to assist them in completing their tasks.

8. Plantation work on the campus premises will be done with the help of three NSS units to make the campus green.
9. New equipment for the different science laboratories which are essentially required will be managed to purchase so that the students will have hands-on practice.
10. Students will be informed about the career opportunities after completing their UG and/or PG course by the faculties in their introductory lectures in the classrooms.

With these goals set for the current academic session, the meeting was concluded with a vote of thanks to the chair. Following is the list of attendees of the meeting.

1. Dr. Geeta Srivastava, Head, Department of Geography
2. Dr. Kunj Bihari Srivastava, Head, Department of English
3. Dr. Ashutosh Kumar, Head, Department of Commerce
4. Dr. Archana Verma, Head, Department of Hindi
5. Dr. Reena Singh, Head, Department of Education
6. Dr. Krishna Kant Mishra, Head, Department of History
7. Dr. Dheeraj Kumar Chandola, Head, Department of Political Science
8. Mr. Pramod Kumar, Head, Department of Physics
9. Dr. Anjana Bhatt Chandola, Head, Department of Botany
10. Mr. Mukesh Chandra Bhatt, Office Administrator



(Dr. Chinmay Joshi)
Co-Ordinator IQAC



Chairperson/ Principal
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DEPLOYMENT OF THE STRATEGIC PLANS (2018-19)

H. N. B. Government Post Graduate College, Khatima (U. S. Nagar) was established in the year 1988 to provide higher education to the students of the **Tharu**-tribal region of Udham Singh Nagar district of Uttarakhand and the college has completed 30 years of continuous service with holding the distinction of being the only institution providing higher education in science, Arts and commerce faculties in a circle of radius of 50 km. The majority of the students who are taking admission to the institution come from economically and socially backward classes. The institution is committed to providing quality education for their social and educational development and because of the prospective vision, IQAC of the college ensures the maintenance of a healthy environment for education. At the commencement of every academic session, IQAC set some tasks to enhance the quality of education and to develop a culture of cooperation between the teachers and the students. At the end of this session, the proposed strategic plans were reviewed.

In the academic session 2018-19, the admission process was completed without any impedance. Because of the demand put by the student union to give admission to all the candidates who had registered for taking admission to this college; the college administration in consultation with the governing university decided to increase the number of seats by ten percent. This facilitated the admission of those candidates who were out of race earlier. The inquiry counter at the college entrance provided a good help to the newcomers in completing their admission process. To inculcate a sense of nationalism and high moral values in the students, a wall of heroes was prepared in front of the Principal's office. With the recommendations of IQAC, a career counseling meeting was organized for the students to complete their education and be ready to serve the nation. The students were guided for various competitive exams like Banking, SSC, Railway, UPSC, PCS, JAM, GATE, NET, etc.

The college has a rich library and students got benefitted by getting two books at a time. No complaint was registered from the students regarding the library and it put a decent sign of

facilitating a good library facility. In science laboratories, new equipment and chemicals as per the requirement were added. IQAC ensured the completion of the syllabus in each course by interacting with the students before the start of the examination. It was decided to take feedback through a form in the subsequent years. Under the "Clean Campus – Green Campus" mission, volunteers along with the students in the NSS units of the college were made engaged in plantation work and most of the plants are still intact and enhancing the beautification of the campus premise. The points under the strategic planning paved a way for IQAC to improve the quality of education and led to the overall development of the society


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MINUTES OF THE ANNUAL MEETING FOR STRATEGIC PLANNING AND DEVELOPMENT FOR SESSION 2017-18


The annual meeting for the Strategic planning and development for the educational session 2017-18 was held in the Staff room on July 6, 2017. The meeting was headed by Dr. Reeta Sharma (principal). With a welcome note from Dr. Chimay Joshi, Coordinator IQAC, the agenda of the meeting was put forward. The main objective of the meeting was to set the goals under the banner of strategic planning and development of the college. All the members suggested several points that could be achieved in the current academic session.


1. Admission, Election, and Examination are the key areas to focus. The admission process will be made transparent by displaying the merit list on the Notice-Board. Every candidate seeking admission will be given a span of three days to take admission in the respective class.
2. After depositing admission fee, the student must be provided his I-card by the Proctorial Board within a day. Students having duly signed I-cards will be entitled to enter the classrooms.
3. Frequent checks of the I-cards of the students will be carried out by discipline committee so that no outsider should enter the college.
4. The demands put forward by student union in favor of students will be accepted without any delay, which are resolvable at the college end. Rest of the demands will be forwarded immediately to the respective bodies.
5. Emphasis will be given to make a healthy environment of teaching and learning. The classes must run in accordance with the time table.
6. Record of Internal examination should be maintained properly and one copy of the award sheet of internal examination should be kept in safe in the principal office for future consideration.

7. Acts of social welfare should be carried out ones in a year with the help of NSS units, Robbers and Rangers, Student-Union officials, and volunteers. It includes plantation work, Blood donation camps, the Save Girl-child campaign, Girls Health Awareness, AIDS Awareness Program, Registration for Voter ID card etc.
8. Special guidance will be given to students by Career counseling cell. Faculties will interact with the students in the class rooms and will make them familiarize with various career opportunities.

With these tasks set for the current academic session, the meeting was concluded with a vote of thanks to the chair. Following is the list of attendees of the meeting.

1. Dr. Geeta Srivastava, Head, Department of Geography
2. Dr. Kunj Bihari Srivastava, Head, Department of English
3. Dr. V. N. Sharma, Faculty, Department of English
4. Dr. Archana Verma, Head, Department of Hindi
5. Dr. Dheeraj Kumar Chandola, Head, Department of Political Science
6. Mr. Pramod Kumar, Head, Department of Physics
7. Dr. Anjana Bhatt Chandola, Head, Department of Botany
8. Mr. Mukesh Chandra Bhatt, Office Administrator


(Dr. Chandra Joshi)
Co-Ordinator, IQAC
Internal Quality Assurance
Cell (IQAC)
H.N.B. Govt. P.G. College
Khatima-262308


Principal
H.N.B. Govt. P.G. College
Khatima (U.S. Nagar)
Chairperson/ Principal
HNB Govt. P. G. College, Khatima



हेमवती नन्दन बहुगुणा राजकीय स्नातकोत्तर महाविद्यालय

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

(सम्बद्ध कुमायूं विश्वविद्यालय)

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DEPLOYMENT OF THE STRATEGIC PLANS (2017-18)

H. N. B. Government Post Graduate College, Khatima (U. S. Nagar) was established in 1988 and since then continuously imparting higher education. To fulfill its primary aim, IQAC holds regular meetings and ensures a culture of cooperation between the teachers and the students. At the beginning of the current educational session 2017-18; IQAC set certain goals with the objective of strategic planning and development and the college as a whole unit worked throughout to accomplish the tasks set earlier. The tasks mentioned in the Strategic Plan were deliberated and planned by the college through the various duly formed Committees and in consultation with the stakeholders. The implementation of the strategic plan was monitored from time to time by the Principal and the Coordinator IQAC through periodic review. In the academic session 2017-18, the admission process was completed within one and half a months. All the students seeking admission to the course of his/her choice got admission without any impediment. The College Proctorial Board played a big role in establishing a healthy environment of study. The outsiders creating a nuisance were prohibited to enter the college premises by a frequent check of I-cards. Inquiry-counter set up at the college entrance was a successful attempt to resolve many of the problems and IQAC has recommended continuing this practice for all upcoming sessions. Because of establishing conformity among students, the college on the recommendation of IQAC implemented a dress code, which in addition significantly made it easier to identify trespassers on the college campus. The tasks fixed under the strategic planning and development theme provide a guideline to attain the well-being of the students.


Coordinator
Internal Quality Assurance
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Principal
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