

I Q.A.C

Academic Session - (2024-25)



**GOVERNMENT DEGREE COLLEGE DARLAGHAT
DISTRICT SOLAN, H.P. 171102**

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No. EDN-GDC-DLG-(E-14)/2020-

O/o the Principal,

Govt. Degree College

Darlaghat, Distt. Solan (H.P.)

Dated: Darlaghat-171102, the 20th September, 2024

OFFICE ORDER

The IQAC committee is hereby constituted for the session 2024-25 under the chairpersonship of the undersigned.

Sr. No.	Name	Designation
1.	Mr. Puneet Thakur	Director
2.	Ms. Bhuvni Sharma	Member
3.	Ms. Rachna Tanwar	Member
4.	Dr. Mast Ram	Stakeholder and Educationist
5.	Sh. I.D. Sharma	Superintendent
6.	Sh. Hem Raj Thakur	Local Society Member
7.	President CSCA	Student

Principal
GDC Darlaghat
Distt Solan (HP) College
Distt Solan (H.P.)

Minutes of the Meeting

Dated :- 20/Sept./2024

The meeting of IQAC was held in the office of the principal today i.e. on 20th Sept, 2024 at 2:00 PM. The meeting was chaired by Dr. Ruchi Ramesh, Principal of the College.

Action Taken Report :-

Based on the recommendations of the IQAC meeting held on 06/may/2024. The following actions were reported :-

1. The Career Counselling and Placement Cell of the College established collaboration with reputed hotels in the region to design a Specialised Certificate Course in Hospitality and Tourism. This course, tailored to meet the growing demand for skilled professionals in the Hospitality industry - particularly in Himachal Pradesh, was introduced to provide students with practical, industry-relevant skills. These programs not only equip students with valuable skills but also offer a productive way for them to utilize their holidays.
2. On August 10, 2024, the Career Counselling and Placement Cell organised a lecture on "The Importance of Social Skills in Personality Development". The objective of the lecture was to help students develop essential social skills that contribute to personal growth and enhance their career prospects. The session aimed to provide students with practical insights into building and refining interpersonal skills, which are crucial in both academic & professional settings.
3. The Internal Quality Assurance Cell (IQAC) of the College initiated the process of analyzing the feedback collected from various stakeholders, students & parents,

for the Academic Session 2023-24. This feedback, obtained through Structured Performa, is being reviewed to assess the effectiveness of the College's academic Programs and to identify areas for further improvement. The analysis aims to ensure that the College continues to meet the evolving needs of its Stakeholders & maintain high Standards of academic Excellence and further decided that while preparing action Plan it should include the programs or action to address the grey areas identified.

Further Following issues were discussed in the meeting:-

1: Departmental Action plans for the Academic Session 2024-25

The Committee recommended that each department prepare Comprehensive action plan of the department Activities for the academic session 2024-25. These action plans should be Submitted for approval to the principal at the earliest. The plans must be carefully crafted to align with the department's academic objectives and should be followed diligently throughout the session to ensure effective implementation.

2: verification of Faculty Annual Confidential Reports (ACRs)

The Internal Quality Assurance Cell (IQAC) will be responsible for reviewing the Annual Confidential Reports (ACR's) of all faculty members. upon review, the IQAC will forward the reports to the Principal for final approval and necessary action. This process will ensure thorough evaluation and transparency in faculty performance assessment. IQAC will keep the relevant records including certificate for which API is claimed.

3. Establishment of mentor-mentee Groups for the Session 2024-25

The Committee recommended the establishment of mentor-mentee Groups for the Academic Session 2024-25. These groups will be designed to provide personalised Academic guidance and Support to Students, thereby fostering a nurturing and Conducive Academic environment that encourages Student Success & well-being.

4. Conducting the Academic Audit for the Session 2023-24

The Committee has decided to conduct an internal academic audit of the session 2023-24. A dedicated Committee will be formed to carry out this audit, and the findings will be compiled into a detailed report. The audit report must be Submitted promptly upon the completion of the audit to ensure timely review and follow-up actions.

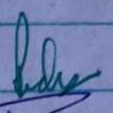
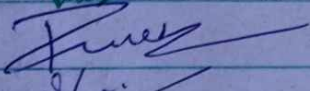
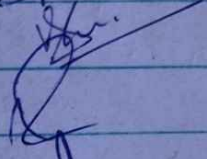
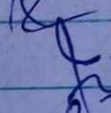
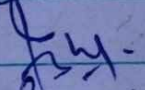
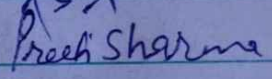
5. Conducting the Green Audit for the Session 2023-24

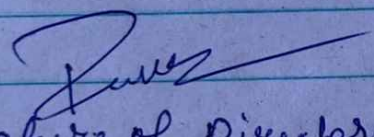
The Committee has decided to conduct a green audit for the session 2023-24. A team will be formed to assess the College's environmental sustainability practices, including waste management, energy usage, and resource conservation. The findings of the green audit will be compiled into a comprehensive report, which will be Submitted for review upon completion.

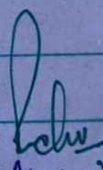
The meeting ended with the vote of thanks by Mr. Puneet Thakur. (Director, IQAC)

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The following members attended the meeting :->

<u>Name</u>	<u>Signature</u>
1. Dr. Rishi Ramesh (Principal)	
2. Mr. Puneet Thakur (Director, IQAC)	
3. Ms. Bhumi Sharma (member)	
4. Ms. Rachna Tanwar (member)	
5. Sh. ID Sharma Superintendent	
6. President CSEA	

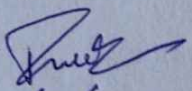
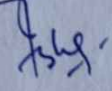

Signature of Director
(IQAC)


Signature of Principal
Govt. Degree College
Darlaghat, Dist. Solan (H.P.)

Minutes of the IQAC Meeting

Dated 23rd December 2024

A meeting of IQAC was held under the chairmanship of Dr. Ruchi Ramesh, Principal. The following members attended the meeting:-

Dr. Ruchi Ramesh	Chairperson	
Mr. Puneet Thakur	Co-ordinator	
Ms. Bhuvni Sharma	Member	
Ms. Rachna Tanwar	Member	
Sh. ID Sharma	Superintendent	
Dr. Mast Ram	Stakeholder and Educationist	

Action taken Report:

(Based on the IQAC meeting held on 20th August 2024):

- All departments submitted detailed action plans for the academic session 2024-25, covering academic, co-curricular goals, and timelines. These were reviewed for alignment with institutional benchmarks and implementation has commenced.
- Faculty ACRs were reviewed by IQAC for accuracy and performance indicators. Verified reports were forwarded to the Principal for approval.
- Mentor-mentee groups were successfully formed across all departments, with orientation sessions conducted to clarify roles and responsibilities.
- Academic Audit for session 2023-24 were completed. Documentation on syllabus coverage, assessment methods, and faculty inputs was reviewed and findings recorded for quality improvement.
- A Green Audit was conducted with internal and external support. The final report has been submitted, and recommendations are under phased implementation.

The agenda items for the meeting were as follows:

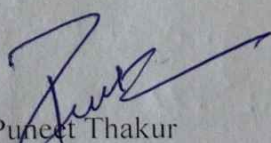
- Review of Implementation Status of Departmental Action Plans (2024-25)
- Review of Mentor-Mentee Program Progress
- Planning for Mid-term Tests
- Planning for Annual Function
- IQAC Recommendation for Annual Seminar/Conference

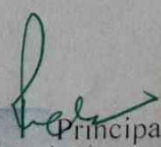
1. The IQAC will assess the progress made by each department in executing their approved action plans for the current academic session. Departments will present updates on key academic, co-curricular, and developmental activities. The review aims to identify achievements, address challenges, and provide necessary guidance for effective plan execution in the remaining session.
2. The IQAC will evaluate the functioning and effectiveness of the mentor-mentee program implemented for the session 2024–25. Departments will present brief reports on the frequency of meetings, issues addressed, and student feedback. The review will help in identifying areas for improvement and enhancing the support system for students.
3. The committee will discuss the schedule, format, and evaluation strategy for the upcoming mid-term tests of the academic session 2024–25. Emphasis will be placed on timely syllabus completion, standardized question paper setting, and fair assessment practices. Departments will be guided to ensure smooth and effective conduct of the examinations.
4. The IQAC will initiate discussions on organizing the Annual Function for the current academic session. Key aspects such as theme selection, event schedule, student participation, and coordination committees will be outlined. Emphasis will be placed on inclusive participation, cultural representation, and ensuring smooth execution of the event.
5. The IQAC suggested that there should be at least one National or International seminar or conference held during each academic session. This would provide a valuable platform for students, faculty, and experts to share knowledge, discuss important topics, and stay updated with current trends. Organizing such events also helps in building academic connections, encouraging research, and enhancing the reputation of the institution.

It was agreed that the IQAC will oversee the timely implementation of these recommendations. Progress on these initiatives will be reviewed in the next meeting.

Vote of thanks:

The meeting concluded with a vote of thanks presented by Mr. Puneet Thakur, Coordinator, IQAC.


Puneet Thakur
Coordinator (IQAC)


Principal
GDC Darlaghat
Govt. Degree College
Darlaghat, Dist. Solan (H.P.)

Minutes of the IQAC Meeting

Dated: 22/Feb/2025

The meeting of IQAC was held in the office of the Principal today i.e. on 22nd Feb 2025 at 1:30 PM. The meeting was chaired by Dr. Ruchi Ramesh, Principal of the College.

Based on the recommendations of the IQAC meeting held on 23rd December 2024 the following actions were taken:-

- ① All departments have Submitted their progress reports, detailing academic, Co-Curricular & Developmental activities. Follow-up reviews are Scheduled to monitor progress and ensure that any pending tasks are Completed before the end of the session.
- ② Departments provided updates on the frequency of mentor-mentee meetings, Key issues discussed and Student feedback. The IQAC Commended departments with Strong mentoring practices & offered guidance to improve documentation & follow-up processes.
- ③ A Schedule for the mid-term Tests was proposed & unanimously accepted, ensuring alignment with the Syllabus Completion timelines across all departments. In order to maintain academic integrity and Consistency, departments were instructed to Standardize the format of question papers & adhere to fair & transparent evaluation practices.

④ Discussions were held regarding the selection of a proposed dates and overall coordination of the Annual Function. To Streamline the planning process a Core Committee was Constituted with the possibility of managing Logistics, ensuring adequate student participation, and promoting diverse Cultural Representation.

⑤ As Suggested by the IPAC, the College will organise a National Seminar on Women's Day, March 8, 2025. This event will provide a platform for academic Exchange and discussion on relevant issues. It aims to promote research, Collaboration and institutional growth.

The Agenda items for the meeting were as follows:-

- Academic Star Group
- Remedial / Bridge classes for weak Students
- Appointment of Deans for Commerce & Humanities

① The IPAC acknowledged the ongoing efforts of the Existing Academic Star Group in promoting academic Excellence. It was discussed that, following the recent Mid-Term Test (MTT), the College should take further Steps to Support Students who have the potential to feature in the university merit list. To This end, faculty members from respective Departments will identify high performing Students & provide them with additional academic inputs, mentorship and enrichment sessions in the lead up to the final Examinations.

② After the mid-Term-Test (MTT) was Conducted, the IQAC reviewed Student performance and identified the need for additional academic Support for underperforming Students. It was decided that Remedial and Bridge classes would be organised to assist Students who are Struggling academically. Customised class Schedules, dedicated faculty Support and Student-friendly learning methods will be implemented to ensure the effectiveness of these classes.

③ The IQAC also recommended the formal appointment of Deans for the Commerce and Humanities Stream to better address Students Issues & academic Coordination within these domains & it was decided to appoint these deans from next academic Session i.e 2025-26.

The meeting concluded with Consensus on the Recommendation discussed and with the vote of thanks by Mr. Puneet Thakur, Co-ordinator (IQAC)

Following members attended the meeting :-

Dr. Rishi Ramesh	- Chairperson	
Mr. Puneet Thakur	- Co-ordinator	
Ms. Bhumi Sharma	- member	
Ms. Rachna Tanwar	- member	
Sh. ID Sharma	- Superintendent	
Ms. Preeti Sharma	- President CS CA	<u>Preeti Sharma</u>

Puneet Thakur

Puneet Thakur

Co-ordinator (IQAC)

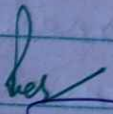
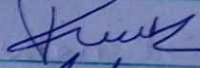
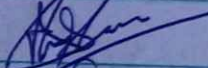
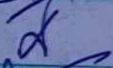
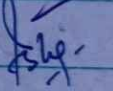
Preeti Sharma

Preeti Sharma

Minutes of the meeting

Dated: - 9/may/2025

The meeting of last quarter of Academic Session 2024-25 was held in the office of the Principal today i.e. on 09/may/2025. The meeting was chaired by Dr. Ruchi Ramesh, Chairperson of the IQAC of the College and following members attended the meeting :-

Dr. Ruchi Ramesh	Chairperson	
Mr. Preet Thakur	Coordinator	
Ms. Bhumi Sharma	Member	
Ms. Rachna Tanwar	Member	
Sh. ID Sharma	Superintendent	

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The following actions have been undertaken in response to the recommendations made during the previous meeting :-

- ① The IQAC's recommendation to enhance Support for high-performing Students has been implemented. Faculty members have initiated targeted academic mentoring, including personalised guidance, focused enrichment sessions and Exam Strategy workshops.
- ② In response to the IQAC's review of MTT Results, departments Identified Students who need additional Academic Support. Remedial & Bridge classes were Scheduled with flexible timings to accommodate Students needs.

③ Acting on the IQAC's Suggestion, the Process for the joint appointment of Deans for the Commerce & Humanities Stream was initiated and will be effective from new Academic Session 2025-26.

The Agenda items for the meeting were as follows:-

- Feedback Proformas
- Internal Academic Audit for the Session 2024-25
- Green Audit for the Session 2024-25
- Strengthening of OSA (Old Students Association)

① The Committee recommended the Continued preparation and analysis of the feedback Proformas for the academic Session 2024-25. Building on the previous practice, feedback will be systematically collected from Key Stakeholders - Parents, Teachers & Students. The IQAC emphasized the importance of timely collection, analysis and action based on the feedback received in the coming months.

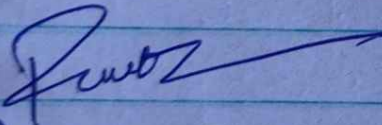
② It was recommended that the Internal Academic Audit, which was initiated in the previous academic Session, be Continued & Strengthened in the Current Session (2024-25). The IQAC encourages departments to actively participate in the audit process in the coming months.

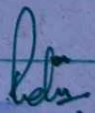
③ The IQAC also recommended the Continuation of the Green Audit during the 2024-25 session, as a follow up to the environmental review carried out last

Year Departments & Support units will be encouraged to collaborate in implementing and documenting sustainable practices.

- ④ Further, IQAC discussed the proposal to Strengthen OSA (Old Students Association) to enhance students engagement and alumni interaction. Further discussions will be held to finalise the action plan.

The meeting concluded with consensus on the recommendations discussed. The IQAC will oversee the implementation of these initiatives and reviews their progress in upcoming meeting.


Puneet Thakur
Coordinator (IQAC)


Principal
Govt. Degree College
Darlaghat, Dist. Solan (H.P.)
GOC Darlaghat