

IQAC
Academic Session - (2023-24)



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

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NO.EDN-GDC-DLG-(E-14)/2017-

Office of the Principal,

Govt. Degree College Darlaghat

Distt. Solan (H.P)

Dated Darlaghat 171102, 28th August, 2023

Office Order

IQAC for Academic year 2023-24

Sr. No.	Name	Designation
1	Dr. Ruchi Ramesh	Chairperson
2	Mr. Sandeep Kumar	Director
3	Dr. Dhanisha Negi	Member
4	Mr. Akshay Kumar	Member
5	Dr. Mast Ram	Stakeholder and Educationist
6	Sh. ID Sharma	Superintendent
7	Sh. Hem Raj Thakur	Local Society Member
8	Ms. Bhawna Sharma	Student
9	Ms. Shalini Gulati	Alumna


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

Minutes of the meeting

Dated - 29th August 2023

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

① Dr. Ruchi Ranseth	Chairperson
② Mr. Sandeep Kurnan	Director
③ Dr. Dhanisha Hagi	Member
④ Mr. Akshay Kurnan	Member
⑤ Dr. Mark Rao	Stakeholder & Educationalist
⑥ Sh. I D Sharma	Superintendent
⑦ Sh. Hemraj Thakur	Local Society members
⑧ Ms. Bhavna Sharma	Student
⑨ Ms. Shalini Gulati	Alumna

The members of the IQAC discussed following items as agenda:-

① Departmental Action plans for session 2023-24: The committee recommended that each department prepare an action plan for the academic session 2023-24. These plans should be carefully formulated to address academic objectives and adhere to throughout the session. The plan should include activities beyond classroom teaching.

② Institutional Development Plan (IDP): It was suggested that the institution develop a comprehensive Institutional Development Plan (IDP), which would outline the strategic objectives & initiatives aimed at enhancing the overall quality and growth of the institution.

③ Verification of Faculty Annual Confidential Reports (ACRs):

The IQAC will be responsible for reviewing the Annual Confidential Reports (ACRs) of all faculty members before they are forwarded to the Principal for her final approval and action. It was also decided that IQAC will maintain the record of ACRs in the register.

④ Orientation Session for New Entrants:- The committee recommended organising an orientation session for new students. This session should encompass both academic aspects and co-curricular activities, such as the various clubs & societies, to facilitate a smooth transition into college life.

⑤ Updating the college Website:- It was recommended that the college website be updated to reflect the latest developments. Faculty members are encouraged to provide input on relevant information to be included on the website, ensuring that it remains current and comprehensive. Mr. Suresh Jha (IT) will be in touch with rights all for maintaining website & should update the dynamic pages himself.

⑥ Preparation of feedback forms for stakeholders:- The IQAC suggested the creation of feedback forms to gather input from all stakeholders, including students, faculty and external partners, as part of the ongoing process to ensure continuous improvement.

⑦ Establishment of Mentor-Mentee Groups:- The committee recommended the establishment of mentor-mentee groups to provide personalized guidance and support.

for students, fostering a nurturing academic environment.

Concluding Remarks:-

The Director thanked all the members of the cell for their valuable suggestions.

Vote of Thanks:-

The meeting concluded with the vote of Thanks to the Chair by Sh. Sandeep Kumar.



Signature of Director
(IQAC)



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

MINUTES

The meeting of 2nd quarter was held in the office of the Principal today i.e. on 25th Oct, 2023 at 2:30 pm. The meeting was chaired by Dr. Ruchi Ramesh, Principal of the College.

Action taken Report:

Based on the decisions of the IQAC meeting held on 29th Aug 2023. The following actions were reported:

1. All departments have successfully prepared their respective Action plans for the 2023-24 session. These plans are being implemented as per Schedule.
2. The IQAC initiated the process of drafting the Institutional Development Plan (IDP). A preliminary framework has been created, and a Committee has been formed to oversee its completion. The final version is expected to be ready by the end of this year.
3. The IQAC has verified the AEs of all faculty members, and these have been submitted to the principal for her review and further action.
4. An orientation program for new students was successfully conducted on 8th Sept/2023. The session included an introduction to academic programs as well as Co-Curricular activities through presentations on clubs & Societies.
5. The College website update process is underway. Faculty members have provided inputs regarding their departments, and the website team is working on integrating these updates. The website is expected to be fully updated by the end of this year.
6. Feedback forms have been drafted & shared with all Stakeholders. The feedback collection process is ongoing, and data will be compiled & reviewed in the next IQAC.

meeting.

7. mentor-mentee groups have been formed. and the Program has been initiated. Faculty members have been assigned to groups of Students, and the first round of mentor-mentee interactions has taken place.

The agenda items for the meeting were as follows: →

1. Faculty Development Programme (FDP) Schedule: →

The Committee recommended the preparation of a Faculty Development Programme (FDP) Schedule. The Programme will be aimed at enhancing the skills and knowledge of faculty members, focusing on areas relevant to both teaching & research.

2. Organisation of National or International Conference: →

Faculty members are encouraged to conceptualize and organise National or International Conferences addressing contemporary issues in their respective fields. The aim is to foster academic Collaboration, Knowledge Exchange, and to raise the institution's Profile on a larger academic platform.

3. Affiliation process of the College: → The IPAC Committed to assisting the College office in Expediting the Completion of the pending affiliation process, which has been delayed for the past three years. The goal is ensure Compliance with all regulatory requirements, enabling the College to secure its official affiliation Status.

MINUTES OF THE MEETING (Continued)

4. Establishment of library :→ The Committee recommended the establishment of a well-equipped library to share the academic resources available to both students & faculty. The library will serve as a knowledge hub, supporting research, study and academic growth.

5. PM-USHA Scheme Proposal :→ It was decided that the IQAC will draft a proposal for the institution to apply under the PM-USHA Scheme (Prime Minister's Uchchatar Shiksha Abhiyan) with the objective of improving college infrastructure, including digital and soft infrastructure. The draft will focus on securing funds for both physical infrastructure improvements and academic capacity-building initiatives.

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

Vote of thanks

The meeting concluded with the vote of thanks by Sh. Sandeep Kumar (Director, IQAC)

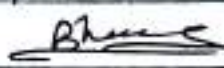
The following members attended the meeting :→

Name	Signature
1. Dr. Ruchi Ramesh (Principal)	
2. Mr. Sandeep Kumar	
3. Dr. Bhawna Azad	
4. Mr. Akshay Kumar	
5. Sh. ID Sharona	

6. Sh. Hem Raj Thakur



7. Ms. Bhawna Sharma



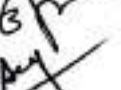
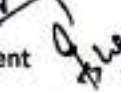
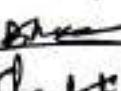
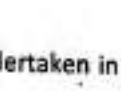

Signature of Director
(I.P.A.C.)


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

Minutes of the meeting

Dated: - 7th Feb 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. Sandeep Kumar	Director	
Dr. Bhawna Azad	Member	
Mr. Akshay Kumar	Member	
Sh. ID Sharma	Superintendent	
Mr. Bhawna Sharma	Student	
Ms. Shalini Gulati	Alumna	

Action taken Report:

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

1. Aligned with the recommendations, the institution successfully organized an International Conference on Development in mountains: Issues, Challenges and Solutions on 10th & 11th December. The event had participation from national and international experts, fostering academic exchange and collaboration. Several departments played key roles in the planning and execution of the conference, and the event was well-received by attendees.
2. The IQAC facilitated communication with the college office to expedite the long-pending affiliation process. Necessary documents have been compiled, and the submission to the affiliating body is in its final stages.
3. As recommended, the new library was successfully established in January 2024. A dedicated space was identified, and the library is now fully operational, offering a wide range of books.
4. A draft proposal for applying under the PM-USHA scheme has been prepared. The proposal focuses on improving the college's infrastructure, with a special emphasis on upgrading technological resources and classroom facilities.

Further following issues were discussed in the meeting:

1. **Creation of "Academic Stars" Group:** The committee recommended the formation of an "Academic Stars" group, comprising students who have demonstrated outstanding academic performance. This group will be recognized for their academic achievements and may be involved in mentoring or leading academic initiatives within the institution.
2. **Remedial/Bridge Classes for Weak Students:** It was recommended that remedial or bridge classes are organized for students who require additional academic support. These classes will aim to help weaker students strengthen their understanding of core subjects and bridge any gaps in knowledge.
3. **Workshop on Office Software Utilization:** The committee suggested organizing a one-day workshop focused on maximizing the use of office software. The workshop will cover various tools and features offered by office software packages, enabling both administrative and teaching staff to fully utilize them for enhanced productivity.
4. **Enhancing Assistant Librarian's Knowledge through External Visits:** It was decided by the members of the cell that assistant librarian who is not well equipped with the functioning of the college should be allowed to visit some libraries in Shimla and Bilaspur.

The meeting concluded with:

- All members in agreement on the recommendations. The IQAC will oversee the implementation of these initiatives and review their progress in the next meeting.
- The vote of thanks by Sh. Sandeep Kumar (Director, IQAC)


Signature
Director IQAC


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

Minutes of the meeting

Dated:- 06/may/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	ldr
Mr. Puneet Thakur	Director	Puneet
Dr. Bhawna Azad	member	Bhawna
Mr. Akshay Kumar	member	Akshay
Sh. ID Sharma	Superintendent	ID
Ms. Bhawna Sharma	Student	Bhawna

Action Taken Report :- The following actions have been undertaken in response to the recommendations made by the IQAC Committee during the previous meeting:-

- The "Academic Stars" group has been successfully formed, comprising students who have excelled academically. The group will also participate in mentorship programs, where they will guide and support their peers in academic pursuits.
- Remedial & bridge classes have been organised for students requiring additional academic support. The classes commenced 20 Feb 2024 onwards. Attendance and progress are being monitored closely, and initial feedback indicates a positive impact on students' understanding of core subjects.
- Workshop on office software utilisation - A one-day workshop on maximising the use of office software was successfully conducted on - -2024. The workshop covered various tools & features available in popular office software packages.

with a focus on enhancing productivity for both administration and teaching staff. Feedback from participants was overwhelmingly positive, with many expressing an eagerness to apply the learned skills in their daily tasks.

It was decided by the IQAC Librarian (Assistant) of the college visited some libraries in Bilaspur & Shimla equip herself with skills of library management.

Further following issues were discussed in the meeting:-

1. Facilitation of Skill Development Courses:- The Committee recommended the facilitation of various Skill Development Courses for students during the Summer vacation period. These Courses aim to enhance students' employability and practical skills, preparing them for future career opportunities.

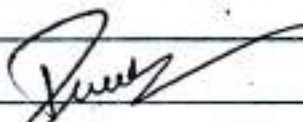
2. Workshop on Soft Skills :- It was proposed that a workshop on Soft Skills be organised to equip students with essential interpersonal and Communication Skills. The workshop will focus on developing skills such as teamwork, leadership and effective Communication, which are crucial for success in both academic and professional settings.

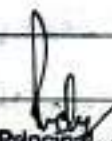
3. Preparation and Analysis on Feedback Performance:-

The Committee recommended the preparation and analysis of feedback performance for the academic session 2023-24. This feedback will be collected from various stakeholders, including students, faculty & parents, to gain insights into the effectiveness of academic programs and areas

for improvement.

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


Signature of Director
(IQAC)


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

IQAC

Academic Session - (2024-25)



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

Phone No: 01796-248084

email: gdcdarlaghat@gmail.com

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

[Handwritten signatures and initials next to the table rows]

[Handwritten signature of Principal]
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 analysing the feedback collected from various stakeholders, students & parents,

for the academic Session 2023-24. This feedback, obtained through Structured Perforce, 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 (ACRs) 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

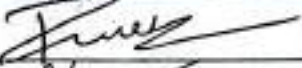
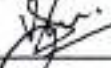
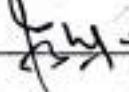
The Committee has decided to conduct an internal academic audit of the session 2023-24. A dedicated Committee will be formed to carry out this audit, and the findings will be compiled into a detailed report. The audit report must be submitted promptly upon the completion of the audit to ensure timely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

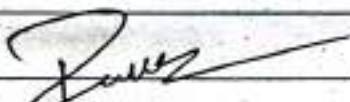
5. Conducting the Green Audit for the Session 2023-24

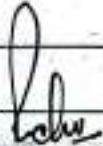
The Committee has decided to conduct a green audit for the session 2023-24. A team will be formed to assess the College's environmental sustainability practices, including waste management, energy usage, and resource conservation. The findings of the green audit will be compiled into a comprehensive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

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

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
Derlaghat, Dist. Solan (H.P.)