

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## GOVT. DEGREE COLLEGE KATHUA

### Minutes of the Meeting

A meeting of the IQAC of the college was held in the office chamber of the Worthy Principal on 16.07.2018.

**Agenda of the Meeting:** NAAC Accreditation is important for accessing the performance of institute vis-a-vis parameters set for its qualitative and quantitative development by the institute. Besides, the University Grant Commission (UGC) has framed a regulation making it mandatory for all universities and colleges to be certified by the National Assessment and Accreditation Council (NAAC). Also, there has been a pressing demand from the Department of Higher Education, J&K, for all colleges to apply for NAAC accreditation/re-accreditation (if due). In view of this, this meeting was convened with the agenda of applying for third cycle of NAAC accreditation of the college at the earliest.

**Decisions:** After a threadbare discussion on the proposed agenda, it was unanimously decided:

1. The college will apply for Cycle 3 of NAAC accreditation as per the newly formulated guidelines of the NAAC.
2. Preparation and submission of Institutional Information for quality Assessment (IIQA), which is first step in the NAAC Accreditation Process, shall be completed before August, 2018.
3. Criteria Specific Committees for collecting and organizing data for the preparation of Self Study Report (SSR) of college shall be constituted which shall start working on their assigned criteria as soon as the committees are notified.
4. The IQAC of college shall obtain data from the Criteria Specific Committees and shall upload SSR supported with the relevant documents on the HEI NAAC portal within 30 days of last date of acceptance of IIQA.
5. All documentation shall also be uploaded on college website and College Website committee shall be responsible for the same. The College website committee shall also be responsible for keeping the college website up to date.

The meeting ended with a formal vote of thanks by the IQAC Coordinator.

### **IQAC Committee:**

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Prof. Kartar Chand,    | Principal and Chairperson, IQAC |
| 2. Dr. P. K. Rao          | IQAC Coordinator                |
| 3. Prof. Anurudh Sharma   | Member                          |
| 4. Prof. Sumanesh         | Member                          |
| 5. Prof. Shub Kumar       | Member                          |
| 6. Prof. Rakesh Singh     | Member                          |
| 7. Prof. Sandeep Coudhary | Member                          |
| 8. Dr. R.K. Manhas        | Member                          |
| 9. Dr. Deepshikha         | Member                          |
| 10. Dr. Arun Dev Singh    | Member                          |

Submitted to worthy Principal for approval

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
KATHUA

# INTERNAL QUALITY ASSURANCE CELL (IQAC) GOVT. DEGREE COLLEGE KATHUA

## Minutes of the Meeting

A meeting of the college IQAC was held in the office chamber of the Worthy Principal on 29.12.2018.

### Agenda of the Meeting: Preparations for NAAC Accreditation

**Decisions:** After a threadbare discussion on the proposed agenda, it was unanimously decided:


1. Data collected by the criterion specific committees to be scrutinized by IQAC before the NAAC peer team visit.
2. Undergoing college repair and renovation works to be paced up.
3. White washing of main gate of the college and renovation of the damaged stretches of the campus roads.
4. Sprucing up to parks of college.
5. Installation of sign boards for direction and name plates on labs, lecture rooms and other facilities.
6. Installation of flexes regarding green installation.
7. Automation of college library.

The meeting ended with a formal vote of tanks by the IQAC Coordinator.

### IQAC Committee:

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Prof. Kartar Chand,    | Principal and Chairperson, IQAC |
| 2. Dr. P. K. Rao          | IQAC Coordinator                |
| 3. Prof. Anurudh Sharma   | Member                          |
| 4. Prof. Sumanesh         | Member                          |
| 5. Prof. Shub Kumar       | Member                          |
| 6. Prof. Rakesh Singh     | Member                          |
| 7. Prof. Sandeep Coudhary | Member                          |
| 8. Dr. R.K. Manhas        | Member                          |
| 9. Dr. Deepshikha         | Member                          |
| 10. Dr. Arun Dev Singh    | Member                          |

Submitted to worthy Principal for approval

  
(Prof. Kartar Chand)  
Principal,  
Govt. Degree College,  
Kathua



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## GOVT. DEGREE COLLEGE KATHUA

### Minutes of the Meeting

A meeting of the IQAC of the college was held in the office chamber of the Worthy Principal on 18.01.2019.

**Agenda of the Meeting:** To review the progress of the institution for the preparation of NAAC visit.

The IQAC team visited different departments, library, computer lab, and also interacted with the college faculty to review the progress of NAAC preparation by the institution and suggest relevant steps to be taken to ensure successful accreditation process.

The following points were discussed in the light of clarifications submitted to NAAC in the meeting:

1. The function and role of IQAC for the preparation of NAAC was highlighted.
2. Safety measures/laboratory dos and don'ts be properly displayed in all the laboratories.
3. PPT presentation of the lectures delivered by the teachers be uploaded on college website.
4. A certificate from BSNL regarding internet speed provided to the college to be obtained.
5. It was suggested that a proper labelling of the laboratory equipment/apparatus should be done at the earliest.
6. Use of paper plates and other disposables instead of plastic/Styrofoam should be strictly ensured in the college canteen.
7. A complete ban should be imposed on polythene to make plastic free campus.
8. Complete shifting of college illumination from incandescent/fluorescence lights to LED lights before during this session.
9. Students be oriented and assigned different roles regarding NAAC visit.
10. Proper maintenance /filing of the record submitted to NAAC at the time of SSR preparation should be done.
11. Departmental profiles including flow charts be prepared for the presentation during the visit.
12. A proper record of the curricula and co-curricular activities and achievements of the institution in the form of press releases, certificates, photographs etc. be maintained.

The meeting ended with a formal vote of thanks by the IQAC, Coordinator.

### **IQAC Committee:**

1. Prof. Kartar Chand,
2. Dr. P. K. Rao
3. Prof. Anurudh Sharma
4. Prof. Sumanesh
5. Prof. Shub Kumar
6. Prof. Rakesh Singh
7. Prof. Sandeep Coudhary
8. Dr. R.K. Manhas
9. Dr. Deepshikha
10. Dr. Arun Dev Singh

Principal and Chairperson, IQAC  
IQAC Coordinator  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member

Submitted to worthy Principal for approval

Principal  
Govt. Degree College  
Kathua  
18/1/2019

# INTERNAL QUALITY ASSURANCE CELL (IQAC) GOVT. DEGREE COLLEGE KATHUA

## Minutes of the Meeting

A meeting of the NAAC accreditation committee was held in the office chamber of the Worthy Principal on 25.02.2019.

### **Agenda of the Meeting: Preparations for NAAC Accreditation**

**Decisions:** After a threadbare discussion on the proposed agenda, it was unanimously decided:

1. The criteria specific committees will submit the criterion wise files with supporting documents for each Key indicator.
2. All the HODs shall prepare departmental profiles.
3. Annual reports for activities of NCC, NSS and Sports for the last five years to be prepared by their respective incharges and submitted to IQAC.
4. Working committees constituted and assigned different works related to NAAC inspection.
5. Finalized cultural items by students for cultural event during NAAC peer team visit.
6. Finalized the presentation to be given by the Principal before the NAAC peer team.

The meeting ended with a formal vote of tanks by the IQAC Coordinator.

### **IQAC Committee:**

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Prof. Kartar Chand,    | Principal and Chairperson, IQAC |
| 2. Dr. P. K. Rao          | IQAC Coordinator                |
| 3. Prof. Anurudh Sharma   | Member <i>[Signature]</i>       |
| 4. Prof. Sumanesh         | Member <i>[Signature]</i>       |
| 5. Prof. Shub Kumar       | Member <i>[Signature]</i>       |
| 6. Prof. Rakesh Singh     | Member <i>[Signature]</i>       |
| 7. Prof. Sandeep Coudhary | Member <i>[Signature]</i>       |
| 8. Dr. R.K. Manhas        | Member <i>[Signature]</i>       |
| 9. Dr. Deepshikha         | Member <i>[Signature]</i>       |
| 10. Dr. Arun Dev Singh    | Member <i>[Signature]</i>       |

Submitted to worthy Principal for approval

*[Signature]*  
Principal 25/2/2019