

## **Proceeding of IQAC Meeting to propose new initiatives for the 1<sup>st</sup> quarter of the session-2018-19**

A meeting of Internal Quality Assurance Cell (IQAC) was held 3<sup>rd</sup> July 2018 at 3:00 pm in the office of the Principal-cum-Chairperson IQAC Smt. Alka Sharma.

### **The Agenda of the meeting was as under:**

1. To discuss the scope of starting Add on courses & to explore possibility of conducting a workshop on skill development programme.
2. To discuss the formation of Academic Calendar for the session 2018-19.
3. To review the progress of proposed works under RUSA equity initiative and their completion.
4. To discuss the development plane and its approval under heads New Construction, Renovation and Equipment for which grant is expected in RUSA-Phase-2.
5. To discuss the installation of sound system in class rooms keeping in mind the noise produced by the fans as a pilot project.
6. To arrange lectures under equity initiative programme.
7. Possibility of holding Inter-class competition.
8. Repair of fans, lights, Electrical switches, Lecture stands, desks, and computer tables of class rooms and labs.
9. Repair of college canteen and boys toilets.
10. Refilling of fire extinguishers.
11. Scholarship/Fee refund to needy and meritorious students.

Agenda point 1 regarding start of add on courses was discussed and it was decided to make efforts for starting add on courses in the field of computer applications and accounts etc. It was also decided in the meeting that a workshop on the skill development be conducted in the college in the second week of August, 2018 in collaboration with HPKVN.

The academic calendar for the session 2018-19 was discussed & finalized. The works done under RUSA equity initiative grant were reviewed. It was decided to establish first Aid room and changing room. The need for curtains and bed sheets for girls' common room was discussed and was decided to purchase the same from equity initiative grant. It was decided to purchase curtains with necessary fittings and mattresses for first Aid room. It was also decided to upgrade NCC rooms by creating a changing cabin equipped with framed mirror. The need for one more sanitary napkin bending machine was discussed and it was decided to purchase one electric sanitary napkin vending machine to be fitted in the girls' toilet.

Agenda point 4 was discussed. It was decided to make development plane under various heads to the tune of Rs. 2 Crores the grant for which is expected to be released in this session Keeping in mind the noise produced by ceiling fans, the agenda point 5 was discussed and it was decided to install sound system in room S-4 on pilot basis.

Under the activities head of RUSA equity initiative grant, it was decided to arrange lecture on Dowry act and domestic violence, Traffic-rules. To arrange classes on self-defense and yoga and to organize talents hunt competition. It was decided that the chief guests invited for various events be presented with mementos. It was also decided to serve refreshment to the students/participants at the prescribed rates. It was further decided that the expenditure of grant should be over by the month of Sept. 2018. . Further it was decided that a poster making and collage making competition on the topic 'Beat Plastic Pollution' be organized by the ECO Club of the college.

It was also decided that the women cell of the college would organize a lecture on Poshan for which a Doctor from the Hospital may be invited.

Further it was decided that the various infrastructural facilities for the students would be inspected. The ceiling fans, lights, electrical switches, lecture stands, desks and computer tables would be repaired if anything is found to be damaged and not working. The amenities fixed in the boys' toilets would be checked and got repaired. It was also decided to refill the fire extinguishers installed already in the college. It was decided to complete all the repair works early i.e. in the month of July itself.

It was also decided to refund the fee of the needy and meritorious students of the college and to give awards to the outstanding sports persons. It was decided to refund full fee to poor students with 75 % marks and above, half fee to students with 60 to less than 75 % marks and full fee to handicap students provided the marks are 50 % or above. Further it was decided to give cash awards of Rs. 5000/-, Rs.2500/- and Rs.1000/- to the sports persons who represent/win medal at intervarsity level and inter college level. The amount needed for the purpose is to be spent from the PTA fund.

The meeting ended with vote of thanks for the Chair.

The meeting was attended by the following members:-

Name	Signatures
1)Sh. Darshan Kumar(IQAC Coordinator)	
2)Dr. Sunil Dutt Sharma, Member	
3)Dr. Sophia Prabhaker, Member	
4)Dr. Seema Sharma, Member	
5)Sh. Amit Kumar, Member	
6)Sh. Pawan Kumar, Member	

 IQAC Coordinator

 Principal

PRINCIPAL  
Maharana Pratap Govt. Degree  
College Amb (Una) H.P