



## SAR 2023-24 Self Assessment Report

### Criterion 4 **Institutional Management**

#### Sub Criterion 4.2 **IQAC**

##### i. **Number of Meetings per year**

**Quarterly four meetings were organized by the IQAC**

The links to the four meetings on the institutional website are given below



**Proceeding of IQAC Meeting for the First quarter of the session 2023-24**

**A meeting of the Internal Quality Assurance Cell (IQAC) was held on 17<sup>th</sup> July 2023 at 2:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Rajesh Kumar**

**The agenda of the meeting was as under:**

1. To Finalize the academic Calendar for 2023-24
2. To carry out the Induction /orientation programme for UG first year students after finalizing the admission process.
3. To carry out the necessary routine repair and maintenance of the toilets, Classrooms & other electrical items of the college/classrooms.
4. Purchasing of the new books for the College Library.
5. Discussion on feedback obtained from the students for the session 2022-23 and further course of action for improvement.
6. To finalize the scope of refund of fees to needy & meritorious students.
7. To finalize the various activities under the club & societies of the college for the session 2023-24.
8. Preparation of AQAR for the session 2022-2023 and to be submitted before 30<sup>th</sup> September 2023.
9. To conduct placement drives in the college.
10. Reviewing of mentor mentee system to make its implementation more effective.
11. Conducting activities on the occasion of Teachers Day and Hindi Diwas
12. To call the PTA General House and formulation of PTA executive for the session 2023-24.
13. Signing MoU for e-waste management.

The meeting commenced with welcoming remarks from the IQAC Coordinator, expressing gratitude to all members. The agenda for the meeting was outlined, emphasizing its significance in academic and other college/students activities.

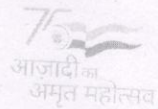
- The meeting started with the special focus on the preparation of the AQAR for the session 2022-2023 in a set time frame so that reaccreditation from NAAC be done in this session.
- It was decided in the meeting that an induction/orintation program will be conducted, after the completion of the admission process.
- It was decided in the meeting that the necessary routine repairing work related to toilets, water supply, and electricity supply in the college will be done before the commencement of the regular teaching work.
- The necessary codal formalities be carried out for purchase of library books.
- It was also decided in the meeting that mentor- mentee groups will be prepared well in time so that meeting process of mentor mentee groups could be started.
- It was also decided to start the process of obtaining feedback from the various stakeholders for the session 2022-2023.



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- It is also decided in the meeting that in-charges of various clubs and societies will chalk out the possibilities of the celebration of various important days and events during the whole session 2022-2023.
- It was decided in the meeting that career counselling and placement cell of the college will conduct the placement drives / career counselling session throughout the session.
- It was decided to organize activities on the occasion of Teachers Day and Hindi Diwas.

The meeting was attended by the following members: -

- 1) Smt. Rekha Sharma(IQAC Coordinator) Rsharma
- 2) Dr. Sophia Prabhakar, Member
- 3) Dr. V.K. Dutta (Principal retired, college cadre), Member
- 4) Dr. Suruchi Sharma, Member
- 5) Sh. Amit Kumar Sharma, Member
- 6) Mr. Jameet Kumar, Member
- 7) Mr. Anil Verma, Member
- 8) Ms. Anita Sharma (Librarian), Member
- 9) Sh. Ravinder Verma(Suptd.), Member
- 10) PTA President, Member
- 11) CSCA President, Member

Rsharma  
IQAC Coordinator

R. Kumar  
Principal  
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## Proceeding of IQAC Meeting for the Second quarter of the session 2023-24

*A meeting of the Internal Quality Assurance Cell (IQAC) was held on 12th October 2023 at 2:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Darshan Kumar*

### The agenda of the meeting was as under:

1. To explore the possibility of hosting one sports event of the HPU Inter College Competition.
2. To Discuss special events/celebrations like Samvidhan Diwas, Blood donation camp, Meri Matti Mera Desh, International year of Millets etc..
3. Formation of CSCA for the session 2023-24.
4. To organize various workshop under career and placement cell of the college.
5. To Finalize the location & work of the NSS Units of the college under Seven day special camp.
6. To prepare the students of NSS, NCC, Rover & Ranger to participate in various camps outside college camp/ activities.
7. To organize various activities/competitions, participation of the college students under "Swachhta hi Sewa".
8. To organize a talent hunt for the students.
9. To carry out the enrolment process of students of clubs/Societies/NSS/NCC/Rovers & Rangers.
10. To organise a Mockdrill on the occasion of International Disaster management Day
11. Whitewash & paint of the whole Arts Block
12. Whitewash and paint of the exterior front sides of the Administrative block, Science Block and the Self Finance Blocks
13. Fixing window panes on the windows of all college buildings
14. To finalize the Schedule of House Exams

The meeting was convened with a diverse agenda encompassing the college's multifaceted engagements.

- Firstly, deliberations revolved around the prospect of hosting a segment of the prestigious HPU Inter College Competition, a platform aimed at fostering athletic prowess and intercollegiate camaraderie. Concurrently, attention was directed towards planning special events and commemorations such as Sanvidhan Diwas, Blood Donation Camp, and Meri Matti Mera Desh and other such events, emphasizing community service and patriotic fervor.
- The committee also addressed the establishment of the College Student Council Association (CSCA) for the academic session 2023-2024, ensuring robust student representation and governance.
- Additionally, discussions centered on the organization of diverse workshops under the aegis of the Career and Placement Cell, facilitating students' professional development and career readiness. It was decided to Sign MoUs with renowned academies for the benefit of the students



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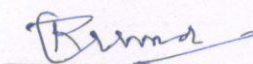
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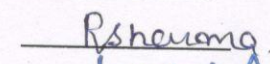
- In furtherance of community engagement, the meeting decided the identification and delineation of locations for National Service Scheme (NSS) Units and delineated activities for the Seven Days Special Camp, aiming to inculcate values of social responsibility and civic duty among participants. Moreover, strategies were devised to prepare students from NSS, NCC, Rover & Ranger units for external camps and activities, fostering holistic development beyond the college premises. The agenda also included initiatives to promote cleanliness and hygiene through various activities and competitions, aligning with the nationwide campaign of "Swachhta hi Sewa".
- Moreover, plans were outlined for convening the Parent-Teacher Association (PTA) General House and formulating its executive body for the forthcoming academic session, fostering collaborative endeavors between stakeholders for holistic student development.
- Furthermore, the meeting emphasized the importance of nurturing student talent through a comprehensive talent hunt, facilitating the discovery and honing of diverse skills and abilities.
- It was decided to organize a mockdrill for the awareness of the students on the occasion of the International Disaster Management Day in collaboration with Disaster Management Club of the college.
- The committee resolved to undertake the enrollment process for various clubs, societies, NSS, NCC, and Rover & Ranger units, ensuring inclusive participation and engagement across the student body.
- Recognizing the importance of maintaining conducive learning environments, discussions centered on executing necessary repair, paint, and patchwork in key college buildings, including the NH Block, Administration Block, Self-Finance, and Science Block.
- It was also decided to whitewash the whole Arts(NH) Block as due to leakage the white wash/ paint of whole of the block has deteriorated. It was also decided to carry out necessary repairs (Masonry work and doors, drainage pipes, etc.)
- The decision was taken to whitewash the exterior front sides of the Administrative block, Science Block and the Self Finance blocks.
- It was decided to fix the glass on the window panes of the windows and the ventilators of all the college buildings as most of them are broken.
- The meeting also addressed academic assessments, with plans formulated for the conduct of House Exams, facilitating continuous evaluation and academic progress tracking.
- The schedule of the House Exam was finalized to take place in the first fortnight of December Month

The meeting was attended by the following members: -

1.) Sh. Rajesh Kumar (IQAC Coordinator)



2.) Smt Rekha Sharma, (Asst. coordinator IQAC)



3.) Sh. Ajay Kahol (Associate professor retired), Member





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- 4.) Dr. Suruchi Sharma, Member Suruchi
- 5.) Sh. Amit Kumar Sharma, Member Amit
- 6.) Dr. Krishna sharma , Member Krishna
- 7.) Dr. Rajesh Thakur Rajesh
- 8.) Mr. Anil Verma, Member Anil
- 9.) Dr. Shruti Shruti
- 10.) Ms. Anita Sharma (Librarian), Member Anita
- 11.) Sh Jeet Singh(Supdt. Grade-I) Jeet
- 12.) Sh. Ravinder Verma(Supdt. Grade-II), Member Ravinder
- 13.) PTA President Member PTA
- 14.) CSCA President, Member CSCA
- 15.) Sh Vinod Kumar(Member, External society) Vinod/Kumar

Bhramar  
IQAC Coordinator

Sd/-  
Principal  
MPG Degree College  
Amb Distt. Una (H.P.)



## Proceeding of IQAC Meeting for the third quarter of the session 2023-24

*A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7<sup>th</sup> February 2024 at 2:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Darshan Kumar*

### The agenda of the meeting was as under:

1. To ensure the participation of the students in the various sports/Cultural competitions to be organized by HPU under inter-college competition & HPU youth festival.
  2. To organize "Job fair", Rojgaar Mela in the college campus through college Career and placement cell.
  3. Signing MoUs with more Academies/Institutions for the benefit of the students
  4. To discuss the tentative date of the college annual athletic meet, CSCA function, and also the decision of the Chief Guest for the same.
  5. Finalization of Annual Prize Distribution function (date & other preparations) and Chief Guest for the same.
  6. To organize a three-day camp for disaster management preparedness in collaboration with DDMA Una.
  7. Stock verification of all departments for the session 2023-24.
- 
- The meeting concluded with decisive actions aimed at enhancing student engagement and campus infrastructure. Firstly, it was agreed to actively encourage student participation in upcoming sports and cultural competitions organized by HPU, including the Inter-College Competition and the HPU Youth Festival, fostering a vibrant atmosphere of competition and creativity.
  - To address the imperative of career readiness, plans were set in motion to organize a Job Fair, or Rojgaar Mela, within the college premises through the Career and Placement Cell, facilitating avenues for students to explore employment opportunities and internships. It was also decided to sign more MoUs with renowned institutions for the benefit of the students
  - In alignment with global initiatives, the college resolved to commemorate the "International Year of Millets 2023", underscoring the significance of sustainable agriculture and nutritional diversity.
  - Further, logistical arrangements for significant college events were deliberated, including the tentative dates for the Annual Athletic Meet, CSCA Function, and the selection of Chief Guests, ensuring meticulous planning and execution.
  - Moreover, preparations for the Annual Prize Distribution Function were finalized, encompassing decisions regarding the event's date, logistical arrangements, and the selection of a distinguished Chief Guest to honor student achievements.
  - It was decided to collaborate with DDMA Una to organize a three Day camp for the Disaster Management Preparedness of the students of the college.



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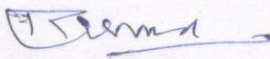
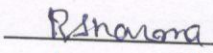
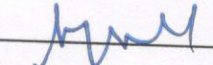

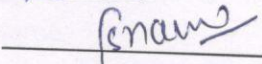
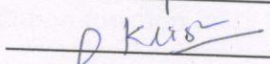
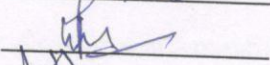
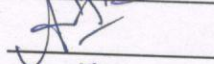
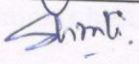
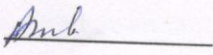
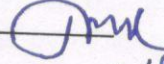
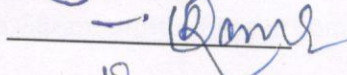
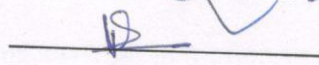
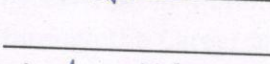
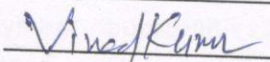
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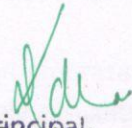
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- Lastly, measures were instituted to conduct stock verification across all departments for the forthcoming academic session, ensuring streamlined inventory management and resource allocation.

The meeting was attended by the following members: -

- 1) Sh. Rajesh Kumar (IQAC Coordinator) 
- 2) Smt Rekha Sharma, (Asst. coordinator IQAC) 
- 3) Sh. Ajay Kahol (Associate professor retired), Member 
- 4) Dr. Suruchi Sharma, Member 
- 5) Sh. Amit Kumar Sharma, Member 
- 6) Dr. Krishna sharma, Member 
- 7) Dr. Rajesh Thakur 
- 8) Mr. Anil Verma, Member 
- 9) Dr. Shruti 
- 10) Ms. Anita Sharma (Librarian), Member 
- 11) Sh Jeet Singh(Supdt. Grade-I) 
- 12) Sh. Ravinder Verma(Supdt. Grade-II), Member 
- 13) PTA President Member 
- 14) CSCA President, Member 
- 15) Sh Vinod Kumar(Member, External society) 

  
IQAC Coordinator

  
Principal  
MPG Degree College  
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## **Proceeding of IQAC Meeting for the Fourth quarter of the session 2023-24**

***A meeting of the Internal Quality Assurance Cell (IQAC) was held on 5<sup>th</sup> April 2024 at 3:00 PM in the office of the Principal-cum-Chairperson IQAC Prof. Darshan Kumar***

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

1. Discussion on submission of AQAR for the session 2023-24.
  2. Discussion on NAAC accreditation process under 3<sup>rd</sup> cycle.
  3. To discuss the execution/Finalization of various audits (Finance/funds, Energy, Academic)
  4. Discussion on SSR preparation and for its execution a workshop to be organized for the staff members.
  5. Repair & plastering work on the back side of the old building.
  6. Repairing the boundary wall of the college campus up to 6/7 feet to ensure the safety & security of students.
  7. Refilling of fire extinguisher for the next session.
  8. Installation of more CCTV cameras in the college campus.
  9. Preparation of college prospectus for the session 2024-25.
  10. Discussion on the progress of the college magazine "Ambika".
  11. Planning and Execution to register on the National Digital Library of India.
  12. Conduct of Annual Exam/Practical for UG/PG classes as per HPU schedule.
  13. Construction of more pathways in all buildings/blocks of the college for specially-abled students.
  14. Extension of the library to its adjoining room, exclusively for reading.
  15. Organising a Old Students Association(AAA) Meet
  16. All pending work to be accomplished in the last quarter.
- 
- The meeting concluded with a comprehensive array of decisions aimed at enhancing institutional quality, infrastructure, and administrative efficacy. Firstly, discussions centered on the submission of the Annual Quality Assurance Report (AQAR) for the session 2023-24, ensuring transparency and accountability in educational standards.
  - In alignment with aspirations for accreditation excellence, deliberations ensued regarding the National Assessment and Accreditation Council (NAAC) accreditation process under its 3rd cycle, underscoring the college's commitment to academic excellence and continuous improvement. Detailed discussions took place on the NAAC accreditation process.
  - To ensure operational efficiency and compliance, plans were finalized for the execution and finalization of various audits, including Finance/Funds, Energy, and Academic audits, fostering a culture of accountability and resource optimization.
  - Preparations for the Self-Study Report (SSR) were set in motion, with the decision to conduct a workshop for staff members to facilitate its comprehensive preparation and execution, aligning with accreditation requirements. It was decided to convene regular meetings with



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NAAC SSR committees to prepare SSR so that IQA may be submitted for the reaccreditation process up to 31st May 2024

- Addressing infrastructure needs, decisions were made to undertake repair and plastering work on the backside of the old building, enhancing structural integrity and aesthetics. Additionally, the repair of the college campus boundary wall up to 6/7 feet was mandated to ensure the safety and security of students. Proactive measures were taken to replenish fire extinguishers for the forthcoming session and augment campus surveillance by installing additional CCTV cameras, bolstering safety measures.
- Moreover, plans were initiated for the preparation of the college prospectus for the session 2024-25, showcasing academic programs and institutional achievements.
- Progress on the college magazine "Ambika" was reviewed, emphasizing the importance of student expression and literary endeavors.
- In response to the digital landscape, strategies were devised for the college to register on the National Digital Library of India, enhancing access to scholarly resources and digital learning materials.
- Academic calendars were synchronized with HPU schedules for the seamless conduct of Annual Exams and Practical's for UG/PG classes, ensuring academic continuity and compliance.
- Further, initiatives were undertaken to promote inclusivity by constructing pathways in all college buildings/blocks for specially-abled students, fostering accessibility and equal opportunities.
- Additionally, plans were made to extend the library into its adjoining room, creating an exclusive reading space for students.
- It was decided to organize Alumni Association Meet in the second week of June.
- Lastly, commitments were reaffirmed to accomplish all pending work in the last quarter, prioritizing efficiency and timely completion of tasks.

The meeting was attended by the following members: -

1. Sh. Amit Kumar Sharma (IQAC Coordinator)
2. Dr. Nitin Kumar Sharma Sharma
3. Dr. Suruchi Sharma, Member
4. Dr. Krishna Sharma, Member
5. Sh. Ajay Kumar , Member
6. Sh. Anay Kumar, Member
7. Smt. Vandana Kaundal, Member
8. Mr. Anil Verma, Member
9. Dr. Shruti

*[Signatures]*



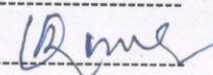
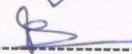
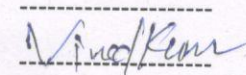


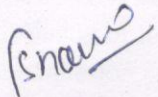
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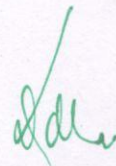
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10. Sh.Ajay Kahol (Associate professor retired), Member 
11. Ms. Anita Sharma (Librarian), Member 
12. Sh Jeet Singh (Supdt. Grade-I) , Member \_\_\_\_\_
13. Sh. Ravinder Verma(Supdt. Grade-II), Member 
14. PTA President Member 
15. CSCA President, Member \_\_\_\_\_
16. Sh Vinod Kumar(Member, External society) 



IQAC Coordinator



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