



**Proceedings of IQAC Meeting for the fourth quarter of the session 2024-25**

*A meeting of the Internal Quality Assurance Cell (IQAC) was held on 21-03-2025 at 2:30 PM in the office of the Principal-cum-Chairperson IQAC, Prof. Darshan Kumar.*

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

1. To prepare for the online Peer Team Visit of NAAC.
2. To discuss the execution/finalization of various audits (Finance/funds, energy, academic etc.).
3. To discuss the progress of college magazine "Ambika".
4. To finalize and upload the internal assessment marks of the students.
5. To conduct final annual examinations as per the HPU guidelines.
6. To organize a meeting of Alumni association.
7. To organize 4<sup>th</sup> meeting of mentor-mentee.
8. To organise placement drive and post orientation programme for the students.
9. To accomplish all the pending work in the last quarter.
10. To conduct FDP/Seminar in the college
11. Starting of new programmes/Courses wef the next session
12. Student Feedback Survey and Student Feedback for the current session

The meeting was convened with a diverse agenda encompassing the college's multifaceted engagements. And the following decisions were arrived at.

1. **Preparation for Online Peer Team Visit of NAAC:**  
It was decided to ensure all documentation, presentations, and infrastructure are ready for the upcoming National Assessment and Accreditation Council (NAAC) virtual visit, including rehearsals and coordination among departments.
2. **Execution/Finalization of Various Audits**  
Finalize and execute audits related to finance, funding, energy, and academics. It was decided to Ensure all required documents and reports are prepared and discrepancies, if any, are addressed.
3. **Progress Review of College Magazine "Ambika"**  
The current status of content collection, editing, designing, and printing of the college magazine was evaluated. It was decided to set deadlines and assign responsibilities for its timely publication.
4. **Finalization and Upload of Internal Assessment Marks**  
It was decided to ensure the work related to the completion of the internal evaluation process, verification of student marks, and uploading them accurately to the official portal of HPU RME within the stipulated deadline.
5. **Conduct of Final Annual Examinations (HPU Guidelines)**  
Organize and manage final exams in accordance with Himachal Pradesh University (HPU) regulations, ensuring proper scheduling, invigilation, and exam integrity.
6. **Alumni Association Meeting Organization**  
It was decided to conduct a meeting with the alumni association to discuss their involvement in college activities, networking opportunities, and future contributions in this quarter.
7. **4th Mentor-Mentee Meeting**  
It was decided to conduct the fourth session of the mentor-mentee program to review student progress, address concerns, and provide academic and career guidance. It was decided to ensure the submission of annual report of the meetings by all the faculty members.
8. **Placement Drive & Post-Orientation Programme**  
It was decided to organize a placement drive to connect students with potential employers and conduct a post-placement orientation to prepare students for their new roles.



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## 9. Completion of Pending Work (Last Quarter)

Identify and complete all outstanding tasks from the previous quarter to ensure smooth functioning and timely compliance with institutional and academic requirements.

## 10. Conducting Seminar/FDP

It was decided to conduct at least one FDP or A Seminar in the upcoming quarter.

## 11. Starting of new programmes/Courses w.e.f. the next session

It was decided that a proposal will be sent to the director of Higher Education regarding the start of new programmes such as B.Voc., Diploma courses, and if approved, the same will be started w.e.f the next session

## 12. Student Feedback Survey and Student Feedback for the current session

It was decided that the conduct of the Student Satisfaction Survey, various feedback from the stakeholders, such as students, parents, alumni, must be ensured after the exams of the students are over and after the analysis, the proper action must be taken.

The action taken report of the previous meeting was presented and approved. The meeting ended with vote of thanks to the chair

### The meeting was attended by the following members: -

1) Prof. Amit K. Sharma (IQAC  
Coordinator) *[Signature]*

2) Dr. Krishna Sharma (Assistant Co-  
ordinator) *[Signature]*

3) Dr. Nitin Kumar Sharma, Member *[Signature]*

4) Prof. Ajay Kumar, Member *[Signature]*

5) Prof. Anay Kumar, Member *[Signature]*

6) Prof. Vandna Kaundal, Member *[Signature]*

7) Prof. Anil Verma, Member *[Signature]*

8) Dr. Shruti Kumari, Member *[Signature]*

9) Ms. Anita Sharma (Librarian), Member *[Signature]*

10) Sh. Ram Lal Sharma (Supt. Grade I),  
Member *[Signature]*

11) Sh. Ravinder Bansal, PTA President,  
Member

12) Sh. Vinod Kumar Member, External from  
Society

13) Ms. Nitika Sharma CSCA President,  
Member *[Signature]*

(Prof. Amit K. Sharma)

IQAC Coordinator

*[Signature]*  
Principal  
Principal  
MPG Degree College  
Amb Distt. Una (H.P.)