



Government Post Graduate College, New Tehri (Uttarakhand)
राजकीय स्नातकोत्तर महाविद्यालय, नई टिहरी, उत्तराखण्ड

Phone Number: 01376234964; Fax: 01376 234964; Mobile: 9412077006
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With reference to Notice no: 19/ Samiti- 2020-21/ 2020-2021, dated 18th July, 2020 the IQAC committee of the institution was formed in the academic session 2020-21 and the members of the committee are as follows:

1. Dr. Aruna P. Sutradhar – Chairperson
2. Dr. Kuldeep Singh – Convener
3. Dr. Sanjeeb Negi – Member
4. Dr. Shrikrishna Nautiyal – Member
5. Dr. Preetam Singh – Member
6. Dr. Manikant Shah– Member
7. Dr. Sandeep Kumar – Member
8. Dr. Arti Khanduri – Member
9. Ms. Madhuri Kohli– Member
10. Ms. Maitreyi Thapliyal– Member
11. Sh. Vijay Singh Panwar– Member

AGENDA OF THE MEETING

The first meeting of the members of the IQAC committee was held on 24th July,2020 at 11:00 AM in the Conference Hall.

In the meeting the following members were present:

1. Dr. Aruna P. Sutradhar
2. Dr. Kuldeep Singh
3. Dr. Shalini Rawat
4. Dr. Sanjeeb Negi
5. Dr. Rajni Gusain
6. Dr. Harsh Singh Negi
7. Dr. Shrikrishna Nautiyal
8. Dr. Nishant Bhatt
9. Dr. Preetam Singh
10. Dr. Manikant Shah
11. Dr. Gurupad Singh Gusain
12. Dr. Sandeep Kumar
13. Dr. Aarti Khanduri
14. Dr. Satendra Dhaundiyal
15. Dr. Ravikant Kumar
16. Mr. Ajay Bahuguna
17. Dr. Arvind Singh Rawat
18. Dr. Preeti Sharma
19. Ms. Maitreyi Thapliyal
20. Ms. Madhuri Kohli

The convener of IQAC, Dr. Kuldeep Singh began the session with a welcome note addressing all the members present at the meeting. The agenda of the meeting was presented before the members for discussion regarding NAAC accreditation. The agenda included the following points:



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1. A discussion was held regarding members to be invited to be external/advisory members of the IQAC committee.
2. Request for one time relaxation to be provided by NAAC regarding submission of AQAR for the last 5 academic sessions.
3. Data to be collected by Statistical committee for online filing of SSR for the last 5 academic sessions.
4. Formation of PTA and student-alumni association.
5. Best Practice followed by the college for the current academic session.

MINUTES OF THE MEETING

- 1) The head of the institution Dr. Aruna P. Sutradhar, initiated the discussion to include external /advisory members to form a part of the IQAC committee.

The convener of IQAC, Dr. Kuldeep Singh mooted the names of Professor R.C. Ramola, Department of Physics, H.N.B. Garhwal University Campus Badshahi Thaul, Tehri Garhwal, Professor O.P.Gusain, Director IQAC, H.N.B. Garhwal University and Dr. Hemwati Nandan, Assistant Professor, Gurukul Kangri Vishwavidyalaya, Haridwar, Dr. S.K. Dhaka, Department of Physics and Electronics, Rajdhani College, University of Delhi, and Dr. C.D. Suntha, State Nodal Officer, AISHE Uttarakhand Unit. Letters of approval will be sent for their kind consent.

- 2) It was proposed by the members of the committee to correspond with NAAC regarding one-time relaxation to be provided for the submission of AQAR in view of
 - i) Frequent change of IQAC convener in a short span of time.
 - ii) Transfer of the incumbent IQAC convener, Dr. Vinod Kumar Gupt, in the session 2016-17 vide letter no. पुस्तक संख्या / 111-117/ व्य० प० / 2017-2018, दिनांक 11 मई 2017 (letter enclosed)
 - iii) The succeeding IQAC convener, Dr. Hitendra Singh was deputed as a Scientist C in National Institute of Hydrology, Hydrology building Roorkee since January 13, 2016 vide letter number आदेश संख्या / 88 / व्य० प०/ 2015-16.
 - iv) The college is functioning in the G.I.T.I. Baurari building and the institute is receiving regular intimations from the directorate technical education, since 2017 vide letter no. पत्रांक 166-68/ डीटीईयू/प्रशि०/भूमिभवन/बौराड़ी/2016, दिनांक 03-01-2017 (letter enclosed) regarding vacation of G.I.T.I. Baurari institutional premises.
- 3) The Statistical committee was tasked with collecting data for the following for the last 5 academic sessions:
 - i) Internal audit report



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- ii) External audit report
 - iii) Green audit report
 - iv) Departmental Association reports.
 - v) Maintenance of Main/ Departmental library reports(issue register faculty and students)
- 4) The P.T.A. committee was tasked with formation and registration of PTA and student alumni association. The PTA was advised to delegate responsibilities to HOD's of all departments to communicate with the parents and students and inform the convener accordingly by 15th August.
- 5)
- i) The general public was sensitized by the staff regarding precautions to be taken to safeguard themselves during the times of the pandemic.
 - ii) All the HOD's were advised to create departmental mail-ids and to record their audio/video lectures and share the links with the students on Google drive.
- 6) An awareness program to be organised on COVID-19.
- 7) Online-teaching training to be organised for faculty members
- 8) Orientation program to be conducted for newly inducted faculty members.
- 9) IQAC to intervene by reviewing the assessment procedure to ensure the quality of the student evaluation process as the students are to be promoted based on internal assessment.
- 10) All the departments to be instructed by IQAC to ensure that information regarding online classes, assessment,etc reaches each and every student living in the remote areas.
- 11) IQAC also proposed introduction of mentor-mentee program in the institution at the post- graduate level.
- 12) IQAC recommended making the grievance redressal mechanism online. It also suggested making provision registering complaints against sexual harassment, exploitation, etc under the Women Cell.

The head of the institution and the chairperson of the IQAC cell explained the roles and responsibilities delegated to the distinguished members of the committee.

Lastly, the meeting concluded with a vote of thanks addressed to the chair.

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S.No	Plan of Action	Achievements/Outcome
1.	Creating awareness on COVID-19	Cleanliness drive , tree plantation and COVID 19 awareness program was organised on 27 th July 2020 in the campus.Masks and gloves were distributed by the staff in various nearby areas. The general public was sensitized by the staff regarding precautions to be taken to safeguard themselves during the times of pandemic.
2.	Feedback from students and faculty members	Feedback taken through forms from students and faculty members of different disciplines and analyzed for quality improvement.
3.	NAAC Accreditation	Various criteria of AQAR was distributed among the members of IQAC for filling the AQAR annually.Formats were made available to Departments, faculty members and Statistical Committee for filling AQAR. The Statistical Committee was tasked with collecting data regarding Internal Audit report, External Audit report, Green Audit Report, Departmental Association Reports and Maintenance of Main/ Departmental library reports.
4.	Faculty Development programs	Online teaching training program organised in collaboration with TCSion Classroom. One faculty member completed their Refresher course and four faculty members completed their Orientation Course. Eight faculty members recruited through Uttarakhand Public Service Commission.
5.	Celebration of special days/ national festivals	A quiz competition was organized on the 150 th birth anniversary of Mahatma Gandhiji on 2 nd October 2020. The program being conducted



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		during the pandemic induced lockdown was organised through online-mode. This was a special initiative of IQAC to involve students in college activities while being at home.
6.	Formation of Parent Teacher's Association and Alumni Association	Parent Teacher Association and Alumni Association was formed by the recommendation of IQAC.
7.	Orientation program for newly inducted faculty members	An induction program was organised in the academic session for the newly recruited faculty members. The senior faculty members were instructed by IQAC to prepare department specific presentations for the new faculty members with focus on the following areas: Contemporary relevance of the subject, job prospects of various courses, subject-specific teaching methodology, recent trends in various disciplines, etc.
8.	Active Women Cell/Anti-Sexual Harassment Cell	IQAC recommended the Women Cell of the college to conduct workshops, discussions and other activities to sensitize the students about women related issues. Women Cell celebrated International women's day in which lectures were delivered on the topics like "Uttarakhand Gender Specific Index", Women in leadership: An equal future in a COVID-19 world, etc. A symposium was organised on 12 th April 2021 on "Sexual harrassment of women at Workplace Act, 2013".
9.	Mentor-Mentee Program	IQAC proposed introduction of mentor-mentee program in the Institution to help students cope up with the pandemic related stress and acquire employable skills. Accordingly, the program was introduced from March 2021 onwards.