



Estd.-2006

**DRONACHARYA PG COLLEGE OF EDUCATION, RAIT,
KANGRA (H.P.)**

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING-1

Session: 2020-21

Date/Time	18 th July, 2020/ 02:00AM - 04:00PM
Venue	Language Lab
Members Present	
Chairperson	Dr. B.S. Bagh, Principal
Management Representatives	Sh. G.S. Pathania, Managing Director Sh. B.S. Pathania, Executive Director
IQAC Coordinator	Dr. Parveen Kumar Sharma, Coordinator Mr. Anish Korla, Asst. Coordinator
Administrative Representatives	Mr. Sumit Sharma Dr. Poonam Devi Mr. Rajesh Singh Rana Mr. Sunil Pathania
Teachers	Ms. Anita Chandel, Assistant Professor Sh. Sachin Pagotra, Assistant Professor Ms. Kritika Katoch, Assistant Professor
Training and Placement Officer	Mrs. Meghna Pathania
PTA President	Sh. Dev Prasad Sharma
Alumni Representative	Miss Swati Chauhan
Employer/Industrialists/stakeholder	Sh. Rakesh Katoch, Director, New Era School, Chattri
Academic Expert	Dr. Yoginder Verma, Former Vice-Chancellor Central University, Himachal Pradesh. Mr. Ashwani Kumar Sharma Mr. Mukesh Kumar
Leave of Absence	

Agenda

1.	Action taken briefing on the previous agenda points
2.	Inclusion of new Stakeholders i.e. PTA, Employer, Academic Expert and student members
3.	Faculty development Programme on Use of technology in teaching-learning process
4.	Planning Workshop on the preparation of Research Proposal
5.	Orientation regarding New AQAR format
6.	Strategy for Remedial teaching and Enrichment programme
7.	Proposal for the Nai Talim
8.	Updation of Resource Centres

Minutes

At the outset of the meeting, IQAC Coordinator Dr. Parveen Kumar Sharma formally welcomed all the stakeholders present over there in the meeting. In his initial remarks IQAC coordinator said that there is a drastic change in the teaching-learning process due to Covid-19 pandemic. Teachers not only have to accept the change but also keep them upgraded, which is the need of the hour. Thereafter he read the minutes of the previous meeting and with the permission of the chair introduced all about the agenda points of the meeting.

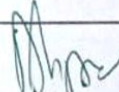
He requested Asst. Coordinator Sh. Anish Korla to continue with the proceedings of the meeting.

1.	IQAC Assistant Coordinator Sh. Anish Korla briefed all the stakeholders about the last meeting agenda points and discussed the action taken report for further authentication.
2.	New representatives/members in IQAC i.e. PTA ,Employer, Academic Expert were inducted . HOD B.Ed. department Sh. Sumit Sharma was requested to suggest new student members to be included in IQAC after discussing with faculty members and submit the list of names to the IQAC coordinator within a week.
3.	As per the demand of present scenario HOD B.Ed., Sh. Sumit Sharma was asked to schedule one technology related faculty development programme, considering the convenience of the faculty members and also suggest the suitable resource person to the college management.
4.	Dr. Poonam Devi,HOD M.Ed. was informed to plan out one workshop for the research scholars. It was advised to take the topic on Research proposal preparation on priority basis and fix the date after the discussion with faculty members and students.
5.	Dr. B.S. Bagh,IQAC Chairperson has suggested Dr. Parveen Kumar Sharma and Sh. Anish Korla to schedule one orientation programme on new AQAR format for the faculty of the college. It will familiarize them about new format and help them to prepare documents/reports as per the demand.
6.	It was unanimously decided that remedial teaching and enrichment programme has to be planned for B.Ed. second year students. Assist. Prof. Anita Chandel was requested to prepare separate time table for remedial teaching as well as for enrichment programme classes.
7.	It was decided that Nai Talim, Vental is to be organized by the Sanjeevani Club of college. So HOD B.Ed., Sh. Sumit Sharma was requested to intimate the Sanjeevani club Convener Dr. Kanika Kapoor to prepare the activities schedule for Nai Taleem and circulate it among the faculty members and students.
8.	HOD, B.Ed. Sh. Sumit Sharma was instructed to inform the concerned resource centres incharges to upgrade their resource centres and give the requirement list to College management for making required arrangements.

The minutes of the meeting was concluded by Dr. Parveen Kumar Sharma, Coordinator IQAC and ended with vote of thanks.


Dr.Parveen Sharma

Coordinator ,IQAC


Principal

Dronacharya College of Education,Rait

Principal,
Dronacharya College of Education
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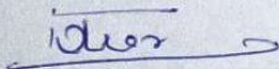
**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING-2**

Session: 2020-21

Date/Time	17th October, 2020/ 11:00AM - 01:00PM
Venue	Principal Office
Members Present	
Chairperson	Dr. B.S. Bagh, Principal
Management Representatives	Sh. G.S. Pathania, Managing Director Sh. B.S. Pathania, Executive Director
IQAC Coordinator	Dr. Parveen Kumar Sharma, Coordinator Mr. Anish Korla, Asst. Coordinator
Administrative Representatives	Mr. Sumit Sharma Dr. Poonam Devi Mr. Rajesh Singh Rana Mr. Mukesh Kumar Mr. Ashwani Kumar Sharma Mr. Sunil Pathania
Teachers	Ms. Anita Chandel, Assistant Professor Ms. Kritika Katoch, Assistant Professor
Training and Placement Officer	Mrs. Meghna Pathania
Student Members	Mr. Navneet(2451) Miss Rishika(2449)
PTA President	Sh. Dev Prasad Sharma
Alumni Representative	Miss Swati Chauhan
Leave of Absence	Dr. Yoginder Verma Sh. Rakesh Katoch, Director , New Era School, Chattri Sh. Sachin Pagrotra, Assistant Professor
Agenda	
1.	Confirmation and action taken report of the previous agenda points
2.	Planning National Webinar on New Education Policy
3.	Virtual Parent teacher meet
4.	Completion of Simulated teaching lessons
5.	Celebration of Geeta Jayanti
6.	Feedback from students
7.	Preparation of Annual Calendar
Minutes	
The second IQAC meeting was started with the warm welcome, proposed by Asst. Coordinator IQAC, Sh. Anish Korla. He firstly discussed previous meeting resolutions and appreciated the efforts of faculty members to make the first meeting successful. He requested IQAC Coordinator, Dr. Parveen Kumar Sharma to continue with the proceedings of the meeting.	

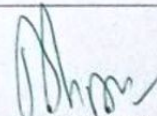
1.	IQAC Coordinator, Dr. Parveen Kumar Sharma presented the action taken report of the previous agenda points and congratulated the members for the active participation for maintaining quality parameters.
2.	It was suggested in the meeting that National Webinar on 'New Education Policy' need to be planned in end of this month, for that College Research and Extension Committee was instructed to prepare the sub- themes and strategy for the same.
3.	The college Parent teacher association committee was requested to finalize the date of PTA meet and prepare the schedule for online meet accordingly.
4.	The HOD of B.Ed., Sh. Sumit Sharma was intimated to prepare strategy for the completion of twenty simulated lessons of second year students by conducting staff meeting. He was asked to prepare the time table for the same and float it among the students to avoid any discrepancy.
5.	The Chairperson, Dr. B.S. Bagh said that Celebration of Geeta Jayani is one of the best practices of the college and urged all to celebrate it by considering Covid appropriate behavior. It was decided that Sanjeevani Club will ensure the celebration of this event and Head of department will intimate the Convener of the club.
6.	It was unanimously decided that student's feedback process must be completed by the end of this year. The Convener of feedback committee was instructed to take initiative on the priority basis so that it could be collected before the stipulated time.
7.	Sh. Sumit Sharma, HOD B.Ed. was requested to depute one/two faculty members for preparing Annual Calendar for the coming session. The annual calendar should be finalized after consulting senior faculty members.

At the end the minutes of the meeting was recapitulated by Sh. Anish Korla, Assistant coordinator IQAC and was proceeded by Vote of thanks.



Dr.Parveen Sharma

Coordinator ,IQAC



Principal

Dronacharya College of Education, Rait

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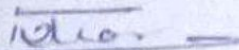
**DRONACHARYA PG COLLEGE OF EDUCATION,
RAIT, KANGRA (H.P.)
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING-3**

Session: 2020-21

Date/Time	12 th February, 2021/ 01:40 PM – 03:30PM
Venue	Language Lab
Members Present	
Chairperson	Dr. B.S. Bagh, Principal
Management Representatives	Sh. G.S. Pathania, Managing Director Sh. B.S. Pathania, Executive Director
IQAC Coordinator	Dr. Parveen Kumar Sharma, Coordinator Mr. Anish Korla, Asst. Coordinator
Administrative Representatives	Mr. Sumit Sharma Dr. Poonam Devi Mr. Mukesh Kumar Mr. Ashwani Kumar Sharma Mr. Sunil Pathania
Teachers	Ms. Anita Chandel, Assistant Professor Sh. Sachin Pagotra, Assistant Professor Ms. Kritika Katoch, Assistant Professor
Training and Placement Officer	Mrs. Meghna Pathania
Student Members	Mr. Navneet (2451) Miss Rishika (2449)
PTA President	Sh. Dev Prasad Sharma
Alumni Representative	Miss Swati Chauhan
Leave of Absence	Mr. Rakesh Katoch Dr. Yoginder Verma Mr. Ashwani Sharma Mr. Rajesh Singh Rana
Agenda	
1.	Review on action taken report of the previous agenda points
2.	Student's Induction Programme
3.	Feedback analysis Report
4.	Planning out Fresher's Party
5.	Phase -1 & 2 school internship Orientation
6.	Club/Cell/Committee Report submission
Minutes	
The meeting began with the welcome address of the IQAC Chairperson Dr. B.S. Bagh. He briefed the members about the importance of IQAC and NAAC accreditation process and asked all stakeholders to read out the seven criteria's requirement in new Performa. With his enlightening words, he requested IQAC coordinator Dr. Parveen Kumar Sharma to continue with the proceedings of the meeting.	

1.	IQAC Coordinator Dr. Parveen Kumar Sharma briefed all about the previous agenda points and read out the action taken report in the meeting.
2.	For the celebration of International Yoga day Sanjeevani club was informed to prepare the layout of the programme and share it with College authority. It was also suggested by the committee that 27 yoga Shivir should be commenced on that day, as advised by Executive director Dr. B.S. Pathania.
3.	It was requested by IQAC Chairperson, Dr. B.S. Bagh to schedule student seminar for the academic growth of the students. Sh. Sumit Sharma, HOD, B.Ed. was informed to finalize the theme of the seminar, feasible through online platform and share the brochure among the students. It was advised to plan it micro wise to increase the participation of students.
4.	Dr. Parveen Kumar Sharma, IQAC Coordinator has informed all that internal academic audit process will be done through open platform. All faculty members will ensure their presence and suggestions regarding required improvement will be provided individually in healthy environment. He further added that internal academic audit is just to improve the quality and deficiencies. It was decided that AQAR will be presented to College Development Committee before the submission to NAAC.
5.	The College training and placement cell Coordinator Ms. Meghna Pathania was requested to plan one guest talk for the development of the personality of students.
6.	Asst. Prof. IQAC, Sh. Anish Korla has suggested that IQAC will organize one Professional and content development programme very soon, in which subject based presentations along with video recording will be initiated.

The meeting was concluded by IQAC Coordinator Sh. Anish Korla and after that Vote of thanks was proposed.



Dr. Parveen Sharma

Coordinator, IQAC



Principal

Dronacharya College of Education, Raik

Principal,

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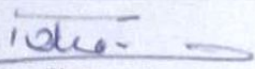
MINUTES OF IQAC MEETING-4

Session: 2020-21

Date/Time	15 th May, 2021/ 11:00 PM - 01:00PM
Venue	Language Lab
Members Present	
Chairperson	Dr. B.S. Bagh, Principal
Management Representatives	Sh. G.S. Pathania, Managing Director Sh. B.S. Pathania, Executive Director
IQAC Coordinator	Dr. Parveen Kumar Sharma, Coordinator Mr. Anish Korla, Asst. Coordinator Dr. Poonam Devi Mr. Rajesh Singh Rana Mr. Mukesh Kumar Mr. Ashwani Kumar Sharma Mr. Sunil Pathania
Teachers	Ms. Anita Chandel, Assistant Professor Sh. Sachin Pagrotra, Assistant Professor Ms. Kritika Katoch, Assistant Professor
Training and Placement Officer	Mrs. Meghna Pathania
Student Members	Mr. Navneet(2451) Miss Rishika(2449)
Alumni Representative	Miss Swati Chauhan
Leave of Absence	Mr.Dev Prasad Sharma Dr.Yoginder Verma Mr.Rakesh Katoch Asst.Prof.Sumit Sharma
Agenda	
1.	Briefing of Previous agenda points
2.	Celebration of International Yoga day-commencement of Yoga Shivr
3.	Planning Student's Seminar
4.	Internal Academic audit for the year
5.	Planning Guest talk
6.	Professional and Content development Programme
Minutes	
In the introductory speech, IQAC Coordinator Dr. Parveen Kumar Sharma presented Welcome address and in his remarks he requested all to have team work for enhancing the quality culture in the institution. He read out the agenda points of the meeting and appealed all to give suggestive measures for the betterment of the institution. Afterwards he requested Asst. coordinator Sh. Anish Korla to continue with the agenda points of the meeting.	

1.	IQAC Coordinator Dr. Parveen Kumar Sharma oriented all about the previous agenda points and shared action taken report with the all stakeholders present in the meeting.
2.	HOD B.Ed., Sh. Sumit Sharma was requested to fix appropriate dates for the programme and prepare the detailed schedule. He was asked to put the Induction Programme schedule on the notice board before the commencement of the session.
3.	The College feedback committee was instructed to submit the feedback analysis report to IQAC within one month. The committee was advised to consider the individual feedback of the faculty members, highlighting the areas need improvement. This feedback will help to know the perception of the students in different contexts.
4.	It was unanimously decided that Fresher's part is to be scheduled in the month of March, 2021, for that Student Council has to take initiative. The Navnet and Rishika were asked to interact with Student council and finalize the date of the event. This event is to be organized by the second year students and student's council has to plan the event accordingly as per the direction of HOD B.Ed, Sh. Sumit Sharma.
5.	The Block teaching committee was informed to plan out phase-1 and 2 internship Orientation programme for B.Ed. second year students, detailing out the activities to be observed and reports need to be prepared during the internship. It will be both through online and offline mode, students get acquainted about peer observation lessons, no. of macro lessons to be delivered during internship or we say the requirement of the school internship as per HPU guidelines.
6.	It was instructed by IQAC Chairperson Dr. B.S. Bagh to submit the annual reports of the Cell/Committee/Club to college statutory body before 31 st March, 2021. All reports should be in prescribed format as shared earlier.

At the end IQAC Asst. Professor, Sh. Anish presented concluding remarks and proposed vote thanks.


Dr. Parveen Sharma

Coordinator, IQAC


Principal

Dronacharya College of Education, Rait

**Principal,
Dronacharya College of Education
Rait (Kangra) H. P. - 176208**