

Dated: 09/08/2019

A meeting of IQAC was held on 09/08/2019 at 3:00 PM in the office of the Principal under the chairmanship of Principal GC Bilaspur (H.P.)

Following members attended the meeting:

<u>Name</u>	<u>Signature</u>
1. Dr. Yamini Utreja	Yamini
2. Dr. Kuldeep Singh Barwal	Kuldeep
3. Dr. Isonam K. Dhiman	Isonam
4. Prof. Nareesh Kumar	Nareesh
5. Dr. Ram Prakash Chauhan	Ram
6. Dr. Basu Der	B.D.
7. Prof. Hitesh Sharma	H. Sharma
8. Prof. Sunil Kumar	Sunil
9. Sh. Inder Singh Thakur (Office Supt.)	Inder
10. Smt. Anvisha Chandel (Asst. Lib)	Anvisha

The following decisions were taken:

- ① The academic calendar for the session 2019-20 was discussed and its subsequent implementation was also discussed in detail.
- ② Annual Athletic meet among students of the college (intra college) to be organised in the month of Feb. 2020.
- ③ World Tourism Week from 22nd Sept. to 27th Sept. to be celebrated by B.Voc. (HFT) deptt. & BTM deptt. collectively.

by Science Department. Prof. Balbeer Chandel^{or HOD Chemistry} would be the convener of the event (National Science Day).

- ⑤ Upgradation of Room No. 30 and 38 of old campus into SMART Class rooms for ICT-enabled teaching.
- ⑥ For the safety of the students and maintaining discipline in the college, CCTV need to be installed in the old & new campus of the college.
- ⑦ It was also decided to set up Lab. in the Journalism department.
- ⑧ The program officers of NSS, NCC, Rober Rangers, Red Ribbon club, Eco club, EBSB club^{one} advised to organise extension activities and out reach program during the year.
- ⑨ All the departments are directed to make activity register of their department and ensure to conduct atleast two activities during the year.

The meeting ended with a vote of thanks to the Principal.

^{Yamini}
Dr. Yamini Uteeja
Convener / Coordinator


Principal
G. C. Balakrishna H. P.

Dated: 26th Aug. 2019

A meeting of IQAC of the college was held today on 26/08/2019 under the chairpersonship of the Principal in Principal's office at 2:30 PM.

Following members of IQAC were present in the meeting :-

<u>Name</u>	<u>Signature</u>
1. Dr. Yamini Uteeja	<u>Yamini</u>
2. Dr. Ram Shankar Chauhan	<u>RSC</u>
3. Dr. Kuldeep Singh Bawwal	<u>Kuldeep</u>
4. Dr. Pranav K. Sharma	<u>Pranav</u>
5. Prof. Navesh Kumar	<u>Navesh</u>
6. Dr. Batu Dev.	<u>B. D.</u>
7. Prof. Hitesh Sharma	<u>H. S.</u>
8. Prof. Sunil Kumar	<u>S. K.</u>
9. Sh. Inder Singh Thakur (office Supdt.)	<u>Inder</u>
10. Smt. Anindra Chandel (Asst. Libr.)	<u>Anind</u>

The agenda of the meeting was regarding organisation of H.P. University inter-college women Handball Championship which was going to be held on 1-2nd Sept. 2019.

For the proper organisation of the above said event, the following committees were constituted :-

Organising Committee convenor - Mr. Bachan Singh
Organising Committee Secretary - Mr. Praveesh Sharma

1) Invitation and Reception Committee

(i) Mr. Sita Ram (convenor)

(ii) Mr. Sunder Lal Thakur

(iii) Mr. Virander Sharma

Support Staff

(i) ~~Mr. Inder Singh Thakur~~

(ii) Mr. Inder (Gardener)

(iii) Mr. Ajay Kumar (Boted)

2) Hospitality & Accommodation Committee (Officials):

- (i) Mr. J.P. Jaswal (Convener)
- (ii) Mr. Atul Gupta
- (iii) Mr. Naresh Kumar
- (iv) Mr. Sunil Kumar

3) Hospitality & Accommodation Committee (Women):

- (i) Mrs. Rekha Gupta (Convener)
- (ii) Mrs. Shripastar
- (iii) Mrs. Keena Varna
- (iv) Mrs. Sushil Sharma
- (v) Mrs. Anu Kumar
- (vi) Mrs. Indira Sharma

4) Mass/Refreshment Committee:

- (i) Mr. Sunder Singh Thakur (Convener)
- (ii) Mrs. Geeta Devi (LA)
- (iii) Mrs. Ritu Sharma
- (iv) Mr. Karan Choud (LA)
- (v) Mr. Balbir Choud
- (vi) Mr. Jeeresh Nadda

5) Shamiana, Seating Arrangement & Stage Decoration Committee:-

- (i) Mr. Sunder Lal (Convener)
- (ii) Mr. Raman Kumar
- (iii) Mr. Naveen Bhardwaj
- (iv) Mr. Anil (BBA)
- (v) Mr. Kuldeep Bhanuwal
- (vi) Mr. Anil
- (vii) Mrs. Sonia Rathore
- (viii) Mrs. Sonam Kumari Sharma
- (ix) Mrs. Sonika Sombal

6) P.A. System & Electricity maintenance Committee:-

- (i) Mr. Bhikender Gupta (Convener)
- (ii) Mr. Shyam Lal (LA)
- (iii) Mr. Saurav Kumar
- (iv) Mrs. Aparna Sharma
- (v) Mr. Jai Choud.

7) Play-Ground Committee:-

- (i) Mr. Anil Jaswal (Convener)
- (ii) Mrs. Madan Lal

(iii) Mr. Ajeet Kumar

(iv) Mr. Hitesh Sharma

(8) Stage Conduct Committee :-

(i) Mrs. Hemlata (Convenor)

(9) Discipline Committee :-

(i) Mr. Balbir Chandel (Convenor)

(2) Mrs. Sonia Rathore

(2) Mrs. Rajkumari

(10) Certificate Writing & Press Committee :-

(i) Mr. Bhanu Dev (Convenor)

(ii) Mr. Sanjeev Kumar (BTMC)

(iii) Mrs. Reena Sharma

(11) Health and First aid committees :-

(i) Mrs. Anju Sharma (Convenor)

(ii) Mrs. Seema

(iii) Mrs. Sonia Rathore

(iv) Mrs. Hema Thakur

(12) Water Supply Maintenance Committee :-

(i) Mr. R.P. Chaudhary (Convenor)

(ii) Mrs. Rajender Singh.

The meeting ended with a vote of thanks to the Principal.

Yours

Dr. Yashini Vteeja
Convenor / Coordinator
ID, AC

Principal

GC Bilaspur (H.P.)

Dated: 27th Sept. 2019

A meeting of IQAC of the college was held on 27/09/2019 under the Chairmanship of the Principal at 2:30 PM in the office of the Principal.

The members of IQAC present in the meeting were as follows:-

<u>Name</u>	<u>Signature</u>
1. Dr. Yamini Utreja	Yamini
2. Dr. Ram Prakash Chauhan	Dr. Ram
3. Dr. Kuldeep Singh Bawwal	Kuldeep
4. Dr. Poonam K. Sharma	Poonam
5. Prof. Naresh Kumar	Naresh
6. Dr. Basu Dev	Basu
7. Prof. Hitesh Sharma	Hitesh
8. Prof. Sunil Kumar	Sunil
9. Sh. Inder Singh Thakur (office Supt.)	Inder
10. Smt. Anuradha Chandel	Anuradha

The agenda of the meeting was regarding smooth conduct of a big event, i.e. North-Zone Inter-Varsity Women Handball Championship which was going to be held from 19th - 22nd October 2019.

Along with framing the job responsibilities of different committees, it was also decided that there would be a staff meeting on 3rd Oct. 2019 so that each and every member of the committee perform their duties efficiently for the successful conduct of the event.

The following sub-committees were framed:
Co-convenor of the Event - Dr. Yamini Utreja
Co-ordinator of the Event -

Organizing Secretary of the Event - Dr. Parvash Sharma

(I) Invitation and Reception Committee:-

	<u>Job Responsibilities</u>
1. Prof. Barchan Singh (Convener)	
2. Prof. Satish Chauhan	
3. Prof. Shikender Gupta	
4. Prof. Sanjeev Kumar (Botany)	(1) Preparing the list of guests, Printing & Circulation of Invitation cards, Receiving and honoring guests.
5. Prof. Virender Sharma	(2) Arranging & handing-over garlands, bouquets, rosettes, mementoes, shawl, caps etc. to
6. Dr. Navan Bhardwaj	campus Decoration & Presentation committee.
7. Mr. Tej Singh	
8. Mr. Indar Kumar (Gardner)	
9. Mr. Ajay Mehta (Lab. boy)	

(II) Campus Decoration & Presentation Committee:-

1. Dr. Poonam K. Sharma (Convener)	(1) Decoration of Stage
2. Mrs. Sanjubala	(2) Fixing Welcome flex banners & banners of championship in campus
3. Mrs. Sonika (Biotech)	(3) Arranging Bouquets, garlands, shawls, caps, rosettes, mementoes, trophies for presentation at play-ground / stage.
4. Miss Kamlesh (Asst. Librarian)	
5. Mrs. Arha (B. Voc.)	
6. Mrs. Neelam (LA)	
7. Mrs. Parna (Recd)	
8. Students of NSS	

(III) Play - Ground Committee:-

1. Dr. Surender Thakur (Convener)	(1) Getting the two playable grounds ready by 18 th Oct. 2019.
2. Mr. Prem Lal, Librarian	(2) Getting Official Tables ready.
3. Mr. Rajeer BBA	(3) Getting sports articles to be used, ready.
4. Mr. Vinod B. Voc.	(4) Collecting Match fee from teams before the start of every match.
5. Mr. Ankit Chandle	(5) Taking care of hospitality of technical
6. Mr. Purvesh Pandit	
7. Mr. Santosh (LA)	
8. Mrs. Geeta (SLA)	

(IV) Hospitality & Accommodation Committee (Officials):

1. Prof. Sita Ran (convenor)
2. Prof. Suresh Sharma
3. Prof. Hitesh Sharma
4. Mr. Puneet Singh
5. Mr. Sanjay Dhawan
6. Mr. Pradeep Kumar BCA
7. Mr. Rattan Lal, SLA
8. Mr. Karam Choud, LA

- 1) Getting maximum accommodation in Rest houses and other accommodations PWD, Forest, Electricity, JPH, Zila DLO, MC, Sainik Rest etc.
- 2) Getting concessional rooms in near Guest Houses, Hotels.
- 3) Allotting rooms to contingent in charges & Technical officials & Univ. Officials.

(V) Hospitality & Accommodation Committee :-

1. Prof. Rekha Gupta
2. Prof. Meena Verma
3. Prof. Anju Sharma
4. Mrs. Arvinder Chandel
5. Mrs. Jamuna (PA-Biotech)
6. Mrs. Poonam (DA-BBA)
7. Mrs. Vidya Devi

1. Deputing volunteers at Bus Stand receiving the teams & helping them to reach the campus.
2. Getting the teams registered
3. Deputing volunteers for escorting to reach their respective rooms.
4. Providing paid bedding to teams.

(VI) Reception & Registration Committee (Teams)

1. Prof. Saswar Kumar
2. Dr. Balbir Chand
3. Prof. Jeeverk Nadda
4. Miss Monika (BCA)
5. Miss Akanksha (B.Tech.)
6. Mr. Kishore Kumar (B.Voc)
7. Mrs. Madan Lal (watchman)
8. Mrs. Bimla Devi (Peon)
9. Students of NSS

Same as in (V) Committee.

(VII) Shamiana, Seating Arrangement Committee :-

1. Prof. JP Jaswal
2. Prof. Anil Jaswal
3. Prof. Rakesh

1. Directing Tent House to keep 250 bedding available at college

4. Prof. Subhash Chandra
5. Mr. Tej Singh (BCA)
6. Mr. Jeetesh Chandra, SLA
7. Mr. Nand Kishore, SLA
8. Mr. Bhui Singh, Peon
9. Mr. Ashwani, Peon

2. Helping rooms ready for teams.
3. Getting stage & proper seating arrangements ready.

(VII) P.A. System & Electricity maintenance Committee:-

1. Prof. Dhirender Gupta
2. Prof. Arun Kumar
3. Prof. Ankit Chandra
4. Mr. Deepak (Electrician)

1. PA system at Ground
2. Getting all electric fixtures working in all the 25 rooms, washrooms, passages etc.

(IX) Stage Conduct Committee:-

1. Prof. Virender Sharma
2. Prof. Hemlata

- Hosting opening, closing & session ceremonies.

(X) Refreshment Committee:-

1. Prof. Nareesh Kumar
2. Prof. Ritu Sharma
3. Prof. Sonika Sombal
4. Mrs. Leena Kataral
5. Mrs. Bimla Devi-II, Peon
6. Mr. Anil Kumar, BBA
7. Students of B.Voc.

1. Refreshment during Manager's Meeting on 18th Evening 2019.
2. During opening & closing ceremonies
3. During arrival of guest in morning & evening sessions.
4. To Technical officials during matches.

XI Photography & Prize distribution Committee:-

1. Dr. Naveen Bhargava
2. Prof. Sonika Rathore
3. Mrs. Kanchar
4. Mrs. Richa (BBA)
5. Students of NCC

1. Engaging photographer for event.
2. Purchase & Distribution of prizes during the event.

(XII) Mess Committee:-

1. Prof. Virender Kumar

- Running Mess smoothly throughout

3. Prof. Atul Gupta
4. Prof. Rajender Singh
5. Prof. Ajeet Kumar
6. Prof. Palyanka
7. Prof. Rehini Kanta
8. Mr. Amit Chandel, B.Voc.
9. Mr. Om Prakash
10. Mr. Madan Lal
11. Mr. Raman

(XIII) Discipline Committee:-

1. Prof. Balbeer Chandel
2. Prof. Archana Sharma
3. Prof. Navat Kumar
4. Prof. Sunil Kumar
5. Prof. Hema Thakur
6. Mr. Rakesh, BBA
7. Mr. Karam Chandel, B.Voc.
8. All security Guards

1. Ensuring the police deputation around the campus from 17th to 23rd Oct. 2019.
2. Maintenance of discipline.

(XIV) Health and First aid Committee:-

1. Prof. Sonia Rathour
2. Prof. Archana Sharma

- Ensuring that the first-aid is available at ground and at new campus through R.H. Bilaspur.

(XV) Water Supply Maintenance Committee:-

1. Prof. Ram Prakash
2. Prof. Rajender Singh
3. Mr. Jagdish (Plumber)

1. Ensuring water supply in ground from 15th Oct. onwards for preparing grounds.
2. Ensuring sufficient water supply in new campus & girls Hostel.

(XVI) Press & Certificate writing Committee :-

1. Prof. Sanjeev (BJMC)
2. Prof. Basu Dev
3. Prof. Reena

1. Preparing & sending news of the event to media.
2. Writing & packing the certificate - Cakes to be awarded.

The meeting ended with a vote of thanks to the Principal.

Yamini

Dr. Yamini Utseja
Convener/Coordinator
DSAC

Principal
GC Bilaspur (H.P.)

Dated :- 07-02-20

A meeting of IQAC of the college was held on 07/02/2020 under the chairpersonship of the Principal's office. Following members of IQAC were present in the meeting:-

- | | |
|---------------------------------------|----------------------------|
| 1. Dr. Yamini Utaje | <u>Signature</u>
Yamini |
| 2. Dr. Kuldeep Singh Barwal | Kuldeep |
| 3. Dr. Biju Devi | Biju |
| 4. Prof. Nareesh Kumar | Nareesh |
| 5. Ritu Sharma | Ritu |
| 6. Dr. Piyanka | Piyanka |
| 7. Dr. Parnam K. Dholman | Parnam |
| 8. Prof. Hitesh | Hitesh |
| 9. Prof. Sunil Kumar | Sunil |
| 10. Mr. Inder Thakur (Office Supdt) | Inder |
| 11. Smt. Anvinder Chandel (Asst. Lib) | Anvinder |

The matter of filling of the AQAR of the institute was taken up in the meeting. Following committees were constituted for this purpose:

(1) Curriculum Aspects:-

1. Prof. Satish Chandel
2. Prof. Dharendra Gupta
3. Prof. Amit Chandel

(2) Teaching Learning & Evaluation:-

1. Prof. Ritu Sharma
2. Dr. Radhe Shyam
3. Dr. Ajit
4. Prof. Apna

(3) Research Innovation & Extension:-

2. Dr. Jeevash Nadda

3. Dr. Atul Gupta

(4) Infra Structure and Learning Resources -

1. Dr. Basu Dev

2. Prof. Sunil

3. Prof. Arun

(5) Student Support & Progress -

1. Prof. Nareesh

2. Prof. Rajendar

3. Prof. Jai Choud

(6) Governance Leadership & Management -

1. Dr. Poonam K. Dhiman

2. Prof. Sonia Rathore

3. Dr. Ram Prakash

4. Prof. Hemlata

(7) Institutional Value & Best Practices -

1. Dr. Palyanka

2. Prof. Hitesh

3. Prof. Sonika Sombal

4. Mr. Sanjay

(8) Office Assistance -

1. Sh. Yogesh

2. Sh. Poocon

3. Sh. Bishan

All the conveners were asked to acquire the data from different quarters for the timely filling of the AQAR on the NAAC web portal.

The meeting ended with a vote of thanks.

To the chair

Yamini

Dr Yamini Uteja
Convener/Coordinator
IQAC

Prof. Ram Kishore
Principal
Dr C B Lakshmi (H)

Dated: 19/02/2020.

A meeting of IQAC of this college was held on 19/02/2020 under the chairmanship of the Principal at 3:00 PM in the Principal's office. Following members of IQAC were present in the meeting:-

<u>Name</u>	<u>Signature</u>
1. Dr. Yamini Utreja	<u>Yamini</u>
2. Prof. Satish Chandel	<u>Satish</u>
3. Dr. Kuldeep Bawal	<u>Kuldeep</u>
4. Dr. R.P. Chauhan	<u>Dr. R.P.</u>
5. Dr. Basu Dev	<u>Basu Dev</u>
6. Dr. Poonam K. Sharma	<u>Poonam</u>
7. Prof. Naresh Kumar	<u>Naresh</u>
8. Prof. Hitesh Sharma	<u>Hitesh Sharma</u>
9. Prof. Suneel	<u>Suneel</u>
10. Sh. Jinder Singh Thakur	<u>Jinder Singh</u>

Record Keeping Committee members were also present :-

<u>Name</u>	<u>Signature</u>
1. Prof. Virender Sharma	<u>Virender</u>
2. Prof. Ritu Sharma	<u>Ritu</u>
3. Dr. Priyanka	<u>Priyanka</u>
4. Prof. Rajender Kumar	<u>Rajender</u>

The agenda of the meeting were as follows:

- (1) All the conveners of different criteria of AQAR were directed to submit the record of their criteria to the record keeping committee, constituted above, before 29th Feb. 2020 to

on or before 15th March 2020.
(2) Record keeping members were directed to take care that all record to be kept properly as per criteria viz and AQAR to be filled timely on the NAAC web portal.

The meeting ended with a vote of thanks by the principal.

Yamini
Dr. Yamini Utreja
Convener/Coordinator
IQAC

Prof. Kamal Kishan
Principal
GC Bilaspur (H.P.)