



## Swargiya Chandra Singh Shahi Government Post Graduate College Kapkote (Bageshwar)

**Session 2022-2023**

### **Minutes of the Meetings**

S.No.	Date of the meeting	Agenda
1	2 <sup>nd</sup> August 2022	Planning for new session
2	23 <sup>rd</sup> August 2022	Preparation for NAAC accreditation and for new session
3	30 <sup>th</sup> September 2022	Implementation of Vocational & co-curricular courses under NEP 2020
4	14 <sup>th</sup> December 2022	Preparation for NAAC, Alumni, Website, <i>E-Granthalay</i> , career counselling
5	15 <sup>th</sup> March 2023	NAAC accreditation preparation
6	20 <sup>th</sup> March 2023	College level seminar on G20 & Formation of Criterion wise committees

#### **Meeting No. -1**

#### **Brief summary in English**

A meeting of IQAC was held on 2<sup>nd</sup> August 2022 in principal's office. The agenda of the meeting was regarding planning for the new session 2022-2023. The following decisions were taken in the meeting

- 1- Preparation for NAAC accreditation will be done.
- 2- Activities under *Azadi Ka Amrit Mahotsav* will be done.
- 3- Action will be taken for the successful implementation of NEP.
- 4- Various activities will be conducted for the holistic development of students.

आज दिनांक 23/8/2022 को IQAC की तलाश में प्राचार्य  
 कमरे में जाकर बैठक में महाविद्यालय के स्वयंसेवक शिक्षकों द्वारा  
 महाविद्यालय के अकादमिक तथा शैक्षणिक विकास हेतु सत्र 2022-23  
 में शिक्षकों के सम्झौते हेतु चर्चा प्रारंभ किया गया

(1) सत्र 2022-23 में महाविद्यालय में नए छात्रावास-कारणों के  
 लिए फार्मों का निष्पादन करना सुनिश्चित किया जायेगा

(2) आगामी के अगले महोत्सव को सभी विभागों तथा केंद्रों  
 द्वारा कार्यक्रमों की रतपरिष्ठा बनाकर क्रियान्वित किया जायेगा

(3) नई शिक्षा नीति (NEP) के अन्तर्गत IQAC द्वारा सभी  
 विभागों को जानकारी सदन कर महाविद्यालय स्तर पर हस्तगत  
 कार्य हेतु सम्झौते प्रयास किया जायेगा तथा सम्झौते प्राप्त हेतु  
 सभी प्राध्यापक कार्य करेंगे। इस हेतु समय-2 पर गोष्ठी आयोजित  
 की जायेगी। इसके माध्यम से सभी शिक्षकों को जानकारी दी जायेगी

(4) छात्रों की शैक्षणिक विकास हेतु शिक्षणीय पाठ्यक्रम, NDS शैक्षणिक  
 परिषद, NTC के माध्यम से विज्ञान कार्यक्रम आयोजित किया जायेगा  
 शिक्षकों के माध्यम से छात्रों में जागरूकता, प्रोत्साहन, संयोजकता  
 समानता जैसे महत्वपूर्ण किस्मों का लाभ प्राप्त हो

Principal  
 सत्र 2022-23 सीट खाली  
 23/8/2022

संयोजक (IQAC)  
 सत्र 2022-23 सीट खाली  
 23/8/2022

## Meeting No-2

### Minutes of the meeting IQAC Meeting, 23<sup>rd</sup> August 2022

A meeting of all teachers, committee heads was held today on 23<sup>rd</sup> August 2022 at Principal's office at 10 a.m. The agenda of the meeting was regarding preparation of NAAC accreditation and for new session 2022-23. The Principal, Dr. B.C. Tewari headed the meeting as a chairperson and the IQAC coordinator Mrs. Mamta Sual led the meeting. The following points were discussed in the meeting-

- 1- Feedback system-** The IQAC coordinator, Mrs. Mamta Sual shared the importance of feedback system in college. She also emphasized the importance of feedback of parents, alumni and other stakeholders. The committee head of Alumni Association and PTA were instructed to timely conduct the feedback of the same.  
Dr. Shalini Pathak gave the suggestion to create Face book page for Alumni.
- 2- Research-** She also encouraged to get their papers published in UGC journal's list and also take participation in conferences and seminars.
- 3- Website Update-** Website update committee coordinator Mrs. Deepika Negi is asked to get website updated time to time. She shared the problem that since the website management is outsourced; it sometimes gets delayed in update. To resolve this issue, IQAC suggested the website committee to get training from the website personnel to be able to do small updates.
- 4- Extension activities-** The IQAC coordinator also motivated and asked committee heads to conduct extension activities on social issues and sensitizing students. Women Grievance cell, anti-drug cell, SC/ST/OBC cell, anti-ragging cell etc. are asked to conduct activities on social issues. NCC/NSS- The program officers of NCC and NSS are also instructed to conduct activities.
- 5- Documentation-** The teachers and committee heads are asked to keep proper documentation of all the activities with photographs. Dr. Elba Mandrelle suggested taking photographs with date and time for proper evidence of activities.
- 6- Admission Committee-** The principal Dr. B.C. Tewari instructed admission committee to conduct timely admission of first semester with utmost care and attention. He also asked committee to give proper counseling and support to students at the time of admission and welcome the new students with enthusiasm.

The meeting ended with best wishes for the new session and vote of thanks from the Principal.

Principal

23/8/2022  
 IQAC Coordinator

### Meeting no.- 3

#### Minutes of the meeting IQAC Meeting, 30<sup>th</sup> September 2022

A meeting of all departments was held today on 30<sup>th</sup> September 2022 at Principal's office at 10 a.m. The agenda of the meeting was regarding Vocational and Co-Curricular Course under NEP syllabus from the upcoming session. The Principal, Dr. B.C. Tiwari headed the meeting as a chairperson and the IQAC coordinator Mrs. Mamta Suyal led the meeting. With the common consent of the all the departments, it was decided that the vocational and co-curricular courses would be conducted by the following departments-

Semester	Co-Curricular	Department	Vocational Course	Department
First	Communication Skills	English	Drawing & Color Studies	Drawing
Second	Environment Studies & Value Education	Education	Leadership & Team Work	Political Science
Third	Management Paradigms from Bhagvad Gita	Hindi	Fundamental of Computers	Home Science
Fourth	Vedic Studies	Sanskrit	Field Study Technique and Report Writing	Economics
Fifth	Meditation	Sociology		
Sixth	Vivekanand Studies	History		

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जनपद-बागेश्वर

Principal

Dr. B.C. Tiwari

30/9/2022

IQAC Coordinator

Mrs. Mamta Suyal

## Meeting No.- 4

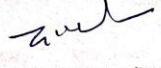
Minutes of the meeting IQAC Meeting, 14<sup>th</sup> December 2022

A meeting of all departments and committees was held today on 14<sup>th</sup> December 2022 at Principal's office at 1 P.M. The Principal, Dr. B.C. Tiwari headed the meeting as a chairperson and the IQAC coordinator Mrs. Mamta Suyal and NAAC coordinator Dr. Mandrelle led the meeting.


The agenda of the meeting was regarding progress in the work of following committees-

- 1- Preparation of NAAC in 2023
- 2- Alumni
- 3- E-Granthalay
- 4- NCC and NSS activities regarding adopted village
- 5- Website Update
- 6- Career Counselling
- 7- CAS
- 8- Audit

The following members were present in the meeting -

Dr. Munna Joshi 

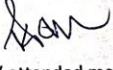
Dr. P.K. Jha ( attended meeting online)

Dr. Elba Mandrelle 

Dr. Baljeet 

Mrs. Priyanka Gupta 


Mrs. Bhagvati Tamta ( attended meeting online)

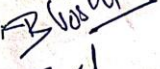
Mrs. Divya Pathak 

Mrs. Deepika Negi ( attended meeting online)


Dr. Shalini Pathak 


Dr. Kalpana Joshi 


Mrs. Pooja Lohiya 

Dr. Bhawana Joshi 

Dr. Rajendra Bisht 

Dr. Dipti Lohani 

Mrs. Nivedita Lohiya 

Dr. Reeta Arya 

Mr. Deepak Arya 

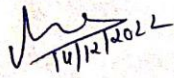
Mrs. Sangeeta Dhyani 

Firstly IQAC coordinator Mrs. Mamta Suyal revised the important points discussed in the previous meeting and asked if all departments have maintained internal evaluation records. All the faculty members told that it has been done.

- 1- **Preparation of NAAC in 2023**- For the preparation of NAAC, it was decided to make criterion wise committee and one day FDP program would be conducted for committees in the first week of January 2023.
- 2- **Alumni**- Regarding the progress of Alumni, it was found that no progress has been made and the hardcopy of feedback forms that were given to the committee have also not got filled by the alumni. The IQAC coordinator suggested to change the committee of Alumni, however the Principal asked the present committee to continue the work and take steps for Alumni meet and formation of alumni association after the election of college on 24<sup>th</sup> December 2022.
- 3- **E-Granthalay**- It was found that the work of E-Granthalay has been pending since 2020. The coordinator of E-Granthalay shared the problem regarding internet connectivity due to which the work could not be done. It was decided that a new sim card would be arranged for the task and it would be recharged by the office. Also the computer system would be replaced in library for the proper functioning.
- 4- **NCC and NSS activities regarding adopted village**- The NCC and NSS program officers shall conduct sensitization programs, one day camps in adopted village Bhayun and Ason.
- 5- **Website Update**- It was found that website is not getting updated , therefore website coordinator is asked to keep website updated.
- 6- **Career Counselling**- career counselling coordinator is also asked to conduct monthly proper career counselling sessions for students.
- 7- **CAS**- All the teachers shall submit their API on time, i.e. within Fifteen days of their service year completion. The Guest faculty and teachers on contract shall also give their yearly report to IQAC.
- 8- **Audit**- NAAC coordinator Dr. Elba Mandrelle suggested to conduct internal audit of all types i.e. Academic, Financial, Physical, Green, Administrative.
- 9- **Admission Process and data update**- All the admission committees shall prepare proper data with mobile no. , email address .
- 10- All the departments shall get their Internal evaluation Register Signed by the Principal and IQAC coordinator till 30 December 2022.
- 11- All departments and committees shall conduct time to time meetings, decide their long and short term goals and maintain record of notice, agenda, minutes of the meeting and action taken reports. It shall be maintained in English or English –Hindi both.

  
Principal

प्राचार्य  
स्व० चन्द्र सिंह शाही  
रा०स्ना० महाविद्यालय, कपकोट  
जनपद-बागेश्वर, पिन-263642

  
14/12/2022

Coordinator IQAC

Coordinator NAAC

## Meeting no.- 5

Swargiya Chandra Singh Shahi Government P.G. College Kapkote

### Minutes of the meeting IQAC Meeting, 15<sup>th</sup> March 2023

A meeting of all departments and under mentioned committees was held today on 15<sup>th</sup> March 2023 at Principal's office at 2 P. M. The Principal, Prof. B.C. Tiwari headed the meeting as a chairperson and the IQAC coordinator Mrs. Mamta Suyal and NAAC coordinator Dr. Mandrelle led the meeting. The agenda of the meeting was regarding NAAC preparation. The Following points were discussed in the meeting.

The following members were present in the meeting-

Dr. Munna Joshi

Dr. P.K. Jha

Dr. Baljeet

Mrs. Bhagvati Tamta

Mrs. Divya Pathak

Mrs. Deepika Negi

Dr. Shalini Pathak

Dr. Kalpana Joshi

Mrs. Pooja Lohiya

Dr. Rajendra Bisht

Dr. Bhawana Joshi

Dr. Dipti Lohani

Dr. Reeta Arya

1- NCC and Sanskrit Department shall send proper typed report in English from 2017-2018 till present session by 20<sup>th</sup> March 2023 for NAAC.


2- Cultural Committee and Hindi Department shall send proper typed report in English from 2017-2018 till present session by 20<sup>th</sup> March 2023 for NAAC.

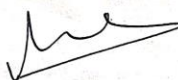
The following committees were instructed to give these reports in the previous meeting on 3<sup>rd</sup> January 2023.

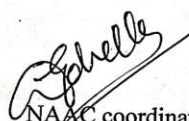
3- Website Committee shall tell the progress regarding website updation. (Program outcome, course outcome, IQAC minutes of the meeting)

4- All the faculty members shall submit their curriculum vitae year wise with all documents till 25<sup>th</sup> March 2023 ( research papers, certificate of seminars, award, PhD students , book published, orientation, refresher course etc.) ( Kindly provide in MS-Word with attached document)

- 5- Mrs. Bhagwati Tamta , Dr. P.K. Jha and Mrs. Pooja Lohia shall provide the data of expenditure in last five years from 2017- 2018 with related documents till 30<sup>th</sup> March 2023.
- 6- Dr. Kalpana Joshi shall provide the report of Alumni engagement and details of students in job ( Key Indicator 5.2)
- 7- Mrs. Divya Pathak shall provide the report regarding Key indicator 4.2 ( Library as a learning Resource)
- 8- All departments shall present their Internal Assessment Registers to IQAC till 20<sup>th</sup> March 2023.
- 9- The IQAC committee suggested to the Principal to get an inverter installed for proper functioning of Smart Classes.
- 10- The meeting ended with vote of thanks by IQAC coordinator Mrs. Mamta Suyal.
- 11- A letter is to be send to UGC regarding name change , upgradation & change in affiliation . .

  
Principal

  
IQAC Coordinator

  
NAAC coordinator

## Meeting no.- 6

### Swargiya Chandra Singh Shahi Government P.G. College Kapkote

#### Minutes of the meeting IQAC Meeting, 20<sup>th</sup> March 2023

A meeting of IQAC was conducted at IQAC room on 20<sup>th</sup> March, 2023. The Principal, Prof. B.C. Tiwari headed the meeting as a chairperson. The agenda of the meeting: Formation of Criteria wise committee for NAAC Preparation

The following members were present in the meeting-

Mrs. Mamta Suyal, IQAC Coordinator

Dr. Elba Mandrelle, Member

Mrs. Dipika Negi, Member

The following committees were formed as directed by the Principal-

Criterion	Title of Criterion	Committee
1	Curricular Aspects	Dr. Baljeet Dr. Bhawana
2, IIQA, Executive Summary, Profile of the college	Teaching- Learning and Evaluation	Mrs. Mamta Suyal Dr. Elba Mandrelle Mrs. Deepika Negi
3	Research Innovation and Extension	Dr. Munna Joshi Dr. Shalini Pathak Dr. Dipti Lohani
4	Infrastructure & Learning Resources	Dr P.K. Jha Mrs. Bhagwati Tamta Mrs. Pooja Lohia
5	Student Support & Progression	Dr. Kalpana Joshi Dr. Rajendra Bisht Mrs. Nivedita Lohia
6	Governance, Leadership & Management	Mrs. Mamta Suyal Dr. Elba Mandrelle Mrs. Deepika Negi
7	Institutional Values and Best Practices	Mrs. Priyanka Gupta Mrs. Divya Pathak Dr. Reeta Arya

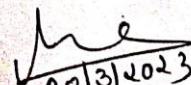
It was decided that the following committees shall submit their reports on the following dates-

1<sup>st</sup> April 2023- Committees can share any query regarding criterion with IQAC committee

10<sup>th</sup> April 2023- Committees shall share Progress regarding Criterion

20<sup>th</sup> April 2023- Committees shall submit final report.

  
Principal

  
20/3/2023  
IQAC Coordinator



A meeting of IQAC was held on 20<sup>th</sup> March 2023, the agenda of the meeting was regarding organization of college level seminar on G20. The following decisions were taken in the meeting-

- 1- The seminar will be organized on 27<sup>th</sup> March 2023.
- 2- All the teachers and students will attend the seminar.
- 3- The speakers in the seminar will be as follows:
  - a) Prof. B.C. Tiwari – Topic “Self- Reliance through Organic Farming”
  - b) Mrs. Mamta Suyal- Topic “Climate Change: Dimensions & consequences”
  - c) Dr. Elba Mandrelle- Topic “Theme of India’s G-20 presidency and relation with other G20 countries.
- 4- The program will be host by Mrs. Deepika Negi. *Deepika*
- 5- The program will be organized by IQAC.



IQAC Coordinator



Principal

**Principal**