

2nd August, 2023

Minutes of the Meeting

The first quarterly meeting of the IQAC was held on 2nd August, 2023 at 2:00 pm in the office of the Principal. The following issues were discussed and decisions taken:

* The college and staff need to be ready for the NAAC Peer Team's visit on the 24th and 25th of August, 2023

* Add-on course on "Communication and Soft Skills" will be offered to students of the final year, to equip them with the skills required for employment. This is also in keeping with the Sect Secretary of Education's directions.

* Mr. Akshay will inform students of his availability for personal counseling. This will be reflected on the website.

* All new computers and ICT to be installed as soon as possible so that they can be brought into use by September.

* Committees to be framed for the NAAC Peer Team's visit. Two new committees framed:

NAAC Steering Committee:

1. Dr. Kamayani Bisht
2. Dr. Ram Lal Sharma
3. Dr. Maneesha Kohli
4. Dr. Vikas Nathan
5. Mr. Anupam Verma
6. Dr. Pooja Datta
7. Dr. Kirti Singh

* The Women's Cell must ensure that the gaps in information regarding ICE and Women's Cell welfare schemes are bridged in the current academic session.

* To strengthen the environmental concern, the college will create a cycle-borrowing/lending facility. The students will be encouraged to cycle to college and commute short distances on foot/cycle. For this the college will buy/have sponsored, at least 6 cycles for the project. Explore collaboration with HATSRA/Rotary Club.

* Under the "Centre for Translation Practices", the faculty of languages (English) must kick-start the translation project in collaboration with the Department of Language, Art and Culture.

* Collaborate with the Forest Department to adopt at least one stretch of forest land for maintenance and upkeep.

* The analysis of Students' Feedback, 2022-23 has thrown up some suggestions that must be attended to.

- More experiential learning for students
- Last year's obstruction in classes (election) has been disappointing. Regularity of classes to be ensured
- ICT usage needs strengthening.
- More infrastructure
- Augment the library (more books) + seating
- Canteen needs improvement.

The following members were present in the meeting.

1. Dr. C.B. Mehta (Advisor)
2. Dr. Bhupinder Singh Thakur (Chairperson) *BhThakur*
3. Dr. Kamayani Bisht (Co-ordinator) *kg*
4. Dr. Ram Lal Chauhan (External Member)
5. Mr. Sushant Kaprate (Community Representative)
6. Dr. Pooja Dulta (Member) *Poojadulta*
7. Dr. Kirti Singha "
8. Ms. Sachi Sood "
9. Mr. Anuj Sharma "
10. Dr. Poonama Verma "
11. Dr. Vikas Nathan "
12. Mr. Anupam Verma "*Anup*
13. Mr. Shubham Chondhary "*Sh*
14. Ms. Priyanka Chauhan. "*(Chauhan)*
15. Ms. Aastha Sharma (Student) *Aastha*
16. Mr. Praanshu Aditya (Student) *Praanshu*

* The heavy rain in the state and resultant floods/landslide need urgent awareness programmes to familiarize students with safety measures. Disaster Management Cell to initiate activity.

* OSA contribution will support teachers' research and students' (5) fees in the college.

Kamayani
Co-ordinator,
I QAC.

BhThakur
Dr. Bhupinder S. Thakur
Principal, GC Sanjaul

11th August '23

Minutes of Meeting

An urgent meeting was convened to assess the state of preparedness for the upcoming NAAC Peer Team's visit. The following issues were addressed:

- All departments to report to IQAC regarding their PPTs and personal profiles for inspection.
- The team's local expenditure to be met through the PTA fund / A.F. / Miscellaneous Fund.
- Classes to continue as usual.
- One vending machine and incinerator to be shifted to the washroom (from old location)
- Departments to submit their individual plans to the IQAC
- After the University declares the sports and cultural calendar, the revised/supplemented calendar to be declared.
- Disaster guidelines to be reflected on the college website (State government's)
- Conduct a guidance session to share imp. helpline numbers with students.

The meeting was attended by

Dr. Bhupinder S. Thakur *BSThakur*

Dr. Kamayani Bisht *Kamayani*

Dr. Pooja Datta *PoojaDatta*

Dr. Kirti Singha

Mr. Anuj Sharma

Dr. Poorama Verma *Poorama*

Dr. Vikas Nathar

Ms. Anupam Verma *Anupam*

Mr. Sausham Ch.

Ms. Priyanka G. *Priyanka*

Kamayani

BSThakur
Principal, GC Sonjauli

26.08.2023

Minutes of the Meeting

In a meeting convened under the Chairpersonship of the newly appointed Principal, Ms. Bharti Bhagra, the IQAC co-ordinator informed the members of the Cell and the chair that the scheduled visit of the Peer Team had had to be cancelled at the eleventh hour due to the calamitous circumstances that developed in the state on the 23rd of August. Since the district administration directed all education institutions to be shut down for three days and also, because of the Red Alert sounded by the MET department, the Peer Team Members called off their visit.

The next, tentative dates allotted by the NAAC, Bangalore office, are: 26-27th September.

The Chairperson directed the Steering Committee to keep up the pace and spirit of preparedness.

The committees that had been constituted for the purpose of the visit will remain more or less the same, with a few changes owing to the promotion and transfers of some of the faculty members.

The meeting was attended by:

1. Ms. Bharti Bhagra
2. Dr. Kamayani Bisht
3. Dr. Pooja Datta
4. Dr. Kirli Singha
5. Ms. Mona Sharma
6. Ms. Anuj Sharma
7. Dr. Poonama Verma
8. Dr. Vikas Nathani
9. Mr. Anupam Verma
10. Mr. Shubham Choudhary
11. Ms. Priyanka Chauhan
12. Ms. Aastha Sharma

B. Bhagra

Dr. Pooja Datta

Dr. Kirli Singha

Ms. Anuj Sharma

Dr. Poonama Verma

Mr. Anupam Verma

Mr. Shubham Choudhary

Ms. Priyanka Chauhan

Kamayani

Co-ordinator
IQAC.

B. Bhagra

Chairperson
IQAC.

17.09.2023

Minutes of the Meeting

A brief ~~was~~ meeting of the IQAC was convened to inform the Chairperson and members of the Cell that the new dates for the Peer Team's Visit, communicated to the college are 11th and 12th October, 2023.

- * The faculty members are to continue meeting their classes as per schedule and ensure documentation of all the activities being conducted by the departments/societies/clubs.
- * The Research Cell must propose and initiate activities to engage students in projects that involve active research.
- * The Mentor interaction for the month of September may be shifted to the third week of October, since September has already seen one (delayed from August) session.
- * All students of final year/semester will begin registering for Add-on courses with assistance from the "Add-on Courses Committee"
- * The Annual Lecture Series will be planned for the month of November

One notable speaker of repute is to be identified and invited for the first lecture of the series.

The meeting was attended by

Ms. Bharti Bhagra

Dr. Kamayani Bisht

Dr. Pooja Dulta

Dr. Kirti Singha

Ms. Mona Sharma

Mr. Anuj Sharma

Dr. Poonama Verma

Dr. Vikas Dathan

Dr. Anupam Verma

Mr. Shubham Choudhary

Ms. Priyanka Chauhan

Ms. Aastha

Mr. Pranshu

Bhagra

hy.
Pooja Dulta

Kirti
Mona Sharma
Anuj

Verma
Anupam
Shubham
Chauhan

Pranshu

Kamayani
Coordinator,
IRAC

Bhagra
Principal &
Chairperson

A meeting of the IQAC members was convened in the IQAC office on the 20th of December, 2023 at 11:00 am. The team welcomed Akshay Azad, Assistant Professor in Psychology to the meeting. Akshay had graciously offered to share the workload of the team in the writing of the AQAR, 22-23.

The following issues were discussed:

1. After the completion of Cycle 3 (NAAC) ~~and~~ the IQAC proposes that for the next cycle, the constitution of the IQAC be changed to incorporate/replace a few members. It was proposed that Prof. P.K. Ahluwalia who has been an alumnus of G.C. Sanjauli and an illustrious academician, be roped in as one of the external members.
2. The status of the AQAR was discussed. Members were instructed to complete their assigned tasks at the earliest.
3. The Directorate of Higher Education has created NAAC clusters for institutional collaboration and peer growth. Of one such cluster, G.C. Sanjauli has been made the Cluster-leader. Eight colleges from District Shimla have been included in this cluster (G.C. Sanjauli + 8 others). These are as follows:

1. G.C. Theog
2. G.C. Chailkoti
3. G.C. Sunni
4. G.C. Chopal
5. G.C. Newah
6. G. Sk. C. Kiartoo
7. G. Sk. C. Jungesh
8. G. Sk. C. Sarain

It has been decided that member colleges (their IQAC representatives) should meet on the 22nd of December, 2023 for an introductory meeting. The Directorate wishes the leaders of clusters to assist / guide NAAC strategies and Quality initiatives of the member colleges. In the meeting proposed, the team IQAC will present its own understanding and experience and share its inputs to support strategy formation on the part of these member colleges, so that they may all embark on their respective roads to NAAC assessment and accreditation. The visiting members will be given refreshment and lunch after the meeting.

4. The IQAC proposes that a "Disability Cell" be constituted for the welfare and redressal of people with disability in the college. The cell will work towards enhancement of facilities provided by the college to the "Divyangjan". The IQAC cell proposes that this new cell be called "Sambal". The cell will host at least

two sensitization programs for all teachers and students of the college annually to train them in such a manner that their engagement with Divyangjan is both sensitive and appropriate. It will also ensure that all complaints / needs of Divyangjan are addressed.

The meeting was attended by:

1. Dr. Kamayani Bisht
2. Dr. Pooja Datta
3. Ms. Mona Sharma
4. Mr. Anuj Sharma
5. Dr. Poonama Verma
6. Mr. Anupam Verma
7. Mr. Shubham Chowdhary
8. Mr. Akshay Azad
9. Ms. Priyanka

By
Prof. Datta

Dr. Bisht

Akshay
Priyanka

Principal & Chairperson

Prof. Bharati Bhargava

Kamayani
Co-ordinator
I R A C

07.02.2024

Minutes of the Meeting

The third quarterly meeting of the IQAC was convened in the office of the Principal on the 7th of February 2024 at 11:00 a.m. The following issues were discussed:

1. As decided in the meeting held on 20th December, 2023 Prof. P.K. Ahluwalia was requested to join the IQAC, G.C. Sanjauli as an external member. His long experience in teaching, planning and administration shall be a strong guiding force for this institution. The Principal and team IQAC were happy to welcome Dr. Ahluwalia to the first meeting of the year.
2. It was reported to the Principal and attendees that the AQAR for the academic year 2022-23 was successfully submitted to NAAC in the first week of January and has been accepted.
3. Modalities of the new website were discussed. It was proposed that a team of 2-3 members be constituted to monitor the content uploaded on the website everyday/every week.
4. It is proposed that templates in the form of Google forms be designed for submission of information regarding conferences attended, papers & books published.

5. It was proposed that a Disability Cell be constituted for the welfare of Divyang Jan.
6. Canteen facilities be enhanced in response to repeated requests from the students.
7. Biometric attendance is to be introduced on a Pilot basis. It was proposed that the BCA department can be the leader in this project.
8. It was proposed that an FDP be organized by the IQAC. The proposal sent by the Department of Geography awaits approval from the State Disaster Cell. In addition the possibility of conducting an FDP on the NAAC processes for IQAC members of other & cluster member colleges to be explored.
9. One conference (by the Dept. of Commerce) has been successfully organized.
10. Enrolment for Add-on courses in the final years of all faculties is to be ensured before the academic year ends.
11. The Placement Cell, which needs to be reconstituted, must organize at least one workshop in the month of February.

The members were asked to give inputs on the above matters. The following suggestions from external members and student representatives were recorded for further action.

1. Pass a resolution commending the collective efforts of the IQAC and the staff/students of the college in earning the NAAC Grade, A+.
2. Modify the Departmental Activities. Design them with "attributes" in mind. Solicit feedback from all participants. Let activities be workshops.
3. Website should include (i) Testimonials of commendation for Student/Teacher of the Month. (ii) Forum for teachers/parents to submit requests for help for wards addicted to drugs.
4. Immediate action to address menace of drugs. Solicit data from police stations about our students. Plant informers. Organize workshops where former abusers/parents of addicts can speak.
5. Student Ambassadors for IIT Mumbai Tutorials to encourage others to enrol.
6. Placement Cell to align with OSA to seek opportunities for placement and guidance.
7. OSA registration should start in final year. Student members - then convert to alumni members.
8. CSR from industry - solicit more funds.
9. ~~Drugs~~.

The meeting was attended by

Ms. Bharti Bhagra	Principal & Chairperson ^{Bhagra}
Prof. P.K. Ahluwalia	B.K.A.
Mr. Sushant Keprate	Keprate
Dr. Kamayani Bishi	Kamayani
Dr. Pooja Datta	Poojadatta
Dr. Kirti Singra	Kirti
Ms. Mona Sharma	MSharma
Mr. Anuj Sharma	Anuj
Mr. Anupam ^{Verma} Choudhary	Anupam
Mr. Shubham Choudhary	Shubham
Ms. Priyanka	Priyanka
Mr. Anil Chauhan	Anil
Mr. Pranshu Aditya	Pranshu
Ms. Aastha Sharma	Aastha

New member: Mr Akshay Azzad. ^{Akshay}

Principal & Chairperson

Prof. Bharti Bhagra

^{Kamayani}
Kamayani Bishi
Co-ordinator, IQAC

Minutes of Meeting

April 30th, 2024

A review meeting of IOAC was organised on 30th April, 2024 at 11:00 am in the IOAC office. The new IOAC coordinator Prof. Vikram Bhardwaj presided over the meeting to take a stock of all the proposals that were discussed and propounded in the previous meeting of IOAC.

- The strategic proposals sent by the cluster colleges (as was discussed in the meeting held on 20th Dec. 2023 under the directions of Directorate of Higher Education, Shimla) under GOC Sanyauli, were scrutinized and mailed to the Directorate of Higher Education on the same day.

The meeting was attended by all the IOAC members:

- (1) Mr. Vikram Bhardwaj
- (2) Dr. Pooja Datta
- (3) Dr. Kirti Singh
- (4) Ms. Mona Sharma
- (5) Ms. Annu Sharma
- (6) Ms. Anupam Verma
- (7) Mr. Shubham Choudhary
- (8) Ms. Poojanka
- (9) Ms. Poonama Verma
- (10) Mr. Akshay Azad

Pooja Datta
Pooja Datta
Member IOAC

Minutes of Meeting

20th May 2024

A meeting of JOAC was convened on May 30th, 2024 in JOAC office at 11:00 am in order to draw a strategy to conduct an FDP in the 2nd week of June 2024.

It was agreed upon that the resource persons from various fields would be convened to facilitate the working of teaching and non-teaching staff of the college.

The meeting was attended by the following members:

- (1) Mr. Vikram Bhardwaj -
- (2) Dr. Pooja Datta
- (3) Dr. Kirti Singha
- (4) Ms. Mona Sharma
- (5) Mr. Anuj Sharma
- (6) Mr. Anupam Verma
- (7) Mr. Shubham Chaudhary
- (8) Ms. Poonama Verma
- (9) Ms. Priyanka
- (10) Mr. Akshay Arad

Prof. Bharti Bhaaga
Principal/Chairperson
JOAC

Pooja Datta
Member JOAC