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कार्यालय प्राचार्य, राजकीय महाविद्यालय कोटाबाग (नैनीताल) उत्तराखण्ड, पिन-263159

पत्रांक :

दिनांक :

IQAC COMMITTEE

Committee has formed for academic Session- 2017-18

| Name | Designation | Position in IQAC |
|------------------------------|---------------------|------------------|
| Prof. Karuna Khunnu | Principal | Chairman |
| Dr. Dinesh | Assistant Professor | Co-ordinator |
| Dr. Harish Chandra Joshi | Assistant Professor | Member |
| Dr. Bhawana Joshi | Assistant Professor | Member |
| Dr. Satyanandan Bhagat | Assistant Professor | Member |
| Shree Praveen Kumar Bora | Senior Assistant | Member |
| Shree Mahendra Singh Negi | Junior Assistant | Member |

Principal

राजकीय महाविद्यालय
कोटाबाग (नैनीताल)





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पत्रांक :

दिनांक :

Notice

Academic session-(2017-18)

Date: 12-08-2017

All the teachers and staff are informed that today, on August 12, 2017, at 2:00 pm in the principal room, an important meeting is to be called for the formation of IQAC. All the teachers should make sure to be present in the principal's room in the stipulated time.

12-08-2017

Principal
प्राचार्य

राजकीय महाविद्यालय
कोटाबाग (नैनीताल)

Attendees:

1. Dr. Dinesh
2. Dr. Harish Chandra Joshi
3. Dr. Bhawana Joshi
4. Dr. Satyanandan Bhagat
5. Shree Praveen Kumar Bora
6. Shree Mahendra Singh Negi



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Academic session-(2017-18)

पत्रांक :

दिनांक :

Meeting

Date: 12-08-2017

Today on August 12, 2017 at 2 p.m. an important meeting regarding the formation of IQ AC was called in the principal's chambers. Under the chairmanship of the principal, it was decided in the meeting that IQAC cell will be formed for the internal quality assessment and development of the college. The principal has nominated the IQAC coordinator and members. This proposal was happily accepted by all present in the meeting.

The following Committee is constituted

| Name | Designation | Position in IQAC | Signature |
|---------------------------|---------------------|------------------|-----------|
| Prof. Karuna Khunnu | Principal | Chairman | |
| Dr. Dinesh | Assistant Professor | Co-ordinator | |
| Dr. Harish Chandra Joshi | Assistant Professor | Member | |
| Dr. Bhawana Joshi | Assistant Professor | Member | |
| Dr. Satyanandan Bhagat | Assistant Professor | Member | |
| Shree Praveen Kumar Bora | Senior Assistant | Member | |
| Shree Mahendra Singh Negi | Junior Assistant | Member | |

Principal
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Notice

पत्रांक :

दिनांक :

Academic session-(2017-18)

All respected teachers and staff are hereby informed to attend the first meeting of IQAC for the session (2017-18) on 21-08-2017 held in the Principal Chambers at 3:00 pm. To discuss the following points.

Attendees:

1. Dr. Dinesh
2. Dr. Harish Chandra Joshi
- ✓ 3. Dr. Bhawana Joshi
4. Dr. Satyanandan Bhagat
5. Shree Praveen Kumar Bora
6. Shree Mahendra Singh Negi

Handwritten signatures and initials:
Dinesh
Harish
Bhawana
Satyanandan
Praveen
Mahendra

Agenda

- To discuss the working of IQAC in detail with the newly appointed co-ordinator and members.
- To prepare the plan of action for the academic year.
- Preparation of the time table.
- Create better teaching learning environment for students.
- Discussion on NSS annual camp.

Meeting

Meeting is organized on 21-08-2017 at principal's chamber under the presence of principal and teaching staff discuss the following agenda points at 3:00 pm.

- ❖ Today, on 21-08-2017, the first meeting of IQAC was held for the session 2017-18. The meeting was chaired by principal. After establishment of



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पत्रांक : IQAC, this was the first meeting of IQAC. In the meeting, Chairperson welcomes Co-ordinator and all IQAC members and discuss in detail about working mechanisms of IQAC committee discussed and planned about activities to be conducted by committee.

- ❖ Motivating the activities of Grievance redressal cell.
- ❖ Discussion on preparation of the time table for the academic year 2017-18.
- ❖ It was decided in the meeting that better teaching environment would be provided to the students.
- ❖ Principal named Co-ordinator to prepare the time table.
- ❖ Others suggestions from members.

Presented Members

| Name | Designation | Position in IQAC | Signature |
|---------------------------|---------------------|------------------|-----------|
| Prof. Karuna Khunnu | Principal | Chairman | |
| Dr. Dinesh | Assistant Professor | Co-ordinator | |
| Dr. Harish Chandra Joshi | Assistant Professor | Member | |
| Dr. Bhawana Joshi | Assistant Professor | Member | |
| Dr. Satyanandan Bhagat | Assistant Professor | Member | |
| Shree Praveen Kumar Bora | Senior Assistant | Member | |
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Principal

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पत्रांक :

Notice

दिनांक :

Academic session-(2017-18)

All respected teaching staff are hereby informed to attend the meeting of IQAC on 11-12-2017 held in the Principal Chambers at 3:00 pm. to discuss the following agenda.

Attendees:

1. Dr. Dinesh
- ✓ 2. Dr. Harish Chandra Joshi
- ✓ 3. Dr. Bhawana Joshi
4. Dr. Satyanandan Bhagat
5. Shree Praveen Kumar Bora
6. Shree Mahendra Singh Negi

[Handwritten signatures and initials next to the list of attendees]

Agenda

- Presentation of minutes of the last meeting.
- To discuss about the requirements and purchasing of books in the library.
- Discuss about voter awareness programme.

Meeting

All respected faculties assembled in principal's chamber on 11-12-2017 at 3:00 pm in the presence of the principal. IQAC member and staff discussed the agenda.

- ❖ Read out the minutes of meeting.
- ❖ It was told in the meeting by the library committee that the books of all the subjects of graduation level should be increased so that the students do not face any problem in the availability of books.
- ❖ A voter awareness program will be organised between the college and the community on 25th January 2018 with the help of NSS students. Students will be encouraged by the NSS in-charge for this.





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Action taken Report

दिनांक :

पत्रांक :

- Information related to grievance redressal was given to the students and all academic and non-academic employees of the college by the in-charge of the grievance redressal cell. Everyone was made aware about this.
- A time table was prepared for the students so that the students of each subject could join their class in the prescribed time and acquire knowledge and the syllabus could be completed within time.
- Better teaching environment has created by the teachers for students. Besides completion of course teachers would teach all the students how to live in the society and how to become a good citizen.

Presented Members

| Name | Designation | Position in IQAC | Signature |
|----------------------------|---------------------|------------------|-----------|
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Principal
प्राचार्य

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