

"The 'Internal Quality Assurance Cell' (IQAC) committee was constituted as per U.G.C guidelines for the session 2022-2023.

S.No.	NAME.	OFFICIAL
1.	Dr Sanjivan Katoch	Principal
2.	Ms Raka Sharma	Co-ordinator
3.	Dr Gagan Singh	Member
4.	Mr. Aam Dixit	Member
5.	Dr Pardeep	Member
6.	Ms Sunita Ms. Manish Bhardwaj	Member
7.	Ms Sapna	Member
8.	Dr Neha	Member
9.	Ms. N.D. Bhaawal	External Member
10.	Ms Anil Rana (Supdt)	Member (Non-Teaching)

## IQAC MEETING 1

A meeting of IQAC committee was held on 17.02.22 at 2 pm in Principal's office. Principal, Dr. Sanjivan Katoch, presided over the meeting. The purpose of the meeting was to frame a constructive plan of action to be executed throughout the year. Following decisions were taken after a brief discussion:

1. To prepare Academic Calendar for the current session 2022-23.
2. In order to keep the information intact, it was decided that every relevant detail would be included in IQAC record. To elaborate it would include College Magazine, Copy of Time-Table, Copy of Prospectus, Annual Report, Notices issued by various clubs and units and annual activities.
3. It is to be circulated among the staff member that it would be individual's responsibility to submit a copy of their respective achievements that include Paper Presentation, Publication, Research, Seminar, Refresher Course, Orientation, Induction Training etc.
4. It was also decided that students would be motivated well in advance to prepare themselves to participate in various events included in Youth Festival and Inter-College Athletics.

5. Mid-Term Exams to be scheduled in the month of February 2023 for BA, Bcom and BSc.
6. Inaugural functions to be organised for students.
7. Activities pertaining to specific Clubs were chalked out as follows:
  - \* N.S.S Unit to organise cleanliness Drive
  - \* Eco club to organise Plantation Drive.
  - \* Red-Ribbon club to organise programme related to AIDS awareness.
  - \* Revers and Rangers Unit to participate and manage the internal functions of the College.
  - \* Students to be encouraged to participate in various Inter-college competitions.
  - \* Literary club to organise Quiz, elocution, Vocabulary <sup>etc.</sup> etc.

- Yoga
- Meditation
- Cultural Activities
- Clean and Green Campus
- Plantations
- Participation in Sports
- Rainwater Harvesting
- Preparation of Question Bank
- Increase in the number of books in book bank

Before culmination of the meeting the worthy Principal congratulated the TAA committee for their efforts in submission of AQAR and its acceptance. The meeting ended with a vote of thanks to the chair.

Following Committee members attended the meeting:

- 1. Principal *Sh*
- 2. Prof Raka Sharma *Raka*
- 3. Dr. Gagan Singh *Gagan*
- 4. Prof. Anur Dixit *Anur*
- 5. Dr. Pardeep Singh *Pardeep*
- 6. Prof. Sumita *Sumita*
- 7. Prof. Sapna *Sapna*
- 8. Dr. Neha *Neha*
- 9. Mr. Anil Rana *Anil*

## IQAC MEETING 2.

A meeting of IQAC was held on 15.09.22 at 2:15pm in the Principal's office.

The IQAC committee discussed various aspects pertaining to different clubs and units of the college and correspondingly activities were chalked out specifically for these clubs, units or societies.

### 1. N.S.S Unit.

- \* To organise cleanliness Drive.
- \* To organise Plantation Drive
- \* To celebrate N.S.S Day
- \* To organise poster-making Competition
- \* To organise Unity Race.

### 2. Red Ribbon Club.

- \* To organise poster-making competition.
- \* To organise slogan-writing competition.
- \* Debate
- \* Celebrate events under R.R.C

### 3. Rowers and Rangers

- \* Celebrated Independence Day.
- \* To escort the guests in any function of the college.

### 4. Eco-club.

- \* Organised cleanliness drives.
- \* Organic plantation drive
- \* Slogan writing and Essay writing competitions

to be organised.

5. Ek Bharat Shreshtha Bharat Club.
- \* To Organise Poster Making competition depicting the culture of Kerala.
  - \* To celebrate Unity Day.
  - \* To organise Essay writing Competition.
  - \* To arrange a setting to facilitate the club members watch a documentary thereby enhancing the knowledge on Kerala culture.

6. Road Safety Club.
- \* To organise Poster Making Competition.
  - \* To organise a Rally, Nirkkad Nattak and Essay writing competition based on Road Safety Measures.

7. Career Guidance and Placement Cell
- \* To organise various lectures, seminars, presentations thereby providing guidance to the students for a better career.

8. Women Grievance Redressal Cell.
- \* To organise Poster Making.
  - \* To organise activities like Mehendi Competition, Rangoli Competition, Card Making, Bouquet Making etc.
  - \* To sensitize students regarding gender issues by arranging some effective lectures and sessions.

The meeting ended with the vote of Thanks to the chair.

Following members were present in the meeting.

1. Dr. Sanjivan Katoch (Principal) *SK*
2. Ms. Rakha Sharma *Rakha*
3. Dr. Gagan Singh *Gagan*
4. Mr. Anur Dixit *Anur*
5. Dr. Pardeep Singh *Pardeep*
6. Ms. Monica Bhardwaj *MB*
7. Ms. Sapna *Sapna*
8. Dr. Neha *Neha*
9. Mr. Anil Rana *Anil*

## IQAC MEETING 3

A meeting of IQAC was held on 14.12.22 at 2 pm, in the Principal's office. Following decisions were taken during the meeting:

1. It was decided in the meeting that the question bank of each subject would be prepared for the best practice of the institute.
2. Students will be given a deadline to submit their articles for College Magazine 'Navrang'.
3. N.S.S Annual camp to be organised in the last week of December.
4. Mid-exams to be conducted in the first week of February after winter vacation.
5. World AIDS Day to be celebrated on 01.12.22 and activities related to it in the first week of December, by Red Ribbon club of the institute.
6. The process of Annual report writing to be initiated.
7. Discipline committee to ensure discipline within the campus.  
The meeting ended with a Vote of Thanks.



Following members were present in the meeting:

1. Dr. Sanjivan Katoch (Principal)
2. Ms. Raka Sharma (Associate Professor) *RWS*
3. Dr. Gagan Singh (Associate Professor) *Jr*
4. Mr. Anun Dixit (Associate Professor) *Jr*
5. Dr. Pardeep Singh (Assistant Professor) *RWS*
6. Ms. Monica Bhargava (Assistant Professor) *Mlpk*
7. Ms. Sapna (Assistant Professor)
8. Dr. Neha (Assistant Professor) *Neha*
9. Mr. Anil Rana (Superintendent) *AR*

## IOAC MEETING 4.

A meeting of IOAC was held on 08.02.23 at 2:45 pm, in the Principal's office. Following points were discussed during the meeting:

1. It was decided that Income Tax calculation performa to be submitted by the end of second week of February, 2023.
2. Effective committee to execute the process of Mid-term examination.
3. Following days to be celebrated in the months of February and March 2023:
  - i) National Safety Day
  - ii) World Scout Day
  - iii) Science Day
  - iv) International Women's Day
  - v) Shahidi Diwas.
4. C.S.C.A Annual cultural program 'HARMONY' to be held at the end of February.
5. Annual Athletic Meet to be conducted in the last week of February.
6. Career Guidance, Counselling and Placement Cell to guide and motivate the outgoing students for forthcoming exams and future prospects.

7. Preparations for the final exams to be held in April, 2023.

Following members of IQAC committee were present in the meeting.

1. Dr. Sanjivan Katoch (Principal)
2. Mr. Rakesh Sharma (Associate Professor) *Rakesh*
3. Dr. Gagan Singh (Associate Professor) *Gagan*
4. Mr. Anur Dixit (Associate Professor) *Anur*
5. Dr. Paaldeep Singh (Assistant Professor) *Paal*
6. Ms. Monica Bhadani (Assistant Professor) *Monica*
7. Ms. Sapna (Assistant Professor)
8. Dr. Neha (Assistant Professor) *Neha*
9. Mr. Anil Rana (Superintendent) *Anil*

### IQAC MEETING 5. ACTION TAKEN REPORT

A meeting of IQAC was held on 29.05.23 in order to discuss regarding the action taken in various regards pertaining to different clubs/units and Cells functional in the college during the session 2022-23.

#### 1. Activities of ECO-CLUB.

- i) Declamation Contest
- ii) Renewal of Energy
- iii) Cleanliness Drive

#### 2. Red Ribbon club.

- i) Slogan writing competition
- ii) AIDS awareness Rally.
- iii) Tuanga Yatra
- iv) Quiz Competition
- v) Declamation Contest
- vi) Road show on World AIDS Day, HIV & TB.
- viii) Poster presentation.

#### 3. N.S.S.

- i) Cleanliness Drive
- ii) Celebration of N.S.S Day
- iii) Celebration of Unity Day
- iv) Annual N.S.S Camp of seven days
- v) Celebration of International Day of Yoga

#### 4. Women Grievance Redressal Cell.

- i) Patriotic Song Competition
- ii) Rangoli Competition
- iii) On the spot painting competition

- DATE .....
- iv) Mehandi Competitions
  - v) Awareness Program on Gender sensitization
  - vi) Card Making Competitions
  - vii) Rangoli Competitions and lecture on Digital Innovation and technology for gender equality and Health and Hygiene

#### 5. Rovers and Rangers

- i) Celebrated Scouts & Guide Day
- ii) Organised cleanliness drives
- iii) Escorted guests during various College functions

#### 6. Ek Bharat Shreshtha Bharat club

- i) Organised Poster Making competition depicting the culture of Kerala.
- ii) Celebrated Unity Day.
- iii) Facilitated the club members to watch a movie thereby enhancing their knowledge on Kerala Culture.

#### 7. Road Safety club

- i) Organised Poster Making Competition
- ii) Organised a Rally to guide public regarding various Road Safety Rules.
- iii) A Nukkad Natak was also organised based on Road Safety.
- iv) Organised Essay writing Competition based on the theme of Road Safety.

#### 8. Career Guidance and Placement Cell.

- i) Organised lectures for the students for

- better career opportunities.
- ii) Organised Seminars especially for outgoing students.
  - iii) Students were inspired to give presentations and thereby enhance their confidence.

The meeting ended with a vote of thanks to the entire team of BTAC for cooperating and coordinating efficiently throughout the year.

Following members of BTAC committee were present in the meeting:

1. Ms. Raka Sharma. Raka
2. Dr. Gagan Singh Gagan
3. Ms. Anu Dixit Anu
4. Dr. Pardeep Singh Pardeep
5. Ms. Monica Bhardwaj
6. Ms. Sapna Sapna
7. Dr. Neha. Neha
8. Mr. Anil Rana (Supt.) Anil