

MINUTES OF THE MEETING

Date: 10-04-2018

Minutes of the previous meeting was approved/passed with the voice vote. The main agenda of the meeting was put forth by Dr. Rakesh Negi who was senior most faculty member in the IQAC as a consequence of transfer of IQAC coordinator DR. Rakesh Sharma. Chair requested Dr. Rakesh Negi to take over the charge of IQAC till further order.

- Some modifications were suggested for the forthcoming year in prospectus and website. The prospectus committee meeting will be held within a week to discuss the changes.
- The IQAC composition will be strictly according to the guidelines of NAAC/UGC and same will be notified on letterhead of the college with the seal and signature of the Principal and same will be uploaded in the college website and will be included in the prospectus.
- IQAC proposes a workshop on “New Learning and Evaluation Outcomes” to acquaint the staff with the changes brought in by the newly introduced academic system.
- The college should plan to organize minimum two academic events of national and international repute. The IQAC and Research Promotion Committee (RPC) can take the initiative to organize the same. The selected papers can be brought out as a book which will add to the academic achievements of the college.
- Alumnae Association general house should be held in the beginning of the session so that the activities can be planned upfront for the same academic year. Alumnae are great resources of the college which can add to achieve the outcome as per vision and mission of the college.

- Along with the admission committee for each faculty there will be a committee for guidance and counseling of the fresher's. The committee will make clear the prospect of each subject and will facilitate the students to select optional papers.

The coordinator of IQAC extended vote of thanks to all the members of IQAC for cooperating and giving their inputs throughout the year. He lamented that it was pleasure to work in tandem with all the members for the development of the college.

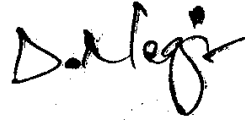
The following members were present in the meeting.

Sr. No.	Name	Designation/Status	Signature
1	Dr. Namrata Tiku	Principal	
2	Dr. Rakesh Sharma	Coordinator	
3	Dr. Rakesh Negi	Member	
4	Dr. Gaurav Kapoor	Member	
5.	Dr. Kiran Kumar	Member	
6.	Dr. Girish Kapoor	Member	

7. Dr. Jyoti Pandey Member



8. Er. Deepak Negi Member



9. Ms. Babita Kumari President, CSCA



Principal

RKMV, Shimla

Minutes of the Meeting

The first meeting of the session 2018-19 of IOAC was held today i.e. on July 18, 2018 in the Principal's office at 2:00 PM. The meeting was chaired by the Principal of the college Dr. Navendu Sharma. The IOAC coordinator Dr. I.D. Sharma welcomed all the members of IOAC and read out the items in agenda.

AGENDA

1. Discussion on how to strengthen the activities of IOAC in the college.
2. To make a complete future action plan for whole academic year.
3. Strategy to speed up the work of NAAC
4. Focused discussion plan to chalk out the NAAC criteria with members of different criterion.
5. To discuss the blue print to improve and increase the activities of various organisations/cells/committees of the college.
6. Any other item with the permission of the chair.

In the first quarterly meeting the following members were present-

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|--------------------------|-------------|---------------------|
| 1. Dr. Navendu Sharma | Chairperson | <u>NS</u> |
| 2. Dr. I.D. Sharma | Coordinator | <u>Sharma</u> |
| 3. Dr. Renu Rana | Member | <u>R.R.</u> |
| 4. Dr. Bhagwati Charan | -do- | <u>B Charan</u> |
| 5. Dr. Ajit Singh Thakur | -do- | <u>AS</u> |
| 6. Ms. Darmender Mehta | -do- | <u>Dmehta</u> |
| 7. Dr. Shweta Sharma | -do- | <u>Sh</u> |
| 8. Dr. Kiron Kumar | -do- | <u>K.K.</u> |
| 9. Dr. Jyoti Pandey | -do- | <u>Jyoti Pandey</u> |

- | | | |
|-----------------------------------|-----------------|----------------|
| 10. Mr. Ashish Kohli PD RMSA | Member (Admin.) | <u>AM</u> |
| 11. Mr. Praveen Thakur DSP | - do - | Present |
| 12. President Alumnae Association | Member | <u>AM</u> |
| 13. PTA President | Member | <u>Shereef</u> |

The following points were discussed in the meeting

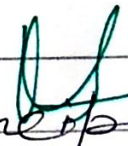
1. The IBAC of the college should be well established & active cell. The room of IBAC should be well equipped with ICT and other facilities. The cell should act as a nerve system of the institution so all activities of the college should be coordinated by this cell. Every year in the beginning of the session IBAC should draw a well coordinated future action plan which should include various components like infrastructure, students, faculty ministerial staff etc.
2. The thorough action plan prepared will be circulated among all the faculties in the beginning of the session.
3. IBAC will organise workshop/discussions and meeting criterion-wise and give feedback to speed up the process of NAAC. In the meantime, IBAC will go through the whole process and changed guidelines of the NAAC.
4. There are few newly added members to the NAAC criteria the orientation of the newly added members will be done by the IBAC. Minimum two lectures will be organised on the latest guidelines of NAAC to speed up the process.

5. IBAC will give guidelines to all the cells and organisations like NSS/NCC/B.S & Guide Women cell/ Career Guidance and counselling cell etc to organise the activities & maintain the record keeping in view the forthcoming Assessments & Accreditation process.

The vote of Thanks was proposed at the end of the meeting by the Coordinator of IBAC.

Date: 20.10.2018.

Place: Shimla.


Principal
R.K.M.V. Shimla

Minutes of the Meeting

The second quarterly meeting of IQAC was held today on 20th September, 2018 at 3:00 pm in the IQAC room under the chairmanship of the Principal of the college. The coordinator read out the minutes of the previous meeting and the actions taken thereafter. The minutes were passed by the voice vote. The main agenda of the meeting was to review the newly introduced system, internal assessment and minor tests etc. Some other points were discussed in the meeting which are as follows:

1. A staff council meeting will be held within a week to discuss the problems and issues related to the course/system, internal assessment and minor tests. The suggestions will be ascertained to solve the problems.
2. IQAC will give a plan to actively engage PTA and Alumnae association for the development of the institution. This plan will be submitted within next fifteen days.
3. It was discussed in the meeting that it will be made mandatory for all the cells/ associations/ committees/ organisations to submit the detailed report of the activities organized or conducted within a week to IQAC. The report should be along with the photographs of the activities and attendance sheet should also be there.
4. Keeping in view the needs/requirements and the demand of the CSCA of the college the IQAC will prepare a proposal to start new courses/ programs from the next academic session and the college will submit the same at the earliest to the government or other agencies.
5. The cell will also convene a meeting with the executive member of Old RKMVians' association and will try to identify the possible

interventions to enhance the interaction and the quality of teaching learning process. The discussion how to include maximum number of old students for the feedback which will be introduced this year onwards.

6. The workshop will be convened with the faculties to encourage them for the use of ICT infrastructure including language lab, smart class rooms, K-yan etc.

The Coordinator concluded the meeting with the remarks that IQAC will be able to coordinate more effectively and efficiently in the future.

The following members were present in the meeting:

Name	Designation
1. Dr. Navendu Sharma	Chairperson <i>U</i>
2. Dr. I. D. Sharma	Coordinator <i>I.D. Sharma</i>
3. Dr. Renu Rana	Member <i>R.R</i>
4. Dr. Ajit Singh Thakur	Member <i>AS</i>
5. Mr. Dharmender Mehta	Member <i>Dmehta</i>
6. Dr. Kiran Kumar	Member <i>Kiran</i>
7. Dr. Jyoti Pandey	Member <i>Jyoti Pandey</i>
8. Mr. Ashish Kohli, PD <i>RMSA</i>	Member(Admin.) <i>AK</i>
9. President Alumnae Association	Member <i>W</i>
10.PTA President	Member <i>G. Bhadani</i>

[Signature]
Principal
RKMV Shimla.
Principal
R.K.M.V., Shimla

Minutes of the Meeting


The meeting of the IQAC was convened by the coordinator Dr. I. D. Sharma in the IQAC room on December 6, 2018. The following members were present in the meeting:

1. Dr. I. D. Sharma *I.D. Sharma*
2. Dr. Renu Rana *R.R.*
3. Dr. Ajit Singh Thakur *A.S.*
4. Mr. Dharmender Mehta *D. Mehta*
5. Dr. Kiran Kumar *K. Kumar*
6. Dr. Jyoti Pandey *Jyoti Pandey*
7. President CSCA *President CSCA*

The main points for discussion were as follows:

1. The format for AQAR and AISHE will be circulated to collect the information from the faculty before December 31. Student Satisfaction Survey will also be completed before proceeding on vacation.
2. The IQAC will give the proposal to the Principal to purchase some new computers, laptops, smart-boards and lab equipment for the successive academic session. To increase the bandwidth of the wi-fi new plans will be proposed. The hostels should also be wi-fi enabled.
3. All the HODs will be asked to submit the proposal or requirement of the departments including furniture, equipment, stationery and other facilities.
4. The faculty can prepare proposals for organizing departmental/national/international seminars, conferences or workshops during the lean period i.e. February onwards. The proposals can also be sent to various funding agencies. PTA and Alumnae association can also contribute to organize these events in the college.

The meeting was wrapped up with the thanks to all the members present in the meeting.


Principal,
RKMV Shimla
Principal
R.K.M.V., Shimla

Minutes of the meeting

March, 2019

The meeting was held in the Principal's office today i.e. on 5th March, 2019 at 11:30 AM. The main agenda of the meeting was to discuss the progress of NAAC process & to schedule some activities during the lean period of the academic session.

The following members attended the meeting:

- (1) Dr. Navendu Sharma M
- (2) Dr. I.D. Sharma Chairperson
- (3) Dr. Renu Rana Coordinator
- (4) Dr. Ajit Singh Thakur Member
- (5) Mr. Dharmender Mehta Member
- (6) Dr. Kiran Kumar Member
- (7) Dr. Jyoti Pandey Member

The following points were discussed in the meeting —

- ① The meeting started with the discussion on the action taken report of the previous meeting. The minutes of the meeting were passed with consensus.
- ② IQAC decided that the meeting of the conveners of different criteria will be convened ~~the~~ will be convened within a week's time & the review of the work will be done. The IQAC will come out with the solutions for the problems conveners are facing to accomplish the task. The additional

members will be added to the committee of various criteria it needed all efforts will be made to include the faculty from various streams to speed up the work.

③ The college will try to organise minimum three academic activities before the starting of the next session. RKML can act as a venue for the conference/seminar or institution can partner with other institutions to organise such activities. The funds will be generated through advertisement and registration fee. If faculty/institution will not be able to get it financed from the funding agencies.

④ Students data will be streamlined & will be tailor made for Student Satisfaction Survey as mandated by NAAC. It was suggested by the ~~co-ordinator~~ coordinator of IQAC Dr. N.D Sharma that at the time of ~~leaving~~ issuing college leaving certificate a new whatsapp group should be created & all the outgoing students will become members of the group. It will facilitate institution to track the students progression and.

* Alumnus association.

⑤ It was discussed in the meeting that the annual committees of the college should be informed after taking into consideration the willingness/interest/expertise of the faculty. All the remunerative should be assigned in rotation. -

Finally, the meeting ended with vote of thanks to the chair & all the members of the IQAC.

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Principal,
RKMV Shimla
Principal
R.K.M.V., Shimla

2019 - 20
Minutes of the Meeting..