



## MINUTES OF THE QUARTERLY MEETING OF IQAC

Today, on 22nd March 2022, a meeting of IQAC was organized in room number 139 under the chairmanship of Principal Shri Dilip Singh Punia, in which all the members of IQAC were present and convener of NAAC committee Sh Suresh Kumar, Incharge SSR committee Dr A K Saxena has also participated. First of all, Dr AL Kulhari, Convener of IQAC, welcomed everyone and apprised the committee about the agenda of today's meeting.

Agenda of meeting:

1. Status of AQAR submission
2. Possibilities to go for Provisional Accreditation for Colleges (PAC)
3. Status of SSR
4. Present Status of suggestions given by NAAC committee during second cycle
5. To establish Research Development Cell
6. Green Audit Report
7. Feedback Mechanism
8. E-mail ID creation for all departments
9. Cashless campus
10. Water harvesting, Water recharge mechanism and Solar power installation

### 1. Status of AQAR submission -

Dr Kulhari said that the work of AQAR for 2020-21 is almost nearing completion and will be submitted in 2-3 days. He urged the members of the committee to thoroughly examine all the parameters of AQAR once, if there is any absence or suggestion in it, then inform them.

### 2. Possibilities to go for Provisional Accreditation for Colleges (PAC)

Dr Kulhari informed that if the college is not in a position to submit the SSR yet, then it can go for provisional accreditation. For this an e-mail link has also been sent to the college by the Commissionerate, College Education, Rajasthan for PAC.

On this, Principal asked the SSR committee about its status, then Dr A K Saxena informed that out of total seven criteria, four criteria are completely ready, only three criteria are yet to be completed and it will take time to complete them. On this, Principal say that we should go for provisional accreditation, which once done will be valid for the next two years. The members of the committee Dr Prashant Kumar Sharma and Dr Sumer Singh



said that we should probably Will not be allowed by the Commissionerate for PAC because as we have completed two cycles of NAAC in the past and except for this year, AQAR of last 4 years has also been submitted.

Sh Mahavir Singh and Principal, Sh Dilip Singh Poonia said that under global pandemic due to the lockdown, we have not been able to achieve targets in various fields at the college level, due to which our score of NAAC may be affected, so we should go for PAC once and Sh Punia instruct IQAC Coordinator Dr Kulhari to fill the google form link provided by the Commissionerate and submit it today.

### 3. Status of SSR

NAAC Convenor Sh Suresh Kumar said that we should also continue the work of SSR in parallel because if the Commissionerate does not give permission, then we should prepare and submit the SSR by 15th April in any case. Dr A K Saxena informed that out of total seven criteria, four criteria are completely ready, only three criteria allotted to Dr K C Soni, Dr Kesar Dev & Sh Shantanu Dabi, are yet to be completed. Dr RK Budania advised that the work of filling the IIQA should also be completed by 15th April.

### 4. Present Status of suggestions given by NAAC committee during last cycle

Dr Kulhari further told the committee that when the team of NAAC came to the college in the second cycle, they had given some recommendations to the college, out of which except Library Automation and Job Oriented Skills courses, all others have been partially or fully completed. Principal Sh Dilip Singh Punia, who was presiding the meeting, informed that the tender for library automation would be issued soon and this work would be completed in the coming summer vacation.

### 5. To establish Research Development Cell

Shri Ashish Sharma requested to motivate the college teachers for research work and to solve the difficulties faced during research work, a Research Development Cell should be formed and activated under the UGC cell working in the college. He further told that every department of the college should get published at least one research paper or book in a world class journal. This committee will also help teachers in getting funds from funding agencies and prepare research projects. Along with this, this committee should also keep the record of research supervisors and registered students under them.



## 6. Green Audit Report

Dr Parmeshwar Lal advised that the Green Audit Report Committee should be reconstituted for the session 2021-22 in the college and auditing should be done on the basis of various environmental and energy conservation parameters and its recommendations should be placed before the committee in the next meeting.

## 7. Feedback Mechanism

College website Incharge Dr Saxena said that the feedback mechanism by the students of the college is available on the website of the college for this session as well, but such a feedback mechanism has not been prepared for the teachers and alumni of the college yet. Dr Prashant Kumar Sharma said that a feedback mechanism can be created for the teachers by using their SSO ID. But a feedback form for alumni should be made available on the website of the college, which the concerned person should download and mail it to the college or IQAC with their email id.

## 8. E-mail ID creation for all departments

Dr Prashant Kumar Sharma proposed that all the departments of the college should create their own email IDs and the complete record of any academic and extra-curricular activities happening in the department should be saved on Google Drive of this email account and Its link should be provided when required.

## 9. Cashless campus

Dr Prashant Kumar Sharma also proposed that the college should go cashless completely because non-collegiate students still have to deposit fees offline with their exam form. On this, Sh Dilip Singh Poonia, the principal, said that it depends on the university whether to deposit the fee of the College Development Committee along with the examination fee or not. Dr Sumer Singh advised that a letter should be written to the university for this and requesting them to make arrangements to collect the fee of the College Development Committee along with the examination fee.

## 10. Water harvesting, Water recharge mechanism and Solar power installation

Sh Mahavir Singh advised that a committee should be constituted for installing solar power, an alternative energy source, and for preparing water harvesting





unit & water recharge mechanism. According to its recommendations, it should be executed before the next meeting.


There being no other points to discuss, the meeting ended with vote of thanks given by Dr Prashant Kumar.

The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, **Chairman IQAC**
2. Sh Mahaveer Singh, Associate Professor of ABST, Incharge UGC Committee
3. Sh Suresh Kumar, Associate Professor of ABST, Incharge NAAC Committee
4. Dr A L Kulhari, Associate Professor of Mathematics, **IQAC Coordinator**
5. Dr A K Saxena, Associate Professor of Chemistry, Incharge SSR committee
6. Dr Prashant Kumar Sharma, Associate Professor of Botany, Member IQAC
7. Dr Ravindra Kumar, Associate Professor of Geography, Member IQAC
8. Dr M K Khardia, Assistant Professor of ABST, Member IQAC
9. Dr Prashant Kumar, Assistant Professor of B Management, Member IQAC
10. Dr Sumer Singh, Assistant Professor of English, Member IQAC
11. Dr Parmeshwar Lal, Associate Professor of Physics, Member IQAC
12. Sh Ashish Sharma, Assistant Professor of Botany, Member IQAC
13. Sh Naresh Kumar, Nominee from Employee
14. Sh Madan Lal Sharma, Stakeholders Nominee

  
(Dilip Singh Punia)  
Principal



  
(Dr A L Kulhari)  
Coordinator, IQAC



### MINUTES OF THE MEETING OF IQAC HELD AT LOHIA COLLEGE, ROOM NO. 139 ON 21<sup>st</sup> JULY, 2020

#### Agenda of meeting:

1. Progress report of previous meetings
2. Water harvesting system
3. Roof-top solar system
4. Library automation
5. Play Ground
6. Feasibility of Hostel renovation
7. Urinals facility
8. Inadequate staff:
  - a. Teaching
  - b. Office
  - c. Lab assistant
  - d. Librarian
  - e. Director of Physical Education
  - f. AAO
9. IIOA submission and SSR preparation report by NAAC and SSR Coordinators
10. Other issues:
  - a. Examination of the session 2019-20
  - b. Online Teaching methodology for part II, III and PG Final Classes
  - c. Admission process for part I and PG Previous
  - d. Placement and Student Advisory Cell
  - e. Research enhancement
  - f. Funding to faculty by different agencies
  - g. Choice Based Credit System etc.

The Principal, chairperson, started the proceedings of today's meeting. First of all he welcomed all for new session and gave directions for implementation of guidelines of Aayush Mantralaya and Govt of Rajasthan regarding COVID-19 epidemic.

#### 1. Progress report of previous meetings

The convenor of IQAC Dr A L Kulhari read out the progress report on various points of previous meeting held on 18<sup>th</sup> MARCH, 2020. He told that previous year's AQAR had been uploaded on NAAC portal and all are accepted. So, now IIOA may be filled by NAAC committee. He also told that **mentors** for each section of all classes are assigned and preparation & uploading of e-lecture by each faculty member for students in whatsapp groups, youtu.be channels started according to curriculum of University. The **Green Audit Report** is almost in final stage, according to Dr P K Sharma.

#### 2. Water harvesting system

For the conservation of rain water there should be two under- ground water tanks (Tanka) in the college premise to store the rain water.



सत्यमेव जयते



### 3. Roof-top solar system

To meet out the electricity requirements and to address the environment issues, the Roof-top solar system should be installed. The principal stated that the proposals for the same work had been already sent to Directorate, College Education, Jaipur for approval.

### 4. Library automation

Library automation should be done before NAAC inspection team. But, there is no regular appointed Librarian for long time. It is very difficult to manage library administration by the untrained staff.

### 5. Play Ground

### 6. Feasibility of Hostel renovation

The Principal informed the committee that proposals for lighting work, main gate & windows repair have been already submitted to the directorate of college education Jaipur. But still no any response made by Directorate about that matter. Dr Prashant Kumar suggest that a fresh proposal for urinals prepared by PWD, should be sent to the government through directorate and pursued through MLA, local distinguished citizens & political leaders.

### 7. Urinals facility

Number of urinals for boys must be increased by 15 to 20 and girls by 30 to 35 according to norms in the ratio of students.

### 8. Inadequate staff:

- a. Teaching
- b. Office
- c. Lab assistant
- d. Librarian
- e. Director of Physical Education
- f. AAO

### 9. IQA submission and SSR preparation report by NAAC and SSR Coordinators

### 10. Other issues:

- a. Examination of the session 2019-20
- b. Online Teaching methodology for part II, III and PG Final Classes
- c. Admission process for part I and PG Previous
- d. Placement and Student Advisory Cell
- e. Research enhancement
- f. Funding to faculty by different agencies
- g. Choice Based Credit System etc.

There being no other points to discuss, the meeting ended with vote of thanks given by Dr P K Sharma.



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# Lohia College, Churu



IQAC

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The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Sh Suresh Kumar, NAAC Coordinator
3. Dr A L Kulhari, Associate Professor, IQAC Coordinator
4. Dr A K Saxena, SSR Coordinator
5. Dr P K Sharma, Associate Professor, Dept. of Botany
6. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
7. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
8. Dr M K Khardia, Assistant Professor, Dept. of ABST
9. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
10. Dr Sumer Singh, Assistant Professor, Dept. of English
11. Sh Parmeshwar Lal, Associate Professor, Dept. of Physics
12. Sh Naresh Kumar, AAO
13. Shri Madan Lal, Stackholder nominee
14. Mr Dev Vrat Moga, student representative

(Sh Dilip Singh Punia)  
Principal

(Dr A L Kulhari)  
Coordinator, IQAC



### MINUTES OF THE MEETING OF IQAC

A meeting of IQAC was held on 8<sup>th</sup> February 2021 in which the following agenda was placed before the members.

#### **Progress report of previous meetings**

##### **University Examinations**

##### **Online classes**

##### **College preparations regarding NAAC visit**

##### **Play ground**

##### **Human resources managements**

##### **Role of NCC, NSS, Scout & Rover in light of global pandemic**

##### **Any other issues**

#### **Progress report of previous meetings**

First of all, after warm welcome, a progress report of the last meeting was presented by Dr A L Kulhari, the convener IQAC, in which he told that due to the Corona pandemic epidemic, offline activities could not be done in the college as per the instructions of the state government. The task taken in previous meeting like Library automation, Rooftop solar system installation, water harvesting system, urinal facilities for girls, hostel renovation, etc., are all work could not be completed.

#### **University Examinations**

The annual examinations were postponed due to the lockdown in the entire state.

Principal told about promotion of first year and second year students to the next class and said that the government has decided to conduct final year examination only.

#### **Online classes**

The Principal also informed in meeting that the college has uploaded videos on its own YouTube channel, share e-content in various WhatsApp groups by the faculty members to complete the syllabus. Apart from this, some motivational videos have also been shared with the students so that they can come out keeping while themselves mentally and physically healthy during this epidemic.

#### **College preparations regarding NAAC visit**

All the members agreed to include the suggestion made by the Commissionerate College Education to prepare the SSR and get it accreditation through NAAC.

#### **Play Ground**

The principal told the members that the college is in close contact with the district administration for land allotment. The district collector has assured to solve the problem at the earliest.





### **Health (Covid-19) issues-**

Due to the epidemic, all the members agreed to keep the entire campus healthy by running a campaign to keep the college clean and place sanitizers at entry points of college. Sanitize the entire building with the help of Municipal Council, mainly the office & staff rooms, and a warning to wear masks should be displayed for everyone inside and outside the campus.

### **Human resources managements**

Dr PK Sharma made a proposal that like previous years, this year also the college staff members should be educated about ethical values, how to file IPR return online through SSO ID, how to increase API score for CAS, and more use of ICT in teaching & learning, office procedures and service rules.

### **Green Audit report**

Green audit report was also presented in this meeting and Dr M K Khardiya requested to Principal to take immediate action on energy conservation, water & environment conservation of campus as per the recommendations given in this report.

### **Role of NCC, NSS, Scout & Rover in light of global pandemic**

It should be directed to all Incharge of the units that together with the district administration & health department, active contribution should be made in the epidemic.

### **Any other issues**

Some more issues are discussed by the committee such as

Online Meeting of Alumni Association & Parents-Teacher

Appropriate feedback mechanism and its analysis.

Minutes and progress report of various college committees for this academic year

Grievances or complaints received by the college

MOU possibilities

Updating of Scholar/ honours board

Best practices

More plantation

Paperless office work

Parking issue

### **Finally, the meeting ended with the vote of thanks by Dr R K Budania**

The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Sh Suresh Kumar, NAAC Coordinator
3. Dr A L Kulhari, Associate Professor, IQAC Coordinator



4. Dr A K Saxena, SSR Coordinator
5. Dr P K Sharma, Associate Professor, Dept. of Botany
6. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
7. Dr M K Khardia, Assistant Professor, Dept. of ABST
8. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
9. Sh Parmeshwar Lal, Associate Professor, Dept. of Physics
10. Sh Naresh Kumar, AAO
11. Sh Kamal Singh Kothari, External Member
12. Shri Madan Lal, Stackholder nominee
13. Mr Dev Vrat Moga, student representative

(Sh Dilip Singh Punia)  
Principal

(Dr A L Kulhari)  
Coordinator, IQAC

IQAC-CC



### MINUTES OF THE MEETING OF IQAC HELD AT LOHIA COLLEGE, ROOM NO. 139 ON 17<sup>th</sup> OCTOBER, 2019

#### Agenda of meeting:

1. Work distribution of AQAR criterion
2. To develop student feedback mechanism
3. Water harvesting system
4. Roof-top solar system
5. To start college canteen
6. Library automation
7. Urinals facility
8. Re constitute the IQAC committee according NAAC's new norms

#### **1. Work distribution of AQAR criterion**

It is decided to fill online AQAR for the years 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19. First two years AQAR viz. 2014-15 and 2015-16 were submitted offline mode. The work of data collection from various departments for AQAR from 2014-15 to 2018-19 has been allotted among the members. The information regarding Part A of AQAR decided to be furnished by Mr B R Uppadhyay, criterion I of Part B by Dr M K Khardia, Criterion II of Part B by Dr Sumer Singh, Criterion III of Part B by Dr Ravindra Kumar, Criterion IV & VII of Part B by Dr P K Sharma and Dr A L Kulhari, Criterion V of Part B by Dr Prashant Kumar and Criterion VI of Part B by Dr Ummed Singh Gothwal. The last date for collection of data and information was decided 10<sup>th</sup> Nov, 2019.

#### **2. To develop student feedback mechanism**

In the last meeting, it was decided to prepare a questionnaire for students to fill up feedback. Dr P K Sharma, Dr A L Kulhari, Dr Ravindra Kumar and Mr Ummed Singh Gothwal prepared a format of questionnaire. All the members discussed each and every point and then decided that a software for this format should be prepared. Through this software, which available on college webpage, students will fill up their feedback online.

#### **3. Water harvesting system**

For the conservation of rain water there should be two under-ground water tanks (Tanka) in the college premise to store the rain water.

#### **4. Roof-top solar system**

To meet out the electricity requirements and to address the environment issues, the Roof-top solar system should be installed.

#### **5. To start college canteen**

Canteen should be available for students as well as for teaching staff.

#### **6. About library automation**

Library automation should be done before NAAC inspection team.

#### **7. Urinals facility**

Number of urinals for boys must be increased by 15 to 20 and girls by 30 to 35.

#### **8. Re constitute the IQAC committee according NAAC's new norms**

IQAC should be reconstituted according to norms of NAAC.



There being no other points to discuss, the meeting ended with vote of thanks.

The following members were present in the meeting:

1. ShDilip Singh Punia, Principal, Chairman IQAC
2. Dr A L Kulhari, Associate Professor, IQAC Coordinator
3. Dr P K Sharma, Associate Professor, Dept. of Botany
4. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
5. ShUmmed Singh Gothwal, Associate Professor, Dept. of Hindi
6. Dr M K Khardia, Assistant Professor, Dept. of ABST
7. Dr Prashant Kumar, Assistant Professor, Dept. of Dept. of Business Administration
8. Dr Sumer Singh, Assistant Professor, Dept. of English
9. Sh B R Uppadhyay, AAO I

(Dilip Singh Punia)  
Principal

(Dr A L Kulhari)  
Coordinator, IQAC

IQAC LCC



MINUTES OF THE 2<sup>nd</sup> QUATERLY (Q2) Meeting of IQAC HELD ON 24<sup>th</sup> DECEMBER, 2019  
(AT LOHIA COLLEGE, ROOM NO. 139; 1 pm onwards)

Agenda of meeting:

1. Progress report of previous meetings
2. Feasibility of Hostel renovation
3. Structure, feedback, suggestions regarding Alumni Association & Parents
4. Women cell – overall development of girls through seminars, workshop, lecture relating to self-defence, health care, confidence building etc.
5. Human resources (Faculty development, CAS, organizational leadership and culture, matters related with non-teaching staff)
6. NCC, NSS, Scout & Rover – roll in enhancing communal harmony, personality development program, college campus related environmental issues, etc.
7. Faculty Views (Suggestions/ Survey) for various aspects related to college development through Google form
8. College preparations regarding NAAC visit – roll of IQAC
9. Awareness programme in college employees for paperless work, no plastic use, hygiene, campus beautification, social responsibilities, moral duties, etc.
10. Any other issues with the permission of chair person

The following members are present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Dr A L Kulhari, Associate Professor, IQAC Coordinator
3. Dr P K Sharma, Associate Professor, Dept. of Botany
4. Dr Ravinder Kumar, Associate Professor, Dept. of Geography
5. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
6. Dr M K Khardia, Assistant Professor, Dept. of ABST
7. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
8. Dr Sumer Singh, Assistant Professor, Dept. of English
9. Dr Parmeshwar Lal, Associate Professor, Dept. of Physics
10. Sh B R Uppadhyay, AAO-I
11. Sh Naresh Kumar (Nominee from Employee)
12. Dr L N Arya (Representative of Alumni)
13. Sh K S Kothari (Representative of Local Society)
14. Sh Madan Lal Sharma (Stackholders Nominee)



### 1. Progress report of previous meetings

First of all, coordinator of IQAC Dr A L Kulhari read out the progress report on various points of previous meeting held on 17<sup>th</sup> OCTOBER, 2019. He told that previous year's AQAR had been uploaded on NAAC portal except for year 2018-19, preparations of which are in final stage, will be submitted before next quarter meeting of IQAC.

Online student feedback mechanism has been developed by the college and available on college website. Till date 75 feedback we received so far.

For water harvesting and roof-top solar systems, no progress was made due to lack of funds, so Dr LN Arya and Mr KS Kothari suggested that a separate proposal should be prepared by the college under the boy's fund and sent to the authorities for approval with comments that these are required for the NAAC third cycle visit, although the site has been selected for water harvesting in the campus.

For college canteen, no progress was made, all the members are agreed to build up a permanent structure for this and quality should be maintained. For arrangements of funds Dr P K Sharma suggest boys fund.

Dr A L Kulhari informed the committee that library automation process not completed but some information of books is available on college website. There will be an effort to complete the automation work in the summer vacation.

The site has been selected for urinal facilities and work will begin very soon. Dr R K Budania suggests that for portable urinals, during examinations, college may contact in writing to local Municipal council for installation under "Swachh Bharat Abhiyan" campaigning of GOI.

IQAC reconstituted according to NAAC norms.

### 2. Feasibility of Hostel renovation

The Principal informed the committee that proposals for lighting work, main gate & windows repair have been already submitted to the directorate of college education Jaipur. Keeping in mind about huge building of hostel and non-availability of required fund, Dr R K Budania suggest that at least one corner of the building will be prepared up to mark so nearly 50 students can be benefited. Dr P K Sharma suggest that a fresh proposal for complete renovation, prepared by PWD, should be sent to the government through directorate and pursued through MLA, local distinguished citizens & political leaders. Dr Parmeshwar Lal suggested that we should try to renovate the ground floor this time.

### 3. Structure, feedback, suggestions regarding Alumni Association & Parents

All members are agreed to increase the number of alumni of the college. For this, Dr L N Arya suggested that college students should be provided blank form in which they will write their general information when they apply to college leaving certificate. Sh K S Kothari put forward that Rs 200 can be charged under Alumni association head. To enhance the alumni registration, particularly for old students, can be done by handing over this task to already registered members.



#### 4. Women cell

Principal of the college told the committee that one-day self-defence workshop going to be organise in this college with trained trainers of School education department and collaboration with local police administration in the month of January.

The committee member Dr Prashant Kumar & Dr M K Khardiya brought attention to organise seminar & lecture for build-up self-confidence & hygiene issues under women cell activities.

Sh K S Kothari suggest that women cell also look the matter received as grievances or complaints from girls particularly harassment issues and keep proper record.

#### 5. Human resources managements

Dr A L Kulhari told the committee that IQAC planned to organize training programme for staff members in next month on ethics values, online filling Immovable property return through SSO ID, API Score for CAS, Use of ICT in teaching & Learning, office procedure & service rules.

The members unanimously agreed on staff related issues like

- Staff council meeting should be regularly held.
- Requirement of separate cabin or compartment in the office for office staff.
- First aid room should be updated and keep record.
- Making staff more computer friendly.
- The name of all the teachers of the department should be written on the board which fix outside the department.
- A two wheeler should be provided to class IV employee for outside works like postal department, treasury, other offices etc.
- Basic facilities like RO water, Rest room (specially for women staff), wash room, etc. are in proper condition.

#### 6. NCC, NSS, Scout & Rover

Reports from all units should be prepared with outcomes & documentation just after each activity and submit it to the college & IQAC regularly.

#### 7. Faculty Views (Suggestions/ Survey)

A Mechanism for teacher's feedback should be developed immediately either online or offline.

#### 8. College preparations regarding NAAC visit – roll of IQAC

Dr A L Kulhari highlighted Some important actions are required to NAAC visit such as

- Meetings with all departments, units, staff members
- Give feedback to principal



- Prepare introductory PPT about College.
- Activate SSR committee
- Proper documentation

Dr L N Arya suggested that college be ensure that all preparations must be completed at least 3 days before the visit.

### 9. Awareness programme in college employees

Dr P K Sharma told the committee that all staff members go for paperless work. They all send their correspondence to the college by email and regularly check their e-mail ID for notices, information's, etc. send from college.

To make campus plastic free, Dr Parmeshwar Lal & Dr M K Khardiya suggest steel water bottles & china-clay made plates are uses in programmes.

Similarly issues like social responsibilities, moral duties, etc. are discussed by the committee and methods to fix them like display on flax, by orientation, etc.

Campus beautification can be achieved by more plantation, systematic & planed construction work, garbage treatment, etc.

### 10. Any other issues

Some more issues are discussed by the committee such as

- Need of Audio-Podium for college Hall
- Mechanism to collect E-mail ID of admitted students.
- Updating of Scholar/ honours board
- Air quality indicator in the campus
- Play ground
- List of achievements of students (Last five years)
- Discipline in the campus
- MOU possibilities
- Best practices.

There being no other points to discuss, the meeting ended with vote of thanks.





### MINUTES OF THE MEETING OF IQAC HELD AT LOHIA COLLEGE, ROOM NO. 139 ON 14<sup>th</sup> March, 2020 (Q3)

First of all, IQAC Coordinator Dr. AL Kulhari welcomed all the members and put the agenda of today's meeting in front of the members.

Agenda of meeting:

1. Progress & status of preparation for AAP inspection in the college
2. To upload AQAR for year 2018-19
3. Preparation of AQAR for the year 2019-20 (data collection & documentation)
4. Green audit report preparation (discussion & method of survey)
5. Present status of agenda taken for the last IQAC meeting.

- 1. AAP inspection status:** - The Principal, chairperson, started the proceedings of today's meeting and told that the AAP, run by the Commissionerate, will soon be inspected in this college for which teams have been formed at the Commissionerate level. At what level are our preparations. It is to be reviewed today in this meeting. In this context, IQAC Coordinator Dr AL Kulhari said that format has been completed and the desired documents are being received from different departments & college office and all these are being documented by various members of IQAC. Continuing the discussion, Dr Kulhari said that there are some points in this format which are related to the infrastructure & basic facilities of the college, etc. The Principal said that, as was proposed in the last meeting, it would be completed soon.
- 2. AQAR for the year 2018-19:** - While discussing the next point of the meeting, Dr. Kulhari said that the work of uploading the AQAR of 2018-19 on the site of NAAC is in progress, some data collection is taking time, so it could not be uploaded yet. This work will be completed by the end of this month.
- 3. Preparation of AQAR for the year 2019-20:-** The work of preparing the AQAR of 2019-20 has also been started, for which all the heads of departments have been asked to compile the progress report of their respective departments for academic, research and educational activities. This work will be completed on time whenever the uploading facility will be available on the portal.
- 4. Green audit report:** - Committee member Dr Prashant Sharma said that the Green Audit Report for the college is being prepared by the team constituted by the Principal. By this team, to prepare the report, various key areas of the college like the use of light, water, waste material disposal, environmental pollution on campus, control over the number of vehicles for staff, students & outsiders in the college campus, disposal of waste from various laboratories of the college, mainly chemical of chemical laboratory etc., will be taken. Recommendations can be kept in the next meeting.



5. **Present status of the agenda taken in last IQAC meeting:** -Dr Kulhari discussed point-by-point agenda of the last meeting. Progress report on issues like water harvesting in college, expansion of toilets for students, installation of solar rooftop, etc. were presented before the committee. The committee members unanimously asked for speedy progress in the above work. For this, permission, if required, should be obtained by sending an immediate proposal for it to the authorities.

Committee members Dr Sumer Singh, Dr Prashant Kumar, Dr Mahendra Khardiya, Dr Ummed Singh Gothwal urged to initiate discussion in the context of Covid-19, a fast pandemic in the world. On which the Principal assured that the college will ensure compliance of the instructions issued from time to time by the State Government and Health Department in this regard.

There being no other points to discuss, the meeting ended with vote of thanks given by Dr R K Budania.

The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Dr A L Kulhari, Associate Professor, IQAC Coordinator
3. Dr P K Sharma, Associate Professor, Dept. of Botany
4. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
5. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
6. Dr M K Khardia, Assistant Professor, Dept. of ABST
7. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
8. Dr Sumer Singh, Assistant Professor, Dept. of English
9. Sh Parmeshwar Lal, Associate Professor, Dept. of Physics
10. Sh B R Uppadhyay, AAO I
11. Sh Naresh Kumar, AAO

(Dilip Singh Punia)  
Principal

(Dr A L Kulhari)  
Coordinator, IQAC



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IQAC-LCC



### MINUTES OF THE MEETING OF IQAC HELD AT LOHIA COLLEGE, ROOM NO. 139 ON 18<sup>th</sup> March, 2020 (Q4)

First of all, IQAC Coordinator Dr. AL Kulhari welcomed all the members and put the agenda of today's meeting in front of the members.

Agenda of meeting:

1. Action plan for Online teaching
2. Curriculum and extra curriculum plan for the session 2020-21
3. Plan for inter or intra institutional workshop/webinars
4. To decide Theme and Best Practices for the session 2020-21
5. Green audit report progress
6. Feedback regarding IQA submission by NAAC Coordinator of the college
7. Feedback regarding SSR report by SSR Coordinator
8. Discussion on NAAC preparation
9. Present status of agenda taken for the previous IQAC meetings.

**1. Action plan for Online teaching:** - The Principal, chairperson, started the proceedings of today's meeting and told that the current situation is very crucial due to COVID-19 pandemic, so in the present scenario the online teaching plays very important role in the education system. He said that we can't ignore the e-contents, e-lectures and online classes. In this context, Dr P K Sharma said that we should purchase some software that are helpful in online teaching. Dr Kulhari told that our college has well-equipped e-lecture room so it should be directed to faculty members to use the room for preparing e-lectures. Dr Ravindar asked that the online teaching plan should be planned according to curriculum of university. Finally, it is decided to form a committee of six members with three deans of faculties which will make the action plan and monitor the overall online teaching, e-lectures/contents.

**2. Curriculum and extra curriculum plan for the session 2020-21:** - While discussing the next point of the meeting, Dr. A L Kulhari said that each department of the college must have their own webpage on college website where information of the department can be displayed. The syllabus and time-table must be pasted on webpage of the college website. Shri D S Punia, the Principal, said to prepare calendar and time-table for the new session. It is decided to chock-out the programs of NSS, NCC, Women cell, Scout, Houses with the help of conveners of each for the session 2020-21.

**3. Plan for inter or intra institutional workshop/webinars:-**Principal admires the work of faculty members which was done from home during the lockdown. Dr Ravindar and Dr P Lal said that in the present situation, we must organise inter or intra institutional webinars on different



subjects. So, it is decided to constitute a webinar committee whose members must be computer friendly and have technological knowledge.

- 4. To decide Theme and Best Practices for the session 2020-21:** -For the session 2020-21, all the members agreed that in the present circumstances it is not possible that all the students attend the college regularly with full efficiency. In these circumstances, it has become extremely necessary for college teachers to record their e-lectures and make them accessible to students. Therefore, a proposal was made by Dr Prashant Kumar Sharma to set up a technical team in the college, which ensure that how to prepare e-lectures by the teachers of the college, how to record them, how to upload them on social media., etc. to be done by hands on practice through a workshop.

Apart from this, a committee should be set up in the college to ensure social distancing and promote corona awareness in the campus.

Some more practices are put in the meeting by different members

Dr R K Budania suggest for self-assessment questionnaires are made by all faculty members at the end of the session to assess learner's attitudes and values.

Dr M K Khardiya emphasises on visual Studies-Photographic essays, video programs, and personally made video recordings, etc. are some ways to use by the teachers to explain direct depictions of the concepts and complexities being discussed.

Dr Parmeshwar Lal told that In monthly test papers the Question formulations is thoughtful so it focusses the learner's attention & understanding.

Shri Naresh Kumar suggest that we should Rewarding learner's participation in class by Smile, thumbs up, gestures of excitement or by words like "You did it" or "Good" to encourage interaction.

Shri U S Gothwal gives idea that in classroom, before starting lecture all the teachers shall aim at optimizing the arrangement of physical setting as well as the psychological setting to learners.

Dr Sumer Singh suggested that the college should start the following rewards for its staff and students from this session. The mode of reward is in terms of appreciation certificates and mementos.

- I. Best Teacher on basis of self-assessment questionnaires, 100% University Result
- II. Best Class by discipline, regularity, attendance and participation in co-curricular activities
- III. Best department on overall performance



For proper use of alumni, Dr Prashant Kumar told the committee that the college already has alumni page on website so we try to connect with them with all links and utilize their services, like guest lectures, Internship opportunities, placements, etc.,

Dr A L Kulhari suggest for effective monitoring & action for suggestion received by the students. The college has suggestion boxes placed to outside the office of principal and on upper wing for continuous feedback.

5. **Green audit report progress:** - Dr Prashant Kumar Sharma, in reference to the progress of the Green Audit Report, told the committee that the report has been prepared and submitted to the convener of the committee, Dr Sher Mohammed, and its copy and recommendations will be submitted to the Principal soon. The committee is requested to Principal to study this report and implement its recommendations on the college campus soon so that the environment protection or the purpose for which this report has been prepared can be implemented in the true sense. Almost all the members of the committee agreed that this report should be kept in the upcoming IQAC meeting if possible, and what action has been taken to discuss.
6. **Feedback regarding IIOA submission by NAAC Coordinator of the college:-**Dr A L Kulhari told that according to his discussion with Sh Suresh Kumar, NAAC Coordinator, the IIOA preparation is started and it may be submitted in July, 2020.
7. **Feedback regarding SSR report by SSR Coordinator:-**According to discussion with Dr A K Saxena, Coordinator SSR, the last four or five years reports of SSR are almost prepared and the current session reports are still pending. The current years data/reports will be collected very soon.
8. **Discussion on NAAC preparation:** -NAAC Coordinator, Shri Suresh Kumar, in reference to the progress of preparation of NAAC visit, he said that preparations could not be continued due to lockdown for the last 3 months, preparation of SSR & its final checking of it is still pending. Although AQAR of previous years have been uploaded to the website
9. **Present status of agenda taken for the previous IQAC meetings:-**Dr Kulharidiscussed point-by-point agenda of the previous meetings.He said that the student feedback mechanism is developed during the session. Now the student can fill feedback online available on college webpage. Also, the college canteen constructed near Vivekanand vatika. One Alumni Association meeting and four Parent- Teacher meetings were organised during the session. The regular activities under NSS, NCC, Scout Rover- Ranger, Women cell, Games were held time to time. The target of curriculum was achieved. The faculty development and research work also done satisfactorily. The best practice 'No Vehicle Day' on the first day of each month was approved at state level. 'Pratiyogita Dakshata classes' for competitive exams and 'Skill Development Programs' also organised during the session. The issues like water harvesting in college, expansion of toilets for students, installation of solar rooftop, library automation were still



pending. The committee members unanimously asked for speedy progress in the above work. For this, proposals were sent to the higher authority for permission.

Committee members Dr Sumer Singh, Dr Prashant Kumar, Dr Mahendra Khardiya, Dr Ummed Singh Gothwal urged to initiate discussion in the context of Kovid-19, a fast pandemic in the world. On which the Principal assured that the college will ensure compliance of the instructions issued from time to time by the State Government and Health Department in this regard. The sanitization facility provided in the college. Temperatures measuring device, sanitizer spray system, soaps, awareness posters, masks are available in the college for staff and students.

There being no other points to discuss, the meeting ended with vote of thanks given by Dr P Lal.

The following members were present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Sh Suresh Kumar, NAAC Coordinator
3. Dr A L Kulhari, Associate Professor, IQAC Coordinator
4. Dr P K Sharma, Associate Professor, Dept. of Botany
5. Dr Ravindea Kumar, Associate Professor, Dept. of Geography
6. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
7. Dr M K Khardia, Assistant Professor, Dept. of ABST
8. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
9. Dr Sumer Singh, Assistant Professor, Dept. of English
10. Sh Parmeshwar Lal, Associate Professor, Dept. of Physics
11. Sh Naresh Kumar, AAO
12. Shri Madan Lal, Stackholder nominee
13. Mr Dev Vrat Moga, student representative

(Sh Dilip Singh Punia)  
Principal

(Dr A L Kulhari)  
Coordinator, IQAC