



GOVT. DEGREE COLLEGE DRANG AT NARLA

Teh. Padhar, Distt. Mandi (HP)-175012



www.gcdrangnarla@gmail.com



01908-260645



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4.18: Annual Review Meeting

Internal Quality Assurance Cell (IQAC) Session- 2024-25

A committee of following members is hereby constituted for smooth working of IQAC for the session 2024-25 with immediate effect.

1.	Dr. Kalyan Chand Mandhotra	(Chairperson)
2.	Dr. Sanjay Sehgal	(Coordinator/ Administrative officer)
Member of IQAC Committee:		
3.	Dr. Mamta Parmar	(Dept. of Botany)
4.	Dr. Bandana Devi	(Dept. of English)
5.	Ms. Neelam	(Dept. of Commerce)
6.	Dr. Asha Singh	(Dept. of Mathematics)
7.	Dr. Poonam Chaudhary	(Dept. of Chemistry)
8.	Mr. Ajay Kumar Singh	(Dept. of Sociology)
9.	Mr. Hukam Chand	(Dept. of Zoology)
10.	Dr. Saroj Kumari Sharma	(Dept. of Economics)
11.	Mr. Sukh Dev	(JOA IT)
12.	Mr. Jeevan Singh	(PTA President)
13.	Ms. Parmindera Devi	(Pradhan Local Panchayat)
14.	Mr. Bhuvneshwar Singh	(OSA President)

Principal
Govt. Degree College Drang
at Narla Distt. Mandi(H.P)



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4.2.1: IQAC : No. of Meetings in 2024-25

Sr. No.	Date	Meeting Agenda
1	18-07-2024	<ol style="list-style-type: none"> 1. Online admissions and fee payment status. 2. Orientation programme to be held on 22 July 2024. 3. Motivating students to join NCC, NSS, Rovers & Rangers, Eco-Club, Red Ribbon Club. 4. Maintaining a clean campus and promoting hygiene awareness. 5. Collecting data for timely preparation of the SAR.
2	18-11-2024	<ol style="list-style-type: none"> 1. CSCA Oath Ceremony: Discussed arrangements and proposed a tentative date. 2. Youth Festival: Assigned HODs to identify and train talented students for participation. 3. SAR Submission: Mandated departmental document submission by Oct 25th and final website upload by Oct 31st. 4. National Conference: Proposal welcomed; draft due by Sep 30th; aiming to host before Nov 15th. 5. Career Counselling Event: Planned a financial literacy/career guidance activity for the upcoming month. 6. School Adoption: Resolved to form a five-member committee to adopt nearby schools for academic and community support.
3	04-12-2024	<ol style="list-style-type: none"> 1. SAR Records: Members must maintain proper registers and supporting documents for SAR criteria. 2. CSCA Function: Discussed preparation for the event scheduled for February 2025. 3. School Adoption: Members agreed to identify schools and initiate formal procedures for adoption and regular interaction. 4. Mid-Term Exams: Scheduled from December 13th to 26th, 2024; departments must ensure syllabus completion. 5. Library: Proposal for digitalization and extended hours was accepted in principle. 6. OSA Constitution: Discussed reframed constitution and measures for better alumni involvement. 7. AQAR Submission: Criteria heads were reminded to submit data and documents for timely NAAC submission.



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4	24-02-2025	<ol style="list-style-type: none">1. Academic Conference: Plan and execute event scheduled for March 12, 2025.2. CSCA Function: Cultural Committee to manage event details for February 27, 2025.3. Annual Function: Publish prize list in advance for student review before March 11, 2025 event.4. OSA Fee: Finalized Old Student Association registration fee at Rs. 30/-.5. Athletic Meet: Sports committee to organize the event scheduled for February 15, 2025.6. School Visits: Temporarily suspended due to upcoming final examinations.
5	10-03-2025	<ol style="list-style-type: none">1. Reviewed preparations and assigned duties for the Annual Prize Distribution Function.2. Discussed planning and coordination for the National Conference with Pratibha Spandan, Shimla.3. Reviewed arrangements for the NSS seven-day special camp and ensured required logistics for all events.4. An Annual Review Meeting was conducted to assess student outcomes across academics and activities.
6	02-04-2025	<ol style="list-style-type: none">1. Discussed planning for upcoming UG exams, invigilation duty rosters, and strict deadlines for internal assessment data submission.2. Proposed introducing new courses/streams such as BCA, BBA, or PG programs in line with NEP 2020.3. Invited departmental suggestions for launching skill-based/add-on courses based on a needs-assessment report.
7	07-05-2025	<ol style="list-style-type: none">1. Reviewed the draft college prospectus and discussed timely updates of faculty profiles, curriculum, and final content for printing.2. Addressed improvements to streamline online admissions, including software updates and anti-ragging features.3. Decided to update the college website with current information and instructed departments to submit revised data.

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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Held on 10th March 2025

Venue: College Conference Hall

Chairperson: Dr. Kalyan Chand Mandhotra, Principal

A meeting of the Internal Quality Assurance Cell (IQAC) of Government Degree College Drang at Narla was held on 10th March 2025 in the Conference Hall of the college under the chairmanship of Dr. Kalyan Chand Mandhotra, Principal of the institution. The meeting was convened to review and discuss upcoming institutional events and initiatives.

Members Present:

1. Dr. Kalyan Chand – Principal & Chairperson
2. Dr. Sanjay Sehgal – IQAC Coordinator/Administrative Officer
3. Dr. Mamta Parmar – Department of Botany
4. Dr. Bandana Devi – Department of English
5. Ms. Neelam – Department of Commerce
6. Dr. Asha Singh – Department of Mathematics
7. Dr. Poonam Chaudhary – Department of Chemistry
8. Mr. Ajay Kumar Singh – ~~Department of Sociology~~ DEPT. of Sociology
9. Mr. Hukam Chand – Department of Zoology
10. Dr. Saroj Kumari – Department of Economics
11. Mr. Sukh Dev – JOA (IT)
12. Mr. Jeevan Singh – President, PTA
13. Ms. Parmindera Devi – Pradhan, Local Panchayat
14. Mr. Bhuneshwar Singh – President, Alumni Association

Agenda and Proceedings:

The Principal opened the meeting with a welcome note and introduced the agenda focused on upcoming academic and extracurricular engagements of the college.

- The Principal reviewed the preparations for the Annual Prize Distribution Function and assigned specific responsibilities to committee members to ensure smooth execution. Tasks included stage and seating arrangements, guest invitations, preparation of awards and certificates, decoration, media coordination, student anchoring, and conducting rehearsals.
- The committee discussed arrangements for the upcoming National Conference titled "Education, Employment and Sustainable Development: A Vision for Viksit Bharat by 2047", being organized in collaboration with Pratibha Spandan, Shimla. The Principal sought updates on total registrations, finalization of resource persons and keynote speakers, internet and technical readiness, hospitality for guests, and preparation of conference kits and e-



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certificates. Members were directed to ensure all necessary logistics were completed in a timely manner to facilitate the event's success.

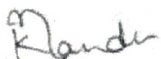
- The Principal asked the NSS Programme Officer regarding seven-day special camp. The meeting concluded with a note of appreciation from the Chair, encouraging all members to work collaboratively to ensure the success of the upcoming events.
- An Annual Review Meeting was conducted to assess student outcomes across academics and activities. Teachers suggested measures for improvement, and appropriate action will be taken in the next session to ensure better performance and excellence.

Prepared and Submitted by:

Prof. Hukam Chand

IQAC Member

Government Degree College Drang at Narla


Principal
Signature of Principal
Govt. Degree College Drang
Teh. Padhar, Distt. Mandi (H.P.)