



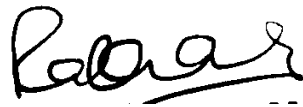


Minutes of the meeting

The meeting of IQAC was held today i.e. on 17th July, 2017 in the office of the Principal at 2:00 p.m. The meeting was chaired by the Principal of the college Dr. Namrata Tiku. The coordinator Dr. Rakesh Sharma of the cell welcomed the chair and all the members of IQAC in the meeting. He apprised the members with the functioning and composition of IQAC as per the latest guidelines of NACC/UGC. The agenda for the meeting was to discuss the action plan for the new academic session. The following points were discussed in the meeting:

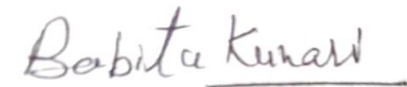
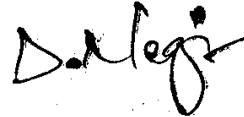
1. The IQAC will work strictly according to the plan chalked out and the action taken report will be discussed in detail in the successive meeting of the IQAC.
2. The quarterly meeting will be held reviewing and monitoring of the activities the cell.
3. The activities of the IQAC should be distributed uniformly and evenly throughout the academic session.
4. IQAC will take initiative to organise lectures, workshops, seminars etc. All the departments will be encouraged to conduct activities at different levels of the college, district, state, national and international.
5. For the forthcoming NAAC accreditation proper documentation will be done and IQAC will guide the ministerial staff for maintaining the official documents. The HODs of the departments will maintain the records related to their departmental activities and the personal files of the faculty and same will be submitted to IQAC for preparing AQAR and AISHE report every year.

6. The IQAC composition will be strictly on the NAAC/UGC guidelines and members will be included accordingly from next session onwards.
7. Various cells/units and organisations of the college will be strengthened and annual tentative calendar of activities should be prepared well in advance and IQAC will play a role of facilitator in all these activities.
8. The faculty of the college will be encouraged to participate in various academic activities and apply for the funding's from the funding agencies like UGC, ICSSR, ICPR and skill council.
9. The institutionalized feedback system should be in place and IQAC will take initiative for completing the same within stipulated time period.

The following members of the cell committee 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



The meeting ended with a vote of thanks to the chair and other members by the coordinator Dr. Rakesh Sharma.



Principal

RKMV, Shimla

Minutes of the meeting

4th Sept., 2017

Today the meeting of IQAC was held in the IQAC room under the chairmanship of Principal of the college. The coordinator of the IQAC welcomed the newly added members to the IQAC President PTA, President old RKMVians association, President CSCA. The coordinator read out the minutes of the previous meeting and the action taken. He introduced the agenda of the meeting and following points were discussed in the meeting:

1. IQAC decided that all members of teaching staff should submit certificate or information in the college (personal file) immediately after completing the assignment or activity as the frequent transfers of the staff is hampering the process of AQAR and AISHE. IQAC came out with the solution that service book of the teacher will be sent only after the concerned teacher submits and handovers the charge with complete reports/file and information.
2. The college should plan one or two national or international seminars/conferences every year and funds can be generated by involving members of alumnae association and PTA. IQAC will provide all sorts of support to the faculty to send a proposal for funding.
3. For the NAAC accreditation all the members of the staff will be divided into seven groups according to their area of interest and expertise. NAAC committee will speed up the work of accreditation. The periodic meeting will be held under the chairmanship of the Principal to monitor and evaluate the work of various criterions.
4. IQAC will submit the requirements to upgrade the classrooms/labs/library. The latest technology should be added depending upon the capacity of the college to spend.
5. College should prepare a proposal to introduce some new courses in the college other than the traditional/conventional degree programs.

6. The Alumnae association should come up with the plan how this association can contribute in the development and capacity building of the college. Association should bring maximum passed out students in the ambit of old students association.

The following members of the cell/committee 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

Handwritten signature of Babita Kumari in black ink, underlined.

The meeting ended with a vote of thanks to the chair and other members by the coordinator Dr. Rakesh Sharma.

Handwritten signature of Neelam in blue ink, underlined.

Principal

RKMV, Shimla

MINUTES OF THE IQAC MEETING

16-12-2017

The third quarterly meeting was held at a short notice in the Principal office today at 2:30 pm. The main agenda of the meeting was to frame the guidelines for the staff to submit their information required for the preparation of the AQAR and AISHE. The other points discussed were as follows:

1. A need to organize a workshop on assessment and accreditation process is felt so college should organize workshop at the earliest to speed up the work.
2. To continue with the NAAC process some of the teachers will not be relieved for evaluation and all other teachers will be at the beck and call of the Principal so that the work is not obstructed.
3. A workshop will be scheduled at the earliest for the ministerial staff to acquaint them with the process of internal assessment.
4. The college should start with the process of online admissions from the next session and college will work on the suitable software and modifications in the website and the modalities for the same should be completed by April next year.

5. If possible language lab should be re-established and all the expensive software will be put to use by the English department. The technical assistance can be rendered from the institution of Hyderabad which has established it.
6. The use of RUSA grant was also discussed in detail and it was decided that the ICT enabled classrooms will be added and some portable technology like K-yan, laptops, computers with latest applications will be purchased.

The vote of thanks was proposed by the Coordinator.

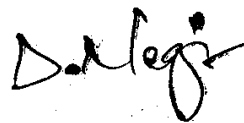
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1	Dr. Namrata Tiku	Principal	
2	Dr. Rakesh Sharma	Coordinator	
3	Dr. Rakesh Negi	Member	
4	Dr. Gaurav Kapoor	Member	
5.	Dr. Kiran Kumar	Member	
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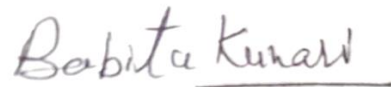
7. Dr. Jyoti Pandey Member



8. Er. Deepak Negi Member



9. Ms. Babita Kumari President, CSCA



Principal

RKMV, Shimla