

**K. L. B. D. A. V. COLLEGE FOR GIRLS PALAMPUR.  
DISTRICT-KANGRA (H.P.) 176061**

Tel: 01894-232587, 94180-45500

Web Site: <http://www.klbdavcollege.org> e-mail: [principal@klbdavcollege.org](mailto:principal@klbdavcollege.org)

Dated: 01.07.2019

KLB/IQAC/2019-20/M-01

**Call for IQAC Meeting**

A meeting of IQAC will be held on 3<sup>rd</sup> July at 11 AM in the office of the Director, KLB DAV College for Girls, Palampur.

Following members are requested to attend the meeting:

| S. No | Name of the Member                                                   | Signature |
|-------|----------------------------------------------------------------------|-----------|
| 1     | Dr. N.D. Sharma – Chairman                                           |           |
| 2     | Dr. Manju Kaushal – Co-ordinator                                     |           |
| 3     | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) |           |
| 4     | Dr. D.C. Chambiyal (Prof. Rtd) – Member                              |           |
| 5     | Mrs. Champa Saini – Member                                           |           |
| 6     | Mrs. Shivani Nagpal – Member                                         |           |
| 7     | Mr. Parvesh Sood – Member                                            |           |
| 8     | Mrs. Anika Sood – Member                                             |           |
| 9     | Mrs. Medha Sood – Member Secretary                                   |           |
| 10    | Mr. Satish Rana – Member                                             |           |

**Agenda:**

1. Planning to prepare Time –Table.
2. Planning for Orientation Programme.
3. Planning to organize Co-curricular activities.
4. Miscellaneous.

C.S.

*[Signature]*

Director Cum Principal  
KLB DAV College for Girls  
Palampur (Kangra) H.P.

*[Signature]*  
(Dr. Manju Kaushal)

Co-ordinator IQAC  
IQAC-Coordinator  
KLB DAV College for Girls,  
Palampur (Kangra) H.P.  
PIN - 176061

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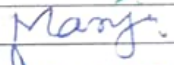
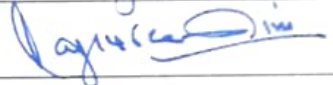
KLB/IQAC/2019-20/P-01

Dated: 03.07.2019

**Proceedings of IQAC Meeting**

A meeting of IQAC was organized in the office of the Director, KLB DAV College for Girls, Palampur, at 11:00 AM. The meeting commenced with the welcome address by the Chairman. The Chairman authorized IQAC Coordinator to commence the meeting. The Coordinator emphasized that the quality initiatives of IQAC should be aligned with the Vision and Mission of IQAC.

Following members were present during the meeting;

| Serial No. | Name of the Members                                                  | Signature                                                                             |
|------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1          | Dr. N.D. Sharma – Chairman                                           |    |
| 2          | Dr. Manju Kaushal – Co-ordinator                                     |    |
| 3          | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) |    |
| 4          | Dr. D.C. Chambiyal (Prof. Rtd) – Member                              |                                                                                       |
| 5          | Mrs. Champa Saini – Member                                           |                                                                                       |
| 6          | Mrs. Shivani Nagpal – Member                                         |  |
| 7          | Mr. Parvesh Sood – Member                                            |                                                                                       |
| 8          | Mrs. Anika Sood – Member                                             |  |
| 9          | Mrs. Medha Sood – Member Secretary                                   |  |
| 10         | Mr. Satish Rana – Member                                             |  |

**Agenda 1: Planning to prepare Time Table;**

It was discussed to prepare Time Table of different classes (UG/PG) for the new academic session by Time-Table Committee of the concerned departments.

**Agenda 2: Planning for Orientation Programme;**

It was decided in the meeting to map out Orientation programmes for the 1<sup>st</sup> year students of UG/PG courses to smoothly integrate them into new environment by providing them essential information and also to introduce them with the Vision, Mission and Values of the institution.

**Agenda 3: Planning to organize Co-Curricular Activities:**

- A) **Plantation Drive:** A Plantation Drive will be conducted on 25<sup>th</sup> July to celebrate the birthday of Sh BBL Butail, Chairman of the Managing Committee. NSS and NCC will jointly organize the drive.

B) **Cleanliness Drive:** A Cleanliness Drive will be organized to promote Environment awareness in the campus.

C) **Celebration of Significant Days:**

- Teacher's Day: will be celebrated with speeches and performances.
- Independence Day: will be celebrated with participation in cultural programmes held at Gandhi Ground, Palampur. NCC students will participate in the official parade.
- Hindi Pakhwada: will be organized to instill pride in the National Language.

D) **Sports, Workshops, and Awareness Programmes:**

- It was proposed to organize various sports activities to promote physical and mental well-being among students. Dr. Aneesh Rana will coordinate the planning regarding sports activities.
- It was decided that a workshop will be planned by Career Guidance and Placement Cell on Cloud Computing.
- It was decided to organize disaster preparedness activities by Disaster Management Committee.

**Agenda 4: Student Hygiene and Awareness:**

- It was discussed to guide the newly admitted students regarding the usage of vending machine and incinerator installed in the college for the convenient access to sanitary products and to improve menstrual hygiene and ensure responsible waste disposal.

**Closing Remarks:**

The Chairman adjourned the meeting by instructing the concerned members to do the needful. The meeting ended with a vote of thanks to the Chairman and other present members.

C-S.

Director-Cum-Principal  
K.L.B. D.A.V. College for Girls

Manji  
(Dr. Manji Kaushal)  
**Co-ordinator IQAC**  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
PIN - 176061

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Date: 9.08.2019

**Action Report of IQAC**

1. Workshop on Personality Development & Employability skill training organized On 22 May 2019 by Teacher Education Department.
2. National workshop on "Find yourself through Yoga and meditation" organized on 6th August 2019.
3. Necessary arrangement for the smooth conduct of Examination done.
4. Admission Committee for the session 2019-20 approved.
5. An Inter-house Debate Competition had been cancelled due to University Examination.
6. Academic Calendar had been prepared for the session 2019-20.

*Margi*  
(Dr. Margi Kaushal)  
Coordinator IQAC  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
PIN - 176061

C.S.

*Dr. Sharma*

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

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KLB/IQAC/2019-20/M-02

Dated: 18.09.2019

**Call for IQAC Meeting**

A meeting of IQAC will be held on 21<sup>st</sup> September 2019 at 11 AM in the office of the Director, KLB DAV College for Girls, Palampur.

Following members are requested to attend the meeting:

| Serial No. | Name of the Members                                               | Signature      |
|------------|-------------------------------------------------------------------|----------------|
| 1          | Dr. N.D. Sharma – Chairman                                        |                |
| 2          | Dr. Manju Kaushal – Co-ordinator                                  | Manju          |
| 3          | Sh. Rajinder Singh Thakur – General Secretary Member (Management) | Rajinder Singh |
| 4          | Dr. D.C. Chambiylal (Prof. Rtd) – Member                          |                |
| 5          | Mrs. Champa Saini – Member                                        | Champa         |
| 6          | Mrs. Shivani Nagpal – Member                                      | Shivani        |
| 7          | Mr. Parvesh Sood – Member                                         | Parvesh        |
| 8          | Mrs. Anika Sood – Member                                          | Anika          |
| 9          | Mrs. Medha Sood – Member Secretary                                | Medha          |
| 10         | Mr. Satish Rana – Member                                          | Satish         |

**Agenda:**

1. Confirmation of the minutes of the last meeting.
2. Planning for formation of CSCA.
3. Planning to organise various curricular and co-curricular activities.
4. Planning for participation in outreach activities.
5. Any other item with the permission of the Chair.

C.S.

*[Signature]*

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

*[Signature]*

Coordinator IQAC

(Dr. Manju Kaushal)  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
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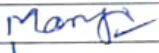
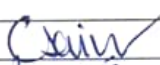
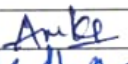
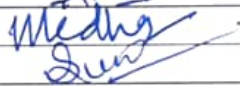
KLBIQAC/2019-20/P-02

Dated: 21.09.2019

**Proceedings of IQAC meeting**

A meeting of the IQAC was held in the office of the Director, KLBDAV College for Girls, Palampur on 21<sup>st</sup> September 2019 at 11:00 AM.

The following members were present during the meeting;

| S. No | Name of the Member                                                   | Signature                                                                            |
|-------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1     | Dr. N.D. Sharma – Chairman                                           |   |
| 2     | Dr. Manju Kaushal – Co-ordinator                                     |    |
| 3     | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) |    |
| 4     | Dr. D.C. Chambiyal (Prof. Rtd) – Member                              |                                                                                      |
| 5     | Mrs. Champa Saini – Member                                           |    |
| 6     | Mrs. Shivani Nagpal – Member                                         |    |
| 7     | Mr. Parvesh Sood – Member                                            |                                                                                      |
| 8     | Mrs. Anika Sood – Member                                             |   |
| 9     | Mrs. Medha Sood – Member Secretary                                   |  |
| 10    | Mr. Satish Rana – Member                                             |                                                                                      |

The meeting commenced with a welcome address by the Chairman to all the present members and further the agenda items were taken up.

**Agenda 1: Confirmation of the Minutes of the last meeting**

The minutes of the previous meeting held on 3<sup>rd</sup> July, 2019 were reviewed and approved by the Chairman.

**Agenda 2: Planning for formation of CSCA**

At the outset, it was decided that essential arrangements will be made for the constitution of the CSCA 2019-20

**Agenda 3: Planning to organize curricular and co-curricular activities:**

- It was decided that mid-semester exams for various UG courses will be scheduled in Sep/October.
- It was proposed to initiate inter-department co-curricular activities and ensure maximum student participation.
- It was decided to organize cleanliness drives periodically to instill a spirit of cleanliness among students.

It was discussed to promote Government initiatives to celebrate the 150th birthday of Mahatma Gandhi by organizing various activities.

- It was decided that the Technology Department will organize Workshops and Seminars to raise student awareness regarding new technology.
- Yoga activities will be arranged in the campus by Sports Committee.
- It was decided that the Red Ribbon Club, NCC, and NSS volunteers will organize various activities to raise awareness among students about HIV/AIDS.
- The Green Audit Committee and Management Department will organize activities to address the menace of the usage of plastics.

**Agenda 4: Planning for participation in outreach activities.**

It was considered that participation of students in outreach activities will be promoted to enhance personal development and learning.

**Closing Remarks**

The meeting was suspended with a vote of thanks to the chair and present members.

C.S.

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Co-ordinator IQAC

(Dr. Manjira Kaushal)  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
PIN - 176061

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Date: 30.09.2019

**Action Report of IQAC**

1. Timetables for different courses were prepared and duly pasted on the notice board for the information of students.
2. Orientation programmes were conducted by the HODs' of their respective departments.
3. Co-curricular activities organized:
  - a) Cleanliness Drives were organized by NCC on 9th July and NSS on 10th August 2019.
  - b) Tree Plantation Drive was organized on 25<sup>th</sup> July 2019 to promote Government initiative by NCC.
  - c) A workshop on Cloud Computing was organized by the Career Guidance and Placement Cell on 6<sup>th</sup>, 7<sup>th</sup> August 2019.
  - d) NCC cadets participated in the Independence Day Official Parade on 15<sup>th</sup> August 2019 at Gandhi Ground, Palampur.
  - e) A seminar on dealing with various emergencies was organized by the Disaster Management Committee on 20<sup>th</sup> August 2019.
  - f) Teachers' Day was celebrated on 5th September 2019.
  - g) 'Hindi Pakhwada' was celebrated on 26th and 28th September by organizing Poem recitation competition and Declamation.
  - h) Chess and Badminton competitions were organized by the Sports Committee on 28 Sep 2019.
4. Newly admitted students were guided on the usage of the vending machine and incinerator machines installed in the college in the classroom sessions by the Class-incharges.

C. S.

*[Signature]*

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

*[Signature]*

Co-ordinator IQAC  
(Dr. Manju Kaushal)  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
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KLBIQAC/2019-20/M-03

Dated: 14.12.2019

**Call for IQAC Meeting**

A meeting of IQAC will be held on 17<sup>th</sup> December 2019 at 11 AM in the office of the Director, KLB DAV College for Girls, Palampur.

Following members are requested to attend the meeting:

| Serial No. | Name of the Members                                                  | Signature      |
|------------|----------------------------------------------------------------------|----------------|
| 1          | Dr. N.D. Sharma – Chairman                                           |                |
| 2          | Dr. Manju Kaushal – Co-ordinator                                     | Manju          |
| 3          | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) | Rajinder Singh |
| 4          | Dr. D.C. Chambiylal (Prof. Rtd) – Member                             |                |
| 5          | Mrs. Champa Saini – Member                                           | Champa         |
| 6          | Mrs. Shivani Nagpal – Member                                         |                |
| 7          | Mr. Parvesh Sood – Member                                            | Parvesh        |
| 8          | Mrs. Anika Sood – Member                                             | Anika          |
| 9          | Mrs. Medha Sood – Member Secretary                                   |                |
| 10         | Mr. Satish Rana – Member                                             | Satish         |

**Agenda:**

1. Confirmation of the minutes of the previous meeting.
2. Planning for organizing House exams for BA/BCom and BBA/BCA Programmes.
3. Planning for organizing Annual Prize Distribution Function.
4. Planning for organizing co-curricular activities.
5. Planning for outreach programmes.
6. Miscellaneous

C.S.

*[Signature]*

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Manju  
(Dr. Manju Kaushal)  
**Coordinator IQAC**  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
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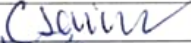
KLB/IQAC/2019-20/P-03

Dated: 17.12.2019

**Proceeding of IQAC Meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the office of the Director on December 17 at 11:00 AM. The Chairman authorized the Co-ordinator to commence the meeting.

Following members were present in the meeting;

| S. No | Name of the Member                                                   | Signature                                                                            |
|-------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1     | Dr. N.D. Sharma – Chairman                                           |   |
| 2     | Dr. Manju Kaushal – Co-ordinator                                     |    |
| 3     | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) |    |
| 4     | Dr. D.C. Chambiyal (Prof. Rtd) – Member                              |                                                                                      |
| 5     | Mrs. Champa Saini – Member                                           |    |
| 6     | Mrs. Shivani Nagpal – Member                                         |    |
| 7     | Mr. Parvesh Sood – Member                                            |                                                                                      |
| 8     | Mrs. Anika Sood – Member                                             |  |
| 9     | Mrs. Medha Sood – Member Secretary                                   |  |
| 10    | Mr. Satish Rana – Member                                             |  |

**Agenda 1: Confirmation of Previous Meeting Minutes:**

The minutes of the previous meeting were read out by the Co-ordinator and were duly approved by the Chairman.

**Agenda 2: Planning for organizing House Examination:**

It was decided to organize House Examinations for Annual Courses (B.A./B.Com.) in February 2020 and B.B.A / B.C.A in March / April. The Examination Committee will make all necessary arrangements for the smooth conduct of the house exams.

**Agenda 3: Planning for Annual Function:**

It was also discussed that the Annual Prize Distribution Function of the college will be held in the last week of March.

**Agenda 4: Planning for organizing Co-Curricular Activities:**

- (a) Sports activities will be organized in the month of February.
- (b) The SC/ST Cell was assigned the responsibility of arranging lectures related to Competitive Examinations.
- (c) The Disaster Management Committee will organize an activity on disaster preparedness.
- (d) The Red Ribbon Club will celebrate World Water Day.

(c) The Teacher Education Department will organize Guest Lecture for mobile safety.

**Agenda 5 Planning for outreach program:**

It was discussed and agreed upon that students will be encouraged to participate in outreach and inter-college activities.

**Closing Remarks**

The meeting concluded with a vote of thanks to the Chair and all the members present.

C.S.



Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Manju  
(Dr. Manju Kaushal)  
**Co-ordinator IQAC**  
IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
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Date: 19.12.2019

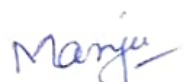
**Action Report of IQAC**

1. The CSCA was formed for the academic session 2019-20.
2. Mid-semester exams for BBA and BCA programs were conducted as per the academic schedule in the month of Sept/Oct2019.
3. Various Inter-departmental activities such as Rangoli and Mehendi competitions organized on 1st October 2019.
4. A Cleanliness Drive, Rally, and Yoga activities were carried out on 2nd October 2019.
5. An oath ceremony on the theme 'Not to Consume Plastic' was conducted by the 'Eco Club' in collaboration with the Management Department on 25<sup>th</sup> October 2019.
6. The Red Ribbon Club and NCC jointly organized awareness activities such as a rally on AIDS, poster-making, slogan writing on 30<sup>th</sup> November and 1<sup>st</sup> December 2019
7. Students actively participated in outreach activity such as Mehendi competition organized by the 'Rotaract Club' on 16<sup>th</sup> October 2019.
8. Students participated in cultural programs like Folk Song and Folk Dance competitions. These were organized by Yuva Seva and Khel Vibhag Dharamshala on 22<sup>th</sup> November 2019.

C.S.



Director Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

  
(Dr. Manju Kaushal)  
**Co-ordinator IQAC**  
IQAC-Coodinator  
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KLB/IQAC/2019-20/M-04

Dated: 19.03.2020

**Call for IQAC MEETING**

A meeting of IQAC will be held on 20<sup>th</sup> March 2020 at 10:30 AM in the office of the Director, KLB DAV College for Girls, Palampur.

Following members are requested to attend the meeting:

| S. No | Name of the Member                                                | Signature      |
|-------|-------------------------------------------------------------------|----------------|
| 1     | Dr. N.D. Sharma – Chairman                                        |                |
| 2     | Dr. Manju Kaushal – Co-ordinator                                  | Manju          |
| 3     | Sh. Rajinder Singh Thakur – General Secretary Member (Management) | Rajinder Singh |
| 4     | Dr. D.C. Chambiyal (Prof. Rtd) – Member                           |                |
| 5     | Mrs. Champa Saini – Member                                        | Champa         |
| 6     | Mrs. Shivani Nagpal – Member                                      | Shivani        |
| 7     | Mr. Parvesh Sood – Member                                         | Parvesh        |
| 8     | Mrs. Anika Sood – Member                                          | Anika          |
| 9     | Mrs. Medha Sood – Member Secretary                                | Medha          |
| 10    | Mr. Satish Rana – Member                                          | Satish         |

**Agenda:**

1. Approval of the minutes of previous meeting held on 17<sup>th</sup> December 2019.
2. Regarding Admissions and Prospectus for the upcoming session.
3. Regarding IA and practical exam.
4. Planning for the academic activities of the session 2020 - 2021
5. Regarding Annual Prize Distribution Function.
6. Any other item with the permission of the chair.

C.S.

R. Sharma

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Manju  
(Dr. Manju Kaushal)

Co-ordinator IQAC

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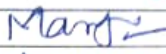
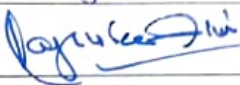
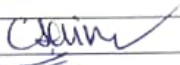
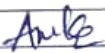
KLB/IQAC/2019-20/P-04

Dated: 20.03.2020

**Proceeding of IQAC Meeting**

A meeting of the IQAC was held in the office of the Director on 20th March 2020 at 10:30 AM. Dr. N.D. Sharma, Chairman, authorized the Coordinator of IQAC to conduct the proceedings of the meeting.

The following members were present in the meeting:

| S. No | Name of the Member                                                   | Signature                                                                            |
|-------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1     | Dr. N.D. Sharma – Chairman                                           |   |
| 2     | Dr. Manju Kaushal – Co-ordinator                                     |    |
| 3     | Sh. Rajinder Singh Thakur – General Secretary<br>Member (Management) |    |
| 4     | Dr. D.C. Chambiyl (Prof. Rtd) – Member                               |                                                                                      |
| 5     | Mrs. Champa Saini – Member                                           |    |
| 6     | Mrs. Shivani Nagpal – Member                                         |    |
| 7     | Mr. Parvesh Sood – Member                                            |                                                                                      |
| 8     | Mrs. Anika Sood – Member                                             |    |
| 9     | Mrs. Medha Sood – Member Secretary                                   |                                                                                      |
| 10    | Mr. Satish Rana – Member                                             |  |

**Agenda;**

**1. Confirmation of Previous Meeting Minutes:**

The minutes of the previous meeting held on 17th December 2019 were reviewed and confirmed by the Chairman.

**2. Planning for Admission and Prospectus for the Upcoming Session:**

It was decided that the Prospectus Committee will prepare and update the prospectus for the session 2020–2021. Necessary arrangements are to be made for the smooth admission process for the upcoming session.

**3. Regarding IA and Practical Examinations:**

It was resolved that HODs' will ensure the smooth conduct of practical examinations and the IA of students will be uploaded by the teachers as per the instructions of HPU within the stipulated time period.

#### 4. Planning for Academic Activities:

- a) It was agreed that physical classes might not be feasible due to the pandemic. Therefore, faculty members will be instructed to create WhatsApp groups of students to disseminate essential information and remain connected with them.
- b) It was also discussed and decided that new timetables will be prepared by the HODs of respective departments to initiate online classes smoothly.

#### 5. Regarding Annual Prize Distribution Function:

Further, it was decided that to ensure the safety of all, the scheduled Annual Prize Distribution Function will be cancelled.

#### Closing Remarks:

The Chairman concluded by requesting faculty members to stay connected with students.

C.S.

Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Co-ordinator IQAC

(Dr. Manjira Kaushal)

IQAC-Coodinator

K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.

PIN - 176061

**K. L. B. D. A. V. COLLEGE FOR GIRLS PALAMPUR.**  
**DISTRICT-KANGRA (H.P.) 176061**

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Date: 19.08.2020

## **Action Report of IQAC**

### **1. House Exams**

House examinations for BA and BCom were conducted in February 2020, while BBA exams were held in March 2020.

### **2. Co-Curricular Activities Conducted:**

- The Disaster Management Committee organized an awareness lecture on the usage of electric equipment and safety protocols on 19 Dec 2019.
- A guest lecture on Mobile Safety was organized by the Teachers Education Department on 5th February 2020.
- Sports events were held, including a Volleyball match on 7th and 8th Feb. and a Cricket match on 10<sup>th</sup>, 11th February 2020.
- Water Day was celebrated on 10th March 2020 under the Red Ribbon Club.

### **3. Academic Activities**

All academic activities were conducted online from April 2020 onwards.

### **4. International Yoga Day**

Celebrated virtually on 21st June 2020 in accordance with the guidelines of the Government of India.

C.S.



Director-Cum-Principal  
K.L.B.D.A.V. College for Girls  
Palampur (Kangra) H.P.

Mangini  
(Dr. Mangi Kaushal)

**Co-ordinator IQAC**

IQAC-Coordinator  
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