

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

Tel:01894-232587, 94180-45500

Website:[http:// www.klbdavcollege.org](http://www.klbdavcollege.org)

Email: [pricipal@klbdavcollege.org](mailto:pricipal@klbdavcollege.org)

**KLB/IQAC/2020-21/M-1**

**Dated: 28<sup>th</sup> August 2020**

***Call for IQAC Meeting***

*The meeting of the IQAC will be held on 2<sup>nd</sup> day of September 2020 at 3:30 p.m. through Online Mode on ZOOM Platform. The link for the meeting will be shared in the official WhatsApp group 10 minutes before the start of meeting. Please make it convenient to attend the meeting. The agenda is given below:*

- *Opening words by the Chairman*
  - *Introductory Speech by the IQAC Coordinator.*
- 1) The approval of minutes of previous meeting.*
  - 2). Conduct of Covid Awareness Programme*
  - 3). Dissemination of Advisory related to the covid to the stake holders regularly.*
  - 4)To draw comprehensive development plan for current academic year and subsequent years.*
  - 5) Any other matter with the permission of the Chairman.*

**Coordinator  
IQAC**

# **K. L. B. D. A. V. COLLEGE FOR GIRLS PALAMPUR**

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**KLBIQAC/2020-21/P-1**

**Dated: 02/09/2020**

### **Proceedings of Internal Quality Assurance Cell (IQAC)**

*The meeting of IQAC was convened on the 2<sup>nd</sup> day of September 2020 at 3.30 pm under the chairmanship of Dr. ND Sharma (Principal). Owing to the outbreak of deadly disease COVID-19, the meeting was held in the ONLINE Mode. The following members registered their presence:*

|    |                                 |                                       |
|----|---------------------------------|---------------------------------------|
| 1  | Dr. N.D. Sharma                 | Chairman                              |
| 2  | Dr. Manju Kaushal               | Coordinator                           |
| 3  | Sh. Rajinder Singh Thakur       | General Secretary (Member Management) |
| 4  | Dr. D.C. Chambial (Prof. Retd.) | 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 main agenda of the meeting was to draw a comprehensive development plan for the current academic year 2020-21 and years to come by. After the opening remarks by Dr. N.D. Sharma (Principal) and the Coordinator, the agenda items were taken in for consideration one by one:*

**AGENDA#1: Approval of minutes of previous meeting.**

**DISCUSSION:** The minutes of previous IQAC meeting were approved unanimously by the committee members of the cell after due deliberation.

**AGENDA#2: Programme on COVID AWARENESS**

**DISCUSSION:** It was discussed in details that the awareness must be created among the staff and students regarding the deadly virus CORONA, so that the spread of the virus could be controlled. The following healthy habits to protect oneself from disease and prevent germs and infectious diseases from spreading are to be emphasized:

1. Handle & Prepare Food Safely.
2. Wash Hands regularly.
3. Clean & Disinfect Commonly Used Surfaces.
4. Cough & Sneeze Into Your Sleeve.
5. Don't Share Personal Items.
6. Get Vaccinated.
7. Avoid Touching Wild Animals and maintain social distance of 2 metres.

The date for the event was fixed on 20 October 2020 and Disaster Management Committee was entrusted to manage the event.

**AGENDA#3: Dissemination of Advisory related to the covid to the stake holders regularly.**

**DISCUSSION:** In the meeting, it was decided that the advisory received from State/Central Government be shared with the students and staff through social media on regular basis to avoid any inconvenience.

**AGENDA#4: Design of Comprehensive Development Plan.**

**DISCUSSION:** Keeping in the view the prevalent lockdown like conditions, the following proposals were discussed for long time development:

- Installation of sanitizer dispensers in the campus for maintaining healthy environment before opening of the college.
  - Strengthening Online teaching during the Covid-19.
  - To get the permission for starting new courses i.e. MA in Hindi, History and Political Science.
  - Upgradation of Library
  - Strengthening the Old Student Association (OSA) in the college.
  - Landscaping of college campus with more green cover.
- 
- Installation/upgradation of CCTV Cameras for enhancing the surveillance.

**AGENDA#5: MISCELLANEOUS (Meeting of Women Empowerment Cell)**

**DISCUSSION:** After discussion, a meeting of Women Empowerment Cell was fixed on December 03, 2020.

All the members agreed in unison to work wholeheartedly for the achievement of above goals along with incorporation of new proposals brought up in due course of time.

**Closing Remarks:** The meeting ended with a vote of thanks by the coordinator.

**Coordinator  
IQAC**

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**KLBIQAC/2020-21/**

**Dated: 12/02/2021**

**Action Taken Report**

*To gauge the progress of various proposals mooted in the previous meeting, a summary of actions initiated/or taken to complete the tasks is presented below:*

**Actions:**

- 1. The COVID Awareness Programme was organised on October 20, 2020 for the purposes as discussed in the meeting held on 02/09/2020. The dos and don'ts were shared among the stake holders to promote the awareness and to mitigate the spread of the deadly virus.*
- 2. The advisories received from the Centre/State Government regarding Covid were shared among the stake holders through social media platforms such as WhatsApp, Facebook, Instagram etc.*
- 3. The sanitizer dispensers were fixed at many locations in the campus.*
- 4. The proposals conceived under comprehensive development plan were to be given high priority in the coming academic years.*
- 5. A meeting of Women Empowerment Cell was convened of December 03, 2020. The purpose of the Women Empowerment Cell (WEC) meeting was to promote gender equality and empower women by raising awareness about their rights, organizing programs for skill development and awareness, and creating a safe and supportive environment. The decision to convene this meeting was conceived in IQAC Meeting held on September 02, 2020.*

C.S.



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

  
Coordinator,

**IQAC**

IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
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**KLB/IQAC/2020-21/M-2**

**Dated: 15/02/2021**

***Call for IQAC Meeting***

*The meeting of the IQAC will be held on 20<sup>th</sup> day of February 2021 at 1:30 p.m. in the office of the undersigned. Please make it convenient to attend the meeting. The agenda is given below:*

- *Opening words by the Chairman*
  - *Introductory Speech by the IQAC Coordinator.*
- 1) The approval of minutes of previous meeting.*
  - 2) Preparation for Annual Examination*
  - 3) Printing of Prospectus*
  - 4) Celebration of Yoga and TB days*
  - 5) Meeting with OSA*
  - 6) Anti-ragging Campaign*
  - 7) The discussion about the status and future planning for the proposals raised in previous meeting.*
  - 8) Any other matter with the permission of the Chairman.*

*C.S.*

*K. B. Sharma*

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

*Manjua*  
(*Dr. Manju Kaushel*)

**Coordinator**

**IQAC**

IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
Palampur (Kangra) H.P.  
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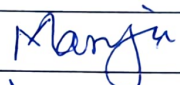
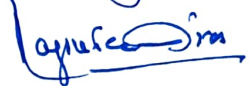
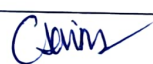
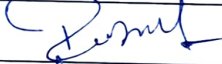
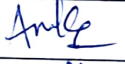
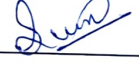
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KLB/IQAC/2020-21/P-2

Dated: 20/02/2021

**Proceedings of Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC was convened on the 20<sup>th</sup> day of February 2021 at 1.30 pm under the chairmanship of Dr. N.D. Sharma (Principal). The following members were present:

|    |                                    |                                          |                                                                                      |
|----|------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | Dr. N.D. Sharma                    | Chairman                                 |     |
| 2  | Dr. Manju Kaushal                  | Coordinator                              |    |
| 3  | Sh. Rajinder Singh<br>Thakur       | General Secretary<br>(Member Management) |  |
| 4  | Dr. D.C. Chambial<br>(Prof. Retd.) | Member                                   |                                                                                      |
| 5  | Mrs. Champa Saini                  | Member                                   |   |
| 6  | Mrs. Shivani<br>Nagpal             | Member                                   |  |
| 7  | Mr. Parvesh Sood                   | Member                                   |  |
| 8  | Mrs. Anika Sood                    | Member                                   |   |
| 9  | Mrs. Medha Sood                    | Member Secretary                         |  |
| 10 | Mr. Satish Rana                    | Member                                   |   |

The prime agenda of the meeting was to discuss the status of the previous proposals and think of new ones, if any. Since we all know that last year was under the attack of deadly Corona Virus, the execution of work related to the said proposals was bit harder. Therefore, after the opening words by the Chairman and Coordinator, the listed agenda items were discussed as follow:

**AGENDA#1: The approval of minutes of previous meeting.**

**DISCUSSION:** The members approved the minutes of previous meeting held on September 02, 2020.

**AGENDA#2: Preparation for Annual Examination**

**DISCUSSION:** The matter elated to the conduct of annual examinations was also discussed in details. Keeping in the view the COVID-19, the examination committee was instructed to make the necessary arrangements for the smooth conduct of the examinations.

**AGENDA#3: Printing of Prospectus.**

**DISCUSSION:** The detailed discussion was also held regarding the printing of prospectus. For this, the task was entrusted to the concerned committee being headed by Professor Champa Saini. In the meeting, necessary publicity campaigns to increase the enrollment were also discussed.

**AGENDA#4: Celebration of YOGA and TB Days**

**Discussion:** To emphasize the importance of YOGA in daily life, all the members agreed in unison to celebrate the Yoga Day in the college on 21<sup>st</sup> June 2021. The members also discussed to spread the awareness about TB and decided that this day must be celebrated in the college on March 24, 2021, so that students could understand the disastrous effects of TB disease.

**AGENDA#5: Meeting with OSA.**

**DISCUSSION:** In the meeting, it was discussed that a meeting of Old Students Association be held probably in the month of April 18, 2021 so that a strong bond may be established with their alma mater. To organize this reunion, Mrs. Uttra

Thakur was assigned the task and directed to do the needful to make this meeting a grand success.

**AGENDA#6: Campaign on Ant-ragging.**

**DISCUSSION:** The Anti-ragging awareness Programme was a crucial step toward creating a safer and more inclusive campus environment. The institution remains committed to eradicating ragging and will continue to organize similar programmes in the future to reinforce this message. The anti-ragging committee was entrusted with this task and the members are directed to manage this even on April 12, 2021 at convenient time.

**AGENDA#7: Status and future planning for the proposals raised in previous meeting.**

**DISCUSSION:** Keeping in view the unfavorable conditions due to COVID-19, it was decided unanimously that the previously mentioned proposals should be worked continually in the direction of completion as and when the circumstances become favorable.

**AGENDA#8: Miscellaneous**

**DISCUSSION:** It was discussed with the permission of the chair that Seminars/Workshops for the women health & hygiene, academic writing and research proposal may be organized regularly to grow the academic environment in the campus.

**CLOSING REMARKS:** The meeting ended with a vote of thanks to the Chairman and all the members present in the meeting.

C.S.

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

(Dr. Manju Kausheal)  
Coordinator  
IQAC

IQAC-Coordinator  
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KLB/IQAC/2020-21/

Dated: 22/06/2021

## **Action Taken Report**

An action taken report of the previous meeting held on February 20, 2021 is presented below:

### **Actions:**

1. An awareness Activity on TB Disease was organized by Red Ribbon Club under the dynamic leadership of Dr. N.D. Sharma on the 24<sup>th</sup> day of March 2021. The students were informed about the prevention, symptoms and safety measures and they were also requested to spread this message in the community. The idea to organize this Programme was born in the IQAC meeting held on February 20, 2021.
2. On the 12<sup>th</sup> day of April 2021, an ANTI-RAGGING Programme was organized in the campus. The purpose of anti-ragging initiative is to eradicate ragging in all its forms from educational institutions, ensuring a safe and respectful environment for all students by prohibiting the practice, preventing its occurrence, and punishing those who engage in it. This idea was conceived in IQAC Meeting held on February 20, 2021.
3. The 18<sup>th</sup> day of April 2021 witnessed the most important event in the form of OSA Meeting. The primary purpose of an old students' association (OSA) meeting is to foster connections between former students, their alma mater, and each other, promoting networking, sharing experiences, and potentially supporting the institution through fundraising or mentorship programs. The idea to convene OSA meeting was envisaged in IQAC Meeting held on February 20, 2021.
4. The YOGA DAY was celebrated on the 21<sup>st</sup> day of June 2021 in Online Mode. The idea to celebrate this day was conceived in IQAC meeting held on February 20, 2021. The day was organised by the Physical education department under the guidance of Dr. Aneesh Rana.

5. The prospectus is printed and made available to the stake holders well in time.
6. The all-mandatory arrangements were done to conduct the annual examinations.

Mang-  
(Dr. Mangi Kaushal)  
Coordinator, IQAC

IQAC-Coordinator  
K.L.B. D.A.V. College for Girls,  
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C.S.

K. B. Sharma

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

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KLB/IQAC/2020-21/

Dated: 28/06/2021

## **Annual Action Taken Report of IQAC (2020-21)**

*The Action Taken Report by the Internal Quality Assurance Cell (IQAC) was prepared for the session 2020-21 under the able guidance of Dr. N.D. Sharma (Principal). The prime motive of the report was to exhibit the various outcomes of the suggestions/measures/proposals. advocated by the cell for the betterment of academic growth of the college. This report presents the summary of the concrete actions taken during the session.*

### **Actions:**

- 1. The COVID Awareness Programme was organised on October 20, 2020 for the purposes as discussed in the meeting held on 02/09/2020.*
- 2. A meeting of Women Empowerment Cell was convened of December 03, 2020. The purpose of the Women Empowerment Cell (WEC) meeting was to promote gender equality and empower women by raising awareness about their rights, organizing programs for skill development and awareness, and creating a safe and supportive environment. The decision to convene this meeting was conceived in IQAC Meeting held on September 02, 2020.*
- 3. An awareness Activity on TB Disease was organized by Red Ribbon Club under the dynamic leadership of Dr. N.D. Sharma on the 24<sup>th</sup> day of March 2021. The students were informed about the prevention, symptoms and safety measures and they were also requested to spread this message in the*

community. The idea to organize this Programme was born in the IQAC meeting held on February 20, 2021.

4. On the 12<sup>th</sup> day of April 2021, an ANTI-RAGGING Programme was organized in the campus. The purpose of anti-ragging initiative is to eradicate ragging in all its forms from educational institutions, ensuring a safe and respectful environment for all students by prohibiting the practice, preventing its occurrence, and punishing those who engage in it. This idea was conceived in IQAC Meeting held on February 20, 2021.
5. The 18<sup>th</sup> day of April 2021 witnessed the most important event in the form of OSA Meeting. The primary purpose of an old students association (OSA) meeting is to foster connections between former students, their alma mater, and each other, promoting networking, sharing experiences, and potentially supporting the institution through fundraising or mentorship programs. The idea to convene OSA meeting was envisaged in IQAC Meeting held on February 20, 2021.
6. The YOGA DAY was celebrated on the 21<sup>st</sup> day of June 2021 in Online Mode. The idea to celebrate this day was conceived in IQAC meeting held on February 20, 2021. The day was organised by the Physical education department under the guidance of Dr. Aneesh Rana.
7. We know that previous year was under the attack of deadly virus CORONA, the most of the proposals planned during the IQAC meetings could not be executed. However, it is unanimously decided that the necessary actions may be taken for the completion/execution of these proposals in the future as and when the conditions become favourable.
8. The sanitizer dispensers are installed at different locations.

9. The staff of the college is provided with masks and hand gloves to maintain the COVID-19 protocols.
10. The prospectus is printed and made available to the stake holders well in time.
11. The campaign to better the enrolment was organised.
12. The all-mandatory arrangements were done to conduct the annual examinations.

**Conclusions:**

The IQAC Cell is always committed to continuous improvement of the college and whole-heartedly pursues the implementation/upgradation/improvisation planned proposals. We, at this college, believe that these initiatives will contribute significantly to enriching the student learning experience, enhancing academic environment, and fostering holistic learning.

*Manju*  
(*Dr. Manju Kaushal*)  
**Coordinator**  
**IQAC**

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*C.S.*

*K. Sharma*

Director-Cum-Principal  
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