Government College, Solan

Internal Quality Assurance Cell (IQAC)

Minutes of the Review Meeting

Date: 07-08-2025

Time: 2:30 PM

Venue: Principal's Office

Chairperson: Dr. Manisha Kohli, Principal, Government College, Solan

Coordinator: Dr. Anil Thakur, IQAC Coordinator

Agenda

1. Review of results of all streams for the academic session 2024–25.

2. Measures to improve results in subjects with low performance.

3. Notice for conducting remedial classes.

4. Special academic support for high-performing students.

5. Criterion-wise assessment for preparation of AQAR and SSR.

6. Maintenance of record of displayed CCE in attendance registers.

7. Filling of various feedback forms before October and uploading them to the college website.

8. Encouraging students to register for courses on SWAYAM, NPTEL, and MOOCs in place of assignments.

9. Maintenance of records of research publications, books, etc., by HoDs.

Proceedings

The meeting began with an address by Principal Dr. Manisha Kohli, who stressed the need to enhance academic performance while maintaining NAAC quality parameters.

Review of Results:
- The results of Arts, Science, and Commerce streams for the academic session 2024–25 were reviewed.
- Subjects with low pass percentages were identified, and members discussed possible causes such as irregular attendance, lack of conceptual clarity, and insufficient practice.

Measures for Improvement:
- Remedial Classes will be conducted for students who performed poorly.

- A notice regarding the schedule of remedial classes will be prepared and circulated among students.
- The Time Table Committee will allocate suitable slots for remedial classes without affecting regular teaching schedules.

Support for High-Performing Students:
- The Principal proposed enrichment/extra classes for meritorious students to prepare them for higher-level learning and competitive exams.

Criterion-wise Assessment for AQAR and SSR:
- Progress of data collection for AQAR and SSR was reviewed.
- Members emphasized timely submission of departmental data for all NAAC criteria.

Maintenance of Record of Displayed CCE:
- It was decided that a record of Continuous Comprehensive Evaluation (CCE) marks displayed to students must be maintained in the attendance registers by all faculty members.

Feedback Forms:
- All feedback forms (student, teacher, alumni, employer, etc.) must be collected before October.
- After compilation, feedback reports will be uploaded to the college website.

SWAYAM / NPTEL / MOOCs Courses:
- Students will be encouraged to register for online courses on SWAYAM, NPTEL, and other MOOCs platforms as an alternative to traditional assignments.

Research and Publications Record:
- HoDs will maintain an up-to-date record of research papers, books, and other publications by faculty members for academic and NAAC documentation.

Resolutions
1. Remedial and enrichment classes will be implemented for low-performing and high-performing students respectively.

2. Time Table Committee to incorporate slots for remedial classes.

3. A formal notice regarding remedial classes to be prepared and circulated.

4. Criterion-wise data for AQAR and SSR to be updated by departments within set deadlines.

5. CCE records to be entered in attendance registers by all teachers.

6. All feedback forms to be filled and compiled before October, then uploaded to the website.

7. Students to be motivated to take SWAYAM/NPTEL/MOOCs courses in place of assignments.

8. HoDs to compile and submit records of faculty publications regularly to IQAC.

The meeting concluded with Dr. Anil Thakur, IQAC Coordinator, thanking the Principal and all members for their active participation and constructive suggestions. He emphasized the importance of timely implementation of the resolutions for better academic outcomes and NAAC preparedness.

Attendees:
[List of Members Present]

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