



## हुकुम सिंह बोरा राजकीय महाविद्यालय, सोमेश्वर (अल्मोड़ा)

### NOTICE

Dated: July 10, 2019

For session 2019-20 IQAC has been constituted with the following composition:

- Prof (Dr) Sharmila Saxena (Professor): Coordinator
- Dr. Baldev Ram (Assistant Professor): Member
- Mr. Jagdish Prasad (Assistant Professor): Member
- Dr. C P Verma (Assistant Professor): Member
- Mr. Sanju (Assistant Professor): Member
- Dr. Rakesh Pandey (Assistant Professor): Deputy Coordinator

IQAC of HSB GDC Someshwar aims to monitor and create quality alerts as well as propose ways and means to enhance quality:

The objective of IQAC shall be as follows:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution
- Documentation of the various programmes /activities leading to quality improvement
- Initiate the implementation of feedback responses from all stakeholders on quality related institutional processes

IQAC should be committed to ensure (Quality policy):

- Teaching learning process at par with institutions of national importance
- Benchmark for research and its sustainability in socio-technical aspects
- Efficient and transparent academic and financial administrative systems
- Use of credible, robust and relevant evaluation methods in all institutional systems
- Techno-commercial sensibilities and environmental outlook instilled in graduates

IQAC shall evolve mechanisms and procedures for (Strategies)

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Ensuring quality of academic and research programmes
- Optimization and integration of modern methods of teaching and learning

IQAC members will be responsible for:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Arrangement for Faculty evaluation from students, parents and other stakeholders on quality-related institutional processes
- Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Organize workshops, seminars on quality related themes and promotion of quality circles and its documentation
- Develop and maintain College database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Apply for the ranking process through various ranking agencies eg. NIRFetc.

ASB  
Principal

HSB Govt Degree College,  
Someshwar (Almora)

**Hukum Singh Bora Government Degree College,  
Someshwar**

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**Internal Quality Assurance Cell**

**Minutes of Meeting**

A meeting for NAAC preparation was held at 02:00 PM on August 22, 2019 at Principal Room, HSBGDC Someshwar

**Agenda of Meeting**

IQAC Objective and resolution

Necessary facilities for NAAC

Discussion on possible College Development

**Members Presented:**

Prof (Dr). Archana Sah, Principal, Chairperson

Dr Sharmila Saxena, Associate Professor (English), IQAC Coordinator

Dr Baldev Ram, (Assistant Professor, Commerce)

Dr C P Verma (Assistant Professor, Geography)

Mr Sanju, (Assistant Professor, Botany)

Dr Rakesh Pandey (Assistant Professor, Mathematics), IQAC Co-Coordinator

Dr Bhanu Pratap Durgapal

Dr Rajneesh Kumar (Assistant Librarian)

Mr Rahul Jalal (Student Union President)

**Minutes/Resolutions:**

- It was decided to prepare vision mission and objectives of IQAC of college.
- Chairperson, Dr Archana Sah, instructed administrative officer to provide necessary facilities to IQAC so that cell can work properly.
- It was decided to optimal use to available infrastructure of college.
- IQAC congratulate Dr Baldev Ram for conducting Student Union Election successfully.
- It was decided to verify the details of admitted students in 1st year of UG programs on Kumaun University Portal. Dr Rakesh Pandey has given this responsibility.

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- Dr Rajneesh Kumar is instructed to purchase Table and chair for classrooms through GEM Portal.
- Dr Rajneesh Kumar Assistant Librarian is instructed to procure books as list provided by the departments.
- All teachers are advised to prepare Program and course objectives for their respective subjects.

The meeting ended with vote of thanks to the Chairperson.

  
Dr Sharmila Saxena  
IQAC Coordinator

  
Dr Archana Sah  
Principal

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## **Internal Quality Assurance Cell**

### **Minutes of Meeting**

A meeting for NAAC preparation was held at 02:00 PM on February 13, 2020 at Principal Room, HSBGDC Someshwar.

#### **Agenda of Meeting**

Separate Room for IQAC with necessary facilities

Teacher's personal file

Departmental council report

Facility for Indoor Games

Preparation of Course and Program Objectives

Laboratories for Botany

#### **Members Presented:**

Prof (Dr). Archana Sah, Principal, Chairperson

Dr Sharmila Saxena, Associate Professor (English), IQAC Coordinator

Dr Baldev Ram, (Assistant Professor, Commerce)

Dr C P Verma (Assistant Professor, Geography)

Mr Sanju, (Assistant Professor, Botany)

Dr Rakesh Pandey (Assistant Professor, Mathematics), IQAC Co-Coordinator

Ms Pooju (Assistant Professor, Commerce)

Dr Lalit Mohan Joshi

Dr Bhawna

Dr Ankita Tamta

Dr Sunita Bhandari

Dr G S Dhami

Mr Balwant Singh

Mr Prakhar Bisht

Dr. Rajneesh Kumar (Asst Librarian)

Mr Rahul Jalal (Student Union President)

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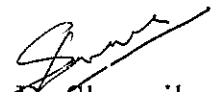
**Action Taken report:**

- Purchasing of Furniture for class rooms have been done through GEM Portal.
- University examination for odd semester have been conducted successfully.

**Minutes/Resolutions:**

- It was decided to provide a separate room to IQAC equipped with necessary requirements.
- Chairperson, Dr Archana Sah, instructed to faculty members to prepare their personal file by end of February 2020.
- All members should prepare their progress report.
- It was decided that all departmental council will prepare and present 5 years report to IQAC
- It was suggested that minimum common facility for "Diyangjan" is to be maintained.
- All teachers are advised to prepare Program and course Outcomes for their respective subjects.
- Mr. Sanju, Assistant professor Botany is instructed to insure the development of Botanical Garden.
- Committee strongly recommended for Gymnasium.
- It was decided to construct a solid waste management system.
- All faculty in-charges are instructed to prepare last 5 years meritorious students list of their respective faculties/ departments.
- It was felt that a principal names board must be installed inside principal room.
- Ms. Pooja was nominated as IQAC member.

The meeting ended with vote of thanks to the Chairperson



Dr Sharmila Saxena

IQAC Coordinator



Dr Archana Sah

Principal