

Proceedings of the IQAC Meeting

Date: April 3, 2025

Time: 12:45 PM

Venue: Conference Hall, Government College Solan

The meeting of the Internal Quality Assurance Cell (IQAC) was convened by the IQAC Coordinator, **Dr. Anil Thakur**, in the presence of all IQAC members and senior member **Prof. B.N. Kamal**. The primary agenda of the meeting was to distribute responsibilities for conducting the Faculty Development Programme (FDP) at Government College Solan.

Agenda of the Meeting:

1. Discussion on the objectives and execution plan of the FDP.
2. Allocation of responsibilities to IQAC members.

The meeting concluded with a mutual agreement on all assigned responsibilities, and members were encouraged to coordinate effectively to ensure the smooth execution of the FDP form 21st April to 26th April.

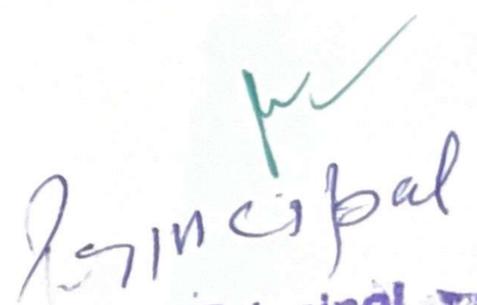
Detail of Work Distribution:

Steering Committee:

To provide overall insight to program, direction, suggestion and funds.

Members:

Principal cum Chairman of IQAC, IQAC Coordinator, Senior faculty members and Grade-1 Supdt.



Principal
Govt. College, Solan

Program Committee

for Arrangement of FDP from 21st April to 26 April 2025:

1. Invitation to Resource Persons:

Confirming on Phone and sending formal invitation through emails and seeking their credentials for introduction.

Members: Prof. Manju Thakur, Prof. Geetika, Prof. Ghanshyam Singh Soni

2. Daily Attendance Record of Participants:

To prepare daily attendance chart session wise

Members: Prof. Geetika, Prof. Nisha Manta

3. Daily arrangement of Venue:

Including cleanliness, Opening and closing of Conference Hall

Members: Prof. B.N Kamal, Prof. Nisha Manta, Prof. Heera Chhetri and one Peon

4. Preparation of Daily Schedule:

Including Titles of Topics and Names of Resource persons, Will also distribute Remuneration @ Rs 1000 per session to Resource persons (Who are not faculty members of our College), getting signature on receipts and printing the same.

Members: Prof. Manju Thakur Prof. Meenu Kundi and Prof. Aalisha

5. Providing Technical Support to FDP:

Arrangement of Mikes, Podium and Projection Presentations

Members: Prof. Vivek Sharma, Prof. Pramod and Prof. Ramesh

6. Printing and design of Brochure, Certificates and Google Forms:

Preparing google forms for registration and feedback

Members: Prof. Pramod, Prof. Ramesh and Prof. Aalisha

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7. **Preparing Question Bank:** preparing MCQ test and also encourage participants to initiate participation and asking questions in planned way.

Members: Prof. Nek Ram, Prof. Nisha, Prof. Heera Chhetri and Prof Kannu Priya

8. **Report Writing of the FDP:**

At the end of program a detailed report of 5 to 6 pages including photographs of each session will be prepared. Members will ensure that photograph of each session is taken

Members: Prof. Prem Prakash, Prof. Nek Ram and Prof Ramesh.

9. **Providing E-Resources and other Reading Material:**

As per the requirement by teachers and resource persons

Members: Ms Sanjana (Librarian)

10. **Preparing list of members who will be conducting stage/podium/addressing the sessions:**

Including of Inaugural, and Valedictory sessions., welcoming the resource Persons.

Members: Prof. B N Kamal, Prof. Kannu Priya, Dr. Anil Thakur

11. **Refreshment Committee:**

Arrangement of water to Resource persons, Tea during break and working lunch subject to availability of fund on valedictory

Members: Prof. Meenu Kundi, Prof. Kannu Priya, Prof Manju, Prof. Heera Chhetri and one Peon

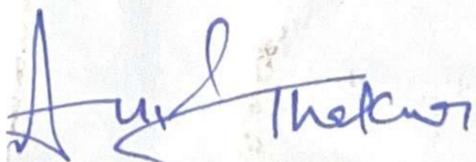
12. **Collecting registration fee:**

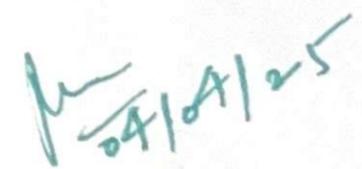
Collecting registration @ Rs 500 from each teaching faculty member

Members: Prof. B. N. Kamal, Prof. Manju

13. **Media Reporting:**

Members: Prof Nek Ram and Prof. Prem Prakash and Dr. Anil Thakur


Coordinator IQAC


Principal
G.C. Solan
Principal
Govt. College, Solan

1. Deyu. (Dr. Deepak Thakur)
2. ~~Amal~~
3.
4. Vinod Sharma
5. ~~M~~
6.
7.
8. ~~Pranav~~
9. ~~Navya~~
10. ~~Adarsh~~
11.
12.
13. ~~Manoj Thakur~~
14.
- (15)
16. Sandeep Sharma!
17. Breeta
18. San
19. Sanu