

Co-ordinator



MUNICIPAL POST GRADUATE COLLEGE
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Email - mpg.college@yahoo.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.

Date.....

20th April 2023

IQAC Meeting Agenda

In view of the urgency for accreditation of the college by NAAC, IQAC meeting has been scheduled to be held in the principal's office at 11:00 am on 25th April 2023 with the following meeting agenda:

Agenda1. Preparation of Cycle-1 IIQA and its submission.

Agenda2. Constitution of Compliance and other committees.

Agenda3. Re-constitution of committees upon having new faculty-members in several departments of the college appointed.

Agenda3. Data collection and compilation for SSR of the college.

Agenda4. Strategy for SSR preparation.

Agenda5. Discussion on expected dates for IIQA and SSR submissions.

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25th April 2023
Date.....

Minutes of the IQAC meeting

IQAC meeting was held on 25th April 2023 at 11:00 AM in the principal's chamber and following points were discussed:

Discussion on Agenda-1: As college is going for NAAC accreditation for the first time since its establishment (cycle-1) it was decided to form an IIQA working- group to arrange the necessary documents from various authorities and participate in data collection and compilation for IIQA. A provisional time line has to be set for this work.

Discussion on Agenda-2: After long deliberation committee requested principal of the college to constitute compliance and other committees afresh within a week. It was also decided that committee coordinators along with committae members will assist the involved faculty members in preparation of IIQA.

Discussion on Agenda-3: As at the time of this meeting more than half of the teaching-posts are vacant in the college and new appointment process has started, committee unanimously agreed on re-constitution of all the committees upon having new faculty members in several departments of the college appointed.

Discussion on Agenda-4: Committee was of the view that data collection and its compilation for SSR is very exhaustive and time-consuming process and will require efforts from both teaching and non-teaching staff members. So it was decided that the office staff would assist the involved faculty members in data collection and typing work.

Discussion on Agenda-5: SSR preparation is not an easy task and without strategic planning it may take a very-long time to complete the report. SSR preparation is based on data presentation along with necessary descriptions on seven different criterion. Also, SSR has an introductory and executive summary part that too will require some time to prepare. So committee decided to have NAAC working-team divided into 8-groups each group working on one criteria of the report. since appointment process for new faculty members has been initiated in the college it has been decided that the existing NAAC working-groups will be expanded by including the new faculty members upon their joining in the respective departments of the college.

Discussion on Agenda-6: Committee was of the view that if everything goes well SSR would be ready for submission by the end of this year. Committee also observed that beside SSR preparation-exercise there exists some other issues in the college that need to be resolved too. These issues include library maintenance, books rearrangement to facilitate automation of the library, fixing of computer-lab issues, and rearrangement of classroom furniture by removing the old ones. With these issues and urgency of submission it was decided to stick to a set time line.


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30th April 2023
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Action Taken Report

Action on agenda 1: Including principal of the college, a five-member IIQA working-group is constituted to complete preparation and submission of IIQA. It is also agreed upon that documentation work will be completed by the end of December 2024 and IIQA will be submitted in the month of January 2024.

Action on agenda 2: As per of committee recommendation principal of the college has to constitute compliance and other committees for a smooth functioning of various academic activities of the college within a week.

Action on agenda 3: Data collection and typing-work for the entire NAAC accreditation process will be done by college staff. As our college staff is already loaded with routine office work and now enormous SSR typing-work we need to have a typist outsourced. Principal of the college is thus requested to outsource a typist for a period of 3-4 months for this purpose.

Action on agenda 4: Committee unanimously resolved that principal of the college will re-constitute all the college-committees soon after the appointments and joining of the faculty members.

Action on agenda 5: The NAAC-team is divided into eight working-groups and assigned the work of SSR-preparation. Each working-group will collect the relevant data from the college office and compile it in the required format for SSR of the college. College office-staff will assist the working-group in data collection. The NAAC working-groups will be expanded by including the new faculty members upon their joining the college.

Action on agenda 6: The committee unanimously decided that, except in some unavoidable circumstances, IIQA would be submitted on or before 15th January 2024 and SSR on any date not later than 10th March 2024.


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5th January 2024
Date

Outcomes of Action Taken

A report on outcomes of action taken was prepared on 5th January 2024 by the IQAC coordinator. The point wise detail of the report is as follows:

Outcome of action 1: IQA is ready and will be submitted on 11th January 2024.

Outcome of action 2: Principal of the college constituted various committees of the college on 5th May 2023.

Outcome of action 3: Non-teaching staff of the college has been assisting the NAAC working-groups since initiation of accreditation process. A typist named Miss Fatima has been hired on 1st December 2023 to assist the college staff for NAAC accreditation typing work.

Outcome of action 4: After appointment of new faculty members principal has re-constituted various committees of the college on 3rd December 2023. The unique feature of these committees is that they have representation from students, new faculty members, and non-academic staff members besides other faculty-members. New faculty-members have been participating in NAAC accreditation process of the college whole-heartedly since their joining in the college.

Outcome of action 5: Ten new faculty members have been appointed by the College Management and nine of them have joined the college on 1st December 2024. By including the new faculty members, NAAC working-groups were expanded on 2nd December 2023.

Outcome of action 6: IQA is ready for submission and it will be submitted on or before 15th January 2024. SSR preparation work is almost complete ((90% complete) and it will be submitted on or before 10th March 2024.

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