

Dated : 29/03/2019.

Today a meeting was held in the IQAC room. The meeting was presided by the Principal along with the following members to discuss the agendas of the IQAC. The total IQAC members are already 6 of them. The following further faculty members are tentatively added to be the members of IQAC.

① Dr. Gita Kama

② Mr. Yugal Khawal/Maheswari Kharka.

③ Dr. Umesh Rizal

Further, Miss Ankita Kumari is selected for representing students.

Employee Representative — J. J. Gouth. (Binita Sherga)
Industrialist — Mahaveer Agrawal.

Stakeholders — parent (to be worked out)

Alumni related discussions — () discussed with Mr. Yugal.

* Development of feedback system from all the stakeholders to be done by

Dr. Umesh Rizal } to be supervised by
Mr. Yugal Khawal } Dr. Robin Sharma.

* Feedback to be collected in every semester from honours students soon after the mid-term examination

* For collecting the documents and working for the IQAC, each faculty of the college to be inducted as criteria members for preparation of AQAR.

* Dr. Gita Kama and Dr. Bikash Sharma will divide the faculties in 7 criterias. IQAC members to head the 7 criteria committees. Dr. Robin Sharma to head as a Verification officer. Student Satisfaction survey to be designed by the IQAC members.

* Working out linkages with the industries (MOU).
- Miss Malavika and Dr. Sabita to be assigned for the same.

* Mentorship programme to be initiated in the college. (Guidelines documents to be prepared).
- Miss Kinla Ghosh and Mr. Yugal Khanal to be assigned for the work.

* Academic Calendar to be made every semester. Cultural, and literary and sports meet to be included. Best students ^{awards} to be announced. Best faculty, best department, best non-teaching staff to be announced. Criteria for the same to be evolved. Notice board to be maintained for publishing ^{of} research work of faculties/students.

* Workshop on IPR's (assigned to Dr. Sabita Sapkota Dr. Bikash Sharma).

* Preparation of code of conduct handbook for various stakeholders (teaching and non-teaching). Every new faculties/non-teaching should abide by the rules & regulations. Hence, signatories (should be put by the concerned person).
- assigned to Dr. Robin Sharma.

* Universal Values & Ethics to be conducted in the college.

- Resources persons to be identified by the IQAC members.

* Non-teaching staffs to be compulsorily undergo computer practical training.

* UGC notice board to be maintained in the college.

* UGC schemes and schemes of other organisations (Welfare schemes) to the students, to be furnished to

- Assigned to the Dean of Student Affairs, Mrs Ishening Choden Ghuha along with non-teaching staff Mrs Pratima Mr. Passang.

* Softwares to be provided in the library, e-resources, application for e-resources, timely training of the librarians to be conducted. All other best practices to be adopted. Arrivals of new books to be informed to the faculties.

- Meeting with librarians along with the IQAC members.
- E-content development to be communicated with IMC Department.

* 12(B) Form ready for submission.

- Dr. Robin Sharma and Dr. Bikash Sharma.

- Identification of industries (local) and coordinating with them for undertaking the programmes.

- Dr. Govar Kaprey and

* Strengthening the committee members

* Assessment of the tenure of the committees.

* Promoting research culture. Research Journal to be initiated in the college. (19 Dept, 19 chapters)

Research cell/committee to be framed for the same.

- * Career Counselling cell to promote job oriented courses.
- * Strengthening ICT enabled facility by each dept.
- * Separate feedback from the students on the usage of ICT facility by the department.
- * 14 point check-list memo to be circulated to the Dept's. twice a semester.
— Mrs Malavika and Dr. Gita Kama.

The following members attended the meeting!

- ① Principal (Dr. Parasuram Paudyal) *Paudyal*
- ② Dr. T.P. Dhungel. *Dhungel*
- ③ Dr. Robin Sharma. *Sharma*
- ④ Miss Ishering Choden Bhutta
- ⑤ Dr. Rikash Sharma *Rikash*
29/03/19
- ⑥ Mrs Kinla Bhutta *Bhutta*
- ⑦ Dr. Sabita Sapkota. *Sabita*
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