

A meeting of IBAC was held on 31st May 2023 at 2 P.m in the NAAC room with Dr. Lateesh Kapoor IBAC, coordinators, who presided over the meeting. The following members were present.

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|------------------------|--------------|
| 1. Dr. Lateesh Kapoor | co-ordinator |
| 2. Mr. Dharmender Rana | Member |
| 3. Dr. Mainika Kapoor | Member |
| 4. Dr. Kuldeep Singh | Member |
| 5. Dr. Nareesh Veena | Member |
| 6. Dr. Vandana Sethi | Member |
| 7. Dr. Devender Kumar | Member |
| 8. Dr. Ranjeet Singh | Member |

As per discussions in the previous meetings action was taken regarding Academic Bank of credit (ABC), a nodal officer was appointed to enroll the institution as well as students. Regarding SWAYAM/NPTEL Portal, online courses, some departments showed their willingness to proceed further with the same. Since, the vacations are scheduled to start from 5th June 2023, therefore, all the members were of the opinion that after vacations, in the lean period they all will meet to proceed with SSR work and will complete all the cycle II formalities.

Meeting ended with the vote of thanks.

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A meeting of IBAC was held on 19th May 2023 at 1.30 P.m in the NAAC room. The IBAC coordinator Dr. Lateesh Kapoor presided over the meeting. The following members were present.

1. Dr. Lateesh Kapoor Co-ordinator
2. Ms. Dharmender Rana Member
3. Dr. Mainika Kapoor Member
4. Dr. Kuldeep Singh Member
5. Dr. Ranjeet Singh Member
6. Dr. Vandana Sethi Member
7. Dr. Haresh Verma Member
8. Dr. Divender Kumar Member

After formal welcome of IBAC members by IBAC co-ordinator, she enquired about the plan of action chalked out as per the discussion of previous meeting held on 4th May 2023. SWAYAM RPTL PORTAL courses were outlisted and subject wise eleven different google sheets were prepared for Bio Sciences, Physics, Chemistry, Math, Computer Science & technology, Humanities, Management Studies, Vocational courses, Economics & Commerce, Multidisciplinary, B.ed etc. Teachers of all the different departments were requested to go through courses and to select those accordingly which will be beneficial for the students as well as for teachers.

A tentative calendar for the session 2023-24 was prepared and all the members were of the view that it should be discussed with prospectus committee through principal, to be incorporated in the prospectus of 2023-24.

Meeting ended with vote of thanks.

A meeting of IQAC was held on 4th May 2023 at 2.30 p.m in the NAAC Room with IQAC Co-ordinator Dr. Latesh Kapoor. The following members were present:

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| 1. Dr. Latesh Kapoor | Co-ordinator |
| 2. Dr. Dharmender Singh Rana | Member |
| 3. Dr. Manika Kapoor | Member |
| 4. Dr. Kuldeep Singh | Member |
| 5. Dr. Vandana Selhi | Member |
| 6. Dr. Nallesh Verma | Member |
| 7. Dr. Vandana Selhi | Member |
| 8. Dr. Ranjeet Singh | Member |

IQAC, co-ordinator Dr. Latesh Kapoor welcomed the members of IQAC and put the agenda items regarding 1. SWAYAM/ NPTEL PORTAL (on line courses) 2. Drawing of a tentative Academic calendar for discussion. To achieve the academic excellence, to promote and strengthen the IT literacy and skill among the students and teachers, she requested all the members to go through all on line courses list and to select these courses beneficial to various departments. ~~Dr~~ Co-ordinator, IQAC also requested all the members of IQAC to motivate more and more students to participate in such on-line courses. #

After the detailed discussion, Dr. Dharmender Singh Rana, SPOC, SWAYAM- NPTEL- Local Chapter D-29 showed his willingness to go through these on-line courses list & to select these courses departments.

Dr. Kuldeep was assigned to draw a tentative calendar 2023-24 and all the members were of the view that it is to be incorporated again in the Prospectus of the concerned session.

Discussion ended with vote of thanks.

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An emergent meeting^{of IQAC} was held on 10-04-2023 at 2 p.m in The NAAC Room with Dr. Lateesh Kapoor as coordinator, IQAC, who presided the meeting. The following members were present.

1. Dr. Lateesh Kapoor Co-ordinator
2. Mr. Dharmender Rana Member
3. Dr. Kuldeep Singh Member
4. Dr. Manika Kapoor Member
5. Dr. Naresh Verma Member
6. Dr. Vandana Sethi Member
7. Dr. Devender Kumar Member
8. Dr. Ranjeet Singh Member

Dr. Lateesh Kapoor, co-ordinator NAAC welcomed the members and put the agenda before present members that as Cycle I validity period is going to be complete on 25th September 2023 and further to proceed with Cycle II for accreditation as a collective team work, efforts and cooperation of all IQAC members with all the staff members is required. As IQA is to be submitted during the last six months of the validity period, fulfillment of the various conditions are to be specified. Ten Bullet points suggested by the NAAC peer team in Cycle I were to be taken into consideration and decided to put it before Princip Meeting ended with the vote of Thanks.

~~Dr. Kapoor~~
Manika
a/c

~~Dr. Singh~~

~~Dr. Singh~~

An emergent meeting was held on 6th April 2023 at 3.00 P.m in the NAAC room. Meeting was presided over by IQAC Co-ordinator. The following members were present

1. Dr. Latesh Kapoor Co-ordinator
2. Dr. Manika Kapoor Member
3. Mr. Dharmender Kumar Member
4. Dr. Kuldeep Singh Member
5. Dr. Ranjeet Singh Member

After the formal welcome by co-ordinator, IQAC members were appraised off regarding Academic Bank of credit i.e ABC and the enrollment of students on ABC. As per the requirement of the new Education Policy (NEP), IQAC proposed to appoint a Nodal officer among staff members through which all the formalities of enrollment of college / university may be done. It was also decided to put the proposal forward to the higher authority (Principal) for consideration and approval.

The meeting ended with the vote of thanks.

Dr. Manika Kapoor
Kuldeep

A meeting of IQAC members was held on 27th February 2023 at 3 P.M in the NAAC room. The IQAC Co-ordinator Dr. Latesh Kapoor presided over the meeting. The following members were present.

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|------------------------|--------------|
| 1. Dr. Latesh Kapoor | Co-ordinator |
| 2. Mr. Dharmender Rana | Member |
| 3. Dr. Mainika Kapoor | Member |
| 4. Dr. Vandana Sethi | Member |
| 5. Dr. Naresh Vema. | Member |
| 6. Dr. Kuldeep Singh | Member |

After the formal welcome by IQAC coordinator the minutes of the last meeting were read and confirmed in the meeting. For the submission of AQAR on 28th February 2023, a detailed discussion was held on some qualitative questions of different criterion from I to VII and for uploading the supporting documents, proofs, files etc to edit the AQAR. Some changes were required. The discussion ended with vote of Thanks.

AQAR 2021-22 was uploaded & submitted successfully on 28th February 2023 before 5 P.M to NAAC.

DSI ✓

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Dr. Lateesh Kapoor a detailed discussion regarding extended profile questions like programmes/courses offered, number of teachers, students etc., Bullet points according to NEP (New Education Policy) were highlighted. Criterion wise questions and its information was discussed to be incorporated in the A&AR. Although the date for the submission of A&AR was extended upto 31st May 2023 but all the members with coordinators were of the opinion to submit the A&AR on or before 28th February 2023.

The discussion ended with the vote of thanks.

 Dr. Lateesh Kapoor
 Dr. Lateesh Kapoor
Caldef →

A meeting of Head of Departments with co-ordinator, IQAC was called by the Principal Dr. L. P. Kaushal in his office on 24th May 2023 at 3.00 P.M.

The main agenda of the meeting was to discuss the calendar of various activities to be done in the academic year 2023-24 and on-line courses through SWAYAM/NPTEL portal. Since this calendar of activities was required to be published in the college prospectus and incorporated in the A&AR, therefore, a chronological calendar of activities was drawn with the help of all the H.O.D's present in the meeting. Further, all the H.O.D's were asked to sort out courses from the subject wise outlisted list and to motivate their respective subjects/departments students for undergoing such on-line courses through SWAYAM/NPTEL Portal.

Meeting ended with vote of thanks to the chair.

Y. P. Kaushal
Principal

M. M. Vaidya
Vice-Chair



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Till Hill & River Vanish

Maharaja Lakshman Sen Memorial College

(Estd. In 1976, NAAC Accredited "B" Grade, Affiliated to Himachal Pradesh University, Shimla)

Sundernagar (H.P.) – 175018

Dated: 27.04.2023

Ref. No. MLSMC-02/2023-



Office Order

Dr. Kameshwar Kumar, Head, Department of Physics will act as Nodal Officer for the enrolment of the students on "Academic Bank of Credit". This is as per the letter from the Directorate of Higher Education, Govt. of Himachal Pradesh vide no. END-H (8) 2020-21/Misc-Loose, dated 31.03.2023.

[Signature]
PRINCIPAL

Copy to:

1. Dr. Kameshwar Kumar
2. Office Order File

A meeting of IQAC was held on 11th April 2023 at 3.00 pm in the Principal office with Dr. C.P. Kaushal in the chair. The following members were present-

Dr. Latesh Kapoor	Co-ordinator
Dr. Shaemender Rana	Member
Dr. Manika Kapoor	Member
Dr. Kuldeep Singh	Member
Dr. Vandana Sethi	Member
Dr. Ranjit Singh	Member
Dr. Hem Raj Sharma	Administrative officer
Ms. Ambika Sharma	Member, Alumni

Principal welcomed all the members of IQAC. As per the prior meetings decisions held on 6th April 2022 & 10th April 2022 some proposals regarding appointment of Nodal office for ABC and to proceed with cycle II for reaccreditation, were put forward with Principal for further approval and consideration. Principal showed his willingness for further reaccreditation through NAAC. He asked the IQAC team to proceed further with IQA, SSR and other different steps required for cycle II. Since the work is to be completed within the stipulated time period and some other formalities regarding fees etc, to be looked into. Principal assured to appoint a Nodal officer regarding ABC (Academic Bank of credits) as discussion with one of the senior staff member Dr. Kameshwar is going on. Some points regarding Alumni were also discussed but Principal was indifferent and not willing to do anything in this matter. Dr. Vandana Sethi showed her unwillingness to continue as a member of IQAC but principal said the committee will remain same for the academic

Session 2022-23.

The meeting ended with vote of thanks to the chair.

(Signature) / Dr. P. K. Singh

A meeting of IBAC was held on 13th Feb, 2022 at 4 P.M in the Principal office with Dr. C.P. Kaushal in the chair. The following members were present.

1. Dr. Latesh Kapoor Co-ordinator
2. ~~Dr.~~ Sharmender Rana Member
3. Dr. Manika Kapoor Member
4. Dr. Vandana Sethi Member
5. Dr. Kuldeep Singh Member
6. Dr. Naresh Verma Member
7. Dr. Ranjeet Singh Member
8. Dr. Devender Kumar Member
9. Mr. Hem Raj Sharma Administrative Officer
10. Ms. Ambika Sharma Member, Alumni

Principal welcomed all the members of IBAC and a general discussion was held regarding submission of AQAR. As this work is time bound and to get the quick response from various departments and faculty members, work was distributed among members of IBAC. Co-ordinator, IBAC Dr. Latesh Kapoor requested the Principal to circulate general notices to the staff members regarding the importance related to AQAR and requested all the members of IBAC to meet regularly in the NAAC room. Various other issues regarding AQAR were also discussed. Principal asked Co-ordinator, IBAC to meet after two or three days for the Best Practices of the College.

The meeting ended with the vote of thanks to the chair.

~~Dr. Kaushal~~ ~~Dr. Kaushal~~ ~~Dr. Kaushal~~ ~~Dr. Kaushal~~