

## Minutes of the Meeting

A meeting of the IQAC members of the college in the presence of the Principal was held in the office of the Principal on 26/12/24 to review the Analyses Report based on the outcome of the responses of Students/Teachers/Parents/Employer.

To discuss and prepare document on feedback received.

Members present:

1. Dr Jozefeen Afzal
2. Dr Tasleem
3. Dr Anjana Sharma
4. Dr Rashmi Sharma
5. Mrs Reeta Meenia
6. Dr Chetan Sharma
7. Mr Khalid Sajad Bohra

After a thorough discussion the IQAC members recommended the following suggestions to be incorporated by the college for the systematic improvement in teaching learning experiences:

1. From the responses of the students it was seen that maximum students gave a positive response regarding internet/library/laboratory facilities etc provided by the college. Students also gave positive feedback about the infrastructure facility /transparency of evaluation process/ internal & external examination system etc. They appreciated the teacher's friendly/encouraging and helping attitude. It was observed that there are few students who are not aware about the effectiveness of college activities/programmes/events. It was decided that these students will be made aware of the above mentioned areas through their teachers.

2. From the responses of the students it was seen that maximum teachers are regular, punctual, completing the entire course syllabus in time, using classroom tools/software. It was decided that teachers may be motivated into using more technology while delivering lectures & incorporating ways to integrate course material with environment. Teaching faculty of Eco club & NSS will also contribute in this regard. College website is being regularly updated so that students get benefitted.

3. From the students feedback responses it was seen that majority agreed with the Guidance and Counseling given by the college, remedial classes being held and reacted positively to the teaching learning environment. Also scholarship information must be circulated among the students during admission process and through admission pamphlets.

4. From the responses of the teachers, it was seen that teachers gave a positive response. They considered the course material as sufficient, up to date, integrated with Environment/Employability & Cross cutting issues. It was decided by the IQAC that efforts must be made to make College campus more green and eco friendly. The IQAC members

recommended to focus on Counseling/ Placement/Grievance cell for the betterment of the students.

5. From the teachers positive feedback responses, it was seen that majority agreed with the library/internet/infrastructure facilities given by the College. Teachers suggested upgradation of canteen for the students. It was decided that students must be made aware of different types of scholarships provided by the Government as well as by the College to the needy students.

6. From the parents positive feedback responses it was seen that they are satisfied with the admission procedure /discipline maintained by the college authorities/students'grievances cell etc. The college authority decided to provide transport/hostel/canteen facilities in future. In this regard, canteen facility opened in the college premises for the welfare of the students. Also levelling of the play ground/ bedminton ground done. Also it was decided an active & regular schedule for cultural and sports activites needs to be organized time to time for engaging the students.

7. It was decided by the IQAC that efforts must be made to aware the parents also regarding of different scholarship schemes provided by the College as well as provided by NSP(National Scholarship Portal).

  
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**OFFICE OF THE PRINCIPAL**  
**GOVERNMENT DEGREE COLLEGE, KHOUR**  
Accredited by NAAC with B+ Grade

Prof. (Dr) T K Sharma  
Principal

No:- GDC/KHR/2023/  
Dated:-

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**ACTION TAKEN REPORT OF THE INSTITUTION ON FEEDBACK REPORT 2023-24**

Based on the feedback received for the academic year 2023-24, the institution has taken the following actions:

**Student Feedback Analysis and Actions Taken**

**1. Facilities and Infrastructure:**

A majority of students expressed satisfaction with the internet, library, laboratory, and infrastructure facilities provided by the college. Positive feedback was also received regarding the transparency of the evaluation process and the internal and external examination systems. Students appreciated the friendly, encouraging, and helpful attitude of the teachers.

**Action:**

- It was observed that a small group of students were unaware of the effectiveness of college activities, programs, and events. Teachers will be tasked with raising awareness about these areas.
- Efforts will be made to motivate teachers to integrate more technology into their teaching methods and incorporate environmentally relevant content into the curriculum. The Eco Club and NSS faculty will actively contribute to this initiative.
- The college website is being regularly updated to ensure students have access to important information.
- Completed the first floor of the Library for students with new infrastructure.
- Added Table tennis table, Carrom board, etc. in sports facility in the physical education department.

**2. Guidance and Counseling:**

The majority of students appreciated the guidance and counseling provided by the college, as well as the remedial classes and the overall teaching-learning environment.

**Action:**

- Scholarship information will be disseminated during the admission process and through admission pamphlets to ensure all students are informed.

**Teacher Feedback Analysis and Actions Taken**

**1. Course Material and Facilities:**

Teachers gave positive feedback regarding the sufficiency, relevance, and employability-focused nature of the course material. They also acknowledged the integration of environmental and cross-



cutting issues into the curriculum. Teachers appreciated the library, internet, and infrastructure facilities but suggested improvements to the canteen facilities.

**Action:**

- The IQAC decided to further enhance the college campus by focusing on eco-friendly initiatives, including increased greenery.
- Greater emphasis will be placed on strengthening the Counseling, Placement, and Grievance Cells for the benefit of students.
- The canteen facilities have been upgraded for students and staff.

**2. Scholarship Awareness:**

Teachers emphasized the need for better dissemination of information about scholarships provided by the government and the college.

**Action:**

- Awareness sessions will be organized for students to ensure they are informed about the available scholarships.

**Parent Feedback Analysis and Actions Taken**

**1. Satisfaction with College Services:**

Parents expressed satisfaction with the admission process, discipline, and the functioning of the Grievance Cell. Suggestions were made to improve transport, hostel, and canteen facilities.

**Action:**


- Canteen Upgradation has been on the college premises for the welfare of students.
- Levelling of the playground and badminton court has been completed.
- An active and regular schedule for cultural and sports activities will be implemented to engage students more effectively.
- Efforts will be made to inform parents about various scholarship schemes provided by the college and the National Scholarship Portal (NSP).

**Additional Actions Taken**

- Initiated a mentorship program pairing senior students with juniors for academic and personal guidance.

**Conclusion**

The IQAC remains committed to continuous improvement based on stakeholder feedback. These actions are aimed at enhancing the overall student experience and fostering a conducive environment for learning and personal growth.

  
**Principal**  
**Govt. Degree College**  
**Khaur**