



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated: 19th September, 2024

A meeting of Internal Quality Assurance Cell (IQAC) was held under the chairmanship of Dr. Gopal Chauhan, Principal, Rajiv Gandhi Govt. College Chaura Maidan, Shimla-4. The main agenda of the meeting was to discuss about the analysis of feedback forms received from the stakeholders of the institution. In this meeting following members of the IQAC were present:

1. Dr. P.L. Verma
2. Sushita Negi
3. Dr. Sumit Gupta
4. Dr. Shilpa Chauhan
5. Dr. Brij Mohan.
6. Dr. Miralini Koshiyol
- 7.
- 8.
9. Vijay Kumar

In the meeting detailed discussion on the feedback forms received and analysed were held. In the meeting following were discussed and passed unanimously:

1. **Student Feedback:** The IQAC had obtained the feedback from the students on various aspects of institutional workings. The detailed feedback on course content, department-wise and teacher-wise feedback on various aspects of teaching and learning (library, sports, canteen, website, administration, etc.) was taken. It was unanimously decided that the average score of 3 and above



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shall be considered satisfactory, while scores below 3 in any head shall be discussed with the concerned authority with instructions for improvement. On curriculum feedback across all streams, the average satisfaction score was above 3.5, which means the majority of students were satisfied with the course content being taught to them. Teacher's feedback across all subjects was ranked above 4, which means that students are satisfied with the teaching and learning methods used by the teachers of all the departments. The average rating of teachers given by the students was 4.37. The satisfaction level of students from the college library, college administration, office staff, and website was also above average and can be considered satisfactory. However, the relatively low score of sports facilities, college canteen, and cleanliness were considered to be a cause of concern. With regards to sports facilities, it was decided that the relatively low rating is attributed to the construction work of the proposed multipurpose synthetic court. Due to this, the students are not able to make use of the sports facility. After the construction of the synthetic court, the rating is expected to improve. The low rating of canteens and cleanliness was discussed in detail, and it was decided that instructions for improvements be issued to all concerned.

The suggestions given by the students were also discussed in detail. It was found that the majority of suggestions received by the students were with respect to cleanliness of washrooms, drinking water, and activities of student parties in the institution. All the feedback received from the students was decided to be shared with the heads of all the departments with directions for improvements.

- 2. Faculty Feedback:** The faculty members were asked questions related to their curriculum design and development, teaching, learning, evaluation, and research, college infrastructure, and working of the Internal Quality Assurance Cell (IQAC) of the institution. Upon looking at the analysis of the feedback received, it was observed that the faculty members are satisfied with all aspects of institutional performance included in the feedback. The suggestions of the



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faculty members were also discussed, and in these suggestions also the cleanliness of washrooms, canteens, and the need for having more IT-equipped classrooms were the major highlights.

3. **Parent's Feedback:** Feedback received from parents was discussed in detail. More than 84 percent of parents rated the college as good or excellent, whereas none of the parents rated the college as poor. Apart from discipline in all other parameters, the feedback was excellent or good. Suggestions given by parents were also focused around the discipline and need for improvement in career and guidance activities, and extracurricular activities.
4. **Alumni Feedback:** The feedback received from the alumni was also discussed. In all parameters of feedback, they rated the institutional performance as excellent or very good. An attempt to conduct the SWOC of the institution by alumni was also attempted, and the findings were decided to be used by the institution in a positive manner for making the college perform better in the future.

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