

Proceeding of the meeting held on 2/09/2013 regarding establishment of IQAC at the Directorate level under the Chairmanship of Sh. S. B. Sekhri, Additional Director of Higher Education, Himachal Pradesh.

The following members were present:-

1. Dr. Amar Dev, Joint Director of Higher Education(C-I), H.P. Shimla-1.
2. Dr. M.S. Negi, Joint Director of Higher Education(C-II), H.P. Shimla-1
3. Smt. Manjusha Pathania, O.S.D.(C), Directorate of Hr. Education, H.P. Shimla-1
4. Sh. Krishan Vaidya, Principal, Govt. College Drang at Narla, Distt. Mandi.
5. Dr. Kamal Kant, Principal, Govt. College Gohar Bassa, Distt. Mandi.

At the outset, Sh. S.B. Sekhri, Additional Director of Higher Education, H.P. welcomed all the members of the Committee regarding establishment of Internal Quality Assurance Cell(IQAC) at the Directorate level in his chamber. He explained the purpose of this meeting to all the members of the Committee and motivated them to pursue the targets set out in the meeting. The following points were discussed:-

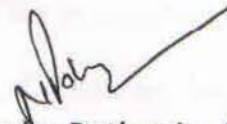
1. Every Institution/College shall have proper functional Internal Quality Assurance Cell(IQAC).
2. The IQAC shall have the following composition as per UGC guidelines:-
 - a) Head of the Institution-----Chairperson
 - b) Five Senior teachers and one Senior Administrative official----Members
 - c) Two Members (external experts on Quality Management/ Industry/ Local Community-----Members
 - d) Coordinator of IQAC-----Member Secretary
3. The members of the IQAC will prepare its Annual as well as five year Perspective Plan as per the guidelines of Rashtriya Uchhatter Shiksha Abhiyan(RUSA) readily available on UGC Website. The proforma is attached here for ready reference.

4. The IQAC at the Directorate level will monitor the proper functioning of the IQAC established in every college and also for preparing the State Perspective Plan on the basis of the Institutional plans.
5. All activities and initiatives related to quality enhancement including Inter and Intra Institutional workshops, seminars on quality related themes and promotion of quality circles including maintaining of record related to API, Annual calendar for academic, sports & curricular activities etc. will be the entire responsibility of the IQAC established.
6. The Plan under RUSA will be prepared by the IQAC of the institution on the basis of SWOT(strength, weakness, opportunity and threats) analysis as described under the guidelines of the RUSA(readily available on UGC Website) document which should be feasible, achievable, realistic, need based and futuristic. However, it will be mandatory for every Institution to undertake SWOT analysis, the result of which will provide actual basis for the plan(Annual as well as Five Years Perspective Plan).
7. Quarterly monitoring of IQAC should be ensured by the Head of the Institution and report in this regard may be submitted to this Directorate.
8. The Plan prepared should not be utopian but actual and measurable.
9. The Annual as well as the Five Year Plan prepared by the Colleges under RUSA must reach the Directorate by **31st October 2013** so that the State Plan could be prepared by consolidating the same. However for this purpose, the IQAC at the Institution level might be required to meet frequently


before finalizing and submitting the plan to the Directorate as per the timeline given above.

For any guidelines/queries regarding RUSA ,please visit UGC Website.

Encl: As above.


Manjusha Pathania, O.S.D.(C)
-cum-Member Secretary
H.P.Shimla-1

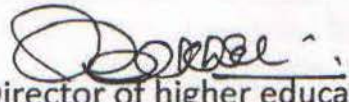
Approved by


Addl. Director of Higher Education
Himachal Pradesh.

Endst.No. EDN-H(8)B(1)2/2013-RUSA/IQAC dt. Shimla-171001 the 04th Sept. 2013.

Copy to:-

1. All the Principals, Govt. Degree Colleges/Sanskrit Colleges in H.P. for information and necessary action please.


Addl. Director of higher education
Himachal Pradesh.