

GDC MEMORIAL COLLEGE BAHAL

NAAC Accredited Grade "B"

No. GDCMC/RO/2022/1276

Dated: - 09.07.2022

CIRCULAR

(Subject: - Regarding data compilation for the process of NAAC Accreditation of Cycle 2)

This is to inform to you all that GDC Memorial College has been accredited by the National Assessment and Accreditation Council (NAAC), Bangalore and has got grade B for a period of five years, i.e. from November, 2018 to November, 2023 as a 1st cycle of NAAC Accreditation. The accreditation process for the 2nd cycle will begin the following year, in 2023. We are focusing on upgrading the rating NAAC and for things must be properly managed, and records must be kept up to date. The peer review team will analyse the following major area of our college for which we have to improve ourselves in the area which are given below:

1. Academic activities
2. Non-academic activities
3. **Research activities**

These activities should be well managed and updated regularly, year wise and department wise. The individual profile, department profile, and college profile of the aforesaid activity should be strong. The main sub-themes of these activities are included as given below, which are to be required for the process of NAAC accreditation of Cycle 2:

Result, lesson plan, timetable, academic calendar, faculty profile, feedback form from various stakeholders, faculty and staff appraisal form, admission process, account process, student registration process, examination duty chart, report of daily library visit by faculty and students, number of conferences organized, research papers published in reputed journals,



sports activity, cultural activity, activity of Alumni Cell/SC/BC Cell/Grievance Redressal Cell/Women Cell/NSS Cell, and so on.

Therefore, all the Incharges of various departments and conveners/coordinators of various cells/committees/clubs are requested to maintain the records accordingly and update these things regularly.

Further, the reports of recent events were held, i.e., the report of UG Farewell, 2022; the report of NSS activities of the last three months; the report of events held by the department of commerce; the report of events held by Women Cell, etc., were not submitted to the IQAC Cell till today. The Incharges/Conveners/Coordinators of the aforementioned activities are requested to submit a copy of the report in the Cell by 15/07/2022 following the undersigned's signature

Note:

1. Records should be prepared teacher wise, department wise, and semester/year-wise.
2. The report should contain details of the programme or event, with selected photos and newspaper cuttings.
3. Keep updated data from January 2018 onwards for the process of NAAC Accreditation of Cycle 2.

This may be treated as MOST URGENT.



Dr. S.K. Sinha
Principal-Incharge

Copy to:

- Registrar
- Coordinator, IQAC Cell
- All concerned faculty and staff members

GDC MEMORIAL COLLEGE, BAHAL
(NAAC Accredited "B" Grade)

No. GDCMC/PO/2021/ 11451

01.12.2021

OFFICE ORDER

In Continuation of the previous IQAC constituted vide Office Order No. GDCMC/PO/2020/ 10195 dated 01.10.2020, the revised Internal Quality Assurance Cell (IQAC) for the Session 2021-22 and effective from 01.12.2021 is as under:-

S.No.	Name	Designation	Responsibility as
1.	Dr. S.K. Sinha	Principal	Chairperson
2.	Dr. Surender Sharma	Management Representative	Member
3.	Dr. Sanjay	AP of Physics	Coordinator -IQAC
4.	Shri Manish Khatri	Employer Representative	Member
5.	Dr. N.P. Gaur	Representative- Local Society	Member
6.	Shri Abhinav Kaushik	Registrar	Member
7.	Dr. Anita	AP of Chemistry	Member
8.	Shri Man Singh	AP of Economics	Member
9.	Shri Manish Sharma	AP of Geography	Member
10.	Shri Vinod Bishnoi	AP of Geography	Member
11.	Shri Ankur Mittal	AP of Computer Science	Member
12.	Ms. Sunita Chaudhary	AP of Commerce	Member
13.	Ms. Poonam	A P of Physics	Member
14.	Mr. Aditya	Student- B.A Final Year	Member
15.	Mr. Amit Kumar	Student- B.Com-Final Year	Member
16.	Ms.Poonam Kumari	Student- M.Sc- Final Year	Member


Principal

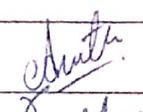
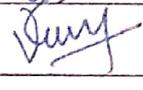
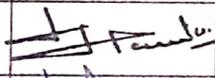
Cc to:-

- Registrar

- Coordinator -IQAC

All Concerned Members

15th Meeting of Internal Quality Assurance Cell (IQAC) which was held on 22nd December, 2021 at 2:15PM in the Conference Room near Principal Office, GDC Memorial College. The meeting was conducted under the chairmanship of Dr. S.K. Sinha, Principal-Incharge (GDCMC) and Director (BRCMES). The Meeting was coordinated by Dr. Sanjay, IQAC-Coordinator. The following members were present in the meeting:

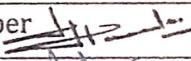
Sr. No.	Name	Designation	Responsibility as	Signature
1.	Dr. Anita	Asstt. Professor	Member	
2.	Dr. Vinod Bishnoi	Asstt. Professor	Member	
3.	Dr. Sunita Chaudhary	Asstt. Professor	Member	
4.	Sh. Manish Sharma	Asstt. Professor	Member	
5.	Sh. Ankur Mittal	Asstt. Professor	Member	
6.	Sh. Man Singh	Asstt. Professor	Member	

GDC MEMORIAL COLLEGE, BAHAL

NAAC Accredited Grade "B"

Date: 23rd December, 2021

Minutes of 15th meeting of Internal Quality Assurance Cell (IQAC) which was held on 22nd December, 2021 at 2:15PM in the Conference Room near Principal office, GDC Memorial College, Bahal. The meeting was conducted under the chairmanship of Dr. S.K. Sinha, Principal-Incharge (GDCMC) and Director (BRCMES). The Meeting was coordinated by Dr. Sanjay, IQAC-Coordinator. The following members were present in the meeting:

Sr. No.	Name	Designation	Responsibility as
1.	Dr. S. K. Sinha	Principal	Chairperson
2.	Dr. Sanjay	Asstt. Professor	Coordinator
3.	Dr. Anita	Asstt. Professor	Member
4.	Dr. Vinod Bishnoi	Asstt. Professor	Member
5.	Dr. Sunita Chaudhary	Asstt. Professor	Member
6.	Sh. Manish Sharma	Asstt. Professor	Member 
7.	Sh. Ankur Mittal	Asstt. Professor	Member 
8.	Sh. Man Singh	Asstt. Professor	Member

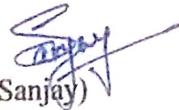
After the confirmation of the Minutes of the last meeting which was held on 03.09.2021 at 10:00AM by the Chairperson, the following issues were discussed:

1. It was suggested that the feedback forms should be filled by various stake holders, i.e. student feedback, parent feedback, alumni feedback, student satisfaction survey, teaching and non-teaching staff feedback, employer feedback forms etc.
2. It was suggested that College website must be updated regularly and revised various committees, academic calendar should be uploaded and available on the website.
3. Different duties and responsibilities were distributed among the Cell Members and other faculty members.

4. IQAC members were advised to collect the data of various academic and non-academic activities of each department for the session 2020-21 and compile these data as per criterion (s) of AQAR-3. After compilation, same should be submitted in IQAC Cell so that 3rd AQAR can be submitted and uploaded well in time.
5. Department Incharges were advised to keep record of every activity of the department so that no difficulty will be face during preparation and submission of AQAR.
6. It was advised that every faculty member must finish the syllabus well in time, i.e. on or before 10/02/2022 and thereafter Odd Semester Examinations to be started as per University Academic Calendar.
7. All the faculty members present in the meeting were advised to look after such regulations and requirements for the AQAR submission regularly.
8. The faculty members were directed and advised that every faculty member must do adjustments of his/her teaching load during leave period and same to be entered in the teaching load register which is available in IQAC Cell.
9. It was suggested that student attendance should be increased in the college and all Department Incharges/Class Coordinators were advised accordingly for the same. It was also suggested that students should keep the campus neat and clean.

There being no other points to discuss, the meeting ended with vote of thanks.

Note: MOM to be circulated among all the members present


(Dr. Sanjay)

IQAC-Coordinator



(Dr. S.K. Sinha)

Principal

Copy to:-

1. Director for kind information
2. The Members of the IQAC Cell
3. Registrar
4. IQAC File