

Annual Review Meeting

10th October 2024

Agenda

A meeting was held in the principal's office of GC Sainj on 10th October 2024, at 12:30 PM. The meeting, chaired by the Principal, covered the following agenda items:

1. Annual review of students' performance in academics in SPU results, co-curricular, extracurricular, and extension activities.
2. Identify challenges faced during the 2023-2024 session.
3. Brainstorm solutions to address these challenges from the 2023-2024 session.
4. Discuss the action plan for the 2024-2025 session.
5. Review and discuss the Self-Assessment Report (SAR).

Minutes of the Meeting

a) The Result for BA/B.Com. I/II/III

All staff members presented their respective result records for all three academic years as outlined below:

Year	Eco.	English	Hindi	History	Music (I)	Pol. Science	Sociology	B. Com.
BA/B.Com . I	0%	100%	100%	72%	100%	70%	100%	100%
BA/B.Com . II	50%	81%	100%	88%	100%	91.11%	94%	100%
BA/B.Com . III	DSEI/II: Nil (GE): 90%	100%	100%	100%	66%	100%	100%	100%

b) Limitations/ Reasons for poor performance of the students

1. A pattern of truancy was observed among students with poor academic results, with extended periods of absence being a key factor.
2. Many first-year students still rely on teachers to dictate lectures, similar to school settings, due to a lack of note-taking skills.
3. While students possess information, they struggle to synthesize it and construct well-reasoned arguments.
4. Delays in the announcement of results prevent students from attending classes for the entire academic year, leading to gaps in conceptual understanding.

c) Suggestions

1. At the start of the session, teachers should identify fast and slow learners to offer targeted support, including remedial classes.
2. Weekly syllabus reviews are recommended for teachers to identify learning gaps among students.
3. Long-term absenteeism should be reported to the Chair for timely intervention.
4. To raise awareness about subject options, it was proposed that teachers visit nearby Senior Secondary Schools before the next session to provide pre-admission counselling at the grassroots level.
5. In the initial weeks of the academic session, innovative teaching approaches should be adopted to help students acclimate to the new college learning environment. Suggested methods include field visits, screening educational films and documentaries, and similar activities aimed at identifying students' potential early in the program.
6. An academic audit should be conducted at least once per session. This audit will review the department's activity calendar, departmental activity register, records of remedial classes, implementation of mentor-mentee group sessions, and maintenance of student progression records to ensure academic standards are upheld.

d) Action Taken during the session 2023-2024

Feedback forms were collected from various stakeholders, including students, parents, alumni, and teachers, to assess satisfaction with college education, performance, and services provided.

e) Action Plan for the session 2024-2025

1. Old Students Association (OSA) will organize at least two activities per academic session.
2. The College Student Council Association (CSCA) will host various events aimed at student development.
3. Special sessions will be held to promote yoga and martial arts among students.
4. The Internal Quality Assurance Cell (IQAC) will conduct a lecture-cum-workshop series on topics like Intellectual Property Rights, the use of AI tools like ChatGPT, and academic integrity.
5. Efforts will be made to increase participation, particularly among female students, in sports activities.

f) Self-Assessment Report (SAR)

1. The chair was updated on the status of the SAR for the 2023-2024 academic session.
2. Several areas for improvement were identified for the 2024-2025 session, including the formation of mentor-mentee groups, enhancement of library resources, conducting IQAC activities, launching clean and green campus initiatives, and ensuring OSA financial contributions to name few.

Present Members

1. Dr. Kavita Katoch
2. AP Hoshiar Chand
3. AP Prem Dass
4. AP Pradeep Kumar
5. AP Vandana
6. Asst. Lib. Dilip Verma

Ks

Hoshiar

Prem Dass

P. K. Kumar

Vandana

Dilip

Nisha Negi
Staff Secretary

Nisha Negi

Dr. Sujata
Principal

Dr. Sujata