

# Minutes of IQAC Meetings

A meeting of IQAC was held on dated 25-03-2017. The following were present in the meeting:

1. Dr. Pardeep Verma, Convener
2. Dr. Raj Kumar, Member
3. Dr. Harsha, Member

Agenda: 1. After promotion of Smt. Savita Mann (Convener, IQAC) as Principal, Govt. College, Hansi, the charge of IQAC was formally taken over by Dr. Pardeep Verma.

2. The Committee discussed the criteria of the API score and the requirement of supporting documents for the self-Assessment Performa by a faculty member.
3. The API Performa submitted by Sh. Kartik Arora (Assistant Professor of Economics) for the session 2012-13 was evaluated and the concerned teacher was informed about the anomalies found in the API Performa and was advised to resubmit the API Performa after removing the anomalies.
4. The API Performas submitted by Smt. Savita Sharma (Assistant Professor of Mathematics) for the session 2012-13 and 2013-14 were evaluated and the concerned teacher was informed about the anomalies found in the API Performa and was advised to resubmit the API Performa after removing the anomalies.

A meeting of IQAC was held on dated 4-07-2017. The following were present in the meeting:

1. Dr. Pardeep Verma, Convener
2. Dr. Raj Kumar, Member
3. Dr. Harsha, Member

Agenda: 1. The API Performa resubmitted by Sh. Kartik Arora (Assistant Professor of Economics) for the session 2012-13 was evaluated and finalized by the committee.

2. The API Performa of Smt. Savita Rani (Assistant Professor of Chemistry) for the session 2012-13 was received.

A meeting of IQAC was held on dated 16-08-2017. The following were present in the meeting:

1. Dr. Pardeep Verma, Convener
2. Dr. Raj Kumar, Member
3. Dr. Harsha, Member

Agenda: 1. The API Performa of Smt. Savita Rani (Assistant Professor of Chemistry) for the session 2012-13 was finalized.

2. The API Performa of Dr. Harsha (Assistant Professor of Mathematics) for the session 2016-17 was received and finalized.

3. The API Performas of Sh. Shamendra Singh (Assistant Professor of Commerce) for the session 2013-14, 2014-15 and 2015-16 was received and finalized.

A meeting of IQAC was held on dated 5-09-2017. The following were present in the meeting:

1. Dr. Pardeep Verma, Convener
2. Dr. Raj Kumar, Member
3. Dr. Harsha, Member

Agenda: 1. The API Performa of Sh. Kapil Kumar (Assistant Professor of Computer Science) for the session 2016-17 was received and finalized.

2. The API Performa of Sh. S.R. Mittal (Assistant Professor of Commerce) for the session 2016-17 was received and finalized.

A meeting of IQAC was held on dated 7-10-2017. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Anil Kumar

Agenda: 1. The API Performa of Sh. Karambir Singh (Assistant Professor of Sanskrit) for the session 2016-17 was received and finalized.

2. The API Performa of Smt. Seema Rani (Assistant Professor of Computer Science) for the sessions 2015-16 and 2016-17 were received for evaluation.

A meeting of IQAC was held on dated 14-03-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. The API Performa of Dr. Savita (Assistant Professor of Mathematics) for the session 2012-13 was received for evaluation.

2. The revised API Performa of Smt. Savita Rani (Assistant Professor of Chemistry) for the sessions 2012-13 and 2013-14 (up to January 2014) were received and finalized.

3. A competition will be organized focusing on the Logo & Nomenclature of newly constituted Alumni Association of Govt. College, Hansi. The competition was decided to be held on 17<sup>th</sup> March, 2018.

A meeting of IQAC was held on dated 24-03-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. The API Performa of Dr. Savita (Assistant Professor of Mathematics) for the session 2012-13 was finalized.

2. It was decided that a workshop shall be organized by the IQAC in the last week of April, 2018 focusing on NAAC Accreditation Process.

A meeting of IQAC was held on dated 12-04-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. A workshop shall be organized by the IQAC on 27<sup>th</sup> April, 2018 (Proposed Date) on the topic “Understanding the New Process of Assessment and Accreditation NAAC”. A proposal shall be sent to the Directorate for administrative and financial approval.

2. It was proposed that the following Resource Persons may be invited in the workshop:

1. Prof. Avinash Tiwari, Jivaji University, Gwalior
2. Prof. Dinesh Kumar, Dept. of Geo-Physics, K.U.K.
3. Prof. Shyam Kumar, Dept. of Physics, K.U.K.
4. Prof. Karampal, HSB, GJUS&T, Hisar
5. Dr. Surinder Singh Kundu, Dept. of Commerce, CDLU, Sirsa
6. Dr. Archana Mishra, State Coordinator, NAAC & Principal, G.C. Sector 1 Panchkula

3. All the members were assigned the various duties regarding preparation of workshop.



A meeting of IQAC was held on dated 20-04-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. the date of Workshop was finalized on 27-04-2018 by the directorate and RUSA has been agreed to sponsor the workshop.

2. As per the directions of Director General Higher Education Haryana, the Principals as well as NAAC coordinators of 35 Govt. Colleges belonging to Rohtak, Bhiwani, Hisar, Sirsa and Fatehabad shall participate in the workshop.

3. The schedule of the workshop was decided and finalized.

4. It was decided that an Online Feedback Performa shall be collected from the participants after the workshop.

5. The following Resource Persons were finalized:

1. Prof. Avinash Tiwari, Jivaji University, Gwalior
2. Prof. Karampal, HSB, GJUS&T, Hisar
3. Dr. Surinder Singh Kundu, Dept. of Commerce, CDLU, Sirsa
4. Dr. Archana Mishra, State Coordinator, NAAC & Principal, G.C. Sector 1 Panchkula

6. Execution and Plan regarding the successful organization of workshop was discussed at length.

7. The API Performa of Mrs. Seema Rani (Assistant Professor of Computer Science) for the session 2015-16 was finalized after receiving the pending documents.

A meeting of IQAC was held on dated 24-04-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. the strategies and Plan regarding organization of Workshop was reviewed.

2. It was decided that a write up of NAAC Accreditation Process shall be provided to the participants.

A meeting of IQAC was held on dated 06-07-2018. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. The API Performa of Mrs. Geeta Rani (Assistant Professor of Mathematics) for the session 2012-13 was received and finalized.

2. A meeting of Alumni Association (Sandhi Setu Alumni Association Govt. College, Hansi) was decided to be called on Sunday i.e. 8-7-2018.

A meeting of IQAC was held on dated 17-07-2018. The following were present in the meeting:

1. Smt. Savita Mann, Principal & Chairperson
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

**Agenda: To Formulate a Plan for the session 2018-19.**

The following points were discussed and the members were assigned the duty to follow up the progress:

**Point No. 1:** The Calendar of extra-curricular activities for the session 2018-19 shall be formulated with the consultation of concerned teachers. (Action & Follow up- Dr. Harsha)

**Point No. 2:** The record of courses such as OC/RC/STC/Seminars etc. must be maintained w.e.f. 2017-18 in a register printed for this purpose. (Action & Follow up- Dr. Banta Singh Jangra)

**Point No. 3:** There should be expansion of IQAC and following members were suggested:

Smt. Savita Mann, Principal & Chairperson

Dr. Raj Kumar, Convener

Dr. Harsha, Member

Dr. Banta Singh Jangra, Member

Sh. Anil Kumar, member

Sh. Shiv Kumar

Sh. Bhim Singh, Retd. Principal as a stakeholder, Member

Smt. Renu Khurana, Retd. Associate Professor as a stakeholder, Member

Sh. Paramjeet Singh, Chartered Accountant & Alumni, Member

Sh. Harinder Pal, Alumni, Member

Sh. Sunny Chauhan, Clerk & Alumni, Member

Ms. Jyoti, Alumni

Sh. Parveen Kumar, Alumni

Ms. Shilpa, Student B.Sc. III, Member

Mr. Himnashu, Student, B.A. III, Member

Mr. Parveen, Student, B.A. III, member

Mr. Sumit, Student B.A. III, Member

(Action & Follow up- Dr. Harsha)

**Point No. 4:** Two workshops shall be organized for the Capacity Building of Teaching Community & Non-teaching Community in the months of September and October, 2018. (Action for Teaching Community- Sh. Anil Kumar and Sh. Shiv Kumar, For Non-teaching Community- Dr. Harsha)

**Point No. 5:** Records and reports of all the co-curricular/extension activities must be maintained properly w.e.f. 2018-19. For this, Registers have been made available to the staff. (Action & Follow up- Sh. Anil Kumar)

**Point No. 6:** Time Table, Sections, Roll Nos and Internal Assessment shall be made available on the website for the convenience of students and transparency in the system. (Action & Follow up-Dr. Banta Singh Jangra)

**Point No. 7:** AQAR was approved for the last four years i.e. 2013-14, 2014-15, 2015-16 & 2016-17. It was decided to upload these AQARs at the college portal and send these AQARs to the NAAC through E.Mail. (Action & Follow up- Sh. Anil Kumar)

**Point No. 8:** It was decided to submit IQA and SSR to the NAAC in the 2<sup>nd</sup> window to be opened in November-December, 2018. (Action & Follow up- Dr. Harsha)

**Point No. 9:** Ten new smart class rooms were proposed for the current session. (Action & Follow up- Dr. Banta Singh Jangra)

**Point No. 10:** It was recommended that new streams and subjects/courses (Honors classes to be introduced in Geography, Mathematics and Commerce; Post Graduation in Hindi), shall be introduced from the next session i.e. 2019-20 (Action & Follow up- Dr. Raj Kumar).

**Point No. 11:** A new teaching block and Extension of Library was recommended. (Action & Follow up- Smt. Savita Mann)

**Point No. 12:** A mechanism of Student Feedback System was devised by the IQAC in the end of session 2017-18. The students appeared in May, 2018 Semester Exams will be asked to fill the Feedback Performa. After submission of Feedback Performa by the students, the data will be analyzed and uploaded on the college portal. (Action and Follow up- Sh. Shiv Kumar)

The meeting was adjourned with vote of thanks to all the members.

Signature

- I. Smt. Savita Mann, Principal & Chairperson
- II. Dr. Raj Kumar, Convener
- III. Dr. Harsha, Member
- IV. Dr. Banta Singh Jangra, Member
- V. Sh. Anil Kumar, member
- VI. Sh. Shiv Kumar

A meeting of IQAC was held on dated 08-08-2018. The following were present in the meeting:

1. Mrs. Savita Mann, Principal & Chairperson IQAC
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

Agenda: 1. The API Performa of Sh. Kapil Kumar and Mrs. Suman Lata (Assistant Professors of Computer Science) for the session 2017-18 was received and finalized.

2. The API Performas of Dr. Harsha (Assistant Professor of Mathematics), Sh. Shiv Rattan, Sh. Vijay Kumar Yadav, Sh. Shiv Kumar, Sh. Anil Kumar (Assistant Professors of Commerce) for the session 2017-18 were received for evaluation.
3. A training session of the faculty members shall be organized to familiarize them with the functioning of smart class rooms.
4. It was proposed that a new mail ID of the college shall be prepared in g-mail to use the advance features associated with google.

A meeting of IQAC was held on dated 15-08-2018. The following were present in the meeting:

1. Mrs. Savita Mann, Principal & Chairperson IQAC
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

Agenda: 1. The API Performa of Sh. Shiv Rattan, Sh. Vijay Kumar Yadav, Sh. Shiv Kumar, Sh. Anil Kumar (Assistant Professors of Commerce) and Dr. Harsha (Assistant Professor of Mathematics) for the session 2017-18 were finalized.

2. It was decided to give approval to the 4days workshop to be organized by the Department of Mathematics from 28-08-2018 to 31-08-2018 in the college campus. Dr. Harsha was appointed as the Coordinator of the workshop. All the members were agreed to extend full support to the coordinator for the successful organization of the workshop.

A meeting of IQAC was held on dated 15-09-2018. The following were present in the meeting:

1. Mrs. Savita Mann, Principal & Chairperson IQAC
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

Agenda: 1. It was decided that a workshop shall be organized on 22-09-2018 on the topic **“Pay Fixation Rules & Pension Revision Rules, Medical Bills Workout Process and Leave Rules”** to enhance the skills of office personnel. It was also decided to invite the office personnel of the colleges located in Hisar district.

2. Dr. Harsha was give the responsibility to finalize the appropriate and experienced Resource Persons up to 18-09-2018.



A meeting of IQAC was held on dated 18-09-2018. The following were present in the meeting:

1. Mrs. Savita Mann, Principal & Chairperson IQAC
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

Agenda: 1. The Resource Persons for the workshop of 22-09-2018 were finalized and invitation letter to both the Resource Persons were sent.

2. Invitation letters to all the colleges of Hisar district were also sent.
3. Various duties were assigned to the IQAC team members for the smooth organization of the workshop.
4. It was decided to prepare a Report on the overall assessment of the workshop. Dr. Harsha was given the responsibility of preparing the Report.
5. Dr. Banta Singh Jangra was assigned to upload the photographs and report on the college web-portal.
6. It was also decided to conduct a One Day State level workshop in the month of November 2018 on the topic **“Preparation of Research Proposals and Financial Approval of Research Projects”**.
7. A proposal for financial assistance and administrative approval of the workshop will be sent to DGHE.

A meeting of IQAC was held on dated 10-01-2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda:

1. API Proforma of Mr. Joginder Singh, Assistant Professor of Sanskrit (2016-17 and 2017-18) was received and finalized. API proforma of Ms. Rajni Saini, Assistant Professor of Physical Education (2016-17 and 2017-18) was also received.
2. As per the directions of DGHE, a revised schedule of workshop to be conducted in the month of January will be sent to DGHE.
3. The responsibility to shortlist the Resource Persons for the workshop was given to Dr. Harsha, Mr. Anil Kumar and Mr. Shiv Kumar.

A meeting of IQAC was held on dated 15-01-2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda:

1. Grant of ₹50000/- was received from the DGHE to conduct the workshop it was decided that the workshop will be conducted on 29.01.2019.
2. Resource persons were finalized.
3. Duties were assigned to IQAC Team Members for the various activities such as registration, printing of brochures and certificates, catering, sound system and photography.
4. Dr. Harsha was given the responsibility to prepare a report after completion of the workshop.
5. Sh. Anil Kumar and Sh. Shiv Kumar was assigned the responsibility to design a feedback proforma for the workshop. They were also asked to analyze the feedback to be received from the participants.
6. Dr. Banta Singh Jangra was given the responsibility to upload the Workshop report and the photographs on the College Web-Portal.
7. It was decided that the terms and condition will be followed as per the instructions of DGHE regarding conduct of seminar/workshop.

A meeting of IQAC was held on dated 21-01-2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda:

1. Invitation letters to the resource persons as well as different colleges of Haryana were sent for the workshop.
2. API proforma of Ms. Rajni Saini, Assistant Professor of Physical Education (2016-17 and 2017-18) was finalized.
3. Progress of workshop duties were assessed.

A meeting of IQAC was held on dated 28-01-2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda:

1. Final Touch to the Workshop preparations was given.
2. API proforma of Smt. Sumitra Sangwan, Assistant Professor of Computer Science was received.

A meeting of IQAC was held on dated 15-02-2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda:

1. Workshop Report and Feedback Analysis were approved.
2. API proforma of Smt. Sumitra Sangwan, Assistant Professor of Computer Science was finalized.
3. It was decided to maintain a record of Overall Activities of the college and if necessary, extra activity registers may be got printed.
4. It was decided that **Shiksha Setu App** may be introduced for the class attendance and other activities as per the guidelines issued by the directorate in this regard.
5. It was also decided that all the smart class rooms may be equipped with internet facility through lease-line.
6. It was decided to introduce **Google Classrooms** wherever it may be feasible.

*A meeting of IQAC was held on dated 09-04-2019. The following were present in the meeting:*

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

**Agenda:**

1. It was decided to devise Feedback Performa of Stakeholders i.e. Alumni, Parents and Teachers.
2. It was decided to complete the NAAC Documents such as IIPA, SSR, AQAR till session 2018-19.
3. To complete the SSR, responsibilities for different Criteria were allotted to the Members of IQAC as under
  - a. Criterion I and II – Dr. Banta Singh Jangra
  - b. Criterion III, IV and V – Mr. Anil Kumar and Mr. Shiv Kumar
  - c. Criterion VI and VII – Dr. Harsha
4. Mr. Anil Kumar was given the responsibility to complete the online AQAR for the session 2017-18 and 2018-19.
5. Based on demand/feedback received from the stakeholders such as Students Union, Parents and students, the IQAC decided to request Director Higher Education to grant permission to start new value added/ add on courses w.e.f. 2019-20 in the college.

A meeting of IQAC was held on dated 04.07.2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Anil Kumar, Member
4. Sh. Shiv Kumar, Member

**The main agenda of the meeting is to chalk out the plan and initiatives for the session 2019-20:**

1. The progress of SSR, IIQA and AQAR was reviewed.
2. It was decided to print additional Departmental Activity Registers as required by the concerned in-charges.
3. Student Feedback Performa was reviewed and revised for the session 2018-19. Besides Feedback Performa pertaining to teachers, alumni and parents were structured and decided to print these Performa up to 30<sup>th</sup> June 2019.
4. It was decided that 'A Single Window' shall be facilitated to the students in upcoming session where the Mentors of the respective groups will collect the feedback Performa from students and parents, release DMCs and Character Certificates to the students. Besides other issues of the students shall be addressed by the Mentors.
5. It was decided that an MoU will be executed between Government College Hansi and Lokhit Munch Charitable Trust Hansi so that social awareness/welfare programmes like Blood Donation Camp, Tree Plantation Drive, Cleanliness Drive, Medical Checkup camps, Awareness against Social Evils etc. can be jointly organized to develop a strong bondage between the society and the college.
6. It was decided that a bulk message service may be purchased for the session 2019-20 for the fast and effective communication between college administration and its stakeholders.
7. It was decided to install the Centralized RO System and to complete the fully equipped the Gymnasium.
8. A proposal to organize the state collegiate sports tournament may be submitted to DHE.
9. A video conferencing room may be established with all state-of-the-art facilities.
10. It was decided that Feedback for the session 2018-19 shall be received from all the students, parents, teachers and alumni. The feedback received from the stakeholders will be analyzed and appropriate action will be taken to improve the quality of teaching learning process. The analysis of feedback and action taken report will be uploaded on the college web portal.
11. API proforma of Dr. Harsha, Assistant Professor of Mathematics was received and finalized.



A meeting of IQAC was held on dated 26.07.2019. The following were present in the meeting:

1. Smt. Savita Mann, Chairperson
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Dr. Banta Singh Jangra, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member

Agenda:

1. The progress of SSR, IIQA and AQAR was reviewed.
2. The progress of Feedback Forms (received from the students and parents of outgoing class was reviewed)
3. It was decided to speed up the process/preparation of NAAC accreditation work.

A meeting of IQAC was held on dated 15.08.2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

Agenda: 1. Consolidate API Performa (2013-14 to 2015-16) of Sh. Joginder Singh, Assistant Professor of Sanskrit was received and verified.

2. The progress of SSR, IIQA and AQAR was reviewed and the following decisions were taken:

- AQAR for 2018-19 must be uploaded latest by 31<sup>st</sup> August 2019- work assigned to Sh. Anil Kumar.
- Feedback received from the students of pass out classes and their parents must be keyed in computer within a week- work assigned to Dr. Harsha (B.A. and B.Com. classes) and Dr. Banta Singh Jangra (B.Sc. and B.C.A. classes).
- As soon as the data input work is finished, analysis of feedback must be done within a week- work assigned to Sh. Shiv Kumar
- As soon as the Feedback analysis is done, it must be uploaded at college web portal- work assigned to Dr. Banta Singh Jangra
- It was decided that IIQA will be submitted to NAAC latest by 15<sup>th</sup> September 2019- work assigned to Dr. Raj Kumar
- Data template had already been devised by the IQAC and circulated among the concerned teachers/office staff through the Principal. But it was observed that some of the data was still not provided by the concerned officials. It was decided to remind the concerned officials to provide the data on priority basis within a week- work assigned to Dr. Banta Singh Jangra and Sh. Anil Kumar.
- As soon as the data received from the concerned officials, it must be entered in computer simultaneously- work assigned to Sh. Shiv Kumar to complete the task within fortnight
- 'Best Practices' is one of the most important indicators in SSR. It was decided to prepare an effective write up on 'Best Practices of the College' within a fortnight- work assigned to Dr. Harsha.
- It was decided to convene weekly meeting of IQAC until NAAC Assessment and Accreditation is completed. Next meeting will be held on 23<sup>rd</sup> August 2019.
- It was decided to call the teachers before the IQAC team to provide the data to enter in computer pertaining to their achievements/activities. In this regard Dr. Harsha was given the responsibility to prepare and circulate a schedule (to complete the task within a fortnight) among the teachers keeping in mind that teaching work must not be hampered. Sh. Anil Kumar and Sh. Shiv Kumar will assist Dr. Harsha in data entry work.

A meeting of IQAC was held on dated 24.08.2019. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

**The following points were discussed:**

**1:** API proforma for the year 2018-19 of Dr. Banta Singh Jangra, Ms. Suman Lata, Mr. Anil Kumar, Mr. Shiv Kumar, Mr. Vijay Kumar Yadav and API proforma for the year 2017-18 of Surender Kumar and Suman Lata was finalized.

**2:** API proforma for the year 2018-19 of Mr. Kapil Kumar was received.

**3:** The status of progress of AQAR and SSR was reviewed and found satisfactory.

**4:** It was decided that feedback form from the teachers must be received and analyzed further to be uploaded on the web portal of the college and Work was assigned to Sh. Shiv Kumar.

A meeting of IQAC was held on dated 21. 09.19. The following were present in the meeting:

1.Dr. Raj Kumar, Convener

2.Dr. Harsha, Member

3.Dr. Banta Singh Jangra, Member

4.Sh. Anil Kumar, Member

5.Sh. Shiv Kumar, Member

**The points discussed in the meeting include:**

1. To reformulate the IQAC for the session 2019-20.
2. To check the progress status of IIQA and SSR.

A meeting of IQAC was held on dated 15-01-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

The points discussed in the meeting include:

1. API Performa of Sh. Sandeep Kumar (Assistant Professor of Mathematics) was received for verification.
2. The progress of upload of SSR on NAAC portal was reviewed and found satisfactory. It was decided that the task would be completed by the end of January in any case.

A meeting of IQAC was held on dated 02-03-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

The points discussed in the meeting include:

1. It was decided to convene a meeting of the college staff for the preparation of NAAC peer team visit.
2. In the wake of outbreak of corona virus (COVID-19) disease across the world it was decided to direct the mentors to make aware their respective mentees about the safety measures. It was decided to initiate the awareness campaign through SMS also.
3. API Performa of Sh. Dhanesh Kumar (Assistant Professor of Mathematics), Sh. Kapil Kumar (Assistant Professor of Computer Science), Ms. Bhateri (Assistant Professor of Economics), Sh. Amit Kumar (Assistant Professor of Chemistry), Sh. Surender Kumar (Assistant Professor of Commerce), Ms. Renu Rani (Assistant Professor of Chemistry) for the session 2018-19 were received for verification.

A meeting of IQAC was held on dated 16-03-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Dr. Banta Singh Jangra, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

The points discussed in the meeting include:

1. API Performa of Sh. Dhanesh Kumar (Assistant Professor of Mathematics), Ms. Bhateri (Assistant Professor of Economics), Sh. Amit Kumar (Assistant Professor of Chemistry), Sh. Surender Kumar (Assistant Professor of Commerce), Ms. Renu Rani (Assistant Professor of Chemistry), Mr. Sandeep Kumar (Assistant Professor of Mathematics) and Mr. Kapil Kumar (Assistant Professor of Computer Science) for the session 2018-19 were verified and finalized.
2. Preparedness of the college for NAAC Peer Team visit was reviewed.

A meeting of IQAC was held on dated 17-08-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Vijay Kumar Yadav, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

The points discussed in the meeting include:

1. It has been decided to reformulate IQAC for the session 2020-21
2. API Performa of Ms. Ekta (Assistant Professor of Psychology) for the session 2017-18 and 2018-19 were verified and finalized.
3. API Performa of Ms. Rajni Saini (Assistant Professor of Physical Education) for the session 2018-19 was verified and finalized.
4. API Performa of Sh. Anil Kumar (Assistant Professor of Commerce), Sh. Shiv Kumar (Assistant Professor of Commerce), Sh. Vijay Kumar Yadav (Assistant Professor of Commerce) and Ms. Suman Lata (Assistant Professor of Computer Science) for the session 2019-20 were verified and finalized.



A meeting of IQAC was held on dated 21-08-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Vijay Kumar Yadav, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member

The points discussed in the meeting include:

1. API Performa of Ms. Sushila (Assistant Professor of Commerce) for the session 2014-15 was received, verified and finalized.
2. It was decided to start ONLINE CLASSES (to be delivered by the college faculty on a fixed time table) due to Covid-19 pandemic situation. It was proposed that student Data (having resources for online classes such as internet, smartphone, PC, etc.) may be collected through google forms.
3. It was decided to review and strengthen the College infrastructure for the delivery of Online Lectures.

A meeting of IQAC was held on dated 01-09-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Vijay Kumar Yadav, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member
6. Ms. Aakanksha

The points discussed in the meeting include:

1. API Performa of Mrs. Sheetal (Assistant Professor of English) for the session 2012-13 and 2013-14, Mr. Kapil Kumar (Assistant Prof. of Computer Sc. 2019-20), Ms. Santosh Devi (Assistant Professor of Mathematics , 2019-20) , Dr. Banta Singh Jangra ((Assistant Prof. of Computer Sc. 2019-20), Ms. Renu (Assistant Prof. of Chemistry, 2019-20) were received, verified and finalized.
2. It was decided to initiate the process of preparing AQAR of 2019-20. For this, google forms may be devised to collect information regarding organization of various activities and achievements of the teaching faculty.
3. A training program may be organized for the teachers to make them familiar with the steps in filling the information in google forms.
4. It was decided to create a YouTube channel on the occasion of Teachers Day (5<sup>th</sup> September) and invite alumni of the college to send 5-10 minutes videos focusing on their experiences during their studies in the college. It was decided that the selected videos will be uploaded on the You Tube channel.

A meeting of IQAC was held on dated 03-09-2020. The following were present in the meeting:

1. Dr. Ram Partap Singh (Principal)
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Sh. Vijay Kumar Yadav, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member
7. Ms. Aakanksha

The points discussed in the meeting include:

1. Quality initiatives to be undertaken by the IQAC during the session 2020-21 were identified and the detail of the initiatives is given as under:
  - I. Gymnasium of the college must be fully equipped.
  - II. The project of new building has been approved by the directorate, efforts will be made to speed up the construction work of new building.
  - III. A system will be devised to facilitate the students to have easy access of all the books available in the college library.
  - IV. Infrastructure required for online delivery of classes will be improved.
  - V. A you Tube Channel will be created with the name "Golden Moments- GC Hansi" for the Alumni of the college and the alumni will be invited to share their experience of the college through videos.
  - VI. NAAC Accreditation will be completed.
  - VII. At Least one National Seminar/ Workshop will be organized immediately after the situation of the pandemic becomes normal.
  - VIII. Video Conferencing Room must be fully equipped and must be operational.
  - IX. Renovation of Chemistry Lab and Wash Rooms of the Old Building must be completed.
  - X. All the furniture must get repaired.
  - XI. There must be a guide map of the college which will be placed at the entry of the college.

A meeting of IQAC was held on dated 05-09-2020. The following were present in the meeting:

1. Dr. Ram Partap Singh (Principal)
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Sh. Vijay Kumar Yadav, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member
7. Ms. Aakanksha

The points discussed in the meeting include:

1. API Performa of Ms. Bhateri (Assistant Professor of Economics) for the session 2019-20, Mr. Ajmer (Assistant Prof. of Commerce, 2018-19 & 2019-20), Mr. Manoj Kumar (Assistant Prof. of Commerce, 2014-15) were received, verified and finalized.

A meeting of IQAC was held on dated 24-09-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Vijay Kumar Yadav, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member
6. Ms. Aakanksha

The points discussed in the meeting include:

1. API Performa of Ms. Maggi (Assistant Professor of Commerce), Sh. Surender Kumar (Assistant Professor of Commerce), Sh. Sandeep Kumar (Assistant Professor of Mathematics) for the sessions 2019-20 were received, verified and finalized.

A meeting of IQAC was held on dated 22-10-2020. The following were present in the meeting:

1. Dr. Ram Partap Singh (Principal)
2. Dr. Raj Kumar, Convener
3. Dr. Harsha, Member
4. Sh. Vijay Kumar Yadav, Member
5. Sh. Anil Kumar, Member
6. Sh. Shiv Kumar, Member
7. Ms. Aakanksha

The points discussed in the meeting include:

1. Three Possible date for NAAC peer team visit were identified as 25/26 Nov 2020, 9/10 Dec 2020 and 23/24 Dec 2020. It was decided to forward these dates to **Dr. N.R. Mohan, Asstt. Advisor**, NAAC through Mail.
2. All pending works in view of NAAC peer team visit must be completed by 10 Nov 2020 and the duties for this purpose may be assigned to the teaching/Non-teaching staff.
3. A reminder may be written to DHE for the purchase of Highspeed Wi-fi, which is urgently required for the online delivery of the classes.
4. A proposal must be submitted to DHE for the construction of Canteen/Cafeteria in the college campus.

IQAC Co-Ordinator

Principal

A meeting of IQAC was held on dated 10-11-2020. The following were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Harsha, Member
3. Sh. Vijay Kumar Yadav, Member
4. Sh. Anil Kumar, Member
5. Sh. Shiv Kumar, Member
6. Ms. Aakanksha

The points discussed in the meeting include:

1. API Performa of Ms. Aakanksha (Assistant Professor of Commerce) for the session 2019-20; Mrs. Poonam Narwal (Assistant Professor of Comp. Sc.) for the session 2018-19 and 2019-20; Mrs. Priyanka, (Assistant Professor of Comp. Sc.) for the session 2018-19 and 2019-20; Mrs. Anju Jain, (Assistant Professor of Comp. Sc.) for the session 2018-19 and 2019-20, Mrs. Babita Chaudhary, (Assistant Professor of Pol. Sc.) for the session 2018-19 and 2019-20 and Mrs. Rajni Saini (Assistant Professor of Physical Education) for the session 2019-20 were received, verified and finalized.
2. It was decided to complete the process of online submission of AQAR of the college for the session 2019-20 up to 30<sup>th</sup> November 2020. The responsibility of this task was assigned to Sh. Anil Kumar and Ms. Aakanksha.
3. A training program may be organized for the capacity building of library staff as well as library advisory committee members. The training module will include operation of SOUL software, Google website maintenance, grievance redressal system and cataloguing. The responsibility of this task was assigned to Sh. Vijay Kumar Yadav.
4. Feedback for the session 2019-20 may be received from the outgoing class students. The responsibility to collect the feedback may be assigned to the mentors of respective classes. Task assigned to Sh. Shiv Kumar.
5. All the department H.O. D's and Activities in charges may be directed to prepare their Power Point Presentations for NAAC Peer Team Visit. A mock drill may be conducted in the third week of November.

IQAC Co-Ordinator

Principal

A meeting of IQAC was held on dated 22-12-2020. The following were present in the meeting:

1. **Dr. Raj Kumar, Convener**
2. **Dr. Harsha, Member**
3. **Sh. Vijay Kumar Yadav, Member**
4. **Sh. Anil Kumar, Member**
5. **Sh. Shiv Kumar, Member**
6. **Ms. Aakanksha, Member**

The points discussed in the meeting include:

1. API Performa of Ms. Uma Sharma (Assistant Professor of Comp. Sci.); Sh. Ravinder Kumar (Assistant Professor of Physics) and Sh. Sombir, (Assistant Professor of Physics) for the session 2018-19 and 2019-20 were received, verified and finalized.

IQAC Co-Ordinator

Principal