

**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL**  
**GOVERNMENT COLLEGE, JIND**  
(Affiliated to Chaudhary Ranbir Singh University, Jind)

E-mail: iqac\_gcjind@yahoo.com

No. IQAC/2021-22/28-7/  
Dated: 27. 07. 2021

**Proceedings**

A meeting of the Internal Quality Assurance cell (IQAC) was held under the chairmanship of the Principal in Principal office at 12:00 pm on July 23, 2021.

The following members were present:

1. Smt. Sheela Dahiya, Principal .....(in the chair)
2. Sh. Gorav Bansal, Director
3. Sh. Raj kamal, Assistant Director
4. Smt. Prem Poonam, Assistant Director
5. Smt. Yashwanti, Member Secretary
6. Sh. Manoj Siwach, Member
7. Smt. Mukesh Redhu, Member
8. Sh. Sonu Sihag, Member
9. Sh. Kamaljeet, Member
10. Sh. Bhagwan Das, Member
11. Ms. Reetu, Member
12. Mrs. Suman, Associate Member/Mgt. representative
13. Mr. Manoj Chahal, Associate Member
14. Smt. Pushpa Rani, Associate Member
15. Sh. Mukesh, Associate Member
16. Ms. Anu, Associate Member
17. Dr. Satish Kumar, Mgt. representative
18. Sh. Shiv Kumar, (NSS Coordinator)-Mgt. representative
19. Sh. Krishan Kundu, (Cultural Incharge)-Mgt. representative
20. Sh. Satyawan Malik, (Registrar)- Administrative Officer
21. Sh. Munish Kumar ( Bursar)- Administrative Officer
22. Mrs. Anjana Dhawan, ( Library Incharge)-Administrative Officer
23. Sh. Raj Kumar Goyal, Industrialist
24. Sh. Mahipal Khatkar, Alumni Representative.

At the Outset, the Chairman welcomed all the Members of IQAC Committee. After detailed deliberation on agenda the following decisions were taken in the meeting.

1. The Annual activity schedule will be prepared by all the Head of Departments and activity Incharges for session 2021-22. The IQAC committee will issue an institutional academic cum activity calendar considering the academic calendar released by affiliating university and annual activity plan of various departments/societies/club of the institution.
2. The process of Full automation of library will be speed up. The library will be made available with all the key Journals for students. The Library Incharge and Librarian will take necessary action in this regard.



3. The proposal for New Career Oriented course (Bachelor degree in Tourism Management) will be sent to Directorate for approval for session 2021-22.
4. The Proposals for starting new UG/PG Programme will be invited from all the head of departments and will be forwarded to the Directorate for approval.
5. For strengthening the Alumni Association of the College, online old student registration drive will be initiated. The Consolidated and department wise alumni meets will be organized as per the circumstances (online /offline). The modalities for generating the funds from Alumni will be framed. Incharge, Alumni Association will take necessary action in this regard.
6. The Proposal for establishing the Day care centre for enhancing the enrollment of girls student will be Prepared and sent to the Directorate for approval.
7. The Proposal for Establishing Startup Incubator cum Centre of Excellence will be prepared and sent to Directorate for approval. The EDC coordinator will take necessary action in this regard.
8. To Promote the Research among students the IQAC will organize a 3-day National Workshop on Academic writing for PG students and teachers.
9. To Formalize and strengthen the Feedback mechanism the IQAC will frame a Structured feedback Form for students, teachers, alumnus and parents. The feedback form for students will prepared after due discussion with all the head of departments. The Department wise action taken report on feedback will be prepared.
10. To address the student's grievances and their timely Redressal, a Compliant cum Suggestion Box will be installed by IQAC at some appropriate place in the institution.
11. The enrollment of the students to the various value added Courses allocated by Directorate in the session 2021-22 will be ensured in a positive manner. The Head of Commerce, Physical Education, Computer science, Economics, Geography and mass communication department will take necessary action in this regard.
12. To deliver emergency information in one direction, the public announcement/address system will be installed. The Incharge Mic and Sound will take necessary action in this regard.
13. To provide reliable access to the library archive of libraries for making on-line a consortium of research essays/dissertations, books, monographs, and non-book material manuscripts), audio-visual, computer data, multimedia, etc. the INFLIBNET credentials will be shared with all the students and teachers. The Library Incharge and Librarian will take necessary action in this regard.
14. Various Personality Development Trainings will be organized for the teachers and students. Incharge, placement cell will take necessary action in this direction.
15. The IQAC will organize a vaccination camp for students and teachers to fight against COVID-19.
16. It will be mandatory for all the faculty members (both regular & extension) to get their application recommended from IQAC for attending the conferences/seminars/workshops/orientation/refresher courses prior to the final approval given by the Principal.





Financial Assistance will be provided to only those Regular teachers who will get such prior approval from IQAC.

On successful completion of such career advancement courses, one must be required to submit a copy of certificate to IQAC. A separate notice will be issued in this regard.

17. To Promote social outreach of the Institution, the Days of national Importance will be celebrated in association with the Non- Government Organizations (NGOs). The Concerned Committee will take actions accordingly.
18. To promote easy access to information, separate files for college notices, received letters, dispatch letters and correspondence with Directorate will be properly maintained. To promote digitalization, the possibilities of e-office will be explored. The Deputy Supdt. will take necessary action in this regard.
19. To facilitate the point no. 18, the IQAC will organize training for non-teaching staff.
20. Every Department/society/club of the Institution must organize at least one State or National level activity (quiz/seminar/conference etc.) in the academic year 2021-2022. The mechanism for organizing such events will be issued soon.
21. The Institutional facebook page, instagram & twitter account will be created and will be updated with all the activities and information. The Incharge college website will take necessary action in this regard.

The meeting ended with a vote of thanks.

— Sd —  
Director, IQAC


Endst.No. IQAC/2021-22/28-7/ Dated: 27.07.2021

Copy to:

1. Sh. Raj kamal, Co- coordinator IQAC / HOD Mathematics / Incharge Social Science Society for information and necessary action against Point No.-1, 9 & 20.
2. Smt. Prem Poonam, Co-coordinator IQAC / HOD Psychology for information and necessary action against Point No -1, 9 & 20.
3. Smt. Yashwanti, Secretary / Coordinator EDC for information and necessary action against Point No - 1, 7 & 20.
4. Sh. Manoj Siwach, member IQAC / HOD Pol. Sci. & Philosophy for information and necessary action against Point No - 1 & 20.
5. Smt. Mukesh Redhu, member IQAC for information.
6. Sh. Sonu Sihag, member IQAC for information.
7. Sh. Kamaljeet, member IQAC / HOD Physics / Incharge Science Society for information and necessary action against Point No - 1, 9 & 20.
8. Sh. Bhagwan Das, member IQAC/ Incharge Red Cross for information and necessary action against Point No - 1 & 20.
9. Mrs. Reetu, member IQAC / HOD Botany for information and necessary action against Point No - 1, 9 & 20.
10. Mrs. Suman, member IQAC / Incharge College Website / Incharge Women Cell for information and necessary action against Point No - 1, 20 & 21 and to upload the minute on website.
11. Mr. Manoj Chahal, member IQAC for information.
12. Mrs. Pushpa Rani, member IQAC for information.
13. Sh. Mukesh, member IQAC for information.
14. Mrs. Anu, member IQAC for information.
15. Sh. Satish Kumar, member IQAC for information



16. Sh. Shiv Kumar, member IQAC / HOD mass communication / NSS Coordinator for information and necessary action against Point No – 1,9,11 & 20.
17. Sh. Krishan Kundu, member IQAC for information.
18. Sh. Satyawan Malik, member IQAC / HOD English for information and necessary action against Point No – 1, 9 & 20.
19. Sh. Munish Kumar, member IQAC / Bursar for information and necessary action against Point No – 16.
20. Mrs. Anjana Dhawan, member IQAC/ Incharge Library/ Incharge ECO club for information and necessary action against Point No – 1, 2, 13& 20.
21. Sh. Raj Kumar Goyal, member IQAC for information.
22. Sh. Mahipal Khatkar, member IQAC for information.
23. Dr. O.P. Gupta HOD Economics / Incharge celebration of days of National Importance / Incharge Blood Donation for information and necessary action against Point No – 1,9,11, 17 & 20.
24. Dr. Tanasa Hooda, HOD Geography / Incharge Young Geography Club / Incharge Of Prevention of sexual harassment cell / Incharge Red Ribbon Club for information and necessary action against Point No – 1, 9,11 & 20.
25. Dr. Shamsher, HOD Hindi for information and necessary action against Point No – 1, 9& 20.
26. Sh. Subhash Duggal , HOD Commerce / Incharge Anti-Ragging Committee for information and necessary action against Point No – 1, 9,11 & 20.
27. Sh. Randhir, HOD Physical Education / Incharge Anti Smoking Committee for information and necessary action against Point No – 1, 9, 11 & 20.
28. Dr. Narender, HOD Zoology for information and necessary action against Point No – 1,9& 20
29. Ms. Nisha Pruthi, HOD Chemistry for information and necessary action against Point No – 1, 9 & 20.
30. Smt. Seema Rani, HOD Computer Science for information and necessary action against Point No – 1, 9, 11 & 20.
31. Sh. Bhoop Singh, HOD Sociology / History / Pub. Adm. for information and necessary action against Point No – 1, 9& 20.
32. Sh. Sandeep, HOD Sanskrit for information and necessary action against Point No – 1, 9&20.
33. Mrs. Pushpa Dhanda, HOD Bio-Tech/Incharge College legal literacy cell for information and necessary action against Point No – 1, 9& 20.
34. Sh. Vikram Dhanda, Incharge Alumni Association for information and necessary action against Point No – 5.
35. Sh. Sandeep Lamba, Librarian for information and necessary action against Point No – 2& 13.
36. Sh. Ram Niwash, Incharge Mike & Sound for information and necessary action against Point No – 12.
37. Incharge Placement Cell for information and necessary action against Point No – 1, 14& 20.
38. Dr. Sheela Rani, Dy.Suptd. for information and necessary action against Point No –18.
39. Sh. Laabh Singh, Incharge Commerce Society for information and necessary action against Point No – 1, 20.
40. Dr. Rachna Sharma, Incharge Literary Society for information and necessary action against Point No – 1&20.
41. Sh. Pankaj Batra, Incharge NCC / Road Safety for information and necessary action against Point No – 1& 20.
42. Mrs. Savita Punia, Incharge District Legal literacy cell for information and necessary action against Point No – 1& 20.
43. Sh. Surender Khatkar, ADA member IQAC for information.
44. Sh. R.C Jain Retd. Principal- member IQAC for information.
45. Sh. Sanjay Goyal (Parents representative), #200, sector-8, Jind for Information.
46. Mr. Anil, student representative (M.A 2<sup>nd</sup> sem.) for information.

  
**Principal**  
**Govt. College, JIND**

  
**Director, IQAC**  
**Director**  
**Internal Quality Assurance Cell**  
**Government College, Jind**