

**GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)**

(Affiliated to Kurukshetra University, Kurukshetra & recognized under section 2 (f)  
and 12(B) of the UGC Act,1956)

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**IQAC MINUTES OF MEETING**

**2019-20**

# GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)

Established in 2008

Minutes of Meeting held on 18-07-2019  
Members present in the meeting

Mr. S.P.Girotra, Chairperson

- Ms. Baljit Kaur, Convener IQAC
- Dr. Sahjeev Kumar
- Mr. Ashok Bansal
- Dr Vishal Verma (IQAC Committee)

The College Principal Sh. S.P.Girotra proposed the name of Ms. Baljit Kaur, Convener IQAC to preside over the meeting.

## Agenda:

1. Approval of minutes of the last meeting held on 12/03/19
2. NAAC
3. To Plan out Academic Calendar w.r.t Academic Session 2019-20
4. Lesson Plan
5. Collaborations with Industries and other Colleges
6. Training for Teaching as well as Non- Teaching Staff Members
7. Use of ICT & Online Resources
8. Enhancing Extension activities
9. Time Table
10. Numbering of Rooms in new building
11. Mentor-Mentee Meeting
12. Orientation Programmes
13. Action Plan on the basis of Feedback Analysis Report with the
14. Any other item with the permission of the Chair

Ms. Baljit Kaur read the agenda of meeting and discussed with the members.

The agenda wise outcome of the discussion is as below:-

The chairperson first of all greeted all the committee members and conveyed his best wishes for new Academic Session. After the formal address the convener IQAC read the Agenda of the meeting and requested the chair to preside over the meeting. The outcome of the discussion of various agenda is as follows:-

  
Principal  
Government College  
Chhachhrauli (Y.N.R.)

**Agenda 1: Approval of minutes of last meeting held on 12/03/19**  
Minutes of last IQAC meeting held on 12-03-2019 were approved unanimously.

**Agenda 2 NAAC:**

The chairperson instructed the NAAC Committee to strategically plan to register for the NAAC as soon as possible and do the needful in this regard.

**Agenda 3: To plan out the Academic Calendar w.r.t Academic Session 2019-20**

The chair directed all the HOD'S/Conveners/Incharges to plan out their action plan regarding activities to be conducted in the academic session 2019-20 and submit to IQAC for preparing Institutional Academic Calendar.

**Agenda 4: Lesson-Plan**

The chair informed the committee to motivate the faculty members to upload the lesson plan and implement it in classroom teaching.

**Agenda 5: Collaboration**

The Chair also suggested to host collaboration with other institutes so that our students may be benefitted on large scale.

**Agenda 6: Training**

The chairperson suggested some areas where training programme for faculty members can be arranged. So as to prepare better human resource. He also pointed out to arrange for training of non-teaching staff in the field of soft- skills

**Agenda 7: Use of ICT**

The chair emphasized on the use of ICT tools by faculty members in classroom teaching. The chair directed the committee to make necessary arrangements for the use of ICT tools by teachers. He also suggested that for making the teaching more effective and interesting e-content should be used by the teachers.

**Agenda 8: To increase extension activities** The chairperson emphasized that there is need of extension activities for the better learning of students. She also suggested to host collaboration with other institutes that our students may be benefitted on a large scale.

**Agenda 9: Time-Table**

The Chairperson informed that class-wise Time-Table should be pasted outside the rooms as early as possible so that classes may run smoothly.

**Agenda 10: Numbering of rooms in new building**

The chairperson informed the committee to finalize the numbering of rooms in new building, so that number plates can be installed.

**Agenda 11: Mentor-mentee meeting**

The chair directed the members to organize mentor-mentee meetings. So that the students are benefitted through personal counseling by the faculty members. It will not only control dropout rate but also help to improve regular class attendance of students and examination results. All the members agreed to the point.

**Agenda 12. Orientation program**

The Principal proposed the conduction of Orientation programme for students of first year. So that they may get familiar with the College, Teachers, Incharges of various cells, events to be conducted in the session.

**Agenda 13. Action Plan on the basis of Feedback Analysis Report**

The Committee directed the NAAC Committee to present feedback analysis report on the basis of feedback data collected from different stakeholders so that action plan for the betterment of institution could be framed by IQAC for AY 2019-20

**Agenda 14: Miscellaneous**

All the members wished for a better start of the session.

  
Principal  
Government College  
Chhachhtrali (YNR.)

**Action Taken Report:**

1. The NAAC Committee submitted feedback data collected from various stakeholders.
2. IQAC Committee appraised API score sheet.
3. The Principal appraised and appreciated all the In-charges for successful completion of activities during the previous academic session.

The meeting ended with a formal vote of thanks to the chair by convener, IQAC

  
Convener, IQAC

  
Principal,  
Government College  
Chhachhrauli (Y.N.R.)

**GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)**  
**Established in 2008**

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Minutes of Meeting held on 03-10-2019

**Members present in the Meeting**

- Ms. Baljit Kaur, Convener
  - Dr. Sanjeev Kumar
  - Mr. Ashok Bansal
  - Dr. Vishal Verma (IQAC Committee)
- 03.10.2019

The College Principal Sh. S.P.Girotra proposed the name of Ms. Baljit Kaur, Convener IQAC to preside over the meeting.

**Agenda:**

- Confirmation of the minutes of the previous Meeting held on 18-07-2019
- Institutional Academic Calendar 2019-20
- NAAC Reporting
- Constitution of Various Committees for NAAC Work
- Furniture for New building
- Establishment of E-Resource Lab
- Action plan for Academic Year 2019-20
- Miscellaneous

Ms. Baljit Kaur read the agenda of meeting and discussed with the members.

The agenda wise outcome of the discussion is as below:-

**Agenda 1: Confirmation of the minutes of the previous meeting held on 18.07.2019**

Minutes of last meeting were unanimously approved by all.

**Agenda 2: Institutional Academic Calendar 2019-20**

IQAC proposed Institutional Academic Calendar for the Academic Session 2020-21. The chair approved the same after detailed discussions. (Copy Attached)

**Agenda 2& 3: NAAC Reporting**

Principal  
Government College  
Chhachhrauli (Y.N.R.)  
03/10/19

The chairperson instructed the IQAC committee to collect the progress report from the NAAC Committee and initiate all the necessary steps to speed up the process of compilation of data. He also suggested for constituting the required committees for NAAC work.

**Agenda 4: Furniture for New building**

The convener conveyed the chair about the status of furniture of new building. It was informed that many items are still pending and there is a need communicate with the forest office for the supply of wooden table.

**Agenda 5: Establishment of E-Resource Lab**

The convener conveyed the chair about the progress done in the establishment of E-Resource lab.

**Agenda 6: Action plan on the basis of Feedback Analysis Report for the Academic Year 2019-20.**


The IQAC committee submitted an action plan to tackle the issues which were highlighted by stakeholders to improve the functioning of the College (Detailed report attached).

**Action taken report:**

1. Lesson Plans were submitted by all teaching faculty.
2. Activity calendar for the Academic Year 2019-20 were submitted by all departments/committees/clubs etc to IQAC.
3. Feedback analysis report was submitted by NAAC
4. Orientation assembly was organized for the students.

The meeting ended with a vote of thanks by the Convener.

  
Convener, IQAC

  
Principal  
Government College  
Chhachhrauli (YNR.)  
25/10/19

**GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)**

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**2019-20**

**Summary of Recommendations & Action Taken report based on feedback received from various stakeholders (Students, Teachers, Alumni, Employers)**

As per directions of IQAC, a feedback committee was constituted under the aegis of NACC to collect feedback on curriculum, teaching learning and evaluation from various stakeholders viz students, teachers, alumni and Employers. Feedback collected from various stakeholders was analysed by the committee and submitted to IQAC.

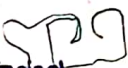
IQAC shared the feedback with various departments/ cells and conducted meetings with to frame a proper action plan on the feedback received from various stakeholders.

**Recommendations Proposed on the basis of feedback analysis**

- To promote entrepreneurship, Value added or Add-on certificate courses should be introduced.
- More emphasis on Laboratory work, Field visits should be given.
- Infrastructure in laboratories for performing experiments should be increased.
- Orientation program for students of first year should be conducted.
- Opportunities for Co-curricular activities such as Guest / Extension Lectures, Seminars, Quizzes, Debates, Declamations should be enhanced for overall development of students.
- Increment in Sports facilities is required.
- More scope for Experiential learning /field work should be provided to the students as per the needs of curriculum.
- E- resource lab should be set up in the college.
- Class room infrastructure like projectors, smart class rooms, seminar rooms should be amplified for better curriculum delivery.
- Mentor-mentee meetings need to be organized to counsel students for regularity and to follow code of conduct.

**The college IQAC tried to implement the action plan in the present session and incorporated the same in the work strategies for the upcoming session.**

  
Convener IQAC

  
Principal  
Government College  
Chhachhrauli (Yamuna Nagar)

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**ACADEMIC CALENDER (2019-2020)**

In accordance with the Academic Calendar for affiliated colleges issued by Kurukshetra University, Kurukshetra, the Academic Calendar for Government College, Chhachhrauli is as follows:

FOR UNDERGRADUATE COURSES	
Event	Duration
Admissions	02.07.2019 to 15.07.2019
ODD SEMESTER	
1 <sup>st</sup> Teaching Term	16.07.2019 to 23.10.2019
Vacation-I (Diwali)	24.10.2019 to 30.10.2019
2 <sup>nd</sup> Teaching Term	31.10.2019 to 18.11.2019
Examinations	19.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
EVEN SEMESTER	
1 <sup>st</sup> Teaching Term	01.01.2020 to 07.03.2020
Vacation-I	08.03.2020 to 15.03.2020
2 <sup>nd</sup> Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacation-II	20.05.2020 to 30.06.2020
FOR POSTGRADUATE COURSES	
Event	Duration
Admissions	01.07.2019 to 20.07.2019
ODD SEMESTER	
1 <sup>st</sup> Teaching Term	22.07.2019 to 23.10.2019
Vacation-I (Diwali)	24.10.2019 to 30.10.2019
2 <sup>nd</sup> Teaching Term	31.10.2019 to 23.11.2019
Examinations	25.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
EVEN SEMESTER	
1 <sup>st</sup> Teaching Term	01.01.2020 to 07.03.2020
Vacation-I	08.03.2020 to 15.03.2020
2 <sup>nd</sup> Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2019 onwards
Summer Vacation-II	20.05.2020 to 30.06.2020
Independence Day	15.08.2019
Talent Hunt	September 2019
NSS day	24.09.2019
NCC Day	24.11.2019
Savidhan Diwas	26.11.2019
Blood Donation Camp	November 2019
Annual Athletic Meet	March 2019
Republic Day	26.01.2019
Navrang	February 2019
Science Exhibition	December 2018

- Months mentioned for Talent Search, Blood Donation, Nav rang, Science Exhibition, Annual Athletic Meet, Science exhibition are tentative and shall be finalized as per notifications received from Kurukshetra University & DGHE, Panchkula.
- Schedule for assignments, Class tests, various co-curricular and extra-curricular activities will be notified by the concerned Department(s), Committees/ Cells and Subject Societies of the college from time to time at periodic intervals.

PRINCIPAL  
Principal  
Government College  
Chhachhrauli (Y.N.A.)



**GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)**  
**Established in 2008**

**Minutes of Meeting held on 22-01-2020**

**Members present in the meeting**

- Dr. Sanjeev Kumar, Convener *AK*
- Mr. Ashok Bansal *Bansal*
- Mr. Vinod Sharma *22/01/2020*

The College Principal Ms. Baljit Kaur proposed the name of Dr. Sanjeev Kumar, Convener IQAC to preside over the meeting.

Dr Sanjeev Kumar read the agenda of meeting and discussed with the members.  
**Agenda:**

1. Confirmation of the minutes of the previous Meeting dated 03-10-2019
2. NAAC Reporting
3. API
4. Miscellaneous

The agenda wise outcome of the discussion is as below:-

**Agenda 1: Confirmation of the minutes of the meeting held on 03.10.2019**

Minutes were approved unanimously

**Agenda 2: Blood Donation camp**

**Agenda 3:** API's score of Assistant/Associate professors were put before the committee for approval.

**Agenda 4:** The NAAC Committee was directed to ensure the timely compliance of data for SSR so that IIQA is submitted well-in-time.

Action taken report:

1. Committee evaluated the activities conducted by various cells/clubs/committees/departments done so far.
2. Committee evaluated work of E Resource lab.

The meeting concluded with a formal vote of thanks by the Convener.

*AK*  
Convener, IQAC

*BK*  
Principal  
Government College  
Chhachhrauli (YNR.)  
*22/01/20*

**Minutes of the IQAC meeting held on 26.03.2020 at 12:30 pm (Through Online: Google Meet)**

A meeting of the IQAC was held on 26<sup>th</sup> March, 2020 (through online: Google meet) at 12.30 p.m. The meeting was held under the leadership of Principal, Ms. Baljeet Kaur. All the members of IQAC were present in the meeting.

**Agenda of the Meeting:**


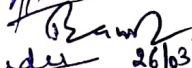
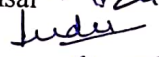
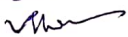
- Discussion on the DHE's Letter no 18/79-2020 UNP (4) Dated, Panchkula, the 23<sup>rd</sup> March, 2020
- Discussion on Teaching Learning during Lockdown.
- Discussion on issues related to E-learning through e content
- Review progress of NAAC
- Collection of feedback data
- Any other item with the permission of chair



**Minutes of the meeting**

- Minutes of last IQAC meeting held on 22-01-2020 were approved unanimously.
  - DHE's letters regarding Alternative modes of delivering education to students during pandemic times were discussed by all the members.
  - Emphasis was given on preparation of digital content by all the faculty members for the smooth and timely completion of the syllabus during Lockdown.
  - It was decided that all Clubs/Committees/Departments/Cells will conduct online activities for the holistic development of students.
  - NAAC Coordinator Dr Suman and Co-coordinator Ms. Rajni Goel submitted the report of work done sofar.
  - IQAC committee directed NAAC Coordinators to collect feedback data from students, alumnus, employers and other stakeholders for the academic Year 2019-20.
- The meeting ended with the vote of thanks.

**ACTION TAKEN REPORT**

- ❖ Progress of NAAC was reviewed.
- ❖ Principal and IQAC Committee congratulated all the staff members for successful organization of 12th Blood Donation camp of the College.
- ❖ Principal and IQAC Committee also congratulated NSS Program Officer for successful organization of NSS camp.
- ❖ Approval of API scores of Assistant/Associate Professors.
- ❖ Action Taken report on the basis of feedback analysis report of 2019-20 is attached herewith. (Copy attached)

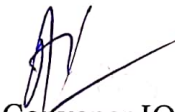
Dr Sanjeev Kumar   
Mr. Ashok Bansal   
Dr. Indu Bala  26/03/2020  
Mr. Vinod Sharma 

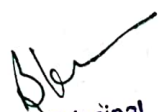
  
Principal  
Principal  
Government College  
Ghosechrauli (Y.N.P.)  


**2019-20**

**Action taken on the basis of feedback received from students, teachers, alumni and Employers**

- IQAC directed the heads of concerned departments to design value added courses to address the needs of students.
- Orientation program for students of first year was conducted to make them aware of various committees, schemes of government, scholarships etc.
- Faculty was instructed to stress on the laboratory work particularly for the students of Bachelor of Sciences & BCA so as to connect theory with practical.
- Extra curricular activities such as extension lectures, competitions, seminars, quizzes were organised by various cells/ committees / departments to fulfil the objective of extra learning through curriculum.
- For skill enhancement and career planning among students, extension lecture on Career Planning, Team Building Skills and Women Entrepreneurship Leadership Skills was organized on 18<sup>th</sup> September, 2019.
- various extension activities like celebration of International Yoga day, Blood donation camps, swachhta camps, Tree plantation drives, awareness on women rights, awareness talks on Road safety issues, Crop residue management, sexual harassment, Nutrition, Mental health and Drug abuse health issues like Anemia, Thalassemia, AIDS etc. conducted by various departments/ cells/ committees
- Faculty members were instructed to make proper lesson plan, use ICT tools and e- content for improved curriculum delivery.
- For enhanced experiential learning, following steps were taken
  - d) collection trips, field visits to Zoological Park and Fishery, industrial visits were conducted by Life Science and commerce department.
  - e) Science students ( Physics, chemistry, botany, zoology, computers) were motivated to prepare working models in science exhibition held at college, district as well as state levels.
  - f) Field visit to river, polluted site were also conducted for students of arts and commerce stream.
- Mentor-mentee meetings were held periodically to counsel students for regularity, better performance and to follow code of conduct.

  
Convener IQAC

  
Principal  
Government College  
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