

# Office of The Principal, Govt. College, Naraingarh (Ambala)

## Minutes of Meeting of 1<sup>st</sup> IQAC (Academic Session 2022-23) Dated 19/07/2022

A meeting of the Internal Quality Assurance Cell of Government College, Naraingarh was held on 19/07/2022 at 11.15 am, under the chairmanship of Mrs. Promila Malik in his office. The following members were present in the meeting:

1. Mrs. Promila Malik, Chairperson, IQAC cum Principal
2. Dr. Davinder Dhingra (Convener IQAC) *Dmy*
3. Dr. Rajeev Goel (Member, IQAC) *RJ*
4. Mr. Iqbal Singh (Member, IQAC) *Iqbal*
5. Ms. Eena Gupta (Member, IQAC) *Eena*
6. Mr. Sanjeev Kumar (Eng.) (Special Invitee) *Sanjeev*
7. Mr. Joga Singh (Special Invitee) *Joga*
8. Mr. Sanjeev Aggarwal (Special Invitee) *Sanjeev*
9. Mr. Subhash Kumar (Special Invitee) *Subhash*
10. Dr. Seema Rana (Special Invitee)
11. Ms. Reema Sandhu (Special Invitee) *Reema*

(Ms. Apurva Chawla (Special Invitee) could not attend the meeting due to Observer Duty in the KUK examinations.)

At the outset, the chairperson of IQAC Mrs. Promila Malik welcomed all the participants and briefed the members about the IQAC objectives, functions, and the role of IQAC in NAAC accreditation.

Thereafter, the members were invited to freely raise and discuss the issues related to the college and the discussed issues are briefed as follows:

1. Firstly, the chairperson suggested creating the post of Dean (Sciences, Commerce, and Humanities). Senior members of the respective faculties were unanimously recommended by all the members to be suitable for the said post. The following teachers were approved and appointed by the Chairperson cum Principal:

Mr. Sanjeev Kumar (Eng.)	Dean Humanities
Dr. Davinder Dhingra	Dean Commerce
Ms. Reema Sandhu*	Dean Sciences

(\*: As all the present members unanimously agreed that Geography is the subject of Humanities so, Ms. Reema Sandhu should be the Dean Sciences being the senior most Science faculty.)

Following duties/responsibilities were assigned to the Deans:

*RS*

All the teaching/ non-teaching staff members should approve their leaves from their respective deans before approving the same by the Principal.

LORs and Backlog certificates should be countersigned by the respective Dean in consultation with the University-Incharge.

The Deans should appoint the class-incharges for each class (e.g. B.A.I, II, and III etc.). These incharges should be the chief mentors of their respective classes.

In addition, all the mentor groups should also be covered by the respective Deans. Deans should ensure that mentorship should be implemented in real spirit.

Dean Sciences ought to work towards the strengthening of laboratories.

## 2. Orientation Program for Newly Admitted Students:

- Chairperson cum Principal suggested organizing one common orientation program (addressed by the College Principal) for all the three streams (Humanities, Sciences and Commerce) along with additional orientation programs of at least 03 days for the respective stream (addressed by the Deans).
- In the orientation program, the students will be aware of the college building plan, teaching, and non-teaching staff members, various committees, Do's and Don'ts etc.

## 3. Academic Calendar

- Chairperson cum Principal recommended that Deans will submit the academic calendar (various curricular, co-curricular, and extracurricular activities) of their streams at the earliest and the same to be uploaded on the college website.
- All the teachers will prepare the Lesson plan (as per the format given) along with the links of developed E-content by 30<sup>th</sup> August 2022 so that same can be uploaded on College Website timely.

## 4. Mentoring and Parent Teacher Meeting

- Chairperson cum Principal recommended that Deans will assign mentors to newly admitted students in consultation with Head Mentor and class in charge.
- All the mentors will keep all the records (academic as well as communication address etc.) of allotted mentees updated and communicate if any, to the University Clerk.
- Mentor Meetings should be scheduled fortnightly.
- Chairperson cum Principal recommended that at least one Parent-Teacher meeting should be scheduled each semester ideally 1-2 weeks before the commencement of final examinations.
- Mentors should present the overall performance record of the ward to parents along with the attendance register duly seen by the Dean and the Principal.

## 5. Strengthening of Library

Chairperson cum Principal suggested that:

- The library incharge should work towards strengthening the library.
- New books should be purchased.
- More quality magazines and journals should be subscribed.
- All the books should be issued through Soul or other related Software.
- All faculty members and PG students should be given access to online journals etc.

## 6. Office Strengthening

Chairperson cum Principal suggested that:

- All the machines (printers, computers etc.) should be up to date.
- One central stock register should be maintained along with the vocabulary creation.

## 7. Constitution of Building Committee

Chairperson cum Principal suggested that:

- A new committee will be constituted for the caretaking of the college building.
- The committee should handle all the DNITs and work for all types of approvals and handover of buildings.

## 8. Extension Services

Chairperson cum Principal suggested that:

- 1-2 nearby villages should be adopted for spreading awareness about Swach-Bharat, Gender Sensitization, Drug-deaddiction other sensitive issues. Services from the District Administration may also be solicited for this.
- NSS and NCC coordinators should initiate urgent steps in this direction.
- Women's cell should be requested to organize gender sensitization programs in the college at the commencement of the new semester. The target should be to be aware of each and every girl student in a group of 40-50 students each.
- Same campaign can be started for the nearby villages.

## 9. Constitution of Students Societies/ Clubs

- Chairperson cum Principal put forward the constitution of various societies such as Science Clubs, Commerce Clubs, Language club, Red-Ribbon club, EVS club, History Club, and Women Cell Club etc.
- Heads/ coordinators of different departments and committees were given the responsibility to set up the same and to organize various short events for the same.
- The events should be included in the academic calendar.

#### 10. Grievance and Anti-Ragging Committee

Chairperson cum Principal recommended the constitution of a grievance committee for non-teaching staff also. That committee should have one representative from the non-teaching staff. Additionally, Chairperson cum Principal suggested that:

- There 4-5 complaint boxes should be installed at the various locations in the college premises.
- Those boxes should be open fortnightly in presence of the Principal or some other senior faculty along with one student representative.
- College, State, and National anti-ragging, Sexual Harassment, Drug-Abuse, and Anti-Corruption etc. helpline numbers should be displayed at 4-5 primary places in the college.

#### 11. Smart Classrooms

- Since the college has no functional classroom and lacks other modern teaching aids, it is requested that at least 4-5 new smart classrooms should be developed urgently.
- Computer Science Faculty is entrusted with the task.

12. Signage for various departments, library, Principal Room, office, Canteen etc. should be put up along with the college layout plan at the entry gate of the college.

All the members/special invitees present in the meeting unanimously agreed with the above recommendations and Chairperson cum Principal was requested to communicate these recommendations to the concerned committees and officials for the necessary implementation.

The action taken on these recommendations will be followed up on in the IQAC's upcoming meeting, which is tentatively scheduled for the last week of August.

The meeting ended with vote of thanks to the chair.

*Pravals*  
PRINCIPAL 19/7/2020

RS ✓