


Government College Hisar
IQAC Meeting Status
Session 2019-20

Sr. No.	Date of Meeting	Agenda
1	30-08-2019	Suggestions and proposal for improvement in college infrastructure & activities for the session 2019-2020
2	17-12-2019	Review about progress related to suggestion and proposals for the session 2019-2020 Approval of AQARs for the session 2016-17, 2017-18 and 2018-19
3	14-01-2020	Review about progress related to suggestion and proposals for the session 2019-2020 Preparation for information collection, SSR compilation and gearing up for the third cycle of NAAC accreditation
4	31-01-2020	Preparation for information collection, SSR compilation and gearing up for the third cycle of NAAC accreditation
5	06-10-2020	Action Taken Report regarding suggestions and proposal for improvement in college infrastructure & activities for the session 2019-2020 approved by College Council.


IQAC Coordinator


Principal

Government College, Hisar- IQAC

Suggestion & Proposals for Improvements in College Infrastructure & Activities 2019-20

The IQAC of the college is working in the close association with the college administration, faculty and non-teaching staff to achieve new qualitative benchmarks in college functioning. On the basis of the feedback from students, teachers, parents, alumni and other stakeholders and continuous observation on the part of IQAC, the below given suggestions are hereby put forward for improving college infrastructure and other activities related to teaching learning environment and co-curricular and extra-curricular fields:-

- * The college should continue with all good traditions of the institution in teaching-learning, co-curricular and extra-curricular activities and extension & research initiatives.
- * The college should optimize the use of college resources and infrastructural facilities and manage its internal affairs efficiently.
- * The college should make efforts to begin classes in the newly constructed PG Block by completing the procedure of handing over the building to the college and purchasing class room furniture for the purpose.
- * The college should maintain strict discipline in the campus and restrict the entry of the outsiders in the campus.
- * The I-card with unique bar code should be issued to students for establishing their distinctive identity.
- * The college should make efforts to keep CCTV system in good conditions for 24x7 surveillance and security in the campus. If there is a need the CCTV wire may get changed for better picture fidelity.
- * The college should work for committed space for labs of different subjects.
- * More standard books should be added in the college library in accordance with the requirements of students and teachers.
- * The college should strive for getting e-journal links for students and teachers.
- * The college expedite the process of getting grants for multipurpose shed which was already sanctioned for the same so that there will be organizational convenience and saving of college money.
- * The college should expedite the process of getting started the work for major revamping and repair of college building and physical infrastructural up-gradation by coordinating with concerned governmental agencies.
- * The college should work for restructuring of College Parking keeping in mind the present requirements.
- * The college should maintain a continuous liaison with Alumni Association for the upkeep of college facilities and for involving more alumni with the college functioning.
- * The college should work for adding water harvesting system to make college building environment friendly.
- * The college should work for making open GYM operational.
- * The college should make efforts to add more classrooms and departmental room for major physical infrastructural enhancement.
- * The college should make a separate Disaster Awareness & Management Committee for providing special emphasis on this key area.
- * The college should also create a committee for ICT Database and Management for having readily available ICT data and managing it efficiently for the benefit of students and teachers.
- * The college should expedite the process of getting it accredited for the third cycle of NAAC accreditation.
- * The college should make efforts for the expansion of Girls Hostel to meet the present needs.
- * The college should maintain cleanliness and hygienic conditions in the class rooms & college campus.
- * There should be college lab up-gradation according to the present needs.
- * Different subject societies and designated cells should organize maximum activities and extension lecturer for the benefit of students.
- * The college should work with the goal of participative management involving different stakeholders in its functioning.


IQAC Coordinator


Principal

Minutes of Staff Council Meeting with IQAC

Dated 17-12-2019

A meeting of the Staff Council with IQAC was held on 17-12-2019 and the following decisions were taken:-

1. The AQARs of 2016-17, 2017-18 and 2018-19 were discussed and approved by the Staff Council for the final uploading on the college HEI portal with NAAC.
2. The suggestions proposed by IQAC in meeting with the Principal dated 30-08-2019 for quality enhancement for the year 2019-20 were discussed thoroughly and reviewed for effective implementation. The progress on these suggestions was found satisfactory by the members.
3. The Staff Council members were told about the preparation for the upcoming NAAC accreditation for the third cycle. The members ensured full cooperation in the process.
4. The Staff Council members also discussed about the construction and repair work is in progress in the college and appreciated the infrastructure upgradation work. They opined that the NAAC visit should be scheduled in a way that the construction work be completed before the visit.
5. The IQAC requested the Staff Council members to help in the mammoth exercise of data collection of last five years for the preparation of SSR and they assured their full cooperation in the process.

The meeting ended with the vote of thanks.

1. Dalip Singh *Dalip Singh*
17.12.19
2. Ajay Chaudhary *Ajay Chaudhary*
3. R.S. Koyal *R.S. Koyal*
17.12.19
4. Ram Partap *Ram Partap*
17.12.19
5. B.S. Siwach *B.S. Siwach*
6. Dr. Nihal Singh *Dr. Nihal Singh*

IQAC
1. Vinod Bhat *Vinod Bhat* (Convener)
17/12/2019
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. Reetika
6. Jyoti Bhat
7. Neha
8. *[Signature]*

[Signature]
Principal 17/12/19

Govt College, Hisar- IQAC

IQAC Meeting with HODs, Cell & Activity In-charges and Committee Co-ordinators

Dated 14-01-2020

An extended meeting of IQAC with all HODs, cell & activity in-charges and committee coordinators was held on 14th Jan, 2020 to discuss about the modalities of preparing SSR for the A&A of the third cycle and to gear up for the upcoming visit of NAAC peer team. The following issues were deliberated and decided upon in the meeting:-

- * All the HODs and co-ordinators assured that they would do their best to prepare for the third cycle of NAAC A&A.
- * All the HODs will ensure updation of the respective links of their departments on the college website with the latest information related to
 1. About the Department
 2. Faculty Profile
 3. Learning outcomes
 4. Lesson Plans
- * All the HODs will ensure to maintain a departmental file with the following information:-
 1. About the Department
 2. Faculty Profile
 3. Learning outcomes
 4. Lesson Plans
 5. Syllabus taught
 6. Research Activities of last five years Jan-Dec. (Calendar year)
 7. Student achievements information
- * After the completion of repair work, all the HODs will ensure the proper setting up of their respective departmental rooms.
- * All the cell in-charges and committee co-ordinators will ensure the proper maintenance of records of their activities and achievements of last five years. They will also ensure preparing of album of their activity report and photos of different events for each session.
- * The affiliation committee will expedite the process by co-ordinating with the affiliating university.
- * There should be ICT Facility Database & College Management Committee for effective assessment of ICT resources available in the college and their optimum use for the benefit of students.
- * It was decided that the college would issue character certificate bearing no. The house exam branch will ensure the printing of the character certificate with a counterfoil with a column about the information related to student progression.
- * It was also decided that before distributing DMCs to the students. Their result will be entered in the house exam branch on computer for ensuring transparent and full proof record of the students result.
- * It was also decided that the Principal with the respective IQAC subject co-ordinator and other senior members would visit each department and cell with prior information to them to ensure effectiveness for NAAC A&A and plug the gaps if any.
- * It was also decided that the SSR data once roughly prepared be verified by the respective in-charges before finally making it online.
- * The vision and mission of the college and other relevant information will be displayed in the college at designated places for the benefit of students.
- * The college office will maintain its records and ensure that as and when required, they are supposed to provide the information.
- * There should be proper upkeep of sports ground and other open spaces.
- * There should be maintenance of conditions of cleanliness in college hostel.
- * There is urgent need of ensuring cleanliness and hygienic conditions in the college canteen and maintaining proper standards of food quality.
- * The library should be made more e-resourceful and more e-journals will be subscribed.

The meeting ended with the vote of thanks and with a hope that the college will improve its grade in the third cycle of A&A of NAAC.

1. Bio-Tech
2. Botany
3. Chemistry
4. Commerce
5. Comp. Sc.
6. Def. Std.
7. Economics
8. English
9. Geography
10. Hindi
11. History

12. Home science
13. Mass Comm
14. Mathematics
15. Music
16. Physics
17. Pol. Sci.
18. Psychology
19. Physical Edu.
20. Sanskrit
21. Sociology
22. Zoology

IQAC Committee

1. Mr. Vivek Bharti
2. Dr. Pavitor Mohan
3. Dr. Vivek Saini
4. Dr. Govil Jindal
5. Mr. Kapil

6. Dr. Jyoti
7. Dr. Anupam Sehra
8. Ms Veenu Mehta
9. Ms Ritika Rani
10. Mr. Satinder Kumar

Cell

1. Sports
2. Cultural Items
3. Library
4. Women Cell
5. Legal Literacy Cell
6. Placement Cell
7. NCC (Army Wing)
8. NCC (Air Wing)
9. NSS

10. Subject Societies

- Pose
- English
- Hindi
- Psychology
- Pol. Science
- Economics
- Science
- Def. Std.
8. Earn While You Learn In-charge
9. Senior Mentor Boys and Girls
10. Time Table In-charge
11. Canteen Committee In-charge
12. Annual Report Committee In-charge
13. Alumni Committee In-charge
14. Hostel Warden

1. Affiliation Committee
2. Education Tour Committee
3. Compulsory Computer Awareness Incharge
4. Bursar
5. University Incharge
6. House Exams Incharge
7. Dy. Supdt. College office

Scholarship In-charges

1. Ex-service man/handicap scholarship / labour welfare board / freedom fighter/minority cell & post matric scholarship – convener
2. National merit scholarship/national loan/ haryana state meritorious incentive scheme, Haryana State Meritorious incentive committee, B.A./B.Sc./B.Com. Pass out & M.A./M.Sc./ II pass out - Convener
3. Haryana Board Merit Scholarship under central scheme, Pass 10+2 Students & Fresh and renewal , Haryana State Merit Scholarship, Haryana Board of School Education Haryana Bhiwani, Passed 10+2 Arts, Science & Commerce 75% to 79% - Convener
4. Haryana State Merit Scholarship, Studying in M.A./M.Sc./ I – Convener
5. Scholarship Scheme 10+2 of Central Board of School Education, New Delhi – Convener
6. Dr. Ambedkar Medhavi chhatra Sanshodhit Yojna – Convener
7. Merit Scholarship To Ug Girl Students – Convener
8. Haryana State Merit Scholarship – Convener
9. Inspire Scholarship To Ug Girl Students – Convener
10. Pose Scholarship – Convener

Vivek Bhatia
14/01/2020
IQAC Co-ordinator

Principal

12/01/2020

Minutes of the Staff Meeting Dated 31st Jan, 2020

A meeting of teaching staff members was held on 31st Jan, 2020. Principal Sh. P. S. Rohilla presided over the meeting. The minutes of the last staff meeting dated 4th Jan, 2020 were read and approved by the staff members. The agenda of the meeting was to brief the staff members about NAAC preparation and to inform them about the information required and arrangements to be done and to discuss about modalities of staff fund.

Dr. Virek Bhasi, the IQAC coordinator briefed about NAAC process and preparation needed. He informed the staff members that a detailed notice about the information required and the arrangements to be made was already circulated. He informed that detailed information is needed in soft copy for further uploading to NAAC. He asked the staff members to take it seriously as it involved financial liability and is on the agenda of CM Good Governance Initiative. The college is 'A' grade NAAC accredited and all the members should work not only to maintain that but also to improve upon the grade. For this, the authenticity and volume of information are needed. Moreover, the information submission and applying for NAAC accreditation are time bound process and all the staff members should keep this in mind. It was decided that the staff members would provide the

information within next ten days so that the soft copy of the SSR be prepared. The IQAC coordinators briefly discussed the modalities given in the IQAC notice for NAAC preparation.

Later on, Dr Rajiv Sinach discussed some issues related to staff fund and sought the opinion of the staff members. It was decided that some senior members would be involved in the decision making process for the expenditure from the staff fund.

The Principal asked the staff members to do proctorial duties and curb the entry of outsiders. He asked the staff members to be particular about biometric attendance. He also informed that the grant for multipurpose shed and construction of twenty class rooms is in the process of sanction and will soon be materialized.

The meeting ended with the vote of thanks by the Staff Secretary.

Vinod Ph
22/02/2020
Staff Secretary

Rajiv Sinach
22/02/2020
Principal

Government College Hisar- IQAC

Action Taken Repot (2019-2020)

The IQAC of the college is working in close association with the college administration faculty and non-teaching staff to achieve new qualitative benchmarks in the college functioning. The IQAC through regular feedback, consultation with stakeholders, discussion with the Principal and continuous observation is hereby taking not of the action taken on the suggestion made during the session 2019-2020.

- * The College is continuing with all good traditions in teaching-learning, co-curricular and extra-curricular activities. The needed initiatives have been taken in motivating teachers to do research. Different designated cells and teaching departments organized actively different extension activities.
- * The college resources and infrastructural facilities have been put to the optimum use and the internal college affairs have been managed effectively and efficiently.
- * The classes were made operational in the newly constructed PG Block. The ground floor rooms were allotted to different PG departments and rooms on the first floor were allotted to the department of Geography.
- * The strict discipline was maintained in the college campus and there was restriction on the entry of the outsiders in the premises. It was ensured that the students and staff wore the ribbon I/card.
- * The I-Card with unique bar code will be issued to first year students from the next session.
- * 24x7 surveillance of the campus through efficient CCTV system was ensured.
- * The separate lab for Biotechnology with better space was created during the session.
- * E-Journal link with the association of INFLIBNET was created during the session.
- * The grant for multipurpose shed was released and the work for the construction of this is in progress.
- * The work of major revamping and repair of college building and physical infrastructural upgradation is complete.

- * The grant for restructuring of college parking facility has been sanctioned and the work is in progress.
- * A close liaison with Alumni Association has been maintained and the organization of Alumni Meet is now annual feature.
- * A Comprehensive water harvesting system has been created in the college.
- * The GYM in the college has been made operational.
- * The grant for twenty more class rooms has been sanctioned and the work for building up of them has been started.
- * The Disaster Awareness and Management Committee has been created and it is active in disseminating awareness about probable disaster and required precaution. The committee is taking necessary measures to mitigate the consequences of probable disaster in the college.
- * The ICT database and management committee is operational in managing ICT data of the college.
- * The IIQA for the third cycle of NAAC Accreditation has already been accepted. The process of data compilation and SSR submission is in progress.
- * The cleanliness and hygienic conditions were maintained in the college during the session.
- * Different activities and extension lectures were organized by different designated cells and teaching departments.
- * The college is committed to work with the goal of participative management involving different stakeholders in its functioning.

Vivek Bhat
 08/10/2020
 IQAC Coordinator

Govt. College, Hisar

[Signature]
 Principal

Govt. College, Hisar