

**OFFICE OF THE PRINCIPAL GOVT. COLLEGE JULANA (JIND)**

**Minutes of IQAC Meeting dated- 19/07/2023**

Time: 11:00 AM

Venue: IQAC Room

- 1) Dr. Yashpal Singh, Chairman IQAC, welcomed all the IQAC members to today's meeting.
- 2) Resolved that the minutes of IQAC Meeting dated-25/05/2023 be confirmed.
- 3) The API form of the following Assistant Professor are checked, verified and found correct.  
Original copy has been submitted to IQAC.

S.No.	Name	Designation	Session
a.	Dr. Surender Kumar	A/P in Physics	2022-23
b.	Dr. Neha Mittal	A/P in Maths	2022-23

- 4) Annual Academic calendar to be prepared by each department for the session 2023-2024  
(Action to be taken by all H.O.Ds).
- 5) To prepare Institutional Development Plan (IDP) based on NEP for the session 2023-2024.  
(Action to be taken by Incharge, NEP).
- 6) Preparation & uploading of Online College Magazine on college website & submission of compliance of the same to undersigned till 10/08/2023 (Action to be taken by Dr. Jyoti, A/P in Commerce & Sh. Deepak, A/P in Geography).
- 7) Online Feedback to be taken from all stake holders including students, alumni, parents & staff for the session 2022-2023. ATR must be submitted to undersigned at the end of 10 days. (Action to be taken by Incharge, Feedback Committee).
- 8) Lesson plan for the current session i.e. 2023-24 should be submitted to the College Registrar (Action to be taken by Each faculty member).
- 9) Introduction of the bridge courses for the slow and advanced learner on each Saturday. Willing faculty may please contact Ms. Nishu for the adjustment of extra classes for the same along with their present time table.  
(Action to be taken by Ms. Nishu, A/P in Maths)
- 10) Proposal to be prepared and sent for the alternative source of energy i.e. solar panel and smart classroom  
(Action to be taken by Sh. Vishwajeet, A/P in English).
- 11) Plan for short-term courses or value-added courses to be prepared and submitted to the undersigned.  
Minimum one is mandatory for each stream  
(Action to be taken by: Science Stream - Sh. Sahil,

Commerce Stream - Dr. Jyoti,  
Arts Stream - Sh. Vijender).

- 12) All the faculty members are suggested to include innovative and latest Online teaching and learning resources in their teaching. (Action to be taken by Each faculty member).
- 13) All teaching and non-teaching staff members including lab. Instructors are requested to update their respective skills by attending faculty up-dation, training and development programs in online mode preferably. At least one is mandatory for all staff members. (Action to be taken by Each staff member).
- 14) Augmentation of departmental library to be done as per the latest instructions issued by the department. (Action to be taken by H.O.Ds)
- 15) Faculty members are suggested to include modern teaching aid and tools for students related work i.e. online assignment submission, conduct of workshop and seminar (Action to be taken by all faculty members).
- 16) Plan for MoU for student exchange program to be prepared by respective in-charge and he /she will coordinate with H.O.Ds to ensure that at least One MoU is signed for each department. (Action to be taken by Incharge, Placement Cell Committee).
- 17) One cafeteria or a food court to be set up with the help of the self-help groups or any other possible measures in the college for the sake of students as a temporary measure. Also, official procedure for the same to be initiated within 10 days. (Action to be taken by Sh. Mukesh, A/P in Pol. Sc.).
- 18) In the present session, steps to be taken to achieve fully digitalization of college library. (Action to be taken by Incharge, Library Committee).
- 19) Steps to be taken for providing better facilities of playground and sports equipment to the students (Action to be taken by Incharge, Sports Committee).
- 20) Steps to be taken for updating and demarcation of parking facilities for students, staff and PH persons. (Action to be taken by Sh. Mukesh, A/P in Pol. Sc.).
- 21) Steps should be taken in order to furnish Staff room with latest IT infrastructure and indoor games (Action to be taken by Incharge, Staff room).
- 22) Steps should be taken in order to improve rainwater harvesting system. (Action to be taken by Sh. Mahipal, Ext. Lect. in Hindi)
- 23) Steps should be taken in order to maintain and update Solid waste, e-waste and liquid waste disposal system (Action to be taken by Incharge, Building Committee).
- 24) Steps should be taken in order to communicate by written request to DGHE, Hry. For providing staff on the post of Deputy Superintendent, Assistant Superintendent, Clerk and Lab Assistant as these posts are vacant. (Action to be taken by Smt. Sonia, Steno-typist)
- 25) Steps should be taken in order to communicate UGC for arrangement of MOOCs programs and funds to the college staff (Action to be taken by College Registrar)
- 26) Steps should be taken in order to generate funds from Alumni and industries across the neighborhood. (Action to be taken by Incharge, Alumni in collaboration with Placement Committee).

- 27) Steps should be taken in order to get tie-up with NGOs and adoption of villages (Action to be taken by Incharge, NSS cell).
- 28) Steps should be taken in order to maintain Disaster management club and arrangement of mock drill must be conducted for at least one for each 1) Earthquake, 2) Fire safety and 3) Flood (Action to be taken by Sh. Mukesh, A/P in Pol. Sc.).
- 29) Steps should be taken in order to take energy and green ecosystem initiatives. (Action to be taken Sh. Vishwajeet, A/P in English).
- 30) Steps should be taken in order to prepare Audit related work for the present session i.e. green audit, energy audit, finance audit and academic and Administrative audit (Action to be taken by All Audit In-charges).
- 31) The meeting ended with thanks to all the present members for working efficiently.

Following IQAC members are requested to note down the above minutes from S.No.1 to 31 and same will be sent on their email id.

i) Dr. Jagbir Singh

*J.S.*  
19/7/23

ii) Dr. Sanjay Kumar

*Sanjay*  
19/07/23

iii) Ms. Nishu Gupta

*Nishu*  
19/7/23

iv) Sh. Sahil

*Sahil*  
19/07/23

v) Sh. Abhishek Sharma

*Abhi*  
19/7/23

*Sunder*  
19/07/2023  
Coordinator, IQAC

*PK*  
19/7/23  
Principal  
Govt. College  
Govt. College (Ind)

*19-07-23*

Copy to:

- 1) Smt. Nisha, for uploading on college website.
- 2) Sh. Sonu, for circulating among all staff members