

OFFICE OF THE PRINCIPAL, S.M.S.L. GOVERNMENT COLEGE JULANA (JIND)

Minutes of IQAC Meeting dated – 22/07/2024

Venue: Principal Office

Time: 11:00 AM

1. The Acting Chairman of IQAC, Sh. Vijender Kumar, graciously extended a warm welcome to all the distinguished teaching staff members assembled for today's IQAC meeting.
2. It was unanimously decided that the minutes from the IQAC Meeting held on 22/04/2024 be formally ratified and confirmed.
3. A comprehensive discourse ensued regarding the formulation of the Annual Quality Assurance Report (AQAR) for the 2023-24 session. It was collectively resolved that until the AQAR page becomes fully operational, members shall proceed with the preparation of the AQAR following the last accessible format. All NAAC criteria in-charges are hereby instructed to commence data collection and ensure the completion of both hard and soft copies by the deadline of 31/07/2024.
4. Due to administrative reasons, revised composition for NAAC criteria team is as follows:
Criteria-1 – Dr. Nishu, Dr. Vishwajeet
Criteria 2 – Dr. Neha Mittal, Mr. Sushil, Mr. Mahipal
Criteria 3 – Mrs. Neeraj Dhania, Mr. Mukesh, Mrs. Nisha
Criteria 4 – Dr. Jyoti Rani, Mrs. Usha
Criteria 5 – Mrs. Sonia, Mr. Deepak
Criteria 6 – Dr. Sanjay Kumar, Mr. Dilbag
Criteria 7 – Mr. Sahil, Mr. Abhishek
5. Detail discussion took place on the Orientation Program (O.P.) to be organised for the newly admitted students of current session i.e. 2024-25 and the following points have been decided :
 - i) Tentative schedule for the O.P. will be in the second week of August, 2024 and it will be a two day program.
 - ii) Tentative Minute to minute program framed is as follows:

For Day 1

<u>Time</u>	<u>Name of Activity</u>	<u>To be performed by</u>
08:30 - 09:00 AM	Check In	Newly admitted students for current session 2024-25
09:00 – 9:30 AM	Welcome Speech	Principal Sir
9:30– 10:30 AM	College Orientation Introduction by staff members	IQAC Coordinator (AAC for current session to be submitted by Dr. Nishu Gupta till 31/07/2024) (Lesson Plan Format to be submitted by Mr. Sahil till 31/07/2024)
10:30–11:30 AM	Mentor-Mentee Program Library Scholarship details Motivational Speech	Mrs. Sonia Mr. Sahil Dr. Sanjay Kumar Mr. Vijender Kumar
11:30-12:15 PM	Detail discussion on NEP Program	Mr. Deepak
12:15–01:00 PM	Anti-sexual Harassment Law Code of conduct & Anti- ragging Law	Dr. Neha Mrs. Neeraj

01:00- 01:30 PM	Sports Activities Cultural Activities	Dr. Vishwajeet Mrs. Sonia
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For Day 2

<u>Time</u>	<u>Name of Activity</u>	<u>To be performed by</u>
08:30 - 09:00 AM	Check In	Newly admitted students for current session 2024-25
09:00 - 10:00 AM	College Tour	Extension Lecturer will act as Group leader of 20-25 students
10:00- 11:00 AM	Role of IT Committee (15 mins) Role of NSS Committee (30 mins.) Role of Legal Literacy Committee (15 mins.)	Mr. Abhishek/ Mr. Sharvan Dr. Jyoti & Dr. Sanjay Mr. Mukesh
11:00-12:00 Noon	PH Welfare Committee (15 mins.) Heritage Cell (15 mins.) Examination & Function related information (30 mins)	Mr. Dilbag Mr. Mahipal Mr. Sahil
12:00-01:30 PM	Questions & Answers session	Panel of six members including Dr. Vijender, Dr. Jyoti, Dr. Surender, Dr. Neha, Sh. Sahil and Dr. Sanjay headed by Principal

iii) Tentative duties assigned for the successful conduct of above said O.P. are:

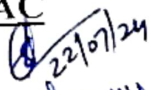
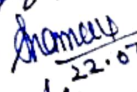
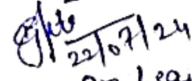
1. Student Strength ----- Dr. Nishu Gupta
2. Sending invitation to students & parents --- Mr. Mahipal, Mr. Sushil & Mrs. Usha
3. Seating & Stage Arrangement, Mike Arrangement ----- Mr. Deepak
4. Screen Arrangement ---- Mr. Sharvan
5. Water Arrangement ---- Team of class IV staff headed by Mr. Vijay
6. Refreshment for students & staff members --- Dr. Jyoti
7. Flex designing & printing for O.P ---- Mr. Dilbag
8. Feedback from students, parents & staff members ---- Dr. Vishwajeet

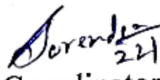
Note: Copy of Invitation letter & Flex to be submitted to undersigned for approval before finalizing.


6. The meeting ended with thanks to all the members for working efficiently.

Following IQAC members are requested to note down the above minutes from S.No. 1 to 6 and same will be sent on your email id.

Members of IQAC

- 1) Sh. Sahil 
- 2) Dr. Sanjay Kumar 
- 3) Ms. Nishu Gupta 
- 4) Sh. Abhishek Sharma - On Leave -


22/07/2024
Coordinator, IQAC
S.M.S.L. Govt. College
Julana (Jind)


22/7/24
Acting Chairman, IQAC
S.M.S.L. Govt. College
Julana (Jind)