

OFFICE OF THE PRINCIPAL, S.M.S.L. GOVERNMENT COLLEGE JULANA
Minutes of IQAC Meeting, dated-27/07/2024

Time: 01:00 PM

Venue: IQAC Room

- 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 of IQAC Meeting dated-22/07/2024 be confirmed.
- 3) A comprehensive discourse ensued regarding the formulation of the Annual Quality Assurance for the 2023-24 session. The queries regarding the preparation of AQAR were entertained and resolved.
- 4) Detailed discussion took place on programme schedule of virtual meeting for mentee colleges, scheduled for July 29, 2024.
- 5) Status of current registration for Alumni association of the college to be checked and renewed, if needed (Action to be taken by Incharge, Alumni Committee)
- 6) 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) Date for Orientation Program (O.P.) finalized as on 5th August, 2024.
 - (ii) Revised Tentative Schedule for Minute to minute program framed is as follows:

S.No.	Time	Topic	Incharge
1.	09:30-10:00 AM:	Registration of first year students and distribution of feedback form	Dr. Vishwajeet
2.	10:00 AM:	Lamp Lighting Ceremony	Dr. Satyawan Malik, Principal along with reception committee
3.	10:05 AM:	Welcome speech	Dr. Satyawan Malik, Principal
4.	10:10 AM:	Orientation Address	Dr. Surender Kumar, IQAC, Coordinator
5.	10:20 AM:	Display of College Activity Calendar, Discipline, Entry-exit Timings, Code of conduct	Sh. Vijender Kumar
1.	10:35 AM	Implementation of National Education Policy 2020 Role of IT	Sh. Deepak
2.	11:05 AM	NSS Social Integration Camps	Dr. Jyoti
3.	11:15 AM	Examination and Function related information Lesson-plans Internal Assessment NSO/Absentee Fines Library Rules & Resources	Sh. Sahil
4.	11:30 AM	Mentor Mentee Program Placement Cell Passport Scheme Cultural Activities	Mrs. Sonia
5.	11:45 AM	Scholarship Details YRC Red-Ribbon Club Red-Cross activities	Dr. Sanjay Kumar
6.	11:55 AM	Women Cell Grievances Redressal Mechanism ICC-Sexual Harassment Earn While You Learn Scheme	Mrs. Neeraj

7.	12:10 PM	Legal Literacy Cell	Sh. Mukesh
8.	12:15 PM	Sports Activities Feedback Mechanism	Dr. Vishwajeet
9.	12:25 PM	Anti-ragging PH welfare Committee Time table Programme Outcomes Course Learning Outcomes	Dr. Neha Sh. Dilbag Dr. Nishu
10.	12:40 PM	National Anthem	
11.	12:45 PM	Campus Tour of students	Group 1- Sh. Mahipal Group 2- Sh. Sushil Group 3- Mrs. Nisha

6) Duties assigned to Staff members for Orientation Program (O.P.) are as follows:

- Incharge of Invitation committee, Sh. Mahipal to draft an invitation letter for students and parents.
- Incharge of check-in and feedback committee, Dr. Vishwajeet to prepare and submit draft feedback and registration form.
- Incharge IT committee, Sh. Deepak along with Sh. Sharvan to arrange a projector and screen for the above said event.
- Incharge Seating and Mike, Sh. Abhishek to arrange for 04 Mikes (two cordless) and sound arrangement along with proper draft seating plan.
- Incharge Refreshment committee, Dr. Jyoti to look for possibility, if any, for refreshment of students.
- Incharge Designing and Printing, Sh. Dilbag to ensure designing & printing of flex for the above program.
- Dr. Nishu to submit Annual Activity Calendar for current session.

7) 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 7 and same will be sent on their email id.

Members of IQAC

i) Sh. Sahil

ii) Dr. Sanjay Kumar

iii) Dr. Nishu Gupta

iv) Sh. Abhishek Sharma

Surender
27/07/2024
Coordinator, IQAC

S.M.S.L Govt College, Julana

Randeep
27/07/24
Principal-cum-Chairman, IQAC
S.M.S.L Govt College, Julana