

**OFFICE OF THE PRINCIPAL, S.M.S.I. GOVERNMENT COLLEGE JULANA (JIND)**

**Minutes of IQAC Meeting dated – 22/07/2025 to 24/07/2025**

**Venue: IQAC Office**

**Time: 01:00 PM**

1. Chairman IQAC, Dr. Sharnsher Singh, graciously extended a warm welcome to all IQAC members assembled for today's meeting.
2. It was unanimously decided that the minutes from the IQAC Meeting held on 06/03/2025 are formally ratified and confirmed.
3. API form of the following Assistant Professor is checked, verified and approved by IQAC.

One copy of original API is retained with IQAC.

S.No.	Name	Designation	Session
1	Dr. Neha Mittal	Assist. Professor in Maths	2024-25
2	Sh. Vijender Kumar	Assist. Professor in Geography	2024-25
3	Dr. Surender Kumar	Assist. Professor in Physics	2024-25
4	Sh. Sahil	Assist. Professor in Chemistry	2024-25
5	Dr. Abhishek Sharma	Assist. Professor in Chemistry	2024-25
6	Sh. Dilbag	Assist. Professor in Geography	2024-25
7	Dr. Nishu Gupta	Assist. Professor in Maths	2024-25
8	Dr. S.K. Chamar	Assist. Professor in Geography	2024-25
9	Sh. Deepak	Assist. Professor in Geography	2023-24, 2024-25
10	Sh. Mukesh	Assist. Professor in Political Sc.	2024-25
11	Smt. Neeraj Dhania	Assist. Professor in English	2024-25
12	Smt. Sonia	Assist. Professor in Economics	2024-25
13	Smt. Meena	Assist. Professor in Maths	2024-25
14	Smt. Savita Rani	Assistant Professor in History	2024-25

- 4 During assessment of API forms of the following applicant, some anomalies/ discrepancies were found and it is decided unanimously by IQAC that 15 days to be given to the concerned to resolve out anomalies and submit the required documents.

S.No.	Name	Designation	Session
1	Dr. Vishwajeet Singh	Assistant Professor in English	2024-25

5. It had been resolved that Annual Activity Calendar and Academic Calendar for the college should be prepared and circulated among students through notice boards, social media and respective class whatsapp group. (Action to be taken by Dr. Nishu Gupta, IQAC member).
6. A comprehensive discourse ensued regarding the formulation of the Annual Quality Assurance Report (AQAR) for the 2024-25 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 31/10/2024. (Action to be taken by all NAAC Criteria Incharges)
7. It had been resolved that Sh. Sharvan, Computer Instructor be appointed as designated person responsible for monitoring of NIRF and NAAC portal and ensure the timely circulation of relevant notices and circulars. (Action to be taken by Sh. Sharvan, Computer Instructor)
8. It was unanimously decided that Induction Program for Undergraduate Students under New Education Policy shall be organized on 08<sup>th</sup> August, 2025 (Friday) and students should be encouraged to participate in the said event along with their parents/gaurdians. (Action to be taken by NEP committee)
9. A detail discussion took place on the feedback received from Students and Alumni for the last completed session i.e. 2024-25 and the following action was taken in response of the feedback received.
- i) For maintaining proper discipline and decorum of library, following steps should be taken immediately:
- Visiting register must be signed by every student entering in the library and one staff should be deputed among library staff members to ensure the same. Phones should be kept on silent mode in library by all students and staff members.
  - Students should keep their bags aside while studying in library.
  - CCTV camera should be installed in library for proper vigilance of activity.
- (Action to be taken by In-charge, Library).


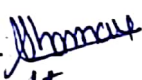

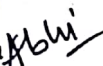


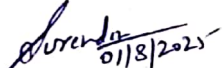
- ii) As far as maintenance of washroom is considered, it was informed by Incharge, Building Maintenance that rough estimate for the the same has already been sent to PWD. Moreover, repair of all washrooms has been done at college level recently and currently all washrooms are in working mode.
  - iii) Regarding the safety of girls student entering from back gate of college is considered, it was informed by Deputy Supdt. , Sh. Rupesh, that already college has taken this issue on priority basis and a meeting conducted by Principal with eminent personalities of the college on the same matter and appropriate measures has been initiated like Police patrolling during college hours on that route, assigning duty of chowkidar to perform checks after regular interval on that route, installing of CCTV across the college premises etc.
  - iv) Incharge, Women Cell suggested to conduct separate counselling session for girl students so that they can share their problems and appropriate action may be taken based on the reported issue by her. Separate register should be maintained for this task and timing should be mentioned at the entrance of Women Cell and be widely circulated among girls students.
  - v) Deputy Supdt., Sh. Rupesh, informed that proper communication will be made with DHEO so that faculty should be deputed in the subject where there is shortage of faculty. (Action to be taken by Deputy Supdt.)
  - vi) As far as arrangement of Power lifting items is considered, it was informed by Incharge Sports Committee, that in the absence of proper coach/ trainer it is not feasible to arrange the said item as it will be risky for the students to practise heavy weights without proper aid and advice.
  - vii) Lesson Plans should be prepared by all staff members and the same to be uploaded on college website. Also, wide circulation should be there among students via social media and notice boards. ( Action to be taken by College Registrar)
10. It was suggested that the registration status of the Alumni Society should be reviewed, and if required, renewed in a timely manner to maintain its active status. Additionally, efforts should be made to increase alumni engagement and membership in the society.  
(Action to be taken by In-charge, Alumni Committee)
11. It was resolved that the following audit tasks for the session 2024-25 should be undertaken on a priority basis to ensure timely completion:
- a) **Green and Environment Audit** – In-charge, G&E Audit
  - b) **Energy Audit** – In-charge, Energy Audit
  - c) **Academic and Administrative Audit** – College Registrar
  - d) **Financial Audit** – Bursar
12. It was suggested that a workshop should be organized for Group C and D employees regarding Haryana Government work protocols, conduct, and ethical guidelines.  
(Action to be taken by Deputy Supdt.)


13. It is suggested that Parent-Teacher Meeting should be conducted on monthly basis and proper record of the same should be maintained with one copy sent to IQAC in both offline and online mode.
14. All the staff members and students should be encouraged to wear their respective I-cards during their stay in college premises. (Action to be taken by Incharge, Discipline Committee)
15. Proper training for the concerned staff to be arranged for enabling them to file TDS return on Traces portal. (Action to be taken by Deputy Supdt.)
16. It is strongly suggested that a mock drill should be arranged for staff and students for earthquake and other natural calamity in vicinity. (Action to be taken by Incharge, Disaster Management Committee).
17. It is suggested that college magazine should be prepared in digital format based especially on the achievements of last completed session ( Action to be taken by Incharge, IT)
18. Incharge, Placement Cell to share the status of wooden incumbency board for meritorious students as assigned in the previous IQAC meeting.
19. It is suggested that all convenors of various committees and club incharges should maintain the proper record of the activity performed under their supervision and after activity, proper report of the same should be sent to IQAC office.
20. 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 20**

**Members of IQAC**


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

  
Coordinator, IQAC  
S.M.S.L. Govt. College  
Julana (Jind)

  
Chairman, IQAC-cum-Principal  
S.M.S.L. Govt. College  
Julana (Jind)

**Copy to:**

- 1.) Mrs. Nisha, for uploading on college website.
- 2.) Sh. Sonu, for circulation among staff members.

  
Chairman, IQAC-cum-Principal  
S.M.S.L. Govt. College  
Julana (Jind)