



**SHAHEED MAJOR SANJEEV LATHAR**  
**GOVERNMENT COLLEGE JULANA (JIND)**

(Affiliated to C.R.S.University, Jind)

Address: Karsola Road, Julana-126101 Ph. 01683275800

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# **SUPPORTING DOCUMENT**

## **6.5.2**

Institutional reviews its teaching learning process structure and methodologies of operations and learning outcomes at periodic interval through IQAC set up as per norms and recorded the incremental improvement in various activities.



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### **Response:**

The institution reviews its teaching learning process, structures and methodologies periodically at different levels. Departmental meetings with Principal and IQAC are regularly held to motivate the faculty to make need-based changes in the teaching pedagogy. Enrichment of curriculum with invited lectures, online curricular activities, and workshops forms a part of Academic Action.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All the academic, curricular and co-curricular activities in the college are organized with proper guidance and prior discussions with IQAC cell. Teaching, learning and evaluation that is programme wise strength, catering to student diversity (Socio-Economic diversity, gender ratio, regional, national and international diversity), continuation evaluation mode, teaching and evaluation reform, POs and Cos are communicated to the students and displayed on the college and university website are framed academically. At Department level, the Heads of Departments conduct meetings and keep track of the academic performance of students and term- wise completion of syllabus. Preparation of lesson plans and teaching methodology is a part of agenda of departmental meetings. IQAC collects feedback from students and alumni on teaching learning performance and conducts Student Satisfaction Survey as exit feedback. Academic Assessment of teacher's performance is done in each session through the feedback analysis by IQAC. Teacher-wise result analysis is done by sub-registrars under the guidance of Registrar to keep track of the teaching records. At the same time, IQAC regularly monitors the framework of these activities properly for enhancing the standard of academic. One such initiative for academic audit is PRAYAAS (Performance Rating Yardstick for Academic Audit Standard) by Department of Higher Education. IQAC frequently calls meetings to review the parameters or steps taken to improve the quality of education in the college. IQAC of the college has been

striving hard to upgrade the quality of gradual process of teaching and learning since its inception.

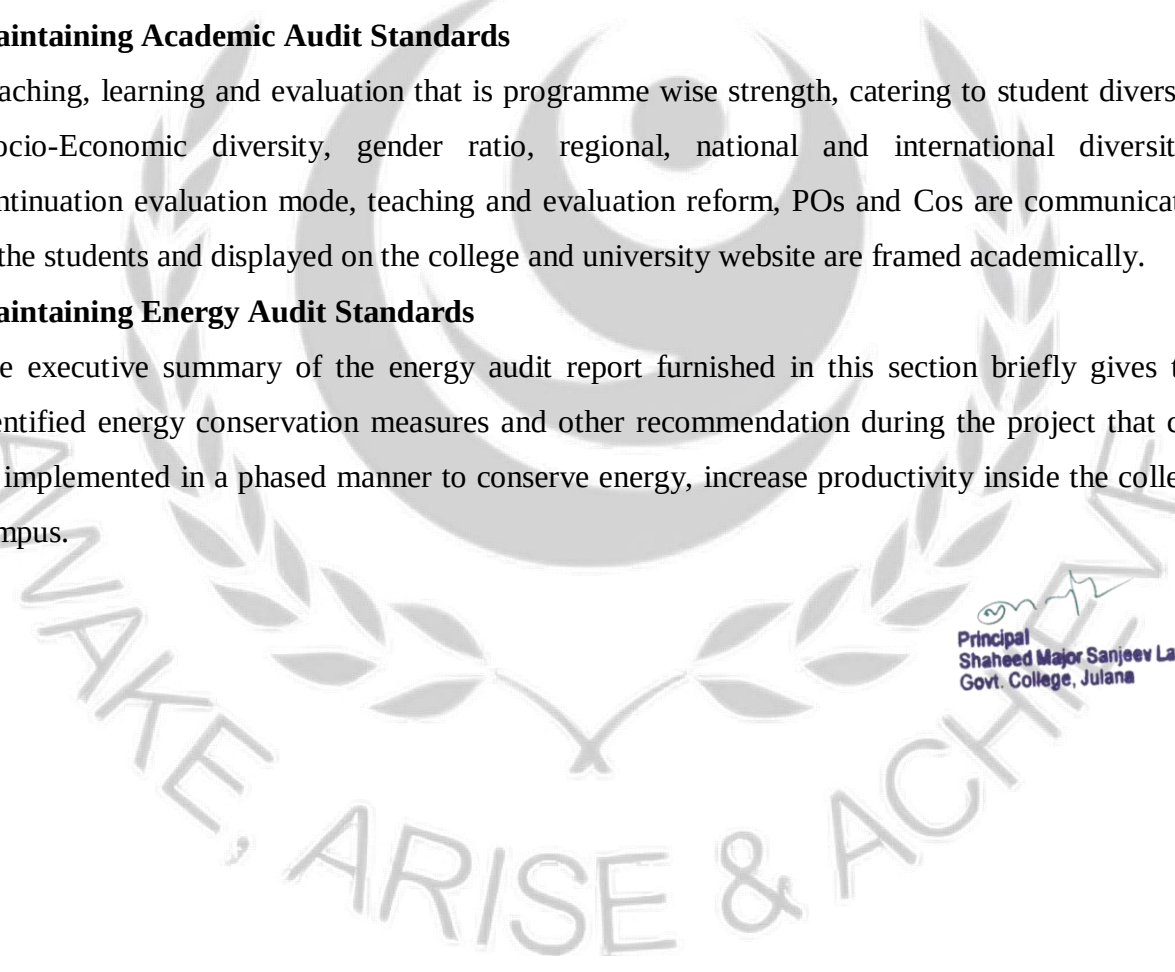
The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following: Introduction of Daily Home Assignments, Automation of Admission Processes, Provision for online fee payment, Automation of Examination Processes, Curriculum Development Workshops in many subjects, Green initiatives in Campus – tree plantation,, Biodiversity Park, Biogas plant, solar photovoltaic power plants, e-vehicles etc., MoUs with prestigious Institutes, Universities, Govt. agencies.

### **Maintaining Academic Audit Standards**

Teaching, learning and evaluation that is programme wise strength, catering to student diversity (Socio-Economic diversity, gender ratio, regional, national and international diversity), continuation evaluation mode, teaching and evaluation reform, POs and Cos are communicated to the students and displayed on the college and university website are framed academically.

### **Maintaining Energy Audit Standards**

The executive summary of the energy audit report furnished in this section briefly gives the identified energy conservation measures and other recommendation during the project that can be implemented in a phased manner to conserve energy, increase productivity inside the college campus.



Principal  
Shaheed Major Sanjeev Lather  
Govt. College, Julana

6. Status of NAAC work for mentee colleges was discussed and link for meeting of mentor university was shared with members with instructions to attend the said meeting positively on 23/04/2024 at given time positively.
7. Respective Criteria Incharge are directed to prepare the documentation work for AQAR (session 2023-24). The following IOAC members are assigned as reporting officers for respective criteria incharge who will submit fortnight status report of AQAR (session 2023-24) to undersigned & ensure that data for AQAR session 2023-24 is filled within stipulated time.

| S.No | Name                | Criteria no. & Incharge       |
|------|---------------------|-------------------------------|
| 1.   | Dr. Nishu Gupta     | Criteria 1 (Dr. Nishu)        |
| 2.   | Dr. Jagbir Singh    | Criteria 2 (Dr. Neha Mittal)  |
| 3.   | Sh. Abhishek Sharma | Criteria 3 (Sh. Vijender)     |
|      |                     | Criteria 4 (Dr. Jyoti)        |
| 4.   | Dr. Sanjay Kumar    | Criteria 5 (Smt. Sonia)       |
| 5.   | Sh. Sahil           | Criteria 6 (Dr. Sanjay Kumar) |
|      |                     | Criteria 7 (Sh. Sahil)        |

8. The meeting ended with thanks to all present members for working efficiently.

Following IOAC members are requested to note down the above minutes from S.No 1 to 8 & same will be sent on their email-id.

### Members of IOAC

1. Dr. Jagbir Singh
2. Sh. Sahil
3. Dr. Sanjay Kumar
4. Dr. Nishu Gupta
5. Sh. Abhishek Sharma

*Sharma*  
22/4/24  
Coordinator, IOAC:

*Sharma*  
22/4/24  
Principal - Cum - Chairman  
Principal IOAC  
Govt. College  
Jalana



## Minutes of IQAC Meeting dated - 22/07/2024

Time : 11:00 AM

Venue: Principal Office

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-charge 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 Dhanra, 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. Akhishek

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

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

1:00-1:30 PM

Sports Activities  
Cultural ActivitiesDr. Vishwajeet  
Mrs. SoniaFor Day 2

| Time             | Name of Activity                                           | To be performed by                                                   |
|------------------|------------------------------------------------------------|----------------------------------------------------------------------|
| 8:30-9:00 AM     | Check In                                                   | Newly admitted<br>students for current<br>session 2024-25            |
| 9:00-10:00 AM    | College Tour                                               | Extension Lecturers<br>will act as Group<br>leader of 20-25 students |
| 10:00-11:00 AM   | Role of IT<br>Committee (15 mins)                          | Mr. Abhishek /<br>Mr. Shrawan                                        |
|                  | Role of NSS<br>Committee (30 mins)                         | Dr. Jyoti and<br>Dr. Sanjay                                          |
|                  | Role of Legal<br>Literacy Committee<br>(15 mins)           | Mr. Mukesh                                                           |
| 11:00-12:00 Noon | PH Welfare<br>Committee (15 mins)                          | Mr. Dilbag                                                           |
|                  | Heritage cell (15 mins)                                    | Mr. Mahipal                                                          |
|                  | Examination &<br>Function related<br>Information (30 mins) | Mr. Sahil                                                            |
| 12:00-01:30 PM   | Questions &<br>Answers Session                             | Panel of six members<br>including Dr. Vijender                       |



Dr. Jyoti, Dr. Surender, Dr. Neha, Sh. Sahil and Dr. Sanjay headed by principal

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

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

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) Mrs. Nishu Gupta
- 4) Sh. Abhishek Sharma (Noted)

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

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

## 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) Dated for orientation Program (O.P.) finalized as on 5<sup>th</sup> August, 2024.
  - ii) Revised Tentative schedule for minute to minute program framed is as follows:

| S.No. | Time        | Topic                                                                 | Incharge                                                     |
|-------|-------------|-----------------------------------------------------------------------|--------------------------------------------------------------|
| 1.    | 09:30-10:AM | Registration of first year students and distribution of feedback form | Dr. Vishwajeet                                               |
| 2.    | 10:00 AM    | Lamp Lighting ceremony                                                | Dr. Satyawon Malik, Principal along with reception committee |
| 3.    | 10:05 AM    | Welcome speech                                                        | Dr. Satyawon Malik, Principal                                |
| 4.    | 10:10 AM    | Orientation Address                                                   | Dr. Swinder Kumar, IQAC Coordinator                          |



5. 10:20 AM Display of College Activity Calendar Discipline, Entry-exit Timings, Code of conduct Sh. Vijender Kumar
6. 10:35 AM Implementation of National Education Policy 2020 Role of IT. Sh. Deepak
7. 11:05 AM NSS Social Integration Camps Dr. Jyoti
8. 11:15 AM Examination and Function related information, Lesson-plans Internal Assessment NSO/Absence Fines Sh. Sahil
9. 11:30 AM Libracy Rules & Resources Member Mentor Program Placement Cell Passport Scheme Cultural Activities Mrs. Sania
10. 11:45 AM Scholarship Details YRC Red - Ribbon Club Red - Green activities Dr. Sanjay Kumar
11. 11:55 AM Women Cell Grievances Redressal

1. Mechanism, ICC-sexual Harassment Enactment While You Learn scheme Mrs. Neeraj
2. 12:10 PM Legal Literacy Cell Sh. Mukesh
3. 12:15 PM Sports Activities Feedback Mechanism Dr. Vishwajet
4. 12:25 PM Anti-ragging PH welfare Committee Dr. Neha
5. Time-table sh. Dilbag
6. Programme outcomes Dr. Nishu
7. Course Learning outcomes
8. 12:40 PM National Anthem
9. 12:45 PM Campus Tour of students Group 1 - Sh. Mahipal
10. Group 2 - Sh. Suhil
11. Group 3 - Mrs. Nisha

- 6.) Duties assigned to staff members for Orientation Program (O.P.) are as follows:
- a) Incharge of Invitation committee, Sh. Mahipal to draft an invitation

letter for students and parents.

- b) Incharge of check-in and feedback committee, Dr. Vishwajeet to prepare and submit draft feedback and registration form
  - c) Incharge IT committee, Sh. Deepak along with Sh. Shovan to arrange a projector and screen for the above said event.
  - d) Incharge seating and mike, Sh. Abhishek to arrange for 4 mikes (two cordless) and sound arrangement along with proper draft seating plan.
  - e) Incharge Refreshment Committee, Dr. Tyoti to look for possibility, if any, for refreshment of students.
  - f) Incharge Designing and Printing, Sh. Dilbag to ensure designing & printing of flex for the above program.
  - g) 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

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

Principal-Cum-Chairman,  
IQAC, S.M.S.L. Govt  
College, Jalana (Jind)

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



Minutes of IQAC meeting, dated 21/08/2024 to 03/09/24

Time: 1:00 PM

Venue: IQAC Room

1. Acting chairman IQAC, welcomed all the members to IQAC meeting on 21/08/2024
2. Resolved that the minutes of IQAC meeting dated 27/07/2024 be confirmed.
3. IQAC meeting completed in four stages/sitting - first on 21/08/2024, second on 22/08/2024, third on 27/08/2024 and last i.e fourth on 03/09/2024
4. In first sitting of IQAC i.e on 21/08/2024, detailed discussion took place on the ways to improve teaching and learning process for the present session and the following decisions were taken unanimously:
  - a) All NAAC criteria in-charges are requested to submit their AQAR status within one week.
  - b) Dr. Nishu Gupta requested to submit Annual Activity and Academic calendar for college till tomorrow.
  - c) In-charge discipline Committee suggested to ensure that all students and staff are wearing I-cards during their stay in College premises.
  - d) In-charge feedback committee requested to submit feedback report for the last

Completed session and Orientation program till 10/09/2024.

- e) In-charge Alumni Committee suggested to arrange for Alumni Meet once in every quarter.
- f) In-charge mentor-mentee program suggested to arrange for mentor & mentee interaction every fortnight.
- g) In-charge PTM suggested to arrange for Alumni meet once in every quarter fortnight.
- h) In-charge Canteen works suggested to initiate steps for providing canteen facilities to students at the earliest.
- i) In-charge Gymnasium suggested to prepare a time-table for game for Boys and Girls students & start working on Gymnasium soon.
- j) Bursar, Deputy Supdt. and dealing clerk suggested to get themselves proper training and ensure timely filling of TDS return of college themselves.
- k) All teaching staff members are suggested to submit proper documents/proofs while submitting their respective API. In case of any pending API, proper permission should be taken from Chairman, IQAC before submitting of the same.

- l) All H.O.D should adhere strictly to their submitted activity Calendar for the session and must submit a report to IDAC before after proper conduction of the same
- m) In-charge Disaster Response work should arrange for mock drill of students in case of earthquake, or any other event of his/her choice.
- n) Registrar to showcase code of conduct for students in form of flex to be placed at the entry point of College.
- o) In-charge sports suggested to arrange for proper training of players and providing materials to the players for practice

Further work for checking of API forms received was initiated on 21/08/2024.

5. In the second sitting of IDAC i.e on 22/08/2024 API of following members were pre-checked and pre-verified by IDAC members and kept for final checking, verification and approval by chairman IDAC.

| S.NO. | Name               | Designation      | Session | Remarks |
|-------|--------------------|------------------|---------|---------|
| 1     | Sh. Vijender Kumar | A/p in Geography | 2023-24 |         |
| 2     | Dr. Jyoti Rani     | A/p in Commerce  | -do-    |         |

3. Smt. Neeraj Dhania A/p in English -do-
4. Dr. Surender Kumar A/p in Physics -do-
5. Dr. Neha Mittal A/p in Maths -do-
6. Sh. Sahil A/p in Chemistry -do-
7. Smt. Sonia A/p in Economics -do-
8. Sh. Dilbag A/p in Geography -do-
9. Dr. Sanjay Kumar -do- -do-
10. Dr. Nishu Gupta A/p in Maths -do-
11. Smt. Meena -do- -do-
12. ~~Sh. Dilbag A/p in Geography -do-~~
13. Sh. Vishwajit Singh A/p in English -do-
13. Dr. Jagbir Singh A/p in Pol.Sci. -do-
14. Sh. Abhishek Sharma A/p in Chemistry -do-

6. In third sitting of IDAC i.e on 27/08/2024, following decisions were taken unanimously:
- a) College Academic & Activity Calendar to be uploaded on college website and circulated among students through Notice Board within 03 days this meeting minutes circulation (Action to be taken by Smt. Nisha)
- b) Work for designing & publication of College Magazine (Digital) should be designed & finalized within 21 days of this meeting minutes circulation. (Action to be taken by Sh. Abhishek)
- c) Steps should be initiated within 14 days of this meeting minutes circulation to bring at



- at least one unit of NCC in the college.  
(Action to be taken by Incharge, NSS)
- d) Steps to be taken for placing one wooden incumbency Board for displaying achievements by Meritorious & Extra-ordinary students  
(Action to be taken by Incharge, Placement Cell)
- e) All staff members are instructed that if any activity, Seminar or workshop is to be arranged then proper proposal should be prepared & submitted for prior approval of IQAC. After conduction of activity, proper report must be submitted both in online & offline mode along with geo-tagged photos. Only then, that activity will be considered for claiming its marks at the time of API checking of respective staff members.
- f) Convener/Member of various Annual Committees suggested to maintain their record properly i.e. Meeting minutes register, activity register, stock register etc. so that their performed activity can be verified at time of API verification.
- g) Letter regarding anomalies found in the submitted API of following members was finalized & sent having following details

| SNO | Name                | Designation     | Session            | No. & Date of Letter                 |
|-----|---------------------|-----------------|--------------------|--------------------------------------|
| 1.  | Dr. Vishwajit Singh | A/P in English  | 2022-23            | IQAC/smsLGCT/<br>2024/04 dt 27/08/24 |
| 2.  | Dr. Jyoti Rani      | A/P in Commerce | 2022-23            | IQAC/smsLGCT/<br>2024/05 dt 27/08/24 |
| 3.  | Sh. Mukesh Deshwal  | A/P in Pol. Sci | 2022-23<br>2023-24 | IQAC/smsLGCT/<br>2024/06 dt 27/08/24 |

7. In the fourth & final sitting of IQAC i.e. on 03/09/2024, API forms of the following staff members were checked, verified & approved by IQAC. One copy of original API is retained with IQAC.

| S.NO. | Name               | Designation      | Session              | Re-mark |
|-------|--------------------|------------------|----------------------|---------|
| 1.    | Sh. Vijender Kumar | A/P in Geography | 2023-24              |         |
| 2.    | Dr. Jyoti Rani     | A/P in Commerce  | 2023-24<br>& 2022-23 |         |
| 3.    | Smt. Neeraj Dhanu  | A/P in English   | 2023-24              |         |
| 4.    | Dr. Surendra Kumar | A/P in Physics   | -do-                 |         |
| 5.    | Dr. Neha Mittal    | A/P in Maths     | -do-                 |         |
| 6.    | Sh. Sahil          | A/P in Chemistry | -do-                 |         |
| 7.    | Smt. Sonia         | A/P in Economics | -do-                 |         |
| 8.    | Sh. Dilbag         | A/P in Geography | -do-                 |         |
| 9.    | Dr. Sanjay Kumar   | A/P in Geography | -do-                 |         |
| 10.   | Dr. Nishu Gupta    | A/P in Maths     | -do-                 |         |
| 11.   | Smt. Meena         | -do-             | -do-                 |         |

Sh. Dillbag A/P in Geography 2023-24

12. Dr. Vishwanjit Singh A/P in English 2023-24 & 2022-23

13. Sh. Mukesh Deshwal A/P in Pol. Sci 2023-24 & 2022-23

14. Dr. Jagbir Singh A/P in Pol. Sci 2023-24

15. Sh. Abhishek Sharma A/P in Chemistry 2023-24

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

Following IOAC members are requested to note down above minutes from sub. 1 to 8 & same will be sent on their email id.

i) Sh. Sakil

ii) Dr. Sanjay Kumar Chhmar

iii) Dr. Nisha Gupta

iv) Sh. Abhishek Sharma

*[Signature]*

Coordinator, IOAC

SMSL, Govt College, Jalandhar

*[Signature]*

Principal and Chairman

IOAC

SMSL, Govt College, Jalandhar

Minutes of IOAC meeting, dated -11/12/2024

Time: 01:00 PM

Venue: IOAC office

1. The Acting Chairman of IOAC, Sh. Vijender Kumar, graciously extended a warm welcome to all the distinguished staff members assembled for today's IOAC meetings.
2. It was unanimously decided that the minutes from the IOAC meeting dated 21/08/2024 <sup>held on</sup> to 03/09/2024 be formally ratified & confirmed.
3. APL form of the following Assistant Professor is checked and various anomalies are found which will be communicate to the concerned after review and opinion of IOAC members who are not present in today's meeting.

| S.No | Name   | Designation      | Session |
|------|--------|------------------|---------|
| 1.   | Deepak | A/P in Geography | 2022-23 |

4. Data submitted for AQAR 2023-24 on NAAC Portal was scrutinised & it was found that data for criteria 1 is still pending for uploading.

5. 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 5 and same will be sent on your email-id.

### Members of IQAC

- 1) Sh. Sahil 11/12/24
- 2) Dr. Sanjay Kumar - On Leave -
- 3) Dr. Nisha Gupta - On Leave -
- 4) Sh. Abhishek Sharma 11/12/24

Sh. Sahil  
Coordinator, IQAC  
SMSL Govt College  
Jalana (Jind)

Dr. Nisha Gupta  
Chairman, IQAC  
SMSL Govt College  
Jalana (Jind)

### Minutes of IQAC Meetings Dated - 16.01.2025

Time: 01:00PM

Venue: IQAC Office

- ① The Acting Chairman of IQAC, Sh. Vijender Kumar graciously extended a warm welcome to all the distinguished staff members assembled for today's IQAC meeting.
- ② It was unanimously decided that the minutes from the IQAC meeting held on 11/12/2024 are formally satisfied and confirmed.
- ③ APT form of the following Assistant Professor is checked and various anomalies are found.

| S.No. | Name       | Designation                         | Semion                  |
|-------|------------|-------------------------------------|-------------------------|
| 1.    | Sh. Deepak | Assistant Professor<br>in Geography | 2022-23<br>(old format) |

It is decided that one week of time should be given to the concerned to rectify the same.

- ④ AQAR for the session 2023-24 has been submitted successfully on NAAC Portal on 20/12/2024 and it is decided that regularly NAAC Portal should be visited by Sh. Sharan, NAAC IT Incharge. for any updated information regarding submitted AQAR from NAAC officials. (Action to be taken by Sh. Sharan, Computer Instructor)

⑤ All five criteria comprising NIRF ranking framework were discussed and it is decided that College will be going for NIRF Ranking in the next session. It is decided that Sh. Shasvan should visit regularly the website of NIRF and inform IQAC timely about the date of registration for NIRF in the next session. (Action to be taken by Sh. Shasvan, Computer Instructor)

⑥ It is suggested that website of UGC should be visited regularly by the concerned in-charge so that updated knowledge about rules and regulation regarding higher education can be shared among various stakeholders. (Action to be taken by Smt. Meena, In-charge RUSA)

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 in your email Id.

Members of IQAC

- ① Sh. Sahil
- ② Dr. Sanjay Kumar
- ③ Dr. Nisha Gupta
- ④ Sh. Abhishek Shashna

Secretary, IQAC  
S.M.S.L. Govt. College, Jalandhar (Jhar)

Chairman, IQAC  
S.M.S.L. Govt. College, Jalandhar

OFFICE OF THE PRINCIPAL, S.M.S.L. Government College Jalandhar  
Time: 01:00 PM  
Venue: IQAC office

Minutes of IQAC meeting dated - 06/03/2025

1. The Acting Chairman of IQAC, Sh. Vijender Kumar graciously extended a warm welcome to all IQAC members assembled for today's meeting.
2. It was unanimously decided that minutes from IQAC meeting held on 16/01/2025 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.    | Sh. Deepak | Assistant Professor (Geography) | 2022-23 (old format) |

Note: Affidavit submitted by Sh. Deepak, Assistant Professor in geography, has been considered in lieu of his five different name in respective proofs.

4. It has been resolved that during CCL tenure of Mrs. Meena, A/p in mathematics, Mrs. Nisha, Language Lab Instructor, shall be appointed as designated person responsible for regular monitoring of UGC & DHE, Haryana portal & ensure timely circulation of relevant notices & circulars (Action to be taken by Mrs. Nisha, Language Lab Instructor)



5. It has been resolved that Sh. Sharvan, Computer Instructor be appointed as designated person responsible for monitoring NIRF & NAAC portal & ensure timely circulation of relevant notices & circulars. (Action to be taken by Sh. Sharvan, Computer Instructor)
6. It was unanimously decided that a workshop on "Internship for Undergraduate students under NEP 2020 program" shall be organized for both students & faculty. (Action to be taken by In-charge NEP-2020)
7. It was resolved that feedback should be collected from all four stakeholders - Students, Parents, Faculty & Alumni - regarding recently concluded semester. The compiled report shall be submitted to IQAC for further analysis & necessary action. (Action to be taken by In-charge, Feedback Committee)
8. It was suggested that registration status of Alumni society should be reviewed & if required renewed in a timely manner to maintain its active status. Additionally, efforts should be made to increase alumni engagement & membership in society. (Action to be taken by In-charge, Alumni Committee)

9. It was resolved that following audit tasks for session 2023-24 should be undertaken on priority basis to ensure timely completion:
- Green & Environment Audit - In-charge, G&E, audit
  - Energy Audit - In-charge, Energy Audit
  - Financial Audit - Bursar
10. It was suggested that a workshop should be organized for Group C & D employees regarding Kangra Government work protocols, conduct & ethical guidelines. (Action to be taken by Deputy Supdt.)
11. The meeting ended with thanks to all present members for working efficiently.
- Following IQAC members are requested to note down above minutes from S.No 1 to 11

## Members of IQAC

- Sh. Sahil
- Dr. Sanjay Kumar
- Dr. Nishu
- Sh. Abhishek Sharma

Sanjay Kumar  
Coordinator, IQAC

SMSL Groot College Jalandhar

Principal  
Chairman, IQAC cum Principal  
SMSL Groot College Jalandhar



**SHAHEED MAJOR SANJEEV LATHAR**  
**GOVERNMENT COLLEGE JULANA (JIND)**

(Affiliated to C.R.S.University, Jind)

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# **SUPPORTING DOCUMENT**

## **6.5.1**

**Internal Quality Assurance Cell (IQAC)** has contributed significantly for institutionalizing the quality assurance strategies and processes.



**SHAHEED MAJOR SANJEEV LATHAR**



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## **Response:**

IQAC plays a very significant role to enhance the quality of higher education in the college. A visible improvement can be seen in Teaching-Learning quality. IQAC frequently calls meetings to review the parameters or steps taken to improve the quality of education in the college. IQAC of the college has been striving hard to upgrade the quality of gradual process of teaching and learning since its inception.

### **Maintaining Academic Audit Standards**

IQAC puts efforts to maintain academic standards by getting audited from Higher Education Authorities. All the academic, curricular and co-curricular activities in the college are organized with proper guidance and prior discussions with IQAC cell. Teaching, learning and evaluation that is programme wise strength, catering to student diversity (Socio-Economic diversity, gender ratio, regional, national and international diversity), continuation evaluation mode, teaching and evaluation reform, POs and Cos are communicated to the students and displayed on the college and university website are framed academically. At the same time, IQAC regularly monitors the framework of these activities properly. One such initiative for academic audit is PRAYAAS (Performance Rating Yardstick for Academic Audit Standard) by Department of Higher Education. Data and record required to fulfill the yardsticks fixed by Department of Higher education is prepared and maintained by IQAC.

### **Maintaining Energy Audit Standards**

The executive summary of the energy audit report furnished in this section briefly gives the identified energy conservation measures and other recommendation during the project that can be implemented in a phased manner to conserve energy, increase productivity inside the college campus.

### **Maintaining Green Audit Standards**

The main objective of the green audit is **to promote the Environment Management and Conservation in the College Campus**. The purpose of the audit is to identify, quantify, describe, and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies, and standards. That is, **Birds:** Birds have ecological value as important elements of natural systems. Birds provide insect and rodent control, plant pollination, and seed dispersal which result in tangible benefits to people. **Bird surveys on campus.** **Butterflies:** Butterflies are the most fascinating group of insects to humankind, often regarded as flagship species. They are the good bio-indicators of the ecosystem and are very sensitive to changes in the environment. **Trees:** Trees **give off oxygen that we need to breathe**. Trees reduce the amount of storm water runoff, which reduces erosion and pollution in our waterways and may reduce the effects of flooding. Many species of wildlife depend on trees for habitat. Trees provide food, protection, and homes for many birds and mammals.

### **Clean and Green Drive**

Our institute strive to maintain standard of cleanliness with facilities like class rooms, wash rooms, sports ground, library etc. so that the students may have best possible clean and hygienic learning environment. IQAC plays a crucial role in emphasizing on the needs of clean and green environment. Thus IQAC is running various cells and committees of the institution to promote sustainable and ecofriendly practices.

  
Principal  
Shaheed Major Sanjeev Lather  
Govt. College, Julana