

# OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

GOVERNMENT COLLEGE, JIND

(Affiliated to Chaudhary Ranbir Singh University, Jind)

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No. IQAC/2025-26/56

Dated: 29/10/2025

## Proceedings

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Principal in the Principal's office at 12:00 pm on October 18, 2025.

The following member(s) were present:

1. Sh. Satyawan Malik, Principal.....(in the chair)
2. Dr. Shamsher Singh, Principal, SMSLGC Julana
3. Dr. Satish Kumar, Coordinator
4. Dr. Naresh Jaglan, Member
5. Dr. Vishal Redhu, Member
6. Sh. Manoj Siwach, Member
7. Smt. Prem Poonam, Member
8. Dr. Bhagwan Dass, Member
9. Sh. Sonu Sihag, Member
10. Smt. Reetu, Member
11. Sh. Ravi Garg, Member
12. Dr. Yudhvir, HOD Pub. Adm
13. Ms. Nisha Pruthi, HOD Chemistry
14. Ms. Pushpha, HOD, Botany
15. Ms. Suman, HOD, Comp. Science
16. Ms. Mukesh Kumari, Incharge Library
17. Dr. Narender Kumar, HOD, Zoology
18. Sh. Laabh Singh, HOD, Commerce
19. Sh. Kamaljeet, HOD, Physics
20. Sh. Shiv Kumar, HOD, Mass Com.
21. Smt. Sunita Mehra, Incharge Placement
22. Sh. Manoj Chahal, incharge data compliance
23. Dr. Sheela Hindi, Member
24. Ms. Riman, Students Representative

At the outset, the coordinator welcomed all the members of the IQAC Committee and also welcomed Dr. Shamsher Singh, Principal SMSLGC Julana as advisors. The meeting began with the formal approval of the minutes of the previous IQAC meeting held on 17.05.2025. After detailed deliberation on the agenda, the following decisions were taken unanimously:

## **Agenda 1: SOP for General Public Readers in Library (24×7)**

The **Standard Operating Procedure (SOP)** for allowing general public readers to access the library was presented and discussed.

**Decision:** The SOP was **approved unanimously**.

**ATR:** SOP to be implemented by the Library Committee with immediate effect.

## **Agenda 2: Feedback from Students, Parents, and Teachers**

A detailed discussion was held on the feedback collected.

### **(A) Student Feedback**

- **Suggestion:** More classrooms should be converted into **Smart Classrooms**.  
**Decision:** A letter will be sent to the **Higher Authorities** requesting additional grant for smart classroom development.
- **Suggestion:** Need for awareness regarding **NEP 2020**.  
**Decision:** More **workshops and seminars** will be organized to sensitize students and teachers.
- **Suggestion:** Shortage of classrooms; demand for open learning spaces.  
**Decision:** Maximum possible classes will be conducted in **open spaces**, and feedback will be shared with Government authorities.
- **Suggestion:** Need for clean drinking water.  
**Decision:** Additional **Water RO Coolers** will be installed.
- **Concern:** Monkey menace causing fear among students.  
**Decision:** A letter will be written to the **Municipal Authorities** to address the issue to ensure a safe learning environment.

### **(B) Teacher Feedback**

- **Suggestion:** Need for more **computer labs with IT facilities**.  
**Decision:** The **Conference Room** will be converted into an additional computer lab by installing more systems.
- **Suggestion:** Parents should be informed when students attend college but do not attend classes.  
**Discussion Outcome:** Since students do not always share personal contact numbers, it was decided that when students achieve positions in academic/sports/cultural events, parents will be contacted. This will help build a **strong relationship among students, parents, and teachers**.

## **Agenda 3: Academic and Administrative Audit (AAA)**

**Decision:** The IQAC Coordinator will write a letter to higher authorities for conducting the AAA.

**ATR:** Letter to be drafted and dispatched.

#### **Agenda 4: Proposal Submission to ICSSR / Higher Authorities**

**Decision:** Proposals for **Seminars, Workshops, Research Projects, and FDPs** will be submitted to the **Higher Education Council and Department** for sponsorship.

**ATR:** Concerned faculty members to prepare proposals.

#### **Agenda 5: Any Other Matter with Permission of the Chair**

1. **Regular Coordination Meetings**

Teaching and non-teaching staff meetings will be held regularly to strengthen teamwork for institutional activities.

2. **Campus Placement Activities**

The **Placement Cell and Alumni Association** will organize seminars, workshops, and lectures related to placements and job fairs. Demand for professional courses such as **AI, MCA**, etc., will be forwarded to authorities.

3. **Student Grievance Redressal**

The mechanism will be made **stronger and time-bound**.

4. **Mental Health Awareness**

Workshops and lectures will be organized to promote a **stress-free environment**.

The meeting ended with vote of thanks to the Hon'ble Chairperson IQAC, Sh. Satyawan Malik, external experts, stakeholders, and all other members of the IQAC by Dr. Satish Kumar, Coordinator, IQAC.

Satish Kumar  
Coordinator, IQAC.

Sh. Satyawan Malik  
Principal  
Govt. College Jind