Office of the Internal Quality Assurance Cell

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Ref. No.: IQAC/2025-26/ 40 **Date:** 19/5/26

Proceedings of the Meeting

A Meeting of the Internal Quality Assurance Cell (IQAC) was held on 19th May 2026 at 12:00 PM in the Principal's Office.

The Following were Present:

1. Sh. Munish Kumar, Principal.....in the chair
2. Sh. Gorav Bansal, Coordinator
3. Smt. Sunita Duggal, Member
4. Dr. Sunet Rani, Member
5. Dr. Manjeet, Member
6. Ms. Seema Kashyap, Member
7. Dr. Sonu, Member
8. Sh. Parveen, Member
9. Smt. Vaishali, Member
10. Sh. Dinesh, Member
11. Dr. Rahul Hooda, Member
12. Smt. Nidhi Gupta, Member (Admn. representative)

The meeting commenced with the permission of the Chair. The agendas were discussed as:

AGENDA 1: Review of Action Taken on the Decisions of the IQAC Meeting Held on 8th November 2025

The Action Taken Report on the decisions taken during the IQAC meeting held on 8 November 2025 was reviewed. The status of various activities was discussed as follows:

1. **Preparation of Academic Calendar**

The Academic Calendar for the session 2025–26 has been prepared and notified vide letter no. IQAC/2025-26/11 dated 17.11.2025.

2. Handbook on code of Professional Ethics and Conduct

The handbook on code of Professional Ethics and Conduct was approved and circulated vide letter no. IQAC/2025-26/10 dated 17.11.2025.

3. First Best Practice: Energy, Environment and Consciousness

The Action Taken Report regarding the first institutional best practice, Energy, Environment and Consciousness, is still pending. No Action Taken Report has been received from the concerned in-charge till date.

4. Second Best Practice: Water Conservation

The Action Taken Report regarding the second institutional best practice, Water Conservation has not been received from the concerned in-charge but not considerable.

5. Display of Time Tables and Lesson Plans

The time tables and lesson plans have been displayed on the official website of the institution.

6. NSS Extension Activities in Association with NGOs

The NSS Programme Officer had been advised to conduct extension activities in association with an NGO. In response, the Programme Officer informed the Cell through a screenshot of a WhatsApp communication that directions had been received from higher authorities not to conduct such activities in association with NGOs. The matter was accordingly placed before the House.

7. One-Day Interdisciplinary DGHE-Sponsored National Seminar

The responsibility assigned to IQAC for organizing a one-day interdisciplinary national seminar sponsored by the Directorate General of Higher Education (DGHE), Haryana, has been successfully organized on 18 February 2026.

8. Three-Day Faculty Development Programme

The three-day Faculty Development Programme assigned to IQAC could not be organized due to administrative reasons and the non-availability of a resource person from the collaborating institution/organization.

9. Internal Complaints Committee: Display of Mechanism

The Internal Complaints Committee was required to prepare and display the mechanism for addressing complaints, including the contact details of its members. No Action Taken Report has been received from the concerned committee regarding this matter.

10. Personality Development, Women Empowerment and Gender Sensitization

The Women Cell has submitted an Action Taken Report regarding activities organized for personality development, women empowerment and gender sensitization. The House took note of the activities undertaken in this direction.

11. Annual Prize Distribution Function

IQAC was entrusted with the responsibility of organizing the Annual Prize Distribution Function of the college. The House decided that the function would be organized by the end of October 2026 or by the middle of November 2026.

12. Publicity of Institutional Activities

It was noted that institutional activities are being displayed on social media, and the official college website is being maintained as per the report of the concerned in-charge.

Decision

The House took note of the Action Taken Reports received and directed the concerned in-charges to submit pending reports and complete the remaining assigned activities at the earliest.

Agenda Item 2: Allotment of NAAC Criteria to IQAC Members

The House discussed the allocation of the seven NAAC criteria among the faculty members for effective monitoring, documentation and preparation of the requisite information and supporting records.

The following allocation was made:

NAAC Criterion	Name and Designation of In-charge
Criterion I	Ms. Seema Kashyap, Assistant Professor of Chemistry
Criterion II	Dr. Amardeep, Assistant Professor of English

Criterion III Dr. Manjeet, Assistant Professor of Physics

Criterion IV Mr. Parveen, Assistant Professor of Mathematics

Criterion V Dr. Sonu, Assistant Professor of Mathematics

Criterion VI Mr. Chandram, Assistant Professor of Geography

Criterion VII Dr. Pradeep, Assistant Professor of Sociology

Decision

All the designated NAAC Criterion In-charges were directed to undertake the necessary work relating to their respective criteria, maintain proper documentation and coordinate with IQAC for timely preparation of institutional records.

Agenda Item 3: Any Other Matter with the Permission of the Chair

With the permission of the Chair, the House discussed and formulated an institutional action plan for the forthcoming academic session 2026–27. The following proposals were discussed and approved in principle:

1. **Organization of One-Day Interdisciplinary Seminar**

To strengthen research activities and promote interdisciplinary academic collaboration, the college shall organize a one-day interdisciplinary seminar in online mode, subject to obtaining permission from the Directorate of Higher Education, Haryana, Panchkula.

2. **Two-Week Online Faculty Development Programme/Refresher Course**

To enhance the professional development and academic competencies of the teaching staff, the college shall organize a two-week online interdisciplinary Faculty Development Programme/Refresher Course in collaboration with a UGC Malaviya Mission–Teachers Training Centre (UGC MMTTC).

3. **Training Programme for Non-Teaching Staff**

A training programme for non-teaching staff shall be organized during the academic session. The duration, collaborating organization and schedule shall be finalized subsequently, keeping in view the available time and resources.

4. Orientation and Capacity Building of NAAC Criterion In-charges

To facilitate the work of the designated NAAC Criterion In-charges, IQAC shall organize an online or offline webinar/workshop on NAAC-related processes, documentation and institutional preparedness.

5. Student Development, Well-Being and Physical Fitness

To promote the holistic development and well-being of students, the college shall undertake activities such as educational field visits, yoga camps and other student-oriented programmes. Special emphasis shall be placed on physical fitness, stress management, healthy lifestyles and awareness regarding the harmful effects of substance abuse.

Decision

The House approved the above proposals in principle and decided that the concerned committees and coordinators shall prepare detailed plans and undertake necessary action for their implementation during the session 2026–27, subject to the requisite permissions, availability of resources and administrative feasibility.

Vote of Thanks and Conclusion

There being no other matter to discuss, the meeting concluded with a vote of thanks to the Chair.

1. 19/5/26 (Gorav Bansal)
2. 19/5/26 (Sunita Dyyal)
3. 19/05/2026 (Nidhi Gupta)
4. Dr Sunet Rani
5. 19/05/2026 (VAISHALI HOODA)
6. PARVEEN
7. (Rahul Hooda)
8. (Dr Sonu)
9. 19/5/26 (Seema Kashyap)
10. Dinesh Kumar
11. (Mayet Singh)

Principal
Govt. College Alewa