



INTERNAL QUALITY ASSURANCE CELL (IQAC)
**PANDIT NEKI RAM SHARMA GOVT. COLLEGE,
ROHTAK**

IQAC/2021/Minutes/01

Date: 04.09.2021

MINUTES OF MEETING

The meeting of IQAC Committee of the college Pandit Neki Ram Sharma Govt. College, Rohtak was held on 04.09.2021 at 11.30 am in the principal office. The following members were presented.

- 1 Major Dinesh Singh: Chairperson
- 2 Devender Sindhu: Coordinator
- 3 Mrs Indu Sapra
- 4 Mr Ravinder Singh
- 5 Dr Shamsheer Singh
- 6 Dr Dalbir Singh
- 7 Dr Surender Sangwan
- 8 Dr Amit Sahgal
- 9 Ramkumar Siwach

Agenda of Meeting

- ❖ Academic session 2021-22
- ❖ Infrastructure availability and Requirement
- ❖ The feedback system of the college
- ❖ Progress of NAAC Preparation.

Minutes of Meeting

- The meeting began with a discussion of the requirements and challenges for the smooth operation of academic activities for the 2021-22 academic year. The members emphasised making the college timetable more accommodating in light of the growing number of students enrolled. It was determined that the IQC Coordinator will coordinate with the timetable committee and work on this matter after the meeting.
- Dr Amit Sehgal proposed holding extension lectures of subject specialists this year because covid 19 prevented the organisation of these lectures in the previous session. It has been decided to remind all HODS to organise extension lectures in their respective disciplines.
- Dr Dalbir Singh emphasised the necessity of expanding college infrastructure to accommodate the rising number of students. All the members approved.

- In this regard, Shri Ram Kumar Siwach is instructed to correspond with the Education Department.
- The decision has been made to operationalize feedback for 2020-21.
- The principal requested that NAAC preparation be taken more seriously.


Devender Sindhu
IQAC Coordinator


Principal
Principal, Government College, Rohtak
Principal, Chairperson IQAC





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IQAC/2021/Minutes/03

Date: 11.12.2021

MINUTES OF MEETING

The IQAC Committee of the college Pandit Neki Ram Sharma Government College, Rohtak joined together for a meeting on February 03, 2022, at 1:30 p.m. in the principal's office. Before the esteemed members, the IQAC Coordinator presented a summary of the Action Taken Report from the meeting that was conducted on October 12, 2021. The following members were presented in the meeting.

- 1 Major Dinesh Singh: Chairperson
- 2 Devender Sindhu: Coordinator
- 3 Mrs Indu Sapra
- 4 Mr Ravinder Singh
- 5 Dr Shamsheer Singh
- 6 Dr Dalbir Singh
- 7 Dr Surender Sangwan
- 8 Dr Amit Sahgal
- 9 Dr Satish Khosa

Agenda of the meeting:

- ❖ Zonal Youth Festival Preparation

Minutes of Meeting

- Respected members of the IQAC were informed by Principal Major Dinesh Singh that the Zonal Youth Festival will be held at Maharishi Dayanand University, Rohtak from December 22-24, 2021.
- Members convinced the principal that cooperation from all faculty members would ensure the event's success.
- The IQAC has given a strong emphasis on the significance of the participation of all members of the college family, including teaching staff, administrative staff, and students, to ensure that this event is a success. As a result of this, it is necessary to call a meeting of the staff to decide how the responsibility will be distributed among the various members of the college community

Devender Sindhu
IQAC Coordinator

Sh. Dinesh Singh
Principal, Chairperson IQAC
Pandit Neki Ram Sharma
Government College, Rohtak





INTERNAL QUALITY ASSURANCE CELL (IQAC)
**PANDIT NEKI RAM SHARMA GOVT. COLLEGE,
ROHTAK**

IQAC/2021/Minutes/02

Date: 12.10.2021

MINUTES OF MEETING

The meeting of IQAC Committee of the college Pandit Neki Ram Sharma Govt. College, Rohtak was held on 12.10.2021 at 1.30 pm in the principal office. IQAC Coordinator presented the Action Taken Report of the meeting held on 04.09.2021 before the respected members. The following members were presented.

- 1 Major Dinesh Singh: Chairperson
- 2 Devender Sindhu: Coordinator
- 3 Mrs Indu Sapra
- 4 Mr Ravinder Singh
- 5 Dr Shamsher Singh
- 6 Dr Dalbir Singh
- 7 Dr Surender Sangwan
- 8 Dr Amit Sahgal
- 9 Dr Anil Kumar

Agenda of the meeting:

- Feedback Report Analysis
- Mentor-Mentee System
- Gender Audit Report
- Govt. Grant Utilization

Minutes of Meeting

- Report of feedback response collected from students and parents presented before the members.
- It is suggested that the member in charge of coordinating mentor-mentee meetings keep a database of those meetings.
- The IQAC discusses the status of government grants being used, and the worthy Principal has instructed the concerned departments and cells to do so on time. It was agreed that at the next meeting, a status report on the use of government grants will be presented. Dr Amit Sehgal has been given the authority to take the necessary steps in this respect.
- The respectable principal has suggested a gender audit at the college, which requires access to gender-specific data. His justification for conducting this audit was that it was crucial to understanding the college experience for female students. The members agree with this suggestion.

Devender Sindhu
IQAC Coordinator

Sh. Dinesh Singh
Principal/ Chairperson IQAC
Pandit Neki Ram Sharma Govt. College, Rohtak





INTERNAL QUALITY ASSURANCE CELL (IQAC)
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ROHTAK**

IQAC/2021/Minutes/04

Date: 03.02.2022

MINUTES OF MEETING

On Wednesday, February 3, 2022, at 1:30 p.m., the IQAC Committee of Pandit Neki Ram Sharma Government College, Rohtak convened in the principal's office. The IQAC Coordinator summarised the meeting's December 11, 2021, Action Taken Report for the distinguished members. During the meeting, the following members were presented.

1. Major Dinesh Singh: Chairperson
2. Devender Sindhu: Coordinator
3. Mrs Indu Sapra
4. Mr Ravinder Singh
5. Dr Shamsheer Singh
6. Dr Dalbir Singh
7. Dr Surender Sangwan
8. Dr Amit Sahgal
9. Dr Satish Kharsa

Agenda of the meeting:

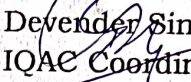
- ❖ *State Science Exhibition*
- ❖ *Chief Minister visit college as chief-guest in science exhibition*
- ❖ *College Demands to Chief Minister*
- ❖ *Placement Fair*
- ❖ *National Seminar by Political Science Department*
- ❖ *Study Tour for Boys & Girls.*


Minutes of Meeting

- The Respected Principal Sir informed the members of the IQAC that the State Level Science Exhibition will be hosted on the college campus on February 7th and 8th, 2022, and asked the Respected members to suggest ways in which the college might organise this event more effectively.
- The members of IQAC were informed by the Chairperson of IQAC and the principal of the college that the Chief Minister of Haryana, respected Sh. Manohar Lal, who is also an alumnus of the college, will come to the college as the chief guest in this state-level science exhibition.
- It was brought up in discussion, and everyone present concluded that the administration of the college ought to provide the chief minister with a demand chart. The IQAC Coordinator has given

authorisation, to draft the college's demand chart. This document is going to be delivered to the chief minister.

- Members were also informed of upcoming events, such as the Placement Fair on February 9, 2022, and the National Level Seminar on February 12, 2022, which are being hosted by the Placement Cell and Political Science Department respectively.
- Dr Amit Sehgal informed the respected members that a tour for girls and boys students has been organized. Incharges were instructed that they should select the students on a merit basis.


Devender Sindhu
IQAC Coordinator


Sh. Dinesh Singh
Principal
Chairperson IQAC
Pandit Neki Ram Sharma
Government College, Rohtak



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ACTION TAKEN REPORT OF MEETING 04.09.2021

- Mr Ramkumar Siwach, who is in charge of the administrative section, stated that the college had sent a request to the Director of Higher Education, Haryana, Panchkula, via letter no. NRS /GCR /2021/ 2781, dated, to set up a Math Computer Lab in the college; however, the college has not yet received a response to this request from the Director of Higher Education, Haryana, Panchkula..
- The college has submitted a letter with the letter number PT NRS/GSR /2021/1664 and 1666 dated November 8, 2021, to the Director of General Higher Education in regards to the granting of a grant to establish a computer lab in the Mathematics Department and an IT-enabled seminar hall in the college.
- The IQAC has circulated a circular to the heads of the departments, in which it has requested that the heads of the departments invite their subject experts from their respective subjects to deliver extended lectures during the academic session.
- The IQAC Coordinator, in collaboration with Dr Sushil Arora, Assistant Professor in the Department of Physics, has designed Google Forms intending to collect feedback from students as well as parents. In total, there were around 1928 students and 1210 parents that took part in this process.
- On 10.09.2021, HODs and the timetable committee convened for a meeting. All the HODs are requested to submit the combinations of students' strengths so that a smooth timetable can be prepared.

Devender Sindhu
IQAC Coordinator

Sh; Dinesh Singh
Principal/ Chairman IQAC
Pandit Neki Ram Sharma
Government College, Rohtak






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ACTION TAKEN REPORT OF MEETING 12.10.2021

An analysis of the feedback obtained from students as well as parents was conducted, and a report was compiled as a result. In this evaluation, the students have provided recommendations for the enhancement of the infrastructure of the old college building, information technology, and sports facilities.

- The management of the college has communicated with PWD and B&R since several rooms in the older portion of the college building are in a decrepit state.
- This academic year, the mathematics department at the institution has already set up a computer laboratory and five smart classrooms were set up in the college.
- The administration of the college has requested a grant from a respected member of parliament to finance the construction of indoor sports facilities.
- The IQAC has compiled a gender audit report with the assistance of women's cells.
- College bursar Mr Amit Sehgal has finalised the necessary steps for the government grant by holding a meeting with all the department heads and cell convener.


Devender Singh
IQAC Coordinator


Principal
Dr. Dheesh Singh
Pandit Neki Ram Sharma
Government College, Rohtak
Chairperson IQAC





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ACTION TAKEN REPORT OF MEETING 11.12.2021

On December 13, 2021, a staff meeting was conducted in the college auditorium to discuss The Zonal Youth Festival, which was scheduled to be held in the college between December 22 and December 24, 2021. The following is an outline of how the tasks were delegated to the various committees:

- ❖ All committee incharges were instructed to invite and process programme quotations
- ❖ The Registration Committee was asked to list the rooms for other college teams.
- ❖ The water arrangement committee was instructed to provide ample potable water.
- ❖ The committee requested office stationery needs from the incharges.
- ❖ Each stage's decoration committee was instructed.
- ❖ The sanitation committee provided sanitisers, masks, etc. The college campus was to be heavily fogged.
- ❖ The cleanliness committee was instructed to engage DC-rate labour for a few days to clean the college during the occasion.
- ❖ Principal Office and all-stage refreshment committees were instructed to prepare arrangements.
- ❖ Strict directions ensured event discipline.
- ❖ The discipline committee must be vigilant. Only I cards were to be checked and no others were permitted in without valid identification. For programme smoothness, Discipline Incharge was urged to seek police cooperation.
- ❖ The committee inquired about Flex/Banner.
- ❖ Volunteers were requested from NSS/NCC incharges.
- ❖ Staff prepared TA/DA Bills for judges at every level.
- ❖ The electricity committee was asked to verify light installations. 5. Certificate, invitation, and I card printing were checked.
- ❖ The incident had to be recorded/photographed without interruption. To prevent unfairness at the Youth Festival, the CCTV committee was instructed to monitor the situation.
- ❖ The Digital Resource Committee was asked to coordinate with stage incharges to collect and compile results.
- ❖ The invitation committee was instructed to invite dignitaries and notable public figures. Principal sir suggested that the staff invite reputable people from its circle/acquaintance and send their names to the invitation committee so they might attend the occasion.

Mike, Audio Visual, and Electronic Aids committee in time so they could be supplied/arranged.

- ❖ The First Aid committee was instructed to write to CMO to request a medical professional for event emergencies. The committee was instructed to maintain the Medical Room.
- ❖ Item Incharges prepared students.
- ❖ The parking committee had the hardest job. The college hostel and playground road were chosen.
- ❖ The committee checked visitor badges.
- ❖ Coveners were instructed to record all purchases in a Youth Festi stock register.

Devender Singh
IQAC Coordinator

Sh: Dinesh Singh
Principal, Chairman IQAC
Pandit Neki Ram Sharma
Government College, Rohtak






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ACTION TAKEN REPORT OF MEETING 03.02.2022

- ❖ The distribution of various responsibilities concerning the state-level science exhibition that will take place on February 8, 2022, has been finalized. To fulfil these obligations, several committees were formed, and both teaching and non-teaching members of the college were included in these committees.
- ❖ Since the Honourable Chief Minister is a former student of the college, IQAC arranged a meeting between her and the Alumni Association's officers.
- ❖ The Demand Letter for the College was Prepared by the Coordinator of the IQAC, and it included the Demand for a New Teaching Building as well as an Indoor Sports Complex.
- ❖ After being provided with a letter of demand from the college by its Respectable Principal, the Honourable Chief Minister approved it and announced payment in the amount of 780000000.
- ❖ On February 9, 2022, the college hosted a job fair at which 25 different companies displayed their offerings to interested students. Approximately 500 college students from a variety of institutions took part.
- ❖ The college's Political Science Department hosted a national seminar on the 12th of February 2022, and 300 people showed up from all around the state to take part.


Devender Singh
IQAC Coordinator


Sh. Dinesh Singh
Principal / Chairperson IQAC
Pandit Neki Ram Sharma
Government College, Rohtak

