



Pt. Neki Ram Sharma Government College

Rohtak-124001 (Haryana)

Ref. No.

Dated

IQAC/2024/Notice/1

Date August 24, 2024

Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 27/08/2024 from 2:30 pm to onwards at Principal office. The agenda is as under:

- (1) Discussion about the follow up of previous meeting (20/04/2024)
- (2) Conduct of NIRF workshop at college level.
- (3) MOU with different institution.
- (4) To review student satisfaction survey for AY 2023-24 and seek suggestions for improvisation.
- (5) Maintain Students attendance register.
- (6) Maintain syllabi covered record.
- (7) To take review of ICT facilities available in the college.
- (8) Department wise activities calendar.
- (9) Mentor Mentee meeting.
- (10) Parents Teacher Meeting.
- (11) AQAR 2023-24.
- (12) Any other matter with the permission of Chairperson

The members are requested to attend the meeting without fail.

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24/08/2024



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Principal
Pt. NRS
GC, Rohtak

Meeting No. 1

Date : 27/08/2024

Time: 2:30 PM

The First meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) , Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2024-2025 at 27/08/2024 was held on at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Lokesh Balhara. After a silent prayer, Dr Kuldeep Malik IQAC coordinator delivered the welcome address to the Principal and the member of IQAC. The following matters on the agenda were discussed it was unanimously resolved to implement them. The meeting adjourned at 4:30 p.m. after the vote of thanks by the coordinator.

Members Present:

Principal Dr. Lokesh Balhara, Dr. Sushil Dalal, Dr. Suresh Dahiya, Dr. Dayawati, Dr. Satish Khasa

Dr. Sucheta Yadav, Dr. Parvesh Kumar, Dr. Vikas Khokhar, Dr. Neha, Mrs. Krishna

Dr. Baljeet Hooda, Ms. Komal, Dr. Shamsheer Ahlawat, Dr. Kuldeep Malik

Following members were granted leave of absence:

Dr. Santosh Hooda Sh.Deepak Malik

Sr. No	Agenda	Resolution
1.	To read Confirmed the minutes of the Previous meeting.	The minutes of the previous meeting were read by the IQAC Coordinator and it was confirmed. As per the minutes of the meeting the Action Taken Report was discussed in the meeting.
2	MoUs with different Institution.	The MoUs will be sign with various institutions have gone a long way in establishing and managing partnership, promoting collaboration and achieving shared goals while providing a structured approach to resource sharing.
3	To review Student Satisfactory Survey for the AY 2023-24 and seek suggestions for improvisation.	To Take necessary steps for improvement in the area identified through the students satisfactory Survey.
4	Maintain Students Attendance Register Record for all Teaching Staff.	Students Attendance record must be updated on monthly basis for the AY 2024-2025.
5	Maintain Students Syllabus Covered Record for all Teaching Staff.	Syllabus Covered Record must be maintaining on the monthly basis for the AY 2024-2025.
6	Improving ICT Facilities.	Existing ICT facilities in the College shall be strengthened and upgrade wherever required.
7	Prepare Department Wise activities Calendar.	Each department shall prepare a Comprehensive activity Calendar including academic, Co- Curricular and extension activities.
8	To Conduct Mentor Mentee meetings.	Mentor-Mentee Meetings (12/09/2024,26/09/2024 & 21/11/2024) • Goal Setting: Both mentor and mentee



Lokesh
Principal
PL NRS
CC, Rohtak

		agreed on short-term and long-term goals to be achieved over the next quarter. • Skill Development: Identified specific skills the mentee will focus on improving, with mentor guidance. • Action Plan: A clear roadmap was established, including timelines, milestones, and accountability measures. • Feedback Exchange: Constructive feedback was shared both ways to strengthen collaboration. • Support Commitment: Mentor committed to providing resources, networking opportunities, and regular check-ins. • Follow-up Schedule: Next meeting date and review checkpoints were finalized.
9	TO Conduct a PTM on 28/09/2024	PTM Conducted on (28/09/2024) • Student Progress Review: Teachers presented academic and behavioral updates; parents acknowledged the progress and areas needing improvement. • Parental Involvement: Parents agreed to support learning at home through regular monitoring and encouragement. • Action Plan: Joint strategies were finalized to address challenges in academics, attendance, and discipline. • Feedback Exchange: Parents shared constructive feedback on teaching methods, extracurricular activities, and College facilities. • Support Commitment: College administration committed to providing additional resources, remedial sessions, and counseling where required. • Follow-up Schedule: Next PTM date was agreed upon, with interim progress reports to be shared digitally.
10	Preparation of AQAR 2023-2024.	• Formation of Committee: It was resolved to constitute an AQAR preparation committee comprising faculty members, IQAC coordinators, and administrative staff. • Data Collection: Departments agreed to

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Principal
Pt. NRS
GC, Rohtak

		submit required academic, administrative, and extracurricular data by the stipulated deadline. • Compliance with NAAC: The committee resolved to ensure that the AQAR is prepared strictly as per NAAC format and quality benchmarks. • Timeline Finalization: A clear timeline was set for drafting, reviewing, and final submission of the AQAR. • Stakeholder Involvement: It was agreed that inputs from students, alumni, and parents will be incorporated to reflect holistic institutional performance. • Approval and Submission: The final AQAR draft will be placed before the Principal for approval prior to submission to NAAC.
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27/08/2024



Lokesh
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GC, Rohtak

Action Taken Report

Subsequent to the meeting of IQAC held on 27/08/2024 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

(1) The college organized NIRF workshop on 26/11/2024.

(2) • **MoUs Signed:** The college successfully signed 9 MoUs with reputed institutions during the session.

- **Collaborative Activities:** Joint seminars, workshops, and faculty/student exchange programs were initiated under these MoUs.

- **Research Collaboration:** Research projects and publications were undertaken in partnership with the institutions.

- **Skill Development:** Training sessions and certificate courses were organized to enhance student employability.

- **Resource Sharing:** Access to laboratories, libraries, and digital resources was facilitated through partner institutions.

- **Monitoring & Review:** IQAC and the MoU committee reviewed progress quarterly to ensure effective implementation.

- **Impact Assessment:** The collaborations contributed to academic enrichment, improved placement opportunities, and strengthened institutional networking.

(3) Students feedback forwarded to planning committee, College Council and HOD of the Various department were studied by the committees and actions were taken to improve suggestions shared by the students.

(4) Maintained Students attendance register records and Syllabus covered Record on monthly basis. Record checked and verified by the Principal.

(5) Start the Data collection for preparing AQAR 2023-24.


27/08/2024



Principal
Pt. NRS
GC, Rohtak



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Pt. Neki Ram Sharma Government College

Rohtak-124001 (Haryana)

Ref. No.

IQAC/2024/Notice/02

Dated

Date 19/11/2024

Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 20/11/2024 from 2:30 PM onwards at Principal office. The agenda is as under:

- (1) Discussion about the follow up of previous meeting (27/08/2024).
- (2) Conduct of NIRF workshop at college level.
- (3) Research and innovation promotion.
- (4) Conduct Lecture Series in Women Cell.
- (5) MoUs between different NGOs and women cell.
- (6) A meeting held regarding API (CAS Promotion of faculty.
- (7) Organize a Workshop on NEP 2020.
- (8) Preparation of AQAR 2023-24.

The members are requested to attend the meeting without fail.

To

All the IQAC member
Coordinator – IQAC





Principal
Pt. NRS
GC, Rohtak

Minutes of IQAC Meeting

Meeting No. 2

Date: 20/11/2024

Time: 2:30 PM

The Second meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) , Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2024-2025 was held on 20/11/2024 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Lokesh Balhara. After a silent prayer, Dr Kuldeep Malik IQAC coordinator delivered the welcome address to the Principal and the member of IQAC. The following matters on the agenda were discussed it was unanimously resolved to implement them. The meeting adjourned at 4:00 p.m. after the vote of thanks by the coordinator.

Members Present:

Principal Dr. Lokesh Balhara Dr. Santosh Hooda Sh. Deepak Malik Dr. Suresh Dahiya Dr. Dayawati

Dr. Satish Khasa Dr. Parvesh Kumar Dr. Vikas Khokhar Dr. Neha Mrs. Krishna Dr. Baljeet Hooda

Ms. Ms. Komal Dr. Shamsheer Ahlawat Dr. Kuldeep Malik

Following members were granted leave of absence:

Dr. Sushil Dalal Dr. Sucheta Yadav

Sr.No	Agenda	Resolution
1	To read Confirmed the minutes of the Previous meeting.	The minutes of the previous meeting (27/08/2024) were read by the IQAC Coordinator and it was confirmed. As per the minutes of the meeting the Action Taken Report was discussed in the meeting.
2	Conduct of NIRF workshop at college level.	The NIRF Workshop will be Conducted on 26/11/2024.
3	Research and innovation promotion.	Constitute a Research Committee for Research work.
4	Conduct Lecture Series in Women Cell.	Prepare a full proof plan for lecture series in Women Cell for the session
5	MoUs between different NGOs and women cell.	MoUs Signed with NGO and Women Cell.
6	A meeting held regarding API (CAS Promotion of faculty.	A meeting will be held on 26/11/2024 for checking API score of the Faculty for CAS promotion.

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20/11/24
Pandit Neki Ram Sharma Govt. College, Rohtak

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Pt. NRS
GC, Rohtak

7	Organize a Workshop on NEP 2020.	A Workshop on NEP2020 will be held on 03/01/2025 of division level in College and Organized another workshop on NEP 2020 will be on 12/01/2025 At college level.
8	Preparation of AQAR 2023-24.	The AQAR 2023-24 Work divided in 7 criterion for successful submission.

Kusum
20/11/24



Lokesh
Principal
Pt. NRS
GC, Rohtak

Action Taken Report

Subsequent to the meeting of IQAC held on 20/11/2024 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

- (1) The college organized NIRF workshop on 26/11/2024.
- (2) Prepared and published many Research papers by the faculty.
- (3) An Excellent Lecture Series conducted by the Women Cell.
- (4) During the academic session 2024-2025, five MoUs were signed between NGOs and Women Cell.
- (5) A meeting will be held on 26/11/2024 regarding API score Verification of Six Assistant Professor for promotion of next grade.
- (6) A Division- Level workshop on NEP 2020 was organized on 03/01/2025, followed by a College Level workshop on 12/01/2025, in which 98 A/Professor and Professors are participated actively.
- (7) The AQAR for the session 2023-24 are submitted on 26//01/2025 successfully and on time.



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Pt. Neki Ram Sharma Government College

Rohtak-124001 (Haryana)

Ref. No.

Dated

IQAC/2024/Notice/03

Date 22/02/2025

Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 24/02/2025 from 2:30 PM onwards at Principal office. The agenda is as under:

- (1) Discussion about the follow up of previous meeting (20/11/2024).
- (2) Conduct Faculty Development Program.
- (3) Modification of Institutional Development Plan.
- (4) Mentor Mentee Meeting,
- (5) Any other matter with the permission of Chairperson

The members are requested to attend the meeting without fail.

To

All the IQAC member
Coordinator – IQAC


22/02/2025





Principal
Pt. NRS
GC, Rohtak

Minutes of IQAC Meeting

Meeting No. 3

Date: 24/02/2025

Time: 2:30 PM

The Third meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) , Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2024-2025 was held on 24/02/2025 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Lokesh Balhara. After a silent prayer, Dr Kuldeep Malik IQAC coordinator delivered the welcome address to the Principal and the member of IQAC. The following matters on the agenda were discussed it was unanimously resolved to implement them. The meeting adjourned at 3:30 p.m. after the vote of thanks by the coordinator.

Members Present:

Principal Dr. Lokesh Balhara, Dr. Suresh Dahiya, Dr. Dayawati, Dr. Satish Khasa, Dr. Sucheta Yadav
Dr. Parvesh Kumar, Dr. Vikas Khokhar, Dr. Neha, Mrs. Krishna, Dr. Baljeet Hooda, Ms. Ms. Komal
Dr. Shamsheer Ahlawat, Dr. Kuldeep Malik

Following members were granted leave of absence:

Sh.Deepak Malik, Dr. Sushil Dalal, Dr. Santosh Hooda

Sr.No.	Agenda	Resolution
1	Discussion about the follow up of previous meeting (20/11/2024).	The minutes of the previous meeting (20/11/2024) were read by the IQAC Coordinator and it was confirmed. As per the minutes of the meeting the Action Taken Report was discussed in the meeting.
2	Conduct Faculty Development Program. Day 1 – 19 March 2025 Inaugural Session Welcome address, keynote by Principal/Chief Guest, outlining objectives. Session 1 Topic: Innovative Teaching Pedagogies. Session 2 Topic: Digital Tools for Classroom Engagement. Workshop Hands-on training on e-learning platforms. Panel Discussion Theme: Challenges in Higher Education.	- The Faculty Development Program will be conducted on 19–20 March 2025. - The program aims to enhance teaching skills, research capabilities, and digital literacy among faculty. - All 40 faculty members are expected to actively participate in sessions and workshops. - Certificates of participation will be awarded upon completion. - The organizing committee will ensure smooth execution and documentation of the FDP.



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	• Valedictory of Day 1 Day 2 – 20 March 2025 • Session 3 Topic: Research Methodology & Academic Writing. • Session 4 Topic: Outcome-Based Education (OBE). • Interactive Session Faculty sharing best practices. • Closing Ceremony Feedback collection, certificate distribution, concluding remarks.	
3	Consideration of <i>Modification in Institutional Development Plan (IDP)</i> .	After due discussion, the following resolution was passed: 1. The Governing Body/Academic Council approves the modification in the Institutional Development Plan (IDP) as proposed. 2. The modifications will align with the current academic requirements, faculty development initiatives, infrastructure needs, and quality enhancement measures. 3. The revised IDP shall be implemented from the academic year 2025–26 and monitored periodically. 4. The Principal/Coordinator is authorized to submit the updated IDP to the affiliating university/regulatory authority as required. 5. The resolution is adopted unanimously and recorded in the minutes of the meeting.
4	Mentor Mentee Meeting,	Mentor Mentee Meeting held on 27/02/2025
5	Any other matter with the permission of Chairperson	No items or Subject with the permission of chair is discussed.

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24/02/2025



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Principal
Pt. NRS
GC, Rohtak

Action Taken Report

Subsequent to the meeting of IQAC held on 24/02/2025 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

1. The **Faculty Development Program** will be conducted on **19-20 March 2025**. The program aims to **enhance teaching skills, research capabilities, and digital literacy** among faculty. All **40** faculty members are **actively participate** in sessions and workshops. Certificates of participation will be awarded upon completion.

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24/02/25



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Principal
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Pt. Neki Ram Sharma Government College

Rohtak-124001 (Haryana)

Ref. No. IQAC/2024/Notice/04

Date 29/04/2025

Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 30/04/2025 from 2:30 PM onwards at Principal office. The agenda is as under:

- (1) Discussion about the follow up of previous meeting (24/02/2025).
- (2) To Discuss and Submission of Proposal of New P.G. and others courses start in new Session.
- (3) Prepare Department wise activity calendar for the session 2025-26.
- (4) Student feedback mechanism.
- (5) Best Practices documentation.
- (6) Annual review of IQAC activities
- (7) Any other matter with the permission of Chairperson.

The members are requested to attend the meeting without fail.

To

All IQAC members
Coordinator – IQAC

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29/04/2025



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Principal
Pt. NRS
GC, Rohtak

Minutes of IQAC Meeting

Meeting No. 4

Date: 30/04/2025

Time: 2:30 PM

The Fourth meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC), Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2024-2025 was held on 30/04/2025 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Lokesh Balhara. After a silent prayer, Dr Kuldeep Malik IQAC coordinator delivered the welcome address to the Principal and the member of IQAC. The following matters on the agenda were discussed it was unanimously resolved to implement them. The meeting adjourned at 3:30 p.m. after the vote of thanks by the coordinator.

Members Present:

Principal Dr. Lokesh Balhara, Dr. Sushil Dalal, Dr. Suresh Dahiya, Dr. Dayawati, Dr. Satish Khosa

Dr. Sucheta Yadav, Dr. Parvesh Kumar, Dr. Vikas Khokhar, Dr. Neha, Mrs. Krishna, Dr. Baljeet Hooda

Ms. Ms. Komal. Dr. Shamsheer Ahlawat, Dr. Kuldeep Malik

Following members were granted leave of absence:

Sh. Deepak Malik, Dr. Santosh Hooda

Sr.No	Agenda	Resolution
1	Discussion about the follow up of previous meeting (24/02/2025).	The minutes of the previous meeting (30/04/2025) were read by the IQAC Coordinator and it was confirmed. As per the minutes of the meeting the Action Taken Report was discussed in the meeting.
2	• Discussion: Proposal for starting new P.G. and other courses in the upcoming session. • Submission: Presentation of proposal documents for consideration.	The Department approved the initiation of P.G. in Chemistry beginning with the new session.
3	Drafting department-wise activity calendar for the academic session 2025-26.	1. It was resolved that each department will prepare its activity calendar for the session 2025-26, including academic, co-curricular, and extension activities. 2. Departments must submit their draft calendars to the central committee by July 15, 2025. 3. The Academic Committee will consolidate all departmental calendars into a unified institutional calendar. 4. Departments are directed to ensure that activities are scheduled in a way that

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		avoids overlap and promotes interdisciplinary participation. 5. The consolidated calendar will be approved and circulated to all stakeholders before the commencement of the session.
4	Student feedback mechanism.	1. Feedback will be collected at the end of each semester through standardized forms (online). 2. Departments will ensure confidentiality and transparency in the process to encourage honest responses. 3. The Feedback Committee will compile and analyze the data, presenting a report to the Academic Council. 4. Action points derived from feedback will be implemented in teaching methods, curriculum delivery, and student support services. 5. A review meeting will be held annually to assess the effectiveness of the feedback mechanism and make improvements.
5	Best Practices documentation.	It was resolved that each department will identify and document at least two best practices followed during the academic session.
6	Annual review of IQAC activities	• It was resolved that the annual review of IQAC activities for the session 2024–25 has been completed. • The review highlighted achievements in curriculum development, faculty enrichment programs, student support initiatives, and quality enhancement measures. • Departments are directed to submit detailed reports of their quality initiatives to IQAC for record and evaluation. • Based on the review, IQAC will formulate an action plan for the session 2025–26, focusing on continuous improvement and innovation. • It was further resolved that the annual review process will be institutionalized, ensuring accountability and transparency in quality assurance.

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28/01/2025



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Principal
Pt. NRS
GC, Rohtak

Action Taken Report

Subsequent to the meeting of IQAC held on 30/04/2025 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

1. Each department will **prepare its activity calendar** for the session 2025-26, including academic, co-curricular, and extension activities.
2. Feedback will be collected **at the end of each semester** through standardized forms through online mode.
3. It was resolved that each department will **identify and document at least two best practices** followed during the academic session.

Lokesh
30/04/2025



Lokesh

Principal
Pt. NRS
GC, Rohtak