



# Pt. Neki Ram Sharma Government College

## Rohtak-124001 (Haryana)

Ref. No. .... IQAC/2025/Notice/1

Dated: 03/07/2025

*Dated* .....

Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 04/07/2025 from 2:30 pm to onwards at Principal office. The agenda is as under:

1. Discussion about the follow up of previous meeting (30/04/2025).
2. To Discuss about academic calendar for the academic year 2025-26.
3. Approval of the Master time table.
4. Maintain Students attendance register.
5. Maintain syllabi covered record.
6. To take review of ICT facilities available in the college.
7. Department wise activities calendar.
8. Mentor Mentee meeting.
9. Parents Teacher Meeting.
10. To approve the list of faculties in charges of various clubs, cells and committees of the present academic year.
11. MoUs with others institutions.
12. Discussion about Lesson Plan for Odd Semester.
13. To organize a workshop on Mental Health and career in Psychology.
14. Conduct a Seminar in Placement Cell.
15. Conduct Orientation Course for new students.
16. API Score verification for promotion of Associate Professor to Professor.
17. Any other matter with the permission of Chairperson

The members are requested to attend the meeting without fail.

*Signature*  
03/07/2025



*Lokesh*  
Principal  
Pt. NRS  
GC, Rohtak

### Minutes of IQAC Meeting

Meeting No. 1

Date: 04/07/2025

Time: 2:30 PM

The First meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC), Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2025-2026 at 04/07/2025 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 5:00 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 Kharsa

Dr. Sucheta Yadav, Dr. Parvesh Kumar, Dr. Vikas Khokhar, Dr. Neha, Dr. Baljeet Hooda, Ms. Antim Kumari

Dr. Shamsheer Ahlawat, Dr. Kuldeep Malik, Sh. Deepak Malik

Following members were granted leave of absence:

Mrs. Krishna, Dr. Shamsheer Hooda

| Sr. No | Agenda                                                     | Resolution                                                                                                                                                                                                                                                                                                                                                                                 |
|--------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | To read Confirmed the Minutes of the Previous meeting.     | 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 on Academic Calendar for Academic Year 2025-26. | It was resolved that the Academic Calendar for the academic year 2025-26 shall commence on 15/07/2025, conclude on 30/05/2026, and include the approved schedule of holidays, examinations, and breaks as discussed. The calendar shall be circulated to all departments and uploaded on the institution's website for reference.                                                          |
| 3      | Approval of the Master time table.                         | It was resolved that the Master Time Table for the academic year 2025-26, as prepared and reviewed by the academic committee, is hereby approved. The timetable shall be implemented across all departments, ensuring equitable distribution of classes and resources. The finalized version will be circulated to faculty and students, and uploaded on the Institution's official portal |
| 4      | Maintain Students Attendance                               | Students Attendance record must be updated on                                                                                                                                                                                                                                                                                                                                              |



Principal  
 Pt. NRS  
 GC, Rohtak

|   |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Register Record for all Teaching Staff.                           | monthly basis for the AY 2025-2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5 | Maintain Students Syllabus Covered Record for all Teaching Staff. | Syllabus Covered Record must be maintaining on the monthly basis for the AY 2025-2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6 | Review of ICT Facilities Available in the College                 | it was resolved that a comprehensive review of ICT facilities in the college has been undertaken. The committee acknowledges the existing infrastructure and recommends necessary upgrades to ensure effective teaching, learning, and administration. The institution shall allocate resources for improving connectivity, modernizing equipment, and expanding access to ICT facilities for students and faculty. The updated ICT plan will be implemented in the upcoming academic session                                                                                                                                                                                                                                                                                                                                |
| 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 meeting.                                 | <b>Mentor-Mentee Meeting (27/09/2025)</b> <ul style="list-style-type: none"> <li>• <b>Goal Setting:</b> Both mentor and mentee agreed on short-term and long-term goals to be achieved over the next quarter.</li> <li>• <b>Skill Development:</b> Identified specific skills the mentee will focus on improving, with mentor guidance.</li> <li>• <b>Action Plan:</b> A clear roadmap was established, including timelines, milestones, and accountability measures.</li> <li>• <b>Feedback Exchange:</b> Constructive feedback was shared both ways to strengthen collaboration.</li> <li>• <b>Support Commitment:</b> Mentor committed to providing resources, networking opportunities, and regular check-ins.</li> <li>• <b>Follow-up Schedule:</b> Next meeting date and review checkpoints were finalized.</li> </ul> |
| 9 | TO Conduct a PTM on 28/09/2024                                    | <b>PTM Conducted on (27/09/2025)</b> <ul style="list-style-type: none"> <li>• <b>Student Progress Review:</b> Teachers presented academic and behavioral updates; parents acknowledged the progress and areas needing improvement.</li> <li>• <b>Parental Involvement:</b> Parents agreed to support learning at home through regular monitoring and encouragement.</li> <li>• <b>Action Plan:</b> Joint strategies were finalized to address challenges in academics,</li> </ul>                                                                                                                                                                                                                                                                                                                                            |

*Lokesh*  
24/07/2025



*Lokesh*  
Principal  
Pt. NRS  
GC, Rohtak

|    |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|    |                                                                                                                 | <p>attendance, and discipline.</p> <ul style="list-style-type: none"> <li>• <b>Feedback Exchange:</b> Parents shared constructive feedback on teaching methods, extracurricular activities, and College facilities.</li> <li>• <b>Support Commitment:</b> College administration committed to providing additional resources, remedial sessions, and counseling where required.</li> <li>• <b>Follow-up Schedule:</b> Next PTM date was agreed upon, with interim progress reports to be shared digitally.</li> </ul>                                                                                                                            |
| 10 | Approval of the List of Faculty In-Charge of Various Clubs, Cells, and Committees for the Academic Year 2025–26 | it was resolved that the list of faculty members designated as in-charge of various clubs, cells, and committees for the academic year 2025–26 is hereby approved. The appointed faculty shall assume their responsibilities with immediate effect, ensuring smooth functioning of all student and institutional activities. The finalized list will be circulated to all departments and displayed on the college notice board and website.                                                                                                                                                                                                     |
| 11 | MoUs with others institutions.                                                                                  | It was resolved that the proposed Memoranda of Understanding (MoUs) with identified institutions are hereby approved. These MoUs will facilitate academic collaboration, research initiatives, student and faculty exchange programs, and skill development activities. The institution shall proceed with formal signing and ensure effective implementation of the agreed terms. The details of each MoU will be communicated to all stakeholders and incorporated into the institutional development plan.                                                                                                                                    |
| 12 | Discussion on Lesson Plan for Odd Semester (Academic Year 2025–26)                                              | <p>After deliberation, the following resolution may be recorded:</p> <p><i>"It was resolved that all departments shall prepare and implement lesson plans for the odd semester of the academic year 2025–26, ensuring alignment with the prescribed syllabus and academic calendar. Faculty members are directed to adopt innovative teaching methodologies and integrate assessment components within the lesson plans. The Heads of Departments shall monitor the implementation and submit periodic reports to the IQAC for review. The finalized lesson plans will be communicated to students at the commencement of the semester."</i></p> |



*[Signature]*  
Principal  
Pt. NRS  
GC, Rohtak

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|-----|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13  | To Organize a Workshop on Mental Health and Career in Psychology on 24/08/2025                | It was resolved that a workshop on Mental Health and Career in Psychology shall be organized on 24th August 2025. The committee approved the proposed plan, including the invitation of expert speakers, arrangements for venue and logistics, and communication to students and faculty. The workshop aims to promote mental health awareness and provide career guidance in psychology. The organizing committee is entrusted with executing the plan and submitting a report upon completion.                                                                    |
| 14  | To Organize a Seminar on CV Building, Internships, and LinkedIn Profile.                      | It was resolved that a seminar on CV Building, Internships, and LinkedIn Profile shall be organized on 17th September 2025. The committee approved the plan, including the invitation of expert speakers, venue arrangements, and communication to students. The seminar aims to enhance career readiness, guide students in internship opportunities, and strengthen their professional presence on LinkedIn. The organizing committee is entrusted with executing the plan and submitting a report upon completion.                                               |
| 15  | Conduct Orientation Program for New Students                                                  | It was resolved that an Orientation Program for new students shall be conducted on 12/08/2025. The program will include sessions on institutional values, academic regulations, available facilities, and student support services. Faculty members, alumni, and counselors will be invited to interact with the students. The organizing committee is entrusted with making necessary arrangements and ensuring smooth execution of the program.                                                                                                                   |
| 16. | IQAC Meeting to Review API Verification for Promotion Case – Associate Professor to Professor | It was resolved that the IQAC has reviewed the API verification for the promotion case from Associate Professor to Professor. The committee confirms that the candidate's API scores and supporting documents comply with the prescribed norms and guidelines. Accordingly, the promotion case is recommended for approval and forwarded to the competent authority for final consideration of 1. Dr Dharmender Kadian, Associate Professor of Physical Education, 2. Dr. Anita Singh, Associate Professor of English, 3. Dr. Ekta, Associate professor of English. |

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04/07/2025



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Principal  
Pt. NRS  
GC, Rohtak

## Action Taken Report

Subsequent to the meeting of IQAC held on 04/07/2025 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

1. It was resolved that the Academic Calendar for the academic year 2025–26 shall commence on 15/07/2025.
2. Master Time Table for the academic year 2025–26, as prepared and hereby approved.
3. All department shall prepare a Comprehensive activity Calendar including academic, Co-Curricular and extension activities.
4. **Mentor-Mentee Meeting and PTM held on (27/09/2025).**
5. A workshop on Mental Health and Career in Psychology shall be organized on 24th August 2025.

*[Handwritten Signature]*  
04/07/2025



*[Handwritten Signature]*

Principal  
Pt. NRS  
GC, Rohtak



Office : 01262-281965  
E-mail : nrsrohtak@gmail.com

# Pt. Neki Ram Sharma Government College

## Rohtak-124001 (Haryana)

Ref. No. ....

IQAC/2025/Notice/02

Dated .....

Date 03/11/2025

### Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 04/11/2025 from 2:30 PM onwards at Principal office. The agenda is as under:

1. Discussion about the follow up of previous meeting (04/07/2025).
2. To Conduct a workshop on NEP 2020 with the collaboration of M.D.U. Rohtak.
3. IQAC Meeting to Review API Verification for Promotion Case.
4. Student Centric Method.
5. To Conduction of Sessional examination according to college Academic Calendar.
6. Notice to Students for Short Attendance.

The members are requested to attend the meeting without fail.

To

All IQAC member  
Coordinator – IQAC

  
03/11/2025



  
Principal  
Pt. NRS  
Rohtak

## Minutes of IQAC Meeting

Meeting No. 2

Date: 03/11/2025

Time: 2:30 PM

The Second meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) , Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2025-2026 was held on 04/11/2025 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Surinder Sangwan. 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. Surinder Sangwan, 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. Antim Kumari, Dr. Shamsher Ahlawat, Dr. Kuldeep Malik

Following members were granted leave of absence:

Sh. Deepak Malik, Dr. Shamsher Hooda

| Sr.No | Agenda                                                                     | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | To read Confirmed the minutes of the Previous meeting.                     | The minutes of the previous meeting (04/07/2025) 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     | To Conduct a workshop on NEP 2020 with the collaboration of M.D.U. Rohtak. | <p><b>Workshop on NEP 2020 Organized by M.D.U. Rohtak 12 November – 19 November 2025 by Online Mode.</b></p> <p>This resolution is hereby adopted to acknowledge the successful completion of the <b>National Education Policy (NEP) 2020 Workshop</b>, conducted in collaboration with <b>Maharshi Dayanand University, Rohtak</b>, from 12th November to 19th November 2025.</p> <p><b>Key Points of Resolution</b></p> <ul style="list-style-type: none"> <li>• More than <b>80 faculty members</b> actively participated and successfully completed the workshop.</li> <li>• The workshop provided in-depth understanding of NEP 2020 and its</li> </ul> |



*ee*  
Principal  
Pt. NRS  
GC, Rohtak

|   |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|   |                                                                                                             | <p>implications for higher education.</p> <ul style="list-style-type: none"> <li>• Faculty members resolved to implement curriculum reforms, pedagogical innovations, and research promotion in their respective institutions.</li> <li>• The collaboration between M.D.U. Rohtak and participating institutions strengthened academic ties and created a roadmap for future initiatives.</li> <li>• Certificates of participation were awarded to all faculty members, marking their commitment to advancing the vision of NEP 2020.</li> </ul>                                                                                                                                                                       |
| 3 | <b>Internal Quality Assurance Cell (IQAC) Meeting to Review of API Verification for CAS Promotion Case.</b> | <ol style="list-style-type: none"> <li>1. The API scores submitted by the concerned faculty members were thoroughly reviewed and verified against UGC norms.</li> <li>2. The documentation provided was found to be satisfactory and authentic for the purpose of CAS promotion.</li> <li>3. The faculty members under consideration are recommended for promotion under CAS, subject to final approval by the competent authority.</li> <li>4. The IQAC emphasizes the need for continuous monitoring of faculty performance and adherence to quality benchmarks.</li> <li>5. This resolution shall be recorded in the official minutes of the IQAC meeting and communicated to the concerned departments.</li> </ol> |
| 4 | <b>Review and Adoption of Student-Centric Methods</b>                                                       | <ol style="list-style-type: none"> <li>1. The institution shall adopt and strengthen <b>student-centric methods</b> in teaching, learning, and evaluation.</li> <li>2. Faculty members are encouraged to integrate experiential learning, problem-solving approaches, and collaborative projects into their courses.</li> <li>3. Regular student feedback will be collected and analyzed to improve teaching effectiveness.</li> <li>4. Workshops and training sessions will be organized to build faculty capacity in innovative pedagogy.</li> <li>5. This resolution will be documented in the IQAC records and communicated to all</li> </ol>                                                                      |

*Signature*  
09/11/2025



*Signature*  
Principal  
P. NRS  
Rohtak

|   |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                       | departments for immediate action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5 | Conduction of Sessional Examinations as per College Academic Calendar | <ul style="list-style-type: none"> <li>• Sessional examinations shall be conducted strictly according to the <b>college academic calendar</b> without deviation.</li> <li>• All departments must adhere to the notified schedule and ensure timely completion of examinations.</li> <li>• Faculty members are directed to prepare question papers and evaluation criteria in advance to maintain transparency and fairness.</li> <li>• Results of sessional examinations must be declared within the stipulated time frame to facilitate continuous assessment.</li> </ul> |
| 6 | Notice to Students for Short Attendance.                              | <ul style="list-style-type: none"> <li>• Notices shall be issued to all students whose attendance falls short of the minimum requirement as per institutional and regulatory norms.</li> <li>• The concerned departments must ensure accurate and updated attendance records before issuing notices.</li> <li>• Students receiving notices will be advised to improve their attendance and may be required to attend remedial classes or counseling sessions.</li> </ul>                                                                                                   |

*Signature*  
04/07/2025



*Signature*  
Principal  
Pt. NRS  
CC, Rohtak

## Action Taken Report

Subsequent to the meeting of IQAC held on 04/11/2025 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

- (1) **National Education Policy (NEP) 2020 Workshop**, conducted in collaboration with **Maharshi Dayanand University, Rohtak**, from 12th November to 19th November 2025.
- (2) The API scores submitted by the concerned faculty members were thoroughly reviewed and verified against UGC norms. The faculty members under consideration are recommended for promotion under CAS, subject to final approval by the competent authority.
- (3) The institution shall adopt and strengthen **student-centric methods** in teaching, learning, and evaluation.
- (4) Notices shall be issued to all students whose attendance falls short of the minimum requirement as per institutional and regulatory norms.

  
04/11/2025  


  
Principal  
Pt. NRS  
GC, Rohtak



Office : 01262-281965  
E-mail : nrsrohtak@gmail.com

# Pt. Neki Ram Sharma Government College

## Rohtak-124001 (Haryana)

Ref. No. IQAC/2026/Notice/03

Date 31/01/2026  
Dated .....

### Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 02/02/2026 from 2:30 PM onwards at Principal office. The agenda is as under:

1. Discussion about the follow up of previous meeting (03/11/2025).
2. The career Advancement scheme was highlighted, encouraging faculty to participate in Faculty Development Program, orientation programs and refresher courses.
3. Organize a Skill Development Workshop by the Placement Cell on **11 February 2026**
4. Organize a Placement Drive Workshop by the Placement Cell in collaboration with **OM University, Hisar.**
5. Mentor Mentee Meeting on 01/04/2026.
6. Parents Teacher Meeting on 04/04/2026.
7. Signing of MoUs with Private Companies for Internships as required in NEP 2020.
8. Submission of Proposals for New Courses to the Department of Higher Education for Academic Session 2026-27
6. 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



*Qc1.*  
Principal  
Pt. NRS  
Rohtak

## Minutes of IQAC Meeting

Meeting No. 3

Date: 02/02/2026

Time: 2:30 PM

The Third meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC), Pandit Neki Ram Sharma Government college, Rohtak for the academic year 2025-2026 was held on 02/02/2026 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Surinder Sangwan. 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. Surinder Sangwan, Dr. Suresh Dahiya, Dr. Dayawati, Dr. Satish Khalsa, Dr. Parvesh Kumar  
Dr. Vikas Khokhar, Dr. Neha, Mrs. Krishna, Dr. Baljeet Hooda, Ms. Antim Kumari, Dr. Shamsheer Ahlawat

Dr. Kuldeep Malik, Sh. Deepak Malik, Dr. Shamsheer Hooda

Following members were granted leave of absence:

Dr. Sushil Dalal, Dr. Sucheta Yadav

| Sr.No. | Agenda                                                                                                                                                          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Discussion about the follow up of previous meeting (03/11/2025).                                                                                                | The minutes of the previous meeting (03/11/2025) 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      | Highlighting Career Advancement Scheme (CAS) and Encouraging Faculty Participation in Faculty Development Programs, Orientation Programs, and Refresher Courses | <ul style="list-style-type: none"> <li>• The <b>Career Advancement Scheme (CAS)</b> was highlighted as a key pathway for faculty career progression.</li> <li>• Faculty members are strongly encouraged to participate in <b>Faculty Development Programs, Orientation Programs, and Refresher Courses</b> to enhance their academic and professional competencies.</li> <li>• Departments shall facilitate and support faculty participation in such programs by providing necessary approvals and guidance.</li> <li>• Participation records will be maintained and considered during API verification for CAS promotion cases.</li> </ul> |
| 3      | Organize a Skill Development Workshop by the Placement Cell on                                                                                                  | <ul style="list-style-type: none"> <li>• A <b>Skill Development Workshop</b> shall be</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



Principal  
Pt. NRS  
GC, Rohtak

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|---|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>11 February 2026</b>                                                                                     | <p>organized by the Placement Cell on <b>11/02/2026</b> as per the academic calendar.</p> <ul style="list-style-type: none"> <li>• The workshop will focus on enhancing employability skills, including communication, teamwork, problem-solving, and interview preparation.</li> <li>• The Placement Cell will coordinate with industry experts and trainers to deliver practical sessions.</li> </ul>                                                                                                                                                                                                            |
| 4 | Organize a Placement Drive Workshop by the Placement Cell in collaboration with <b>OM University, Hisar</b> | <ul style="list-style-type: none"> <li>• A <b>Placement Drive Workshop</b> shall be organized by the Placement Cell in collaboration with <b>OM University, Hisar</b>.</li> <li>• The workshop will focus on enhancing student employability through skill-building sessions, mock interviews, and career guidance.</li> <li>• The Placement Cell will coordinate with OM University to invite reputed companies and industry experts for the drive.</li> </ul>                                                                                                                                                    |
| 4 | Mentor Mentee Meeting,                                                                                      | <ul style="list-style-type: none"> <li>• The <b>Mentor–Mentee Meeting</b> held on <b>01 April 2026</b> was successfully conducted, with active participation from both mentors and mentees.</li> <li>• Mentors provided valuable guidance on academic performance, career planning, and personal counseling.</li> <li>• Issues raised by students were documented, and appropriate remedial measures will be initiated by the concerned departments.</li> </ul>                                                                                                                                                    |
| 5 | <b>Parents–Teacher Meeting.</b>                                                                             | <ol style="list-style-type: none"> <li>1. The <b>Parents–Teacher Meeting</b> held on <b>04 April 2026</b> was successfully conducted with active participation from parents, teachers, and students.</li> <li>2. Academic progress, attendance, and behavioral aspects of students were discussed transparently with parents.</li> <li>3. Concerns raised by parents were documented, and remedial measures will be initiated by the respective departments.</li> <li>4. The IQAC emphasizes regular organization of Parents–Teacher Meetings to strengthen collaboration between home and institution.</li> </ol> |



*Dr.*  
Principal  
Pt. NRS  
GC, Rohtak

|    |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                             |
|----|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                            | <p>5. Feedback collected during the meeting will be analyzed and incorporated into institutional planning for continuous improvement.</p> <p>6. This resolution will be recorded in the IQAC minutes and communicated to all stakeholders for effective implementation.</p>                                                                                                                 |
| 6. | Signing of MoUs with Private Companies for Internships as required in NEP 2020                             | <ul style="list-style-type: none"> <li>• On <b>02 April 2026</b>, the institution shall sign <b>MoUs with selected private companies</b> to provide structured internship opportunities for students, in alignment with NEP 2020 guidelines.</li> <li>• Internships will focus on enhancing practical skills, industry exposure, and employability.</li> </ul>                              |
| 7. | Submission of Proposals for New Courses to the Department of Higher Education for Academic Session 2026-27 | <p>The Department of Higher Education has granted permission to start the following programs:</p> <ul style="list-style-type: none"> <li>• <b>MA in Psychology</b></li> <li>• <b>M.Sc. in Zoology</b></li> <li>• <b>Biotechnology in B.Sc. Physical Science</b></li> <li>• <b>P.G. Diploma in Remote Sensing and GIS</b></li> <li>• <b>Electronics in B.Sc. Physical Science</b></li> </ul> |
| 8. | Any other matter with the permission of Chairperson                                                        | No items or Subject with the permission of chair is discussed.                                                                                                                                                                                                                                                                                                                              |



*Ed.*  
Principal  
Pt. NRS  
GC, Rohtak

## Action Taken Report

*Subsequent to the meeting of IQAC held on 02/02/2026 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.*

1. Faculty members are strongly encouraged to participate in **Faculty Development Programs, Orientation Programs, and Refresher Courses** to enhance their academic and professional competencies.
2. A **Skill Development Workshop** organized by the Placement Cell on **11/02/2026**.
3. **Mentor–Mentee Meeting** held on **01 April 2026** was successfully conducted.
4. The **Parents–Teacher Meeting** held on **04 April 2026** was successfully conducted.
5. On **02 April 2026**, the institution shall sign **MoUs with selected private companies**.
6. The Department of Higher Education has granted permission to start the following programs:
  - **MA in Psychology**
  - **M.Sc. in Zoology**
  - **Biotechnology in B.Sc. Physical Science**
  - **P.G. Diploma in Remote Sensing and GIS**
  - **Electronics in B.Sc. Physical Science**

*[Signature]*  
02/02/2026



*[Signature]*  
Principal  
Pt. NRS  
GC, Rohtak



# Pt. Neki Ram Sharma Government College

## Rohtak-124001 (Haryana)

Ref. No. ....

IQAC/2026/Notice/04

Dated .....

Date 30/04/2026

### Circular

Respected team,

I would like to inform you that our IQAC meeting will be held on 02/05/2026 from 2:30 PM onwards at Principal office. The agenda is as under:

1. Discussion about the follow up of previous meeting (02/02/2026).
2. Implementation of Summer Internship Program — 120 hours mandatory for all 4th semester students as per NEP 2020.
3. Signing of MoUs by the Chemistry Department with other institutions
4. Preparation of Institutional Development Plan for the next three years (2026–2027, 2027–2028, and 2028–2029) as a **Model Sanskriti College**.
5. Any other matter with the permission of Chairperson.

The members are requested to attend the meeting without fail.

To

All IQAC members

Coordinator – IQAC



*Pr.*  
Principal  
Pt. NRS  
GC, Rohtak

## Minutes of IQAC Meeting

Meeting No. 4

Date: 02/05/2026

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 02/05/2026 at 2:30 pm at Principal office. The meeting was chaired by respect Principal Dr. Surinder Sangwan. 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. Surinder Sangwan, Dr. Suresh Dahiya, Dr. Dayawati, Dr. Satish Khasa, Dr. Vikas Khokhar

Dr. Baljeet Hooda, Ms. Antim Kumari, Dr. Shamsheer Ahlawat, Dr. Shamsheer Hooda

Dr. Kuldeep Malik, Sh. Deepak Malik

## Following members were granted leave of absence:

Dr. Sushil Dalal, Dr. Sucheta Yadav, Dr. Parvesh Kumar, Dr. Neha, Mrs. Krishna

| 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     | Implementation of Summer Internship Program — 120 hours mandatory for all 4th semester students as per NEP 2020. | <ul style="list-style-type: none"> <li>• A <b>Summer Internship Program of 120 hours</b> is made <b>mandatory for all 4th semester students</b>, in alignment with NEP 2020 guidelines.</li> <li>• The internship shall be conducted on <b>25 May 2026 to 05 July 2026</b>, coordinated by the Placement Cell and respective departments.</li> <li>• Each faculty member is allotted <b>11 to 12 students</b> to ensure effective mentoring, monitoring, and smooth functioning of the program.</li> <li>• Students must submit internship reports and feedback forms upon completion, which will be evaluated as part of their academic record.</li> <li>• Certificates of completion will be issued to students who successfully complete the</li> </ul> |



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|   |                                                                                                                                                  | <p>internship program.</p> <ul style="list-style-type: none"> <li>• This resolution will be documented in the IQAC minutes and communicated to all stakeholders for immediate implementation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3 | Signing of MoUs by the Chemistry Department with other institutions                                                                              | <ul style="list-style-type: none"> <li>• The <b>Chemistry Department</b> has successfully signed an <b>MoU with the Department of Chemistry, AIJHM College, Rohtak</b> on <b>06/05/2026</b>.</li> <li>• The MoU focuses on collaboration in the areas of <b>academic development, research activities, and advanced instrumentation facilities</b>.</li> <li>• Both institutions will jointly organize seminars, workshops, and research projects to strengthen academic ties.</li> <li>• Faculty and students will benefit from shared access to advanced laboratory equipment and collaborative research opportunities.</li> <li>• This resolution will be documented in the IQAC minutes and communicated to all stakeholders for effective implementation.</li> </ul>                                                 |
| 4 | Preparation of Institutional Development Plan for the next three years (2026–2027, 2027–2028, and 2028–2029) as a <b>Model Sanskriti College</b> | <ul style="list-style-type: none"> <li>• The <b>Institutional Development Plan (IDP)</b> for three academic years (2026–2027, 2027–2028, and 2028–2029) has been prepared, positioning the college as a <b>Model Sanskriti College</b>.</li> <li>• The plan outlines strategies for academic excellence, research promotion, student skill development, and infrastructure enhancement.</li> <li>• The IDP was formally <b>submitted to the Higher Education Department, Haryana</b> on <b>26/05/2026</b> for necessary approval and consideration (N/A).</li> <li>• Departments are directed to align their annual action plans with the IDP to ensure smooth implementation.</li> <li>• This resolution will be documented in the IQAC minutes and communicated to all stakeholders for effective execution.</li> </ul> |
| 5 | Best Practices documentation.                                                                                                                    | <p>It was resolved that each department will <b>identify and document at least two best practices</b> followed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|   |                                  | during the next 2026-2027 academic session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6 | Annual review of IQAC activities | <ul style="list-style-type: none"> <li>• It was resolved that the <b>annual review of IQAC activities</b> for the session 2025–26 has been completed.</li> <li>• The review highlighted achievements in <b>curriculum development, faculty enrichment programs, student support initiatives, and quality enhancement measures.</b></li> <li>• Departments are directed to <b>submit detailed reports</b> of their quality initiatives to IQAC for record and evaluation.</li> <li>• Based on the review, IQAC will <b>formulate an action plan</b> for the session 2026–27, focusing on continuous improvement and innovation.</li> <li>• It was further resolved that the <b>annual review process will be institutionalized</b>, ensuring accountability and transparency in quality assurance.</li> </ul> |

*[Signature]*  
02/05/2026



*[Signature]*  
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## Action Taken Report

*Subsequent to the meeting of IQAC held on 02/05/2026 the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.*

1. A **Summer Internship Program of 120 hours** is made **mandatory for all 4th semester students**, in alignment with NEP 2020 guidelines.

- The internship shall be conducted on **25 May 2026 to 05 July 2026**, coordinated by the Placement Cell and respective departments.

- Each faculty member is allotted **11 to 12 students** to ensure effective mentoring, monitoring, and smooth functioning of the program.

2. The **Chemistry Department** has successfully signed a **MoU with the Department of Chemistry, AIJHM College, Rohtak**

3. The **Institutional Development Plan (IDP)** for three academic years (2026–2027, 2027–2028, and 2028–2029) has been prepared, positioning the college as a **Model Sanskriti College**. The IDP was formally **submitted to the Higher Education Department, Haryana on 26/05/2026** for necessary approval and consideration.

4. It was resolved that each department will **identify and document at least two best practices** followed during the academic session.



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