

Minutes of the Internal Quality Assurance Cell meeting held on 09 Aug 2023

Dated:- 21-08-2023

No:- 6285

A meeting of the Internal Quality Assurance Cell members and NAAC committee members of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of Worthy Principal, Smt. Renu Rishi at 2:00 pm on 09 Aug 2023.

In the beginning of the meeting, minutes of the previous meeting and action taken plan was discussed by the Co-ordinator Sh. Satpal Singh before the IQAC and NAAC members.

Action Taken Plan on the minutes of previous meeting as on 20-09-2022.




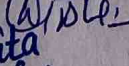
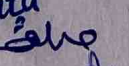



- As discussed in the previous meeting regarding registration of Alumni association of the college and registration of Alumni Association is completed by following all the legal formalities.
- As the demand for new courses is decided to be sent to the Hon'ble DGHE, the permission of starting B.Sc- medical is received in w.e.f the session 2023-24.
- Process of accreditation with NAAC is in process.

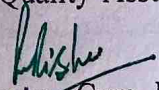
The following points were discussed and decided:-

- 1) It has been decided that subject societies shall be formed by each department/ cell for the new session 2023-24.
- 2) Activity calendar shall be made and submitted by the Incharge/ Head of each department
- 3) It has been decided that each faculty member shall prepare and submit lesson plan of their each subject and get it fixed on notice board for the information of students.
- 4) A feedback is decided to be taken from college students through google form.
- 5) An orientation programme is decided to be organized for the newly admitted/ fresher students to give them brief introduction of different cells/ committees on 14 Aug, 2023.
- 6) A medical/ Health check up camp is decided to be organized for preventing Anaemia and other infectious diseases like eye flu etc.
- 7) As per guidelines of New National Education Policy 2020, it has been decided that Basics of mathematics shall be taught to the students of B.A.- first year and B.Sc- Life Science as Multi -Disciplinary Course, so that they can prepare for competitive exams. And "Physics in daily life and Personal Finance" as Multi -Disciplinary Courses shall also be taught to the B.Com- First year and B.Sc- Physical Science students respectively,
- 8) As per new guidelines received through O/o of Director General Higher Education, regarding API- Career Advancement Scheme, a notice is decided to be circulated to the staff members to submit their API cases before 20 Aug, 2023, so that an IQAC meeting shall be organized to verify the API cases.
- 9) A mentor class is also decided to be organized for the students.

The meeting was ended with vote of thanks by the members of Internal Quality Assurance Cell and NAAC members to the Worthy Principal.

Internal Quality Assurance Cell and NAAC

1. Sh. Satpal Singh 
2. Dr. Sonu Lohat 
3. Ms Ritu Sharma 
4. Dr. Darshan Lal 
5. Ms Savita 
6. Dr. Anuradha 
7. Dr. Sukhbir Singh 
8. Dr. Ganeshwari 


Principal - Cum -Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBLA)

No.

Dated:

MINUTES OF IQAC MEETING ON 22-11-2023

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 22-Nov- 2023

In the beginning of the meeting, minutes of the previous meeting held on 09-08-2023 and action taken plan was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Action Taken Plan of The Previous Meeting Held On 09- Aug- 2023

- As decided, subject societies were formed by each Head of the department for the session 2023-2024.
- As per discussion held, proposed activity calendar was submitted by each head of the department.
- Lesson plans were duly submitted by each faculty member and got uploaded on college website and fixed on notice boards for students.
- Orientation Programme was organized on 14- Aug-2023.
- An Anaemia preventing and Teeth check-up camp was organized on 06-10-2023.
- As decided regarding multi-disciplinary courses, all the decided subjects were taught under MDC.
- Mentor classes were organized every second Saturday of the month and feedback was collected from the students regarding college infrastructure and teaching learning methodologies.

The Following Points were Discussed and Decided

- 1) It has been decided to conduct a Mid term examination as a compulsory requirement under NEP- 2020 for the first-year students.
- 2) After thorough discussion with Chairperson, the members of IQAC have decided to pay the Assessment and Accreditation fee for NAAC out of R.K. Fund as this fund has Net Banking facility. And later on, the advance shall be taken from A. Fund and will be transferred to the R.K. Fund.
- 3) A google feedback form is decided to be circulated and get filled from the students for the convenience of the students at the time of Student Satisfactory Survey (SSS) of NAAC.
- 4) It is decided to purchase more flower pots and seasonal flowering plants for the campus beautification.

- 5) It has also decided to complete the necessary requirements of Internal assessment and practical examinations of Second year, Final year and PG classes.
- 6) It has been decided to send a letter to the office of hon'ble DGHE regarding requirement of funds for the NAAC purpose.
- 7) It is decided to purchase a BSNL internet and wi-fi fiber connection with LAN connectivity to enhance the internet in computer lab.

The meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Principal.

Internal Quality assurance Cell

1. Sh. Satpal Singh *Satpal*
2. Dr. Sonu Lohat *Sonu*
3. Ms. Ritu Sharma *Ritu*
4. Dr. Darshan Lal *Darshan Lal*
5. Ms. Savita *Savita*

Mishra
Chairperson- cum- Principal
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

07
OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)

No.

Dated:

MINUTES OF IQAC MEETING ON 10-JAN-2024

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 10-Jan-2024.

In the beginning of the meeting, minutes of the previous meeting held on 22-11-2023 and action taken plan was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Action Taken Plan of The Previous Meeting Held On 22-11-2023.

- As decided in the previous meeting of IQAC, Mid- Term examination for all the classes conducted smoothly as compulsory requirement under NEP-2020 on 25-27 October and 30 October, 2023.
- As decided by IQAC, the Assessment and Accreditation fee for NAAC paid out of R.K. Fund and later on same amount transferred from A. Fund to the R.K. fund by taking out as loan.
- Google feedback form is duly circulated and get filled from the students for preparing them for Student Satisfactory Survey (SSS) of NAAC.
- As decided regarding necessary requirements of Internal assessment and practical examinations of Second year, Final year and PG classes, the work is completed before the last date 31st Dec, 2023.
- As decided to send a letter regarding requirement of funds for NAAC purpose, letter is sent and a grant of Rupees 21, 80,000 has been sanctioned by Hon'ble DGHE to the College.
- As decided to enhance the internet connectivity in the computer labs, a BSNL wi-fi connection with LAN has been purchased on 01-Dec-2023.
- As decided, seasonal flowering plants were purchased on 24-Nov- 2023.

The Following Points were Discussed and Decided

- 1) It has been decided to circulate a notice to the regular Assistant/ Associate staff members to submit their API cases of the session 2022-23 for verification by IQAC.
- 2) It is decided to ask the teaching staff members to submit the proposed lesson plans of their allotted subjects for the even semester of 2023-2024.
- 3) As per the guidelines received from Kurukshetra University, Kurukshetra, proper arrangements shall be made for the smooth conduct of First semester examination under NEP-2020. Incharge regarding this shall be intimated timely.

- 4) All the teaching faculty members are asked to ensure at least one lecture per day in a smart class room. Incharge time table shall be informed to make necessary adjustment in time table.
- 5) It has also decided to complete the necessary requirements of Internal assessment and practical examinations of First year classes under NEP.

The meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Chairperson Madam Renu Rishi.

Internal Quality assurance Cell

1. Sh. Satpal Singh *Satpal*
2. Dr. Sonu Lohat *Sonu*
3. Ms. Ritu Sharma *Ritu*
4. Dr. Darshan Lal *Darshan*
5. Ms. Savita *Savita*

Rishi
Chairperson-cum- Principal
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

64

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)

No.

Dated:

MINUTES OF IQAC MEETING ON 12-APRIL-2024

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 12-Apr-2024.

In the beginning of the meeting, minutes of the previous meeting held on 10-01-2024 and action taken plan was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Action Taken Plan of The Previous Meeting Held On 10-01-2024.

- As decided in the previous meeting, the API cases for the session 2022-2023 of Assistant/ Associate Professors were taken and verified by the IQAC of RGGC Saha.
- The proposed lesson plans were submitted by the teaching staff members of their allotted subjects for even semester of session 2023-2024. Lesson Plans were uploaded on College website and Notice boards for the students.
- As per the guidelines of NEP-2020, First Semester examinations were conducted smoothly.
- All the faculty members have taken at least one class of their allotted subjects in the smart classrooms.
- Necessary requirements for Internal assessment and practical examinations of First year classes of NEP were duly completed as per schedule and as per guidelines received from KUK.

The Following Points were Discussed and Decided

1. The agenda of the meeting was to discuss the arrangements regarding scheduled Academic & Administrative Audit (AAA) of RGGC, Saha on 16 April, 2024, It is decided to complete the necessary paperwork, invitation to External IQAC members and other conditions as per the letter no. DHE- 250001/ 02/ 2024 - Deputy Director- Statistical- DHE dated 20 Feb, 2024 received from Additional Chief Secretary to Government of Haryana, Higher Education Department, Haryana, and letter no. DAA/ 24/ 1371 dated 03-04-2024 received from office of Dean, Academic Affairs, Kurukshetra University, Kurukshetra.
2. In addition to the above, It is decided to conduct Mid Term examinations for the students in the month of April, 2024.
3. Annual Prize Distribution function and Convocation is decided to be organized in the month of July/ August, 2024.
4. It is decided that minimum two duty leaves shall be provided to the faculty members to attend Seminar/ Conference/ Training etc. with the condition that such faculty members

will pre-submit Brochure & Acceptance of concerned Seminar/ Conference/ Training to the IQAC office and Certificate after attending the same.

- 5. It has been decided to sign more MOU's with the Government and Non- Government agencies for the benefit of students.

The meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Chairperson Madam Renu Rishi.

Internal Quality assurance Cell

- 1. Sh. Satpal Singh *Satpal*
- 2. Ms. Ritu Sharma *Ritu*
- 3. Dr. Darshan Lal *Darshan Lal*
- 4. Ms. Savita Rani *Savita*
- 5. Dr. Sukhbir Singh *Sukhbir*

Rishi
 Chairperson- cum- Principal
 Principal
 Rajiv Gandhi Govt. College
 Saha(Ambala)