

**GOVERNMENT COLLEGE BHERIAN,**  
**PEHOWA-136128**

**Notice and agenda for First IQAC meeting of Session 2023-24**

As per the guidelines of National Assessment and Accreditation Council (NAAC), constitution of an Internal Quality Assurance Cell (IQAC) and submission of Annual Quality Assurance Report (AQAR) to NAAC in a timely manner is necessary.

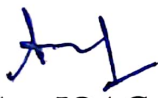
Internal Quality Assurance Cell of Government College Bherian is a significant administrative body responsible for all quality matters. The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.


The internal Quality Assurance Cell (IQAC) with the new team is constituted with the following members on 26 July 2023, according to guidelines of NAAC.

Following is the composition of IQAC members (2022-23 to 2023-24)

1	Principal: Head of the Institution	
	Mrs. Indu Bala	Principal
2	Teachers to represent all level	
	Dr. Sushil Kumar (Department of Geography)	Member
	Dr. Jagir Singh (Department of Hindi)	Member
	Dr. Kuldeep Singh (Department of English)	Member
	Dr. Prashant Kumar (Department of English)	Member
	Dr. Preeti Chhokkar (Department of Physics)	Member
	Mr. Lalit (Department of Chemistry)	Member
	Ms. Prerna (Department of Chemistry)	Member
	Mr. Amit (Department of Geography)	Member
	Ms. Alka (Department of Economics)	Member
	Dr. Ravinder Singh (NAAC Coordinator)	Member
	Mr. Jasbir Jaglyan (Bursar)	Member
3	One member from the Management	
	Vacant	
4	Few senior administrative officers	
	Dr. Major Singh Khehra, Ex-Principal Guru Nanak Khalsa College Karnal	Member
	Sh. Rajesh Kumar Saini, Principal GCG Kalayat cum DHEO Kaithal	Member

5	One nominee each from local society, Students and Alumni	
	Sh. Ashok Kumar, Sarpanch Village Bherian	Member
	Mr. Prateek (B.Sc. III)	Member
	Ms. Kavita (B.A. III)	Member
	Mr. Pradeep Kumar (Alumni)	Member
6	One nominee each from Employers /Industrialists / stakeholders	
	Mr. Pardeep Kumar Industrialist MD Sainsons Paper Pvt. Ltd. Bakhli	Member
	Mr. Jagan Singh, Multani Steel Industry , Kurukshetra Road Pehowa, Bharat Nagar	Member
	Mrs. Renu (Office Clerk)	Member
7	One of the senior teachers as the co-ordinator / Director of the IQAC	
	Dr. Sukhbir Singh	Coordinator IQAC

  
Coordinator IQAC

  
Principal  
Head of the Institution

## Minutes of meeting of IQAC held on 26-07-2023

The first meeting of IQAC is convened on 26<sup>th</sup> July 2023 at 10.00 AM in the Principal office of Government College Bherian.

### Agenda :

- Introduction to IQAC members and discussion on objectives and functions of IQAC
- To plan academic calendar, Time table and lesson plan for session 2023-24
- Orientation programme for students
- Celebration of festivals and important days in institute
- Use of ICT and online teaching
- To utilize Govt. Grants
- Introduction to NEP
- To organize state level functions
- To verify API scores of faculty members
- General Discussion or any other item with the permission of the Chair

### Members present in the meeting:

S. No	Name	Contact No.	Email Id	Signature
1	Mrs. Indu Bala	9872383401	indu4,230@gmail.com	
2	Dr. Sukhbir Singh	9990010181	CHHOKAR SUKHBIR@gmail.com	
3	Dr. Sushil Kumar	9416220183	sushilchauhan1970@gmail.com	
4	Dr. Jagir Singh	9466218345	Jagirsingh1977@gmail.com	
5	Dr. Kuldeep Singh	9896755920	kulddeep15061987@gmail.com	
6	Dr. Prashant Kumar	8396098791	Sakiparshu@gmail.com	
7	Dr. Preeti Chhokkar	9991182081	preeti.ckr@gmail.com	
8	Mr. Lalit	9466562902	LALITVATSIN@GMAIL.COM	
9	Ms. Prerna	9254487524	Tushkprerna23@gmail.com	
10	Mr. Amit	8685841428	vd99187@gmail.com	
11	Sh. Ashok Kumar	8708722540	ASHOKLALKA16890@gmail.com	
12	Dr. Major Singh Khehra	9416413097	Parichayms@pho.com	
13	Sh. Rajesh Kumar Saini	94165-14803	Saini Rajesh 1967@gmail.com	
14	Mr. Jasbir Jaglyan	9466787848	jaglyanjagbir@gmail.com	
15	Mrs. Renu	8221960882	renu8221960882@gmail.com	
16	Mr. Prateek, B.Sc. 3 <sup>rd</sup>	9350051467	sharmaprateek547@gmail.com	
17	Ms. Kavita BA 3 <sup>rd</sup>	9896412486	kavitadaksh003@gmail.com	
18	Mr. Pardeep Kumar	—	—	—
19	Dr. Ravinder Singh	9518852157	singhravinder028@gmail.com	
20	Ms. Alka	8950480353	alkababbas26@gmail.com	
21	Mr. Jagan SINGH	9896977730	—	
22	Mr. Pardeep Kumar (Student Alumni)	90687-68888	Pardeepgrover268@gmail.com	

Points discussed in the meeting are as follows:

- The meeting commenced with a formal address by the Principal about the need and importance of formation of new IQAC team (according to proper guidelines of NAAC), its functions and welcomed the members of newly constituted IQAC.
- IQAC coordinator briefed all the members about IQAC composition, its functions and objectives
- IQAC coordinator also explained the agenda of first meeting of session 2023-24 in brief.
- The committee decided to meet once in each semester to assess the quality of teaching and best practices to be adopted for improving the quality of academics and administration of the institute.
- IQAC coordinator requested cooperation from all the IQAC members to make IQAC succeed in achieving its aims and objectives.

Agenda wise discussion of the meeting is as below:

#### **Agenda No. 1**

Academic calendar

The chair directed all the conveners of committees / HOD's of departments to plan the activities of odd semester or their tentative academic calendar of session 2023-24 and submit to IQAC.

#### **Agenda No. 2**

Time Table

The Principal informed that the class-wise Time table should be pasted outside the rooms and on notice boards as early as possible so that classes may run smoothly.

#### **Agenda No. 3**

Orientation programme for students

IQAC coordinator proposed the conduction of Orientation programme for the students of first year so that they may get familiar with the college, teachers, various committee conveners, scholarship schemes, earn while you learn schemes, various events to be conducted at college

and  
of  
level, district or state level. It was decided to conduct the orientation programme after the completion of admission processes.

#### **Agenda No. 4**

Lesson Plan

The Principal informed that subject-wise lesson plan should be collected from the faculty members in the last week of August, 2023. All the members agreed to this.

#### **Agenda No. 5**

To increase the number of extension activities

The Principal emphasized the need of extension lectures or activities for better learning of the students. It was decided that final decision on the extension activities should be taken by HOD's of each department of the college.

#### **Agenda No. 6**

Celebration of important days and to increase the participation of students in college level, Inter-colleges and state level competitions

The Principal emphasized on celebration of important days / festivals in college during the entire session to break the cross-cultural barriers and also on increasing the number of participation in other district or state level competitions like Cultural events, sports event, science exhibition etc.

#### **Agenda No. 7**

Use of ICT and online teaching

The Principal told about the need of motivation of teachers to use ICT tools or smart boards or online teaching methods for effective teaching-learning process.

#### **Agenda No. 8**

To utilize Government Grants

The Principal emphasized on utilizing the govt. Grants like Earn while you learn, Women Cell, Sports, Cultural, Library, Science exhibition, Lab augmentation, Boys Tour, Girls Tour etc. In time and facilitate the students from these grants.

### **Agenda No. 9**

Discipline at priority

The chair directed all the teachers of the institute to maintain cordial atmosphere in the campus and to take the necessary steps in this regard like performing proctorial duties in their vacant periods, to keep an eye on the general moral behaviour of the students, prevent students from disturbing the atmosphere of college by indulging in acts like shouting in corridors, quarrelling etc. and keeping their identity card during their stay in college premises.

### **Agenda No. 10**

To introduce NEP

The Principal told the members to introduce NEP-2020 in the college from the session 2023-2024 and follow the instructions of affiliating university i.e. Kurukshetra University such as combination of subjects according to availability of subject faculty, interest of students etc.

### **Agenda No. 11**

To organize any state level function


The Principal told the members to make the best efforts to organize the state level functions if given by DGHE like State level Science Exhibition, State level sports, cultural programme etc. and facilitate the students from these events for their overall growth and development.

### **Agenda No. 12**

To verify the API scores of teachers

The chair directed the IQAC coordinator to review the API scores of faculty members through the office record and all necessary documentary proofs.

IQAC Coordinator thanked all the members for their active participation in the meeting.

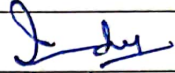
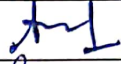

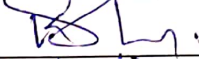
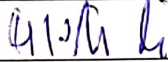
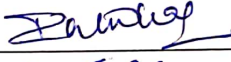
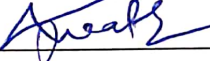
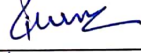
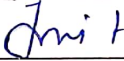

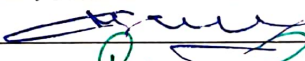
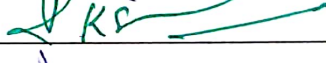

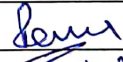
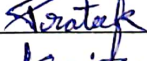
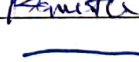
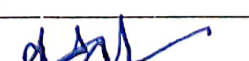
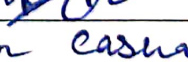
  
**Coordinator IQAC**

  
**Principal**

**GOVERNMENT COLLEGE BHERIAN,**  
**PEHOWA-136128**

Minutes of meeting held on 03.04.2024

Members of IQAC present in the meeting:

S.No.	Name	Signature
1	Mrs. Indu Bala	
2	Dr. Sukhbir Singh	
3	Dr. Sushil Kumar	
4	Dr. Kuldeep Singh	
5	Dr. Jagir Singh	
6	Dr. Prashant Kumar	on casual leave
7	Dr. Preeti Chhokkar	
8	Dr. Lalit	
9	Dr. Prerna	
10	Mr. Amit	
11	Sh. Ashok Kumar (Sarpanch)	
12	Dr. Major Singh Khehra	
13	Sh. Rajesh Kumar Saini	
14	Mr. Jasbir Jaglyan	
15	Mrs. Renu	
16	Mr. Prateek, B. Sc. 3 <sup>rd</sup>	
17	Ms. Kavita BA 3 <sup>rd</sup>	
18	Mr. Pardeep Kumar	
19	Dr. Ravinder Singh	
20	Ms. Alka	on casual leave
21	Mr. Pardeep Kumar (student)	Alumni Pardeep Kumar
22	Mr. Jagan Singh	Jagan Singh

Mrs. Indu Bala, the Principal of college proposed the name of Dr. Sukhbir Singh, Coordinator of IQAC to preside over the meeting.

Dr. Sukhbir Singh read the agenda of the meeting and discussed with the members.

## Agenda:

1. Confirmation of the previous meeting held on 26-07-2023.
2. List of activities done till date
3. Pending activities for the session
4. Mentor-Mentee meeting
5. Plantation in college campus
6. To verify the API scores of teachers
7. To collect feedback collection
8. NAAC reporting
9. To organize NSS camp
10. Action taken report on decisions of previous meeting
11. Any other item with the permission of the chair

Members attended:

1 Mrs Indu Bala





## **Agenda wise discussion:**

### **Agenda No. 1**

Confirmation of the previous meeting

The minutes of the previous meeting was read by the convener and confirmed unanimously.

### **Agenda No. 2**

To review the various activities done throughout the session

The chair made a brief analysis of various curricular activities done throughout the session. She appreciated the efforts of the conveners and members of various committees. She focused on taking more initiatives to increase the strength of science students in classes as well as in activities. The faculty members were asked to provide the list of activities done in the current session till date and maintain their activity register properly and signed by the chair also.

### **Agenda No. 3**

Pending activities for the session

The principal told all the HOD,s of the various departments to plan the remaining activities for the session and organize them accordingly and maintain their record in registers.

### **Agenda No. 4**

Mentor-Mentee meeting

The chair emphasized on the monthly mentor-mentee meetings to accelerate the career growth of the students and assigned the roll no. Wise list of the students to the faculty members to organize such meetings.

### **Agenda No. 5**

Plantation in college campus

The chair emphasized on having the massive plantation in the college to make it lush green campus. She directed the convener of Beautification of college to plan in this regard.

### **Agenda No. 6**

To verify the API scores of teachers

The IQAC coordinator informed the committee members to process the API scores submitted by various faculty members.

#### **Agenda No. 7**

To collect feedback collection

IQAC committee directed NAAC coordinator to collect feedback data from alumni, students and employers for the year 2023-24.

#### **Agenda No. 8**

NAAC reporting

The principal directed once again all the conveners of NAAC committee to ensure the timely compliance of all the data so that IIQA is submitted well in time.

#### **Agenda No. 9**

To organize NSS camp

The chair directed to organize the NSS camp in college by the NSS program officer.

#### **Minutes/ Resolutions given by IQAC Committee**

1. The coordinator informed the members to prepare the documents for Academic and Administrative Audit which is to be done before 30-04-2024.
2. The IPR and R & D cells of college were directed to organize lectures for teaching and non-teaching staff of college.
3. The Alumni association of the college was registered and alumni committee was directed to conduct a meeting in the college as soon as possible.
4. The coordinator directed NAAC Coordinator (Dr. Ravinder Singh) to work on feedback analysis report on the basis of feedback data collected from different stakeholders so that action plan for the betterment of the institution could be framed by IQAC for the next academic session.
5. The committee emphasized the role of Head of various departments in the college and suggested to prepare a complete file consisting of personal achievements, seminars, FDPs, conferences, departmental activities, time-table, lesson plans and result report. Each teacher and each department shall submit such type of monthly data to IQAC.
6. The teachers were asked to maintain registers in the smart class rooms where details such as topic of the teaching with date and timings are mentioned.
7. The committee suggested to organize fests on various occasions like Diwali, Holi, Science day etc. by the students so that they can learn sale, purchase, communicate and records of such events must be kept in college.
8. The committee asked the head of the departments to keep such records. The work related to Higher education data was handed over to alumni association of the college.
9. IQAC committee decided to maintain a mini-library in each department other than main-library and issue books to the needy students for complete session.
10. The students asked for the water cooler facility on the second floor of the arts-block and the issue was resolved asap.
11. The committee asked the Sarpanch of the Bherian village to take steps in this regard and also to do fogging in the college whenever required in whole session.

12. The coordinator asked the college staff members to do preparation regarding internship of NEP-First year students (4 weeks).
13. The committee suggested to do more efforts in making the college greener and buy shady-plants in the campus.

#### Action taken report till 03-04-2024

1. Orientation programme for first year students was conducted on 10-08-2023 to familiarize the students with various schemes and facilities of the college.
2. The principal appreciated all the HOD's to organize various events and successfully utilize the grants provided by government.
3. The principal congratulated the conveners of the Cultural committee, Science department and Sports board to prepare the students for participating in Inter-district and state level events like Inter-district science exhibition, zonal youth festival, state level Judo and cricket competitions and attaining the winning positions in them.

Major Events organised in College	Organized By	Date
Workshop on awareness about ULLAS	Youth and Cultural Affairs Committee, Literacy Society & NSS	01.09.2023
Talent Search	Youth and Cultural Affairs Committee	09.09.2023
Swachhata Diwas	IQAC & NSS	04.10.2023
Clay Modelling Workshop	Women Cell	19.10.2023 to 24.10.2023
Workshop on Poster Making, Sketching, Stress management, Personality Development, Resume writing, Content Creation	Placement Cell	08.01.2024 to 12.01.2024
Science Exhibition	Department of Chemistry, Physics, Psychology & Geography	19.01.2024
Sewing Workshop	Women Cell	29.01.2024 to 01.02.2024
Jhankar	Youth and Cultural Affairs Committee	09.02.2024
9 <sup>th</sup> Annual Sports Meet	Dpt. of Physical Education	20.02.2024
State-level Judo championship	Govt. College Bherian	06.03.2024 to 07.03.2024
State-level Cricket championship	Govt. College Bherian	08.03.2024 to 13.03.2024
NSS Camp	NSS Committee	27.03.2024 to 28.03.2024

4. The work related to Socio economic survey and CRID was almost completed by all the staff members.

5. The institute organize a National Seminar on NEP-2020 on 04-11-2023 sponsored by DHE, Haryana.
6. The principal appreciated the efforts of all staff members to organize two state-level sports championships like Judo and Cricket from 06-03-2024 to 13-03-2024.
7. Lesson plans of session 2023-24 were submitted by all the faculty members.
8. Tentative activity calendars were submitted by the conveners of all the committee.
9. IQAC reviewed and approved the API scores of following faculty members after going through the office record and all documentary proofs provided by the faculty members along with their self-assessment score-sheets on 20-01-2024.



1. Dr. Monika Sharma
2. Mr. Amit
3. Dr. Jagir Singh
4. Mr. Rinku
5. Dr. Deepak Kumar
6. Mrs. Geeta Rani

IQAC Coordinator thanked all the members for their active participation in the meeting.

  
**Coordinator IQAC**

  
**Principal**



Memo No. 17182

Dated: 03.06.2024

**3<sup>rd</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(A. Y. 2023-24)**

**Date: 11.06.2024, Time: 10.00 A.M., Venue: Principal Office**

All the staff members of the IQAC committee are directed to attend the meeting in Principal office on 11.06.2024 at 10 AM.

**Agenda of 3<sup>rd</sup> IQAC meeting:**

1. Review of minutes of 2<sup>nd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To decide road map for NAAC SSR Preparation and final submission
4. To review the status on Eco-friendly measures include steps to reduce consumptions of electrical energy
5. Website to be updated
6. Preparation of action plan for session 2024-25
7. Admission of UG courses for next session
8. Guidelines and questionnaire on feedback survey on PO PSO attainment from stakeholders
9. Steps to be followed for transparency in internal assessment
10. Submission of activity reports of last session to IQAC
11. Any other item with the permission of the chair

Convener IQAC

Principal

Govt. College Bherian (Pehowa)

# GOVERNMENT COLLEGE BHERIAN,


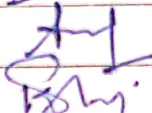
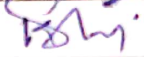
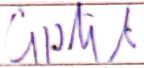
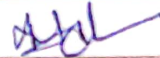

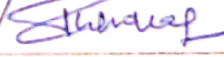
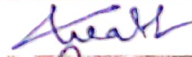
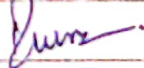
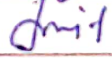
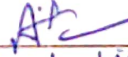
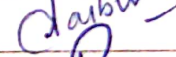


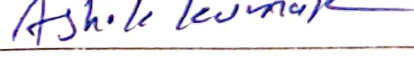
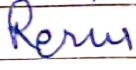

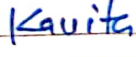

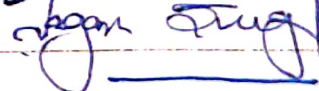

## PEHOWA-136128

3<sup>RD</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)

(A.Y. 2023-24)

Date 11.06.2024, Time : 10: 00 AM, Venue: Principal Office

Members of IQAC:

S.No.	Name	Signature
1	Dr. Sushil Kumar	
2	Dr. Sukhbir Singh	
3	Dr. Kuldeep Singh	
4	Dr. Jagir Singh	
5	Dr. Ravinder Singh	
6	Dr. Prashant Kumar	
7	Dr. Preeti Chhokkar	
8	Dr. Lalit	
9	Dr. Purna	
10	Mr. Amit.	
11	Ms. Alka	
12	Mr. Jasbir Jaglyan	
13	Sh. Rajesh Kumar Saini	
14	Dr. Major Singh Khehra	
15	Sh. Ashok Kumar (Sarpanch)	
16	Mrs. Renu	
17	Mr. Rajiv	
18	Ms. Kavita	
19	Mr. Pardeep Kumar, Alumni	
20	Mr. Jagan Singh	
21	Mr. Pardeep Kumar, Industrialist	



GOVT. COLLEGE, BHERIAN (PEHOWA), KURUKSHETRA

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Memo No. 17182-A

Dated: 6-6-2024

**3<sup>rd</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

(A. Y. 2023-24)

Date: 11.06.2024, Time: 10.00 A.M., Venue: Principal Office

Proceedings of the meeting of IQAC dated 11.06.2024

Name of members present :

Dr. Sushil Kumar (Principal)	Mr. Jasbir Jaglyan (Bursur)
Dr. Sukhbir Singh (Coordinator)	Dr. Prashant Kumar
Dr. Kuldeep Singh	Dr. Ravinder Singh
Dr. Major Singh Khehra	Ms. Alka
Dr. Jagir Singh	Mr. Jagan Singh
Sh. Rajesh Kumar Saini	Mr. Amit
Sh. Ashok Kumar (Sarpanch)	Mrs. Renu
Dr. Preeti Chhokkar	Ms. Kavita
Dr. Lalit	
Dr. Prerna	

Dr. Sukhbir Singh, coordinator of IQAC started the meeting with the permission of Dr. Sushil Kumar, Principal of the institution.

**Resolutions of 3<sup>rd</sup> IQAC meeting:**

1. Minutes of previous (2<sup>nd</sup>) IQAC Meeting were reviewed and passed unanimously.
2. Action taken report on the decisions of the previous meeting:

S. No.	Recommendation given by IQAC Committee	Action Taken for Implementation and
1.	Administrative and academic Audits	The coordinator informed the members to prepare the documents for Academic and Administrative Audit which is to be done before 30-04-2024. Administrative Audit Committee



		was formed and administration audit was also conducted for A. Y. 2023-24.
2	Formation of IPR and R & D cells	The IPR and R & D cells of college were directed to organize lectures for teaching and non-teaching staff of college.
3	To organize an alumni meet	The Alumni association of the college was registered and alumni committee was directed to conduct a meeting in the college asap.
4	Feedback to be collected regularly, analysed and steps taken	The coordinator directed NAAC Coordinator (Dr. Ravinder Singh) to work on feedback analysis report on the basis of feedback data collected from different stakeholders so that action plan for the betterment of the institution could be framed by IQAC for the next academic session.
5	To prepare a complete file or strong documentation structure of each department and submission of monthly data to IQAC	The committee emphasized the role of Head of various departments in the college and suggested to prepare a complete file consisting of personal achievements, seminars, FDPs, conferences, departmental activities, time-table, lesson plans and result report. Each teacher and each department shall submit such type of monthly data to IQAC.
6	To keep records of lectures in the smart class rooms	The teachers were asked to maintain registers in the smart class rooms where details such as topic of the teaching with date and timings are mentioned.
7	To organize Fests by students	Committee suggested to organize fests on various occasions like Diwali, Holi, Science day etc. by the students so that they can learn sale, purchase,

		communicate and records of such events must be kept in college.
8	To keep records of students who work after college hours and who are in higher education at departmental level.	The committee asked the head of the departments to keep such records. The work related to Higher education data was handed over to alumni association of the college.
9	To build a mini-library in each department	IQAC committee decided to maintain a mini-library in each department other than main-library and issue books to the needy students for complete session.
10	Water cooler facility on the second floor of the arts-block.	The students asked for the water cooler facility on the second floor of the arts-block and the issue was resolved asap.
11	Sanitation outside the college	The committee asked the Sarpanch of the Bherian village to take steps in this regard and also to do fogging in the college whenever required in whole session.
12	Initiative for internship of NEP-First year students (4 weeks).	The coordinator asked the college staff members to do preparation regarding internship of NEP-First year students (4 weeks).

### 3. To decide road map for NAAC SSR Preparation and final submission

The Coordinator of IQAC reminded here, the status of criteria wise plan of action and follow-up of work in the last meeting. NAAC Coordinators along with Criteria heads should submit final SSR according to new framework and roadmap of submissions of IIQA and NAAC SSR. Committee agreed on coordinator point.

### 4. To review the status on Eco-friendly measures include steps to reduce consumptions of electrical energy

Committee suggested to take review and audits on status of eco-friendly measure already taken in campus in order to reduce consumption of electrical energy.

5. Committee suggested the update in college Website timely.
6. Committee asked the members to be prepared for admissions for session 2024-25 in different courses and admission committees were formulated.
7. IQAC Committee informed the head of the departments to prepare learning outcomes, program outcomes and program specific outcomes and also display these in their departmental labs or rooms.
8. The committee asked the staff members to take steps to be followed for transparency in internal assessment.

The meeting ended with a vote of thanks to the Chair.



Coordinator IQAC

  
Principal  
Principal  
Govt. College Bherian (Pehowa)  
GOVT. COLLEGE  
Bherian (Pehowa)

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