

MEETING REGARDING CASE OF 'PROFESSOR  
DR CHANDERSHEKHAR and DR MANGERAM

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Dr. Sunil Chauhan

On Date 24/08/2023 IQAC Committee  
organised a meeting regarding verification of  
API performa of Dr. Chandershekar  
and Dr. Mangeram for the promotion of  
Professor as per the guidelines given by  
the department.

Performa is duly checked and verified  
by the Committee members.

API performa of Dr. Sunil Chauhan is  
also verified.

Committee Members

Dr. Ashok Kumar  
Sh. Satish Kumar  
Dr. Padma Dalal  
Dr. Anil Kumar  
Dr. Renu  
Sh. Krishan Kumar  
Dr. Minakshi

Coordinator

Dr. Sunil Chauhan  
Associate Professor  
Department of English

Seen

# MEETING REGARDING CHECK AND

VERIFY APT Performas for the session 2022-23

APC  
Date: 30/09/2023  
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On Dated 30/09/2023, IOAC Committee assembled to check and verify APT Performas for the session 2022-23.

APT Performas of following members are checked/verified

1. Dr Padma Dalal
2. Sh Satish Kumar
3. Dr Anil Kumar
4. Dr. Pritam
5. Dr. Ritu (com)
6. Ms Mamta
7. Sh Krishan Kumar
8. Dr Minakshi
9. Smt Seema Ranga
10. Sh. Suresh
11. Smt Monika
12. Smt Supriya
13. Smt Savita Hooda
14. Smt Anita
15. Ms Ritu (Geography)
16. /
17. /

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[Signature]

Committee Members:-

Dr. Ashok Kumar  
Sh. Satish  
Dr Padma  
Dr Anil

Dr Ritu (com)  
Sh Krishan  
Dr. Minakshi

Coordinator (IOAC)  
Dr. Sunil Chauhan  
Associate Professor  
Department of English

Dated:- 30/09/2023

On Dated 04/10/2023, IQAC Committee organised a meeting regarding AQAR data filling and collection. Criteria's are divided among all the members of IQAC.

Criteria - 1 Dr. Ashok Kumar

Criteria - 2 Sh. Satish Kumar

Criteria - 3 Dr. Padma Palal

Criteria - 4 Dr. Anil Kumar

Criteria - 5 Dr. Ritu Rani

Criteria - 6 Sh. Krishan Kumar

Criteria - 7 Dr. Meenakshi

→ The issues raised by Mentors were discussed and Action taken Report is prepared for the same.

Committee Members -

1. Dr. Ashok Kumar

2. Sh. Satish Kumar

3. Dr. Padma Palal

4. Dr. Anil Kumar

5. Dr. Ritu Rani

6. Sh. Krishan Kumar

7. Dr. Meenakshi

Chairman

IQAC Coordinator

Dr. Sumit Chauhan

## ACTION TAKEN REPORT

All the members received blank Format in Hand Copy and the work to collect data started.

Action taken by Chairman  
Mentors on following issues:- 04/10/2023

(1) Efficiency of syllabus related study material

(2) Problem of transportation to reach college on Time

(3) Problem of Monkey Nuisance in Campus

Sum

Dr. Anil Kumar

On Dated 21-11-2023

APCC  
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IQAC Committee organized a meeting regarding updation of filling Data of AQAR. All the criteria of AQAR were duly discussed in the meeting and problems regarding collection of Data were discussed. The following issues were raised <sup>by Mentor Incharge</sup> and Action was taken by IQAC:

- (1) Lack of knowledge about the use of e-tools
- (2) Non-availability of High speed internet in Rural areas

Committee Members:

1. Dr. Ashok Kumar / Mrs. Manita

2. Ch. Satish Kumar

3. Dr. Padma Dalal

4. Dr. Anil Kumar

5. Dr. Ritu Rani

6. Ch. Krishankumar

7. Dr. Meenakshi

IQAC Coordinator  
Dr. Sunil Chauhan

### ACTION TAKEN REPORT

All the members discussed the problems arising in collection of Data and problems were solved.

Chairman  
21/11/2023

Seen  
[Signature]

On Dated 16/12/2023, IQAC committee organised a meeting to verify the completion of data of AQAR for the session 2022-23. All the members attended the meeting and submitted the report.

Committee Members:

1. Mr. Namta

2.

3.

4.

5.

6.

7.

Manoj

Manoj

Manoj

Manoj

Manoj

Manoj

Manoj

Manoj

IQAC Coordinator  
Dr. Sunil Chauhan

ACTION TAKEN REPORT

All the members reported that AQAR data is almost completed.

16/12/2023

Sum

On Dated 04/01/2024, IQAC  
Committee submitted the data and filled AQAR  
to NAAC on NAAC website successfully.

AQAR for the session 2021-23 submitted  
on DATED 4th January, 2024.

Committee Members:

1. Ms Mamta *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*

*[Signature]*  
IQAC Coordinator  
Dr Sunil Chauhan

ACTION TAKEN REPORT

AQAR DATA submitted successfully.

*[Signature]*  
04/01/2024

*[Signature]*  
*[Signature]*

On Dated 19/01/2024, IQAC Committee organised a meeting regarding organising Workshop for the Member colleges of 'District North' as per the guidelines issued by the Department Higher Education, Haryana.

#### Committee Members:

1. Ms. Manita ~~of~~
2. ~~by~~
3. ~~Idali~~
4. ~~Amal~~
5. ~~Ru~~
6. ~~Krishna~~
7. ~~Minakshi~~

~~Chauhan~~

IQAC Coordinator

Dr. Sunil Chauhan

#### ACTION TAKEN REPORT

Proposed meeting to organise Workshop was on 24/01/2024 and 25/01/2024 respectively.

~~Chauhan~~  
19/01/2024

Seen

~~h/w~~

On Dated 24/01 and 25/01/2024, IQAC Committee organised a meeting regarding the Report of Workshop organised by IQAC at district level.  
Topic of the Workshop:

• NAAC Accreditation Process for Mentee Colleges

Following colleges attended the Workshop:

- Govt. College Bissos Akbarpur, NUH
- Govt. College Firozpur Zuka, NUH
- Govt. College Nagina, NUH
- Govt. College Purnana, NUH
- Govt. College Salohesi, NUH
- Govt. College Taabru, NUH

IQAC Coordinator and all the members presented PPT on all the 7 criteria of AQAR, 2024. NAAC coordinator organised the programme along with IQAC coordinator. All the members Sh. Satish Kumar, Dr. Padma Dalal, Dr. Anil Kumar, Dr. Mirakshi, Sh. Krishan Kumar, Ms. Mamta presented PPT and explained all the documents. Dr. Ritu (NAAC member) also participated in workshop.

Committee Members:

1. Anand
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]

Chauhan  
26/01/2024  
IQAC Coordinator  
Dr. Sunil Chauhan  
Associate Professor

### ACTION TAKEN REPORT

Workshop was successfully organised and all the college members were satisfied by documents.  
[Signature]

[Signature]  
[Signature]

# NOTICE : MEETING

APCA  
Date 14/03/2024

On Dated 14/03/2024, IQAC Committee organized a meeting with reference to letter No. 6785/21-2-2024, Memo No. DHE-25000/12/2024 subject Academic and Administrative audit of The Govt. Colleges of Haryana (A & A).

It was decided by the Committee to fill

The prescribed performa before 15th April, 2024.

The following issues were put up by Mentor Incharge to

IQAC Committee:-

- \* Cleanliness and Maintenance of Girls Washroom
- \* Estd. as the Library books are submitted during examination, create problem in preparation of exams
- \* Shortage of drinking water during summers, Fans & Tubelights are not working properly in class rooms, Electricity cuts

Committee Members:-

Sh. Satish Kumar

External

Sh. Hanshi

Dr. Padma Datta

Dr. Anil Kumar

Dr. Ritu (com) sec-

Dr. Minakshi

Minakshi

Ms. Manisha

Convenor

Sh. Kishan Kumar

Dr. Sunil Chaudhary

Associate Incharge

Consolidated

Action Taken

Report is attached in the Mentor Report

Sanjay



Office of the Principal

**Sir Chhotu Ram Government College For Women  
SAMPLA (ROHTAK)**

Ref. No. ....

Dated 12.04.2024

**COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL AS PER NAAC GUIDELINES**

**CHAIRPERSON:**

**ADVISOR**

**COORDINATOR**

**MEMBERS OF IQAC**

DR. SANTOSH HOODA (Principal)

DR. CHANDER SHEKHAR (Professor)

DR. SUNIL CHAUHAN (Associate Professor)

Sh. Satish Kumar (Associate Professor)

Dr. Padma Dalal (Assistant Professor)

Dr. Pritam Sheoran (Assistant Professor)

Dr. Anil Kumar (Assistant Professor)

Dr. Ritu Rani (Assistant Professor)

Dr. Minakshi (Assistant Professor)

Sh. Krishan Kumar (Assistant Professor)

Ms. Seema Ranga (Assistant Professor)

**External Member**

Dr. Vinod Malik (IQAC Coordinator)

Shahjeed Dalbir Singh Govt. College Kharkhoda

Smt. Pooja Kumari

Sh. Manish (Director Computer center)

Sh. Ashok Kumar

Ms. Isha Kumari, BA 3<sup>RD</sup> Year

Roll No -1211291002066

**Alumni Member**

**Stakeholder**

**Superintendent**

**Student's Representative**

Dated : 12/04/2024

*Santosh Hooda*  
12/4/24

Principal

Sir Chhotu Ram Government College For Women  
Sampla (Rohtak)

On Dated: 12<sup>th</sup> April, 2024, IQAC Committee  
organised a meeting regarding 'Academic and Administrative  
Audit of The Govt. Colleges of Haryana' (A&A) with reference to  
Order No: 6785/21-02-2024, Memo No: DHE - 250001/2/2024,  
under the Chairmanship of Principal.

The committee discussed the following issues and decided to  
work on the said:

- Completion of Student Attendance Register, Activity Register of all cells,  
Mentor register / Dept wise Activity Register
- Updation of Teacher wise Result, Stream wise Result and Subject wise Re-
- IPR Cell should be constituted in the college.
- Eco-club should be constituted in the college.
- Functional MOU should be signed.
- Inter-Institutional Collaboration Committee
- Follow the Academic Calendar strictly, E-Content development
- Updation of Internal Assessment Record / Class Test Record /  
Assignment Record.
- College Activity Register should be updated
- To update or constitute a new committee of IQAC by  
adding and renewing External members,  
Committee Members:

Sh. Satish Kumar  
Dr. Padma Dalal  
Dr. Anil Kumar  
Dr. Ritu (Com) - ECL -  
Dr. Minakshi - Principal  
Sh. Krishan Kumar  
Ms. Seema Ranga  
Dated :- 12/04/2024

12/04/2024

Convenor

Dr. Sunil Chauhan  
Associate Professor  
Deptt. of English

Seen  
Santosh

On Dated 22nd April, 2024, IOAC Committee organised a meeting regarding Administrative Audit of the Govt. Colleges of Haryana as per DHE letter received and discussed on the following points mentioned in audit:-

- College Activity Register should be followed in college
- Complete report with supporting documents of all cells and Departments should be complete.
- Teacher wise Result, stream wise Result, subject wise result should be prepared.
- Record of Inter-Institutional MOU should be maintained and if no MOU, the process should be started by IOAC committee.
- Research and Development Cell and Intellectual Property Rights Cell should be constituted on priority basis.
- Staff Training for Non-Teaching regarding financial matters etc. should be organised.
- Library Report and Mentor Report should be complete by the Incharges along with documentary proofs.

On 25th April, 2024 along with chairperson decided to visit the Departments to check the audit preparations of Dept.

MEMBERS:

External Member: Sh. Manish (Chairman)

Alumni Member: Ms. Madhu (Research Scholar) (9992364043)

Sh. Satish Kumar

Dr. Padma Dalal

Dr. Anil Kumar

Dr. Ritu (com)

Dr. Minakshi

Ms. Seema Raza

Sh. Krishan Kumar

Note: All the Documents and Files should be duly signed by the Chairman IOAC, Principal name.

IOAC Alumni Member is changed due to unavoidable reasons from the Alumni. Ms. Madhu (Phd Scholar) is added.

IOAC Coordinator  
Associate Professor  
Dept of English

Dated: 23/04/2024

Signature

## NOTICE

With Reference to the Letter No. DHE-250001/2/2024, Date: 20.02.2024, Subject Cited: Academic and Administrative Audit of the Govt. Colleges Of Haryana, IQAC Members are informed to complete the following record till 18<sup>th</sup> April 2024:

1. College Activity Calendar ✓
2. Value-Added courses/ training (Women Cell) ✓
3. Skill- Based training (Placement Cell) ✓
4. Programme-wise Result Analysis ;
5. Teacher-wise Result Analysis
6. Feedback Mechanism Analysis ✓
7. Inter-Institutional Collaboration, MOU
8. Intellectual Property Right Cell ✓
9. Research and Development Cell ✓
10. Best Practices Report ✓
11. Staff Training for Non- Teaching
12. Library Report ✓
13. Mentor Report ✓

Dr. Padma Dalal ✓  
Ms. Preeti ✓  
Dr. Ritu (Commerce) ✓  
Dr. Ritu (Commerce) ✓  
Ms. Seema ✓  
Ms. Seema ✓  
Sh. Satish Kumar ✓  
Sh. Krishan Kumar ✓  
Dr. Anil Kumar ✓  
Dr. Meenakshi ✓  
Dr. Ritu (Commerce) ✓  
Dr. Meenakshi ✓  
Sh. Satish Kumar ✓  
Sh. Krishan Kumar ✓  
Dr. Anil Kumar ✓

*Chauhan*  
Coordinator 16/04/24

IQAC

Dr. Sunil Chauhan  
Associate Professor  
Dept. of English

*Sunil Chauhan*  
16/4/24