Office of the Principal, Govt. College Jassia, Rohtak

Minutes of the meeting

The meeting of IQAC began at 2.00 p.m. in the presence of chairperson of IQAC, with a formal welcome of all members of IQAC committee and R/principal Sir by the co-coordinator, followed by the discussion of topics mentioned in the agenda of meeting. Minutes of the meeting are as:

1. Members of the IQAC committee are acknowledged with its objectives, functionality and strategies of IQAC.

2. Organisation of an induction/ orientation programme for fresher students of the current session was finalized and the date was decided as 10/08/2023 in seminar hall at 10 a.m.

3. To improve quality education in the institute, it was decided to generate activities calendar by different cells and departments so that each activity can be organized timely and students will be benefitted.

4. Proposed activities for the current session should be finalized by each cell/ society/ club/ board and submitted a copy to IQAC as well as submit the report of their conducted activities of the previous year against those proposed by them.

5. Academic calendar should be finalized by the current IQAC.

6. It was decided that all teaching departments should have to display lesson plans and activities calendar (duly signed by all members and seen by R/ Principal) on their respective notice boards as well as attach it in the department register. Also
    (i)   one soft copy should be shared to web portal in-charge to update the same.
    (ii) one soft copy should be shared to IQAC to update data of the institution.
    (iii) One hard copy should be submitted to IQAC to update data of the institution in files

7. It was also decided that feedback forms from students and stakeholders should be collected so that review of the planning of the previous year can be possible.

8. It was decided that each teaching department will schedule a meeting at departmental level in presence of all faculty members of that department to find out the suggestions to enhance the quality of education, students' teacher relationship and teaching learning methods and also share the same with college IQAC.

9. It was decided that if any faculty members attends any FDP/Seminar/ Conference/ Workshop/ training etc., he / she will have to submit the copy of permission by R/Principal and certificate after attending the same to IQAC.

10. It was decided that API score of Assistant / Associate Professors for session 2022-23 will be verified as per DHE 11.11.2022 guidelines.