

IQAC Action Taken Report 2022-23

1. The IQAC Committee was constituted on 20th August 2022 for the upcoming session 2022-23.
2. A detailed plan for the timetable and lesson plan was laid out for the proper functioning of the institute. Hence the classes will be taken adhering to the said plan.
3. MoU was signed by the institute with N.I.G.M.T. Foundation, Dwarka, New Delhi for conducting various career advancement workshops such as Geo-Informatics.
4. All the cells, societies, and departments had prepared the annual activity calendar during the beginning of the new session.
5. The feedback committee collected feedback from all three stakeholders i.e., students, teachers, and alumni of the last session 2021-22.
6. The feedback report was submitted to IQAC for the last session 2021-22, the action taken report was compiled and respective measures were taken accordingly.
7. All the teaching faculty attended a day NEP workshop at Nodal College and a meeting was conducted by NEP Convener for implementation and preparedness at our college.
8. The IQAC conducted a meeting on 17 October 2022 regarding the organization of the College Level Science Exhibition. Five Departments participated in this. Each department had made five projects.
9. The College Library had facilitated staff members with usernames and passwords of N LIST, and INFLIBNET for access to e-books and e-journals for research works.
10. The classes were taken on a regular basis and more focus was led on enhancing ICT techniques.
11. Proper care was taken regarding health and hygiene inside the college campus.
12. A motivational lecture was organized by Legal Literacy Cell on Voters Day i.e., 21st October 2022. A pledge was taken by all the students and a rangoli competition was organized on the same day.
13. Various memorandum days were celebrated like Independence Day, Republic Day, Teachers Day, Martyr's Day, Airforce Day, Naval Day, Hindi Diwas, Science Day, etc.
14. The college celebrated International Yoga Day on 21st June 2023.
15. A tree plantation drive was conducted on Kargil Vijay Diwas.

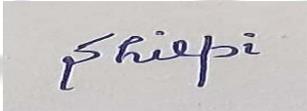
16. Various lectures were organized for students like Cyber Crime, Astrology, Career Opportunities, Chanderyaan-3, etc.
17. The Annual Parents Teacher Meeting was organized.
18. Various workshops were organized for students such as Meditation and Mindfulness, beautification and fashion designing, Haryanvi folk dance, etc.
19. Awareness was created among faculty members, heads of the departments, and conveners of various Institution committees to enhance interactions for sharing knowledge about SSR, terminologies, criteria-wise details, more collaborations and MoU, Alumni associations, etc.
20. Data templates, Spreadsheets, and Google forms were created and shared with the faculty members, Departments, and various Committees and Cells, to collect the information individually and at the Departmental level to be incorporated in various criteria of SSR.
21. Regular meetings were organized to address and discuss the issues and problems regarding data collection from the faculty, departments, and Committees.
22. CRID Socio-Economic Survey had been conducted by Government College Meham and further attained first rank for completing the same.
23. The five students of the chemistry department analyzed 1000 samples of soil from the village named Khadi Meham.



IQAC CONVENOR

IQAC Action Taken Report 2021-22

1. During the post-pandemic era, the classes were conducted in offline mode.
2. Students were strictly directed to follow covid 19 protocols.
3. The feedback report was submitted to IQAC for the last session 2020-21, the action taken report was compiled and respective measures were taken accordingly.
4. MoU was signed by the institute with N.I.G.M.T. Foundation, Dwarka, New Delhi for conducting various career advancement workshops such as Geo-Informatics.
5. DGHE instructed universities and affiliated colleges regarding the feedback on NEP and curriculum.
6. Intellectual Property Rights cell were established in the college to encourage the staff members to carry out advanced research and patent.
7. Data Capture Format and Teacher Information Format were uploaded for the purpose of collection of teacher profiles and further used for the development of the institution by the AISHE committee.
8. The College Library had facilitated staff members with usernames and passwords of N LIST, and INFLIBNET for access to e-books and e-journals for research works.
9. College Level Science Exhibition organized on Jan. 2022.
10. Proctorial duties were strictly adhered by the staff members.
11. Annual Prize Distribution was organized on Feb. 2022.
12. Alumni Meet was organized on June., 2022.
13. The classes were taken on a regular basis and more focus was placed on enhancing ICT techniques.



IQAC CONVENOR

IQAC Action Taken Report 2020-21

1. The IQAC Committee was constituted on 09th November 2020 for the upcoming session 2022-23.
2. Faculties were directed to chalk out online classes regularly and follow accordingly to online timetable.
3. Convenors of LMS were directed to upload the data of all the students on LMS Portal and daily attendance on LMS was mandatory.
4. Faculties uploaded the lectures on YouTube channels and the Shiksha Setu App etc.
5. Incharges of EVS and Health Sanitization were advised and instructed for proper sanitization and compulsion of Face Mask.
6. Incharges of Cells and Departments conducted online district-level competitions like Essay Writing, Slogan Writing, Online Quizzes, etc.
7. The NSS and NCC units were instructed to encourage their volunteers and cadets to distribute masks in adopted villages and spread awareness regarding the Pandemic with the slogan “DO GAJ DOORI, MASK HAI JARURI”
8. The feedback committee collected feedback and surveys from the nearby villagers regarding the distribution of food grains and medical facilities telephonically as well as personally.
9. Students actively searched for the e-journals and e-books.
10. The two staff members of our college had attained doctoral degrees in their respective fields.

Shilpi

IQAC CONVENOR

जयो मन्त्र धराणाम्

IQAC Action Taken Report 2019-2020

1. The orientation program was organized for the students at the beginning of the session
2. The Talent Hunt, Diwali Mela, Falguni Utsav was organized for the students in college.
3. The college has installed more CCTV cameras for 24x7 surveillance for the safety and security of students.
4. The internet facility was upgraded to a lease line in Principal Office.
5. The NCC Girls Unit was procured during this year from 1 Haryana Battalion, Rohtak.
6. For clean energy college sent a request to DGHE, Panchkula for the setting and installation of the rooftop Solar Power Project.
7. Alumni association was registered during this year.
8. The college had organized a Zonal Level Science Exhibition.
9. Various drives were carried out by NCC and NSS units like tree plantation, Jal Shakti Abhiyan, Fit India Movement, etc.
10. The cells and societies were active throughout the year by organizing literacy, cultural, and sports activities.
11. The placement cell organized soft skill training, personality development, career advancement options, etc.
12. The five staff members had attained a doctoral degree in their respective fields.
13. The Electoral Literacy Cell was established during this year.



IQAC CONVENOR

जयो मन्त्र धराणाम्

IQAC ACTION TAKEN REPORT 2018-2019

1. An orientation program was organized for students during the beginning of the new session.
2. A detailed plan was led for the academic year and further all cells, and societies also chalked out the plan.
3. The teaching staff was motivated to carry out more research and attain further higher education.
4. A sixteen-day Swachh Bharat Summer Internship awareness was organized by NSS UNITS.
5. Various activities were carried out by different cells, and societies like essay writing, debate, declamation, quiz competition, Rangoli competition, mehandi competition, etc.
6. College level Science Exhibition was organized.
7. The 32 Annual Athletic Meet was held in college.
8. Various workshops were organized by placement cell and women cell like soft skill training, interview preparation, logical reasoning, self-defense training, etc.
9. Various memorandum days were celebrated in college like Independence Day, Republic Day, Army Day, Navy Day, Shahidi Divas, Science Day, Teacher's Day, etc.
10. An educational trip was taken to Rajasthan for the overall growth and development of students.
11. The Annual prize distribution ceremony was held at the college to give rewards to the position holder in various activities and academics during the whole year.
12. The Alumni Meet was held under the supervision of the Principal and feedback was collected from the said stakeholders.
13. The feedback committee collected the feedback report of the year and submitted it to IQAC.
14. The student election was held during this academic year.



IQAC CONVENOR

Under the chairmanship of Respectable, Principal, a meeting of IQAC was held on 09/11/2020. The minutes of

meeting are as follows:-

(i) Under the guidance of College Council and IQAC Cell, a new cell must be constituted IPR. (

(ii) Feedback Committee must submit the feedback forms of three stakeholders to IQAC Cell.

(iii) Action taken report must be submitted to office by IQAC cell and accordingly action must be taken.

(iv) All the staff & students must adhere to Covid-19 Protocols.

(v) All the cells & societies must conduct online activities. Regular Online classes must be maintained.

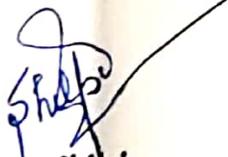
Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 09/11/2020 and the IQAC members were finalized as follows:-

1. Dr. Shilpi, Coordinator *Shilpi* 09/11/2020
2. Dr. Varsha Rani, Co-coordinator *Varsha* 09/11/2020
3. Mrs. Jyoti Sharma, Member *Jyoti*
4. Mrs. Pinki Rani, Member *Pinki Rani*

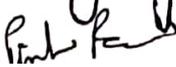
Ravi
Principal
Govt. College Meham
Govt. College
Meham (Rohtak)

Under the chairmanship of the Respectable Principal, a meeting of IQAC was held on 27/11/21. The minutes of the meeting are as follows:-

- The college will organize College Level Science Exhibition.
- Five Departments will be taking part in the above event.
- Financial matters were discussed.
- Date and time were finalized regarding the event.
- Stationery items lists were distributed department-wise.
- Refreshment committee was constituted.
- Result committee was constituted.
- The students must follow the COVID-19 protocol.
- Classes must be taken regularly as per the timetable following the lesson plans.
- Performance of each staff member is strictly monitored.
- The meeting concluded with thanks to all present.


Dr. Shilpi
Coordinator

Members:

1. Dr. Varsha Rani 
2. Mrs. Jyoti Sharma 
3. Mrs. Pinki Rani 


Principal
Govt. College
Meham (Rohtak)

02/22

Date: 02/04/22
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Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 02/04/22

The minutes of meeting are as follows:-

The college will be organizing an ANNUAL PRIZE DISTRIBUTION AND COVOCATION.

The list of topper students would be made class-wise, course-wise and university topper.

- Financial matters were discussed.
- Date and time was finalized.
- List of invitation of passout students.
- Chief Guest was finalized.
- Invitation and Memento for Chief Guests were decided.
- Discussion on welcome ceremony.
- Refreshment committee was constituted.
- Discussion on formatting of certificate.
- Students will be adhering COVID-19 norms.
- Proper classes should to addressed through lesson plan.
- Students must be guided regarding carriers opportunities.


Dr. Shilpi
Coordinator

- Members:
1. Dr. Varsha Rani 
 2. Mrs. Jyoti Sharma 
 3. Mrs. Pinki Rani 


Principal
Govt. College
Meham (Rohtak)

Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 25/06/22

The minutes of meetings are as follows :-

- ALUMINI MEET will be held in college. So, date and time was finalized.
- List of invitation of passout students.
- Chief Guest was finalized.
- Invitation and Memento for Chief Guests were decided.
- Detailed discussion on curriculum and implementation of syllabus.
- Refreshment committee was constituted.
- Discussion was laid regarding the filling of feedback form.
- Students must be aware regarding the health and sanitization.
- Staff members must adhere to COVID -19 norms.
- Online activities must be encouraged in each and every department.

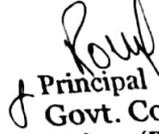

Dr. Shilpi
Coordinator

Members:

1. Dr. Varsha Rani 

2. Mrs. Jyoti Sharma 

3. Mrs. Pinki Rani 


Principal
Govt. College
Meham (Rohtak)

Under the chairmanship of Respected Principal, a meeting of IQAC was held on 20th Aug 2022.

The minutes of meeting were as follows.

- 1) A IQAC committee was constituted for the session 2022-23.
- 2) The teaching session must be started as per M.P.U guidelines.
- 3) Some staff-members will be assigned the admission duties along with teaching.
- 4) Each staff-member must make a lesson-plan class-wise for the effective delivery of curriculum.
- 5) The students must be motivated for regular classes and a whats app group must be formed either classwise or subject wise.
- 6) All the cells, societies and departments must make their annual activity calendar for the fresh session.

Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 20/08/2022
the IQAC members were finalized as follows:-

1. Dr. Shilpi, Coordinator *Shilpi*
2. Dr. Varsha Rani, Co-coordinator *Varsha*
3. Mrs. Jyoti Sharma, Members *Jyoti Sharma*
4. Mrs. Pinki Rani, Members *Pinki Rani*

Ravi
Principal
Govt. College
Meham

Under the chairmanship of the Respectable Principal, a meeting of IQAC was held on 17/10/2022

The minutes of the meeting are as following :-

- The feedback committee must collect feedback forms from all three stakeholders and must be submitted to the IQAC committee .
- On the basis of the feedback report submitted, IQAC will analyze the feedback , action taken report will be complied and respective action will be taken accordingly .
- The college will organize a Science Exhibition. Hence a committee must be constituted for the same. Five departments will take. part in it and each department must make at least five models.
- Classes must be taken regularly and the focus must be on enhancing ICT technique.
- Each department, cell and society must carry out extracurricular activities for the overall development of students.
- Proper care must be taken regarding health and hygiene in college campus.
- There must be extension lectures for carrier advancement by the placement cell


Dr. Shilpi
Coordinator

Members:

1. Dr. Varsha Rani

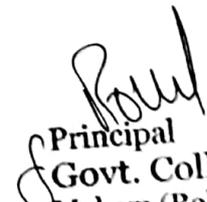


2. Mrs. Jyoti Sharma



3. Mrs. Pinki Rani




Principal
Govt. College
Meham (Rohtak)

7/23

Date: 12/04/23
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Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 12/04/2023 and the minutes of meeting are as follows:-

1. A discussion was held on NEP and how the college is going to implement the new policy ? The staff members must be guided regarding the same during meetings.
2. Students must be guided regarding carrier advancement courses and skill development courses.
3. All the trees in college campus must be marked area-wise. There must be a tree planation drive for campus beautification and awareness .
4. NSS and NCC will carry out rallies regarding cleanliness, road safety, Save Soil and Save Rivers .
5. Staff must do protorial duties sincerely and effectively.
6. All the students must wear ID cards. Absentee register must be updated regularly and a struck off list must be submitted after every fifteen days.
7. Curriculum must be delivered effectively by adhering to the lesson plan.


Dr. Shilpa
Coordinator

Members:

1. Dr. Varsha Rani 
2. Mrs. Jyoti Sharma 
3. Mrs. Pinki Rani 


Principal
Govt. College
Meham (Rohtak)

Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 10/06/23

The minutes of meetings were as follows:-

- Examinations will be held in college.
- There will two centres as 814 and 815 in college for proper functioning of examinations.
- Staff members will be equally distributed in both the centers.
- Staff members going on leave must prior sanction his/her leaves from the centre superintendent and then from Principal.
- Financial matters were discussed.
- Staff members must be on discipline duties.
- Examinations must be conducted in clean and fair manner.


Dr. Shilpi
Coordinator

Members:

1. Dr. Varsha Rani

2. Mrs. Jyoti Sharma

3. Mrs. Pinki Rani




Dr. Santosh Hooda
Chairperson

Govt. College Meham
Principal
Govt. College
Meham (Rohtak)

Under the chairmanship of Respectable Principal, a meeting of IQAC was held on 04/07/23

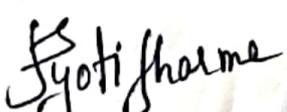
The minutes of the meeting were as follows:-

- A draft was made for NAAC and AQAR of the college.
- A committee was constituted which includes one convenor and seven co-convenors.
- Convenors were instructed to maintain the necessary documentation required for AQAR.
- Staff members going on leave must prior sanction his/her leaves from the center superintendent and then from the Principal.
- Financial matters were discussed.
- Staff members must be on discipline duties during the examination.
- Examinations must be conducted in a clean and fair manner.


Dr. Shilpi
Coordinator



Members:

1. Dr. Varsha Rani 
2. Mrs. Jyoti Sharma 
3. Mrs. Pinki Rani 

Dr. Santosh Hooda
Chairperson
Principal
Govt. College Meham
Meham (Kotak)

Under the chairmanship of respected Principal meeting of IQAC was held whose meeting minutes are as follows:

- 1) Duties of NAAC SSR 2023-24 were allotted.
- 2) The date and time of student's Induction Programme 2023-24 was finalized by the Principal Mam and Committee Members.
- 3) Incharges of EUS, Health and Sanitization Committee are advised and instructed to proper sanitization of Campus for preparation of Independence Day Celebration.
- 4) Health checkup camp will be conducted on 18th Aug., 2023 for the staff members and students.
- 5) Teej Celebration will also be conducted on 18th Aug., 2023 with cultural activities.

like Mehndi Competition & Rangoli Competition

Committee:-

- 1) Mr Rohit Kumar (Convenor) Rohit
- 2) Ms Manisha (Co-Convenor) Manisha
- 3) Dr Neeraj Solanki Neeraj
- 4) Dr Priyanka (Com.) Priyanka
- 5) Dr Vansha Rani Vansha
- 6) Dr Shilpi Shilpi
- 7) Ms. L. Syoti Sharma Syoti Sharma
- 8) Ms. Pinki Pinky

[Signature]
11/8/23
Chairperson.

Principal
Govt. College
Meham (Rohtak)

Under the Chairmanship of respected Principal meeting of IQAC was held whose minutes of are as follows:-

- 1) NAAC must be completed in next two months.
- 2) The data required for NAAC must be collected timely.
- 3) All the cells, departments and societies must conduct the various activities.
- 4) There must be more workshops, webinars on weekend.
- 5) All departments must organise the extension lectures for students.
- 6) All the cells and societies must do handover and taken over.
- 7) There must be employee feedback for session 2022-2023.
- 8) There must be a health check-up camp organised in college along with a blood donation camp.
- 9) The societies like NSS, NCC, YRC and

must conduct activities on weekend basis like awareness on female foeticide, cleanliness, tree plantation, water conservation

10) All the classes must be conducted regularly in college by each staff members.

11) All the students participating in various activities must be given refreshments (Kerala Healthy).

12) A meditation programme will be conducted by psychology department.

13) A talent hunt must be organized in college for fresher students. dated on 11th & 12th Sept. 2023 and screening on 11th & 12th Sept. 2023. A committee was constituted regarding the same.

Mya
28/08/23



Activities - Workshop, Webinar,

Record Collect -> Dr Neeraj Solanki
(Individual Collect)

Workshop
Webinar/Seminar/Conference
Books
Journals
BOS members
Invigilator/Paper checking
External Viva

2018-23

Mr Suresh - Result Collect - Student Meritorious (University level)

Dr Urvsha Rani - Placement - Admissions in Ph level Vardha
[Report + Permission letter]

All Activity Incharge - Activity Record [Sanction letter, student list, Newspaper Cutting]

Mr Deepak - Audit of Infrastructure/Argumentation

Mrs Manisha - Feedback of Employees @ host
[BOS, Placement, Cultural, NCC, etc.]

All Criteria Convenor - Two Activities per Month
RRC Convenor - Blood Donation Camp/Health checkup.

NSS/NCC/YRC - Rally, cleanliness, (Village, girls) Activities, Extension
[Cultural, NCC, etc.]

Mr Rohit / Dr philpi - Schedule of calendar of Activities
Ritu - Mentor-Mentee list
Organize Talent Hunt

Committee :-

- 1) Ms. Manisha Hooda (Co-Convenor) ~~Head~~
- 2) Dr. Naveej Solonki
- 3) Dr. Varsha Koni ~~Varsha~~
- 4) Dr. Shilpi ~~Shilpi~~
- 5) Ms. Jyoti ~~Jyoti~~
- 6) Ms. Pinki Koni ~~Pinki~~



Chairperson
Principal
Govt. College
Meham (Rohtak)