GOVERNMENT COLLEGE, BAHU (JHAJJAR)

(Affiliated to Maharishi Dayanand University, Rohtak, AISHE Code: C-50431)

Tel: 01259-279010 E-Mail- gcwbahu@gmail.com Website- gcbahu.ac.in

IQAC Meeting Minutes & Proceedings

Date: 26/07/2021 Proceedings of the IQAC Meeting

Agenda: Academic and Administration Audit

- Opening Remarks: The IQAC Coordinator welcomed all attendees and emphasized the importance of conducting a comprehensive audit of both academic and administrative aspects of the college to ensure efficiency and compliance with standards.
- Objective of the Audit: The IQAC Coordinator outlined the objectives of the audit, which
 include assessing the effectiveness of academic programs, evaluating administrative
 processes, identifying areas for improvement, and ensuring adherence to regulations and
 guidelines.
- 3. Formation of Audit Committees: Committees were formed to conduct the audit:
 - Academic Audit Committee
 - · Administration Audit Committee
- Assignment of Duties: The Chairperson assigned specific duties to committee members as follows:
 - Academic Audit Committee:
 - · Reviewing curriculum and course content
 - · Assessing teaching methodologies and learning outcomes
 - Evaluating student performance and assessment practices
 - Administration Audit Committee:
 - Reviewing administrative procedures and policies
 - · Examining financial management practices
 - Assessing infrastructure and facilities
- 5. Timeline for Audit: A timeline for the audit process was discussed and finalized, outlining key milestones, deadlines, and reporting dates for each committee.
- Direction to Clerk and Bursar: The Principal directed the Clerk and Bursar to prioritize the
 completion of writing the case book of grants as well as funds. It was emphasized that
 accurate and comprehensive documentation of grants and funds is essential for transparency
 and accountability.
- Role of IQAC: The IQAC will oversee and coordinate the audit process, provide necessary support to the audit committees, and ensure timely completion of the audit activities.
- Action Plan: An action plan was developed to guide the audit process, outlining specific tasks, responsibilities, and mechanisms for monitoring progress and addressing any challenges that may arise.
- Closing Remarks: The IQAC Coordinator concluded the meeting by thanking all
 participants for their commitment to ensuring the quality and effectiveness of academic and
 administrative practices in the college.

Attendeering
IQAC Coordinator

Member:

1. 9

Prepared by IOAC Coordinator

Approved by:

Principal GOVT. COLLEGE, BAHU Distt. Jhajjar (Hry.)

Proceedings of the IQAC Meeting

Date: 23/02/20 12

Agenda: Monitoring Grievances, Discipline, and Code of Conduct

Opening Remarks: The Convenor commenced the meeting by extending a warm welcome to all attendees and emphasizing the importance of maintaining discipline and adherence to the code of conduct within the institution.

Review of Previous Minutes: The minutes of the previous IQAC meeting were reviewed and approved unanimously.

Presentation on Grievances Handling Mechanism: The IQAC Coordinator presented an overview of the existing mechanism for handling grievances within the institution. It was noted that grievances are being addressed promptly through a structured process involving faculty members, administration, and relevant authorities.

Analysis of Grievances Data: The IQAC Coordinator presented an analysis of grievances data from the previous academic year, highlighting trends, common issues, and areas for improvement. The data indicated a need for enhanced communication channels and awareness campaigns regarding the grievance redressal mechanism.

Discussion on Discipline and Code of Conduct: The Head of Departments shared insights on the enforcement of discipline and the adherence to the code of conduct among students and staff. The discussion focused on strategies to foster a culture of discipline and ethical behavior within the institution.

Feedback from Stakeholders: Staff provided feedback on the existing disciplinary measures and suggested initiatives to strengthen the code of conduct. Their inputs were noted for consideration in future planning.

Action Plan: Based on the discussions, the following action points were identified:

- Conducting awareness sessions on the grievance redressal mechanism for students, faculty, and staff.
- Implementing regular monitoring mechanisms to ensure compliance with discipline guidelines.
- Organizing workshops and seminars to promote ethical values and responsible conduct.
- Strengthening communication channels for effective resolution of grievances.

Closing Remarks: The Convenor concluded the meeting by thanking all attendees for their active participation and reiterated the commitment of the institution to uphold discipline, address grievances, and promote a conducive learning environment.

Attendees:

IOAC Cooldinator

Member:

1. 9

Prepared by: IQAC Coordinator

Approved thy paincipal

GOVT. COLLEGE, BAHU Distt. Jhajjar (Hry)

Date: 12/03/2022

Agenda: Formulation of Institutional Development Plan (IDP) for Government College, Bahu, Jhajjar

 Opening Remarks: The IQAC Coordinator welcomed all attendees to the IQAC meeting and highlighted the importance of formulating an Institutional Development Plan (IDP) for Government College, Bahu, Jhajjar, to guide its growth and improvement.

 Overview of IDP: The IQAC Coordinator provided an overview of the purpose and components of an Institutional Development Plan, emphasizing its role in setting clear objectives and strategies for enhancing various aspects of the institution.

3. Brainstorming Session:

- Attendees engaged in a brainstorming session to identify key areas for improvement and development within the college, including academic programs, infrastructure, faculty development, student support services, community engagement, and quality assurance.
- Ideas, suggestions, and priorities were discussed, taking into consideration the institution's vision, mission, goals, and stakeholders' needs.

4. Setting Goals and Objectives:

- Based on the inputs from the brainstorming session, the meeting participants
 collaboratively identified overarching goals and specific objectives for each area of
 development.
- Goals were framed to be specific, measurable, achievable, relevant, and time-bound (SMART), ensuring clarity and accountability in implementation.

5. Drafting Strategies and Action Plans:

- Committees were formed to draft strategies and action plans for achieving the identified goals and objectives. Each committee was assigned specific areas of focus based on their expertise and responsibilities.
- Committees were tasked with outlining concrete steps, timelines, responsible parties, and resources required for the successful implementation of the action plans.

6. Integration and Review:

- The drafted strategies and action plans from each committee were integrated into a cohesive Institutional Development Plan (IDP) document.
- The IDP document was reviewed and discussed by all attendees to ensure alignment with the institution's vision, mission, and goals.

7. Finalization and Approval:

- The finalized version of the Institutional Development Plan (IDP) was presented for approval by the IQAC members.
- Amendments and revisions were made as necessary based on feedback received during the meeting.

8. Adoption and Dissemination:

 Upon approval, the Institutional Development Plan (IDP) was adopted as the guiding framework for the future development and improvement of Government College, Bahu, Jhajjar. The IDP document will be disseminated to all stakeholders, including faculty, staff, students, alumni, and the broader community, to ensure transparency and shared ownership of the institution's development initiatives.

9. Next Steps:

- Committees were tasked with initiating the implementation of the action plans outlined in the IDP document.
- Regular monitoring, evaluation, and review mechanisms will be established to track progress, address challenges, and adapt strategies as needed.

10. Closing Remarks:

- The IQAC Coordinator thanked all attendees for their active participation and contributions to the formulation of the Institutional Development Plan (IDP).
- It was emphasized that the successful implementation of the IDP requires collective effort, commitment, and collaboration from all stakeholders.

IQAC Coordinator

Member:

1. 9

Prepared by: TOAC Coordinator

Approved by:

GOVT. COLLEGE, BAM

Proceedings of the IQAC Meeting

Date: 12/07/2022

Agenda: Betterment of Admission Process.

1. Opening Remarks: The Chairperson welcomed all attendees and highlighted the significance of enhancing the admission process to ensure efficiency, transparency, and

2. Review of Previous Admission Process: The Head of Admissions presented an overview of the previous year's admission process, highlighting strengths, weaknesses, and areas for

improvement based on feedback received from stakeholders.

3. Analysis of Admission Data: Data pertaining to admission trends, demographics of admitted students, and performance metrics were analyzed to identify patterns and areas needing attention.

4. Discussion on Admission Criteria: Attendees deliberated on the existing admission criteria, including academic qualifications, entrance exams, and reservation policies. Suggestions for

refining the criteria to better align with the institution's objectives were solicited.

5. Streamlining Application Process: Strategies for streamlining the application process, including online application systems, clear guidelines, and simplified documentation requirements, were discussed to enhance accessibility and convenience for applicants.

- 6. Improving Communication Channels: The importance of effective communication channels for disseminating information about the admission process, including eligibility criteria, application deadlines, and selection criteria, was emphasized. Plans for utilizing various communication platforms, such as social media, websites, and information sessions, were outlined.
- 7. Enhancing Transparency: Measures to enhance transparency in the admission process, such as publishing merit lists, providing feedback to applicants, and establishing grievance redressal mechanisms, were proposed and endorsed.
- 8. Involvement of Stakeholders: The involvement of stakeholders, including faculty members, alumni, students, and parents, in the admission process was discussed. Strategies for engaging stakeholders in outreach activities, counseling sessions, and student orientation programs were explored.

9. Role of IQAC: The IQAC's role in monitoring and evaluating the effectiveness of the admission process was underscored. Plans for conducting regular assessments, collecting

feedback, and implementing improvements were outlined.

10. Action Plan: An action plan encompassing the identified strategies and initiatives was formulated, outlining specific tasks, responsible parties, and timelines for implementation.

Attendees:

IQAC Coordinator

pared by: IOAC Coordinator

Approved by:

Distt. Jhajjar (Hrv.)

Proceedings of the IQAC Meeting

Date: 22/08/2023

Agenda: Initiation of NAAC Accreditation Process

 Opening Remarks: The Coordinator commenced the meeting by welcoming all attendees and expressing the significance of initiating the NAAC accreditation process for Government College, BahuJhajjar.

2. Overview of NAAC Accreditation: The IQAC Coordinator provided a comprehensive overview of the NAAC (National Assessment and Accreditation Council) accreditation

process, its objectives, criteria, and benefits for the institution.

 Understanding the Criteria: The IQAC Coordinator explained the various criteria under which institutions are evaluated for NAAC accreditation, including Curricular Aspects, Teaching-Learning and Evaluation, Research, Infrastructure and Learning Resources, Governance, and Institutional Values.

- 4. Formation of Committees: Committees were formed to oversee different aspects of the NAAC accreditation process, including:
 - · Coordination Committee
 - Criterion-wise Committees
 - Documentation Committee
 - · Quality Indicators Identification Committee
- Allocation of Responsibilities: Responsibilities were assigned to members of the
 committees based on their expertise and areas of interest. Each committee will be responsible
 for gathering relevant data, analyzing information, and preparing the necessary
 documentation for accreditation.
- Timeline and Action Plan: A timeline for the accreditation process was discussed and finalized, outlining key milestones, deadlines, and responsibilities. An action plan was formulated to ensure timely completion of tasks and adherence to NAAC guidelines.
- 7. Resource Mobilization: The Principal emphasized the importance of adequate resources for the successful completion of the accreditation process. Efforts will be made to allocate necessary funds, infrastructure, and human resources to support the initiatives.
- 8. Feedback and Suggestions: Attendees were encouraged to provide feedback and suggestions for enhancing the accreditation process and improving the quality of documentation. Inputs from stakeholders, including students, faculty, alumni, and external experts, will be considered in the preparation phase.
- Role of External Expert: The External Expert shared insights and best practices from their
 experience with NAAC accreditation processes in other institutions. Their guidance will be
 valuable in aligning the college's efforts with NAAC standards.
- 10. Next Steps: The committees were tasked with initiating their respective activities as per the action plan. Regular meetings and progress updates will be scheduled to monitor the advancement of the accreditation process.
- 11. Closing Remarks: The Coordinator concluded the meeting by expressing gratitude to all participants for their commitment and dedication to achieving NAAC accreditation. It was

reiterated that accreditation is a collective endeavor requiring cooperation and teamwork from all stakeholders.

Next Meeting: The next IQAC meeting will be convened to review the progress of committee activities and discuss further strategies for accreditation.

Attendees:

IQAC Coordinator

Member:

Prepared by: IQAC Coordinator

Approved by Principal

GOVT. COLLEGE, BAHU Distt. Jhajjar (Hry.)

Proceedings of the IQAC Meeting

Date: 04/04/2024

Agenda: Review of Committee Activities and Further Strategies for Accreditation

- Opening Remarks: The Conveenor welcomed all attendees and initiated the meeting by emphasizing the importance of reviewing the progress of committee activities in the context of NAAC accreditation.
- Progress Report by Committees: Each committee provided a brief overview of their activities, including data collection, analysis, and documentation efforts. Key achievements, challenges encountered, and future plans were discussed.
- Discussion on Documentation Requirements: The Documentation Committee highlighted
 the specific documentation requirements set forth by NAAC and discussed strategies for
 compiling and organizing the necessary data and evidence.
- 4. Quality Indicators Identification: The Quality Indicators Identification Committee presented their findings regarding the identification of quality indicators relevant to the college's academic and administrative processes. Suggestions for refining and augmenting the list were welcomed.
- Alignment with NAAC Criteria: The Steering Committee led a discussion on ensuring alignment with the criteria set by NAAC for accreditation. Strategies for strengthening areas of weakness and enhancing the college's performance in key domains were deliberated upon.
- Resource Allocation: The Principal provided updates on resource allocation efforts to support the accreditation process. It was affirmed that adequate resources, including financial, infrastructural, and human, would be provided to facilitate the completion of accreditationrelated tasks.
- Engagement with Stakeholders: The importance of engaging with stakeholders, including students, faculty, alumni, and the local community, in the accreditation process was underscored. Strategies for enhancing stakeholder participation and communication were discussed.
- Action Plan for Next Phase: Based on the discussions, an action plan for the next phase of the accreditation process was formulated. Clear timelines, responsibilities, and milestones were established to ensure progress in a systematic manner.

Closing Remarks: The coordinator concluded the meeting by thanking all participants for their active engagement and commitment to the accreditation process. It was reiterated that concerted efforts and collaboration would be instrumental in attaining NAAC accreditation.

Attendees:

IQAC Coordinator

Member:

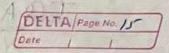
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4. Reem Prepared by: IQAC Coordinator

Approved by:

Principal OVI. PROLIPEGE, BAND Distt. Jhajjar (Hrys

IQAC Meeting DELTA Page No. 15



(Dated: 08/08/2020

अगु दिनाक 08/08/2020 को प्राचार्य राजक्य महाविधात्म बहु के कार्मात्मम में धानार्य ा डा. मुकेश कामार की अहमहाता में IQAC कमेरी की मीटिंग हुई गजसमे सन 2019-20 का 1 लए ानेस्मालेखित प्रामक्त सह जोकेसर (सत्र 2019-20) के ए. भी. आई. (API) सकीर को अमार्गित किया गमा

- D डा. मुकेश क्मार सह- जार्मापका भूगोत डा. सुनील क्रमार, सहामका प्राह्यापक, अर्थ रास्त्र (3) डा. मोहन कुमार, सहायक छाट्यापक वारिट्य (4) भीमाति रीना सहायक छाट्यापक गाठात (5) डा. सुरववीर सिंह, सहामक प्राह्मापक महिन्दी
- (६) डार कुलवीर सिंह, सहायक प्राच्यापक, गहैन्दी (म) भी पंकाज, सहायक जाहमापक, भुगति
 - भी आहित्य गोमल सहामक प्राह्मापक इतिहास (8) मी नरेन्द्र कुमार सहामक प्राह्मापक, इतिहास (9)

(1) डा. स्मील कुमार dela labaria

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IGAC Meeting Dated: 26 07 2021 आज दिनाळ 26 07 2021 को अन्याम राजकी को अहमदाता में वमा की अटमनता में मानान काना लय मे कमेरी की भीटिंग हुई गिष्मे सत्र 2020-202 को राल र विम्मालार्वत सहायका कोक सरी के कार प्रमावाल रकामा डा. स्नील कमार सहामक जोकसर अमेकार्त्र डा. सुल्वीर सिंह सहायक डोक्सर हिन्दी भौमात रीना सहायक डोक्सर गाठात मी कलवीर सिंहे. सरामक जोकसर भी आदित्य जीयल , सहायक प्राक्तिसर कातहास डा. पक्रम, सहायक ग्रामसर अगोल नरेन्द्र, सहामका जोक्सर डा. स्नील कमार (1) डा. माहन कामार (11) (iii) 1 Teem (ivi) डा. स्ववीर कलवीर गर्सह (V) KULBIR SINGH भी आदित्य गोमल (11) 26/114 Principal, 26171M appropriate College bu (Thajiar) Sullen

Dated 12/07/2022 साजा दिनाक 12/07/2022 की प्राचार्य, राजकीय महाविद्यालय बहु की अंदपस्ता में प्राचार्य डॉ॰ जीतेन्द्रकल्यार इवान की अध्यक्ता में प्रान्यार्थ कार्यालम् हुई। इस मीरिंग में सन 2021-22 के लिए निम्न लिरिवत सहायम प्राफेसरी ए पीए आई (A.P.1) स्कोर को प्रमानित किया गमा-क्रमार भारद्वामा एसो रिमेल्ट प्रोपे सर (राजका) 0 डा॰ सुनील जमार, सहायम प्रीफेसर, अर्थशास्त्रा (2) डा० मारम कमार, असहायक प्राफेसर, सहायन प्रोपे उा- सरववीर सिंह, सहाय में प्रोपे सर मेलवरि सिंह सहायक प्राफिसर पमजा, सहायम प्राफिसर (भ्रामल पूजा, सहमन प्राफेसर (भ्रेगोल) मी आदिय गामल सहायम प्राप्तसर (\$1 NEIG) नरेन्द्र अभार, सहायक प्राफिसर (इतिहास) रत मीरिंग में निम्न लिएवत कमेरी 0 3 4 211 (3) (eem 1040 3 Principal Govt. College, Bahu Distt. Jhajjar (Hr.) 12/17/2012

1QAC Meeting DELTA Page No. 18 अाज पिराम 08/08/2023 की प्रान्ताम , राजकीम महाविधालय क्रिटिंग हरी। बस है मिटिंग में किम्बरियन शरायक जाफासरा के महार निम्त वर्ती के दिन्ते (1) STO HATE ANTE HO STO MENSILLA - at 2020-21,2021-22, 9022-23 2510 ATEN 4712, 40 50 alform - at 2020-21, 8021-22, 2022-23 A0510 SHUIN - of 2022-23 (4) 510 ARAPIT PAR HODIO PERT - ord 2022-23, 2020-21,2021-22 (5) 510 300 of 100 port - al 2022-23, 200, 11, 2021-22 के 200 तम्म सिंगिंग माम - वर्ष 2022-23 नी मरेड्ड में और डील्सास _ वर्ष 2022-23, 2021-22, 2020-21, 2019-20 ह) भी आहितम गोम्म वर्ष 2022-23 -ह) भीनती अना संवेषा मुगम वर्ष 2022-23 -ह) ठीं जीतम भारहका १० भे शालाह वर्ष 2022-23 Maro Delaya and HTEZ 347296p इस निमर्टरा में 1 510 स्तील म्मार 2 500 सीरग यभार 2510 रेक मारिक्स प. 50 सुखलीर 2. 20 24 all 6, 510 445 7-GOVT. COLLEGE, BAHU Distt. Jhajjar (Hry.) hereved two copies each. 3. 92. Mohan km 4. Dr. Reena 5 Dr. Sukhbir 6 sh Kulhir 7. Dr. Pankay 8. Jh. Aditya 9's Sh. Newsonder 10 Ms. Poopa.

IQAC Meeting

DELTA/Page No. 14

Dated: - 14/12/2019 points
अगाज दिनाक 14/12/2019 को प्राचार्य राजकीय
महाविद्यालम बहु को कार्यालय में आचार्य डा.
म्केश कुमार की अन्य सता में LOAC कमेरी
की मीरिंग दुई गजसमे सत्र 2018-19 के
ातीर निम्नाक्षीत् अदमापकों (वर्ष 2618-19)
के रू. मी. उगर (APD) स्कोर को अमार्शत
(1) डा. मोहन क्रमार सहामक शह्मापक वार्णिक
(1) डा. मोहन कुमार सहामक ष्ट्रामक बार्ला नार्थन
(3) डा. सुनी कुमार सहानक प्राच्यापक, अर्थकार्त्र
(4) डा. आर्नेट्स कुमार, स्हामक प्राह्मापक, गाठीत
(5) डा- मुक्का कुमार सह-प्राह्मापक्स, भूगोल इस मीटिंग में कमेटी का निम्नालीकी
इस मीरिंग में कमेरी का निम्ना लीखें
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Distt. Jhajjar (Hr.)

P1 = 21 11 IQAC Meeting Ranies - 23/08/2018 आज दिनांक 23/08/2018 की मानार्थ नामीलय में महाविद्यालय के पानार्म अमे (डा॰) सदर्शन कुमार की अध्यक्षता में 104८ की जिसमें सत्र 2017-2018 के लिए निम्नलिखित की मिटिंगा हुई सहायन्ड छाद्यापनो के ए०पी आई० दकीर की प्रमाणित किया 7141 डा मुन्डेश कुमार सहामक पादमापक मुगोल (1) डा. अनिस नुमार्, सहायन्ड प्राच्यापन्ड गणित डा॰ सुनील डुमार्. सहायड प्राच्यापड अधिशार्त्र (2) (3) डा॰ मोहन डुमार, सहामड प्राह्मापड माणिज्य (4) 11745-180711-3129314 इसके अलावा साहायक आह्यापक भी जितेन्द्र कुमार भारदाज See 23.08.18. 1. MUNICIPALITY 1. MUNICIPALITY 23.08.18

Principal, Govt College Bahu (Jhajjar)