

## MINUTES OF THE MEETING OF THE IQAC OFFICE HELD ON 01<sup>st</sup> OCTOBER, 2020 IN THE GOVT. COLLEGE SATNALI

A meeting of the IQAC was held on 01<sup>st</sup> October (Thursday) at 10:30 AM in Principal Office of Govt. College Satnali, Mahendergarh and the following agenda items were discussed one by one with all committee members.

### **The agenda items were considered for smooth functioning:**

1. It was discussed to maintain Teacher's personal achievement properly for each academic session and also directed to the Incharge Smt. Shweta to maintain register for the same.
2. Discussed about the cleaning of weeds in the lawns of College Campus. It was decided that Convener Sh. Ajit Singh would draw attention towards this and maintained the lawn properly and pipe for watering the plants would also be purchased.
3. Discussed about the improving library facility in College Campus. In this context, Dr. Sadhana directed to purchase the Computer and software for the digitalization of the Library.
4. Discussed about the purchase of computers for Computer Lab in College Campus. A letter would be sent to the Office of Director General Higher Education, Panchkula for the purchase of the same.
5. Discussed about the preparation of time table w.e.f. 26/09/2020 as per the directions of Director General Higher Education provided with reference to memo no. DHE-010019/5/2020-Coordination-DHE dated on 22/09/2020. In this regard, Convener (time table) Sh. Hariom instructs to prepare the same.

The following staff members were present and meeting ended with vote of thanks.

Sr. No.	Name	Designation	Subject	Signature
1	Sh. Birender Singh	Assistant Professor	Commerce	
2	Dr. Kamla Devi	Assistant Professor	Economics	
3	Dr. Pavita Yadav	Assistant Professor	Hindi	
4	Smt. Shweta	Assistant Professor	Commerce	
5	Dr. Ashish	Assistant Professor	Mathematics	
6	Sh. Ajit Singh	Assistant Professor	History	
7	Sh. Rakesh	Extension Lecturer	Geography	
8	Sh. Sanjesh Yadav	Clerk	-	
9	Sh. Sashi Aggarwal		-	
10	Sh. Naveen Shekhawat		-	
11	Ms. Neha	B.Sc. III <sup>rd</sup> year (Student)	-	
12	Mr. Rohit	B.Com. III <sup>rd</sup> year (Student)	-	

Dr. Shri Bhagwan  
(Convener-IQAC)

Sh. Umesh Mohan  
Principal  
(Chairperson IQAC)  
Govt. College  
Satnali (M.garh)