
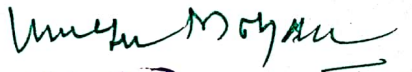


**OFFICE OF THE PRINCIPAL GOVT. COLLEGE SATNALI (M/GARH)**

**The Agenda items have to be discussed in the IQAC meeting to be held on 30/01/2021:**

1. To organize Annual Athlete, Meet in College Campus.
2. Requirement of Books and Book Shelf Almirah in the Library.
3. Discussed about the purchase of SOUL software for automation of books in library.
4. Registration on GeM portal.
5. Establishment of Nature and traffic interpretation center in College Campus.
6. Initiatives for "Tobacco Free Educational Institution".
7. Preparation for the conduct of odd semester exams Feb. 2021
8. Maintenance of College building
9. **Any other item with the permission of chair.**

  
Dr. Shri Bhagwan  
(Convener-IQAC)

  
Sh. Prakash Mohan  
Principal  
Govt. College  
Satnali (M.Garh)  
(Chairperson-IQAC)

**MINUTES OF THE MEETING OF THE IQAC HELD ON 30<sup>TH</sup> JANUARY, 2021 IN THE GOVT. COLLEGE SATNALI**



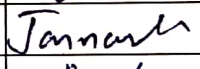
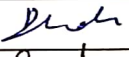
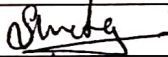
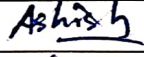
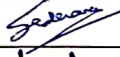


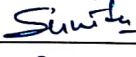
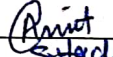
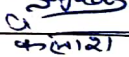
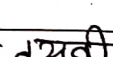
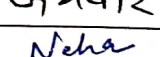
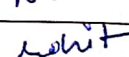
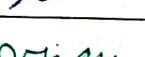
A meeting of the IQAC was held on 30<sup>th</sup> January (Saturday) at 10:00 AM in Principal Office of Govt. College Satnali, Mahendergarh and the following agenda items were discussed one by one with all committee members.


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


1. It was discussed to organize 5<sup>th</sup> Annual Athlete Meet in College Campus on the basis of feedback received from students and also directed to the Sports Incharge Sh. Pardeep Kumar to organize the Athlete Meet.
2. Discussed about the requirement of Books and Book Shelf Almirah in the Library on the basis of feedback received from teachers and students and also directed to the Library Incharge (Sh. Birender Singh) and Dr. Shri Bhagwan to arrange these items in Library.
3. Discussed about the purchase of SOUL software for automation of books in library as per the directions of Department of Higher Education Haryana, Panchkula time to time and also directed to Sh. Birender Singh (Library Incharge) for the purchase of same.
4. Discussed about registration on GeM portal for the smooth purchasing of items in college campus. In this regard Dr. Ashish is directed to complete necessary documentation for the registration of same.
5. Discussed about the establishment of Nature and traffic interpretation centre in College Campus as per the directions of Department of Higher Education Haryana, Panchkula with reference to Memo No. DHE-010009/03(M)/2021 dated on 06-01-2021 and also directed to Sh. Dinesh Kumar (Nodal Officer-Nature interpretation centre) and Sh. Sanjay Kumar ((Nodal Officer-Traffic interpretation centre) to establish a room for Nature and traffic interpretation centre in College Campus.
6. Discussed about the initiatives have to take for "Tobacco Free Educational Institution" as per the directions of Department of Higher Education Haryana, Panchkula with reference to Memo No. DHE-010009/10/2021-Coordination-DHE dated on 22-01-2021 and also directed to Sh. Ajit Singh for taking necessary action regarding the same.
7. Discussed about the preparation for the conduct of odd semester exams Feb. 2021 also directed to the Sh. Birender Singh to manage the same.

8. Discussed about the maintenance of College building and also directed to Dr. Shri Bhagwan to send a letter to the concerned authorities.
9. Agenda items on the behalf of NAAC Convener: Discussed about the correction in basic information on AISHE Portal and this regard Sh. Birender Singh is directed for doing the same.
10. Other items with the permission of Chair: Discussed about the updation of College Web portal time to time and also directed to Sh. Vikash and Smt. Kavita for to manage the same. Discussed about the requirement of man power through apprenticeship and also directed to Sh. Hariom and Sh. Dinesh Kumar for taking necessary action regarding this.

**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	Sh. Jarnail Singh	Assistant Professor	English	
4	Dr. Pavita Yadav	Assistant Professor	Hindi	
5	Smt. Shweta	Assistant Professor	Commerce	
6	Dr. Ashish	Assistant Professor	Mathematics	
7	Dr. Sadhana	Assistant Professor	Botany	
8	Sh. Ajit Singh	Assistant Professor	History	
9	Dr. Rekha Shekhawat	Assistant Professor	Hindi	
10	Dr. Sunita	Assistant Professor	Hindi	
11	Sh. Amit	Extension Lecturer	Pol. Science	
12	Sh. Sanjesh Yadav	Clerk	-	
13	Sh. Kailash		-	
14	Sh. Jaiveer		-	
15	Ms. Neha	B.Sc. IIIrd year (Student)	-	
16	Mr. Rohit	B.Com. IIIrd year (Student)	-	

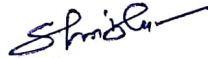
  
Dr. Shri Bhagwan  
(Convener-IQAC)

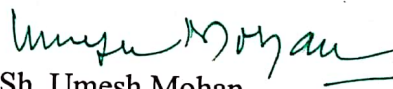
  
Sh. Himanshu Mohan  
Govt. College  
(Chairperson-IQAC)  
Sathan (B. gam)

**OFFICE OF THE PRINCIPAL GOVT. COLLEGE SATNALI (M/GARH)**

Report of the follow-up action on the decision taken by Quality Assurance Cell in its meeting held on 01-10-2020.

Sr. No	Agenda Items	Follow-up action taken
1	Maintenance of Teacher's personal achievement registers for each academic session.	The process has been initiated.
2	Cleaning of weeds in the lawns of College Campus.	The action has been initiated.
3	Improvement in the library facility of College campus.	The process has been initiated.
4	Purchase of Computers for Computer's Lab	The process has been initiated.
5	Preparation of time table of odd semester w.e.f. 26/09/2020 as per the direction of DGHE, Panchkula (Hr.)	This agenda item has been completed.

  
Dr. Shri Bhagwan  
(Convener-IQAC)

  
Sh. Umesh Mohan  
(Chairperson-IQAC)