

## Action Taken Reports at meeting 1 held on 04/11/2019

- E-Contents were distributed to all the departments.
- Staff members were asked to prepare Lesson Plan.
- Proctorial duties were assigned and placed on the notice board.
- Time Table was prepared and placed on the notice board.
- Information were filled in the AORs.
- Annual duty list was prepared.
- Staffs were intimated to utilization of grants.

Acti

*Seen*

Principal  
Govt. College Nalwa  
(Hisar)

GOAC

1. *[Signature]* (Incharge) (Principal)
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*

Action taken report Meeting-3 held on 07-01-2020

- \* Faculty members asked to prepare lesson plan for even semester
- \* Timetable was prepared & classes were assigned to the faculty members.
- \* Students interested in co-curricular activities were asked to give their names to their mentor teacher.
- \* Students were guided in the mentor class regarding their career guidance.
- \* Tour committee was asked to arrange educational tour for students.

GOAC committee

1. P<sub>2</sub> (Incharge)

2. Sunit

3. Pooja

4. RM

  
Principal  
Govt. College Nalwa  
(Hisar)

## Action Taken Report of Meeting - 6 held on 21.3.2020

- Arrangement for Washbasin, Sanitization was done in the College.
- Online Teaching was done during COVID-19 with the help of WhatsApp, email, Shiksha Setu app, LMS, etc.
- Online Competition were conducted by different Departments.
- Plans were made to upgrade labs of Math, Psychology, Geography, Physics and Chemistry.
- Sheds were installed as planned earlier.
- Tube lights were replaced in the Classrooms, labs etc.
- Feedback were collected from Students & Parents.

TCAC Committee

(Incharge)

Sushik


Roopika - 

  
Principal  
Govt. College Nalwa  
(Hisar)  
(Principal)

## Action taken report of meeting - 2.

- \* Students were asked to bring matters from library and discuss in the class.
- \* API Proforma of Ms. Anita Tanuja and Mrs. Mangulata was discussed and finalized.
- \* Staffs were asked to collect assignment and Tests for internal assessment.
- \* Extra Curricular activities were discussed in the middle mentor class.
- \* Faculty members were informed to Consume Various grants well on Time.

IOAC Committee.


1.  (Incharge)

2. 

3. 

4. 

4. 

Seen  
  
Principal  
Govt. College Nalwa  
(Principal)

# Action Taken Report OF Meeting - 5 held on

03-03-2020

- PPTs of various departments were discussed and improved
- Agenda of mentors class was decided and implemented.
- Nss Students Planted Plants in Herbal garden.
- IOAC Organised Poster making Competition and the posters were pasted on different noticeboards and in the villages to spread awareness of COVID-19.
- Activities of various departments were uploaded on Web portal.

## IOAC Committee

Principal (Incharge)

Susmit

Tarun

Raj


  
Principal  
Govt. College Nalwa  
(Hisar)

## Action taken report meeting - on held on 19-02-20

- \* Alumni Registration is in process.
- \* Staff copies of PPT's were submitted to NAAC committee.
- \* Mentor group agenda's of revised groups were submitted to NAAC.
- \* Members of women cell visited to villages to awakeness about covid-19.
- \* Herbal garden was planted.
- \* Faculty members visited schools to promote admissions.
- \* Social services provided by NSS volunteers in Mahsha Aasharm Malwa village and in college.
- \* Geography, EVS & Commerce were asked to conduct field trips.
- \* GQAC planned to conduct poster making competition to aware for covid-19.
- \* Various departmental activities were uploaded on web portal.
- \* Articles regarding, Placement cell, empowerment were placed on Malwa board.

GQAC

1. ~~Princip~~ (Incharge)
2. Sumit
3. Toop
4. RM

  
Principal  
Govt. College Malwa  
(Princip)

Meeting of :-

A meeting was held on dated 04/11/2019. The following points are discussed in the meeting :-

Emphasis to motivate the teachers to use ICT tools for teaching and teach by e-Content and provide extra Content and further reference links regarding the Content to syllabus of their respective Subjects.

Informed to the Students to present in the classes regularly.

Informed to the teachers to teach as per lesson plan.

Emphasis on the mentoring classes and Informed the teachers to take classes properly and stress on overall development of Students i.e. academic development, personality Development, Development of Communication skills, Informed about the Career plan.

Decision were taken regarding the Information filled in the AQARs for NAAC

Emphasis on proper Utilisation of Various grants and Scholarship Schemes and Utilised these grants well on time

Emphasis on the proper Utilisation of Human Capital and physical Assets of the Institution for the Infrastructure development and smooth functioning of the College.

Chairperson :-

Sh. J.S. Chahal, Principal G.C. Nalwa  
Director and Co-ordinator

Govt. College Nalwa  
(Hisar)

- 1 Mrs. Sunita Sandip
- 2 Miss Anita Taneja

Members :-

- 1 Mrs. Sushila
- 2 Sh. Rajiv
- 3 Mrs. Pooja

Govt. College Nalwa  
(Hisar)

Meeting 02:-

A meeting of IOAC was held on dated 12/12/2019. The following points are discussed in the meeting:-  
To promote faculty members to participate in various Courses, workshops, seminars, Conferences and other training programmes for the Upgradation of teaching-learning process. Motivated the students to go library regularly and study the newspapers, reference books and Competitive books to enrich their knowledge.

Emphasis of well on time utilisation of various grants and scholarship Schemes.

TO Submission of Internal assessment well on time and properly Utilisation of roll number among students.

API performa of Miss Anita Taneja, Assistant Professor of Commerce and Mrs Manjulata, Assistant Professor of Economics for the session 2018-19 is received and discussed to finalised.

Emphasis on the smooth Conduction of end semester Examination. Faculty was promoted to encourage students to participate in literary and extra curricular activities for the over all development of the students.

Chair person:-

Sh. J. S. Chahal, Principal G. C. Nalwa

Director and Co-ordinator:-

- 1 Mrs. Sunita Sandip
2. Miss Anita Taneja

members:-

- 1 Mrs. Sushila *Sushila*
2. Sh. Rajiv *Rajiv*
3. Mrs. Pooja *Pooja*

*Principal*  
Govt. College Nalwa  
(Hisar)



Meeting 03:-

Dated:-

A meeting of IOAC was held, on dated 07/10/20. The following points are discussed in the meeting:-  
Inform to the faculty members to prepare lesson plan of even semester and take their classes as per assigned time table and teach as per lesson plan.

Motivate the students to take participation in various co-curricular activities like cultural activities, sports and literary items at Inter-College, Intra-College and University level, National level.

Emphasis to Inform the students regarding start ups and give the Career guidance through the lectures/workshop

manage an educational tour for the students and enhance their practical knowledge

Conduct a workshop / Seminar for the teaching faculty members Under IOAC.

Chairperson:-

Sh. J. S. Chahal, Principal G.C. Malwa

Director and Co-ordinator:-

1. Mrs. Sunita Sandip

2. Miss Anita Taneja

Members:-

1. Mrs. Sushila

2. Sh. Rajiv

3. Mrs. Pooja

Govt. College Malwa  
(Hisar)

Meeting on:-

### OFFICE OF THE PRINCIPAL GOVT. COLLEGE NALWA (HISAR)

The proceeding of meeting of NAAC & IQAC committee was held under Chairmanship of Principal Sh. R.S. Kajal that was held 19.02.2020 in the Principal office.

The following members were present

1. Smt. Sunita Sandip *S. Sandip*
2. Sh. Ramesh Kumar
3. Smt. Gaima Mann
4. Smt. Pooja Garg *Pooja*
5. Smt. Sushila *Sushila*
6. Dr. Poonam Yadav
7. Smt. Richa
8. Sh. Rajiv *Rajiv*
9. Smt. Geeta Goyal
10. Dr. Rakesh
11. Sh. Sanjay Kumar *Sanjay*

The agenda points were discussed:-

1. Status report of NAAC Proceedings.
2. Alumni Registration Process Progress Report.
3. Submission of soft copies of their PPFS to NAAC Committee.
4. Mentor Groups agenda & revised group list to be provided to NAAC committee.
5. Herbal Garden to be developed & adopting of plants by NSS students.
6. Extension Lecturer to be conducted by IQAC cell on social issues like Drugs, Energy Conservation etc.
7. Status of SWAYAM Registration.
8. Exchange Programme with local organization like Senior Secondary School, Govt. ITI.
9. Strengthening on Social Connectivity by NSS volunteers and Moksha Ashram visit.
10. Installation of SWAYAM Prabha.
11. Field Trips to be conducted under guidance of Geography, EVS and, Commerce Department.
12. MOU's with Local NGO's i.e. Green organization, etc.
13. Strengthening of soft skill activities i.e. by conducting NUKKAD Natak on various social issues.
14. Counseling session to be organized by IQAC with the help of subject societies.
15. All activities to be uploaded on Web portal.
16. Newspaper cutting/Articles to be placed on Placement Notice Board for carrier counseling & personality development purposes.
17. Admission Campaign to promote the strength in BA, B.Com, B.Sc. Courses

*Principal*  
Principal  
Govt. College  
Govt. College Nalwa  
Nalwa (Hisar)  
*26.2.2020*

Meeting 05:-

## GOVT COLLEGE NALWA (HISAR)

Minutes of NAAC & IQAC meeting held on 3.3.2020 under the Chairmanship of Principal Sh.R.S.Kajal in the Principal office. The points discussed in the meeting were:

1. NAAC Proceedings status report.
2. Discussion on Alumini Registration.
3. Discussion on PPTs received by NAAC from various departments.
4. Revised list of Mentor Groups was submitted to NAAC Committee.
5. Agenda of Mentor Class was decided.
6. Discussion on the development of Herbal Garden & the plants planted by NSS students.
7. Report on Poster Making Competition conducted by IQAC to spread awareness on the disease spread by Corona Virus.
8. Registration of SWAYAM was discussed.
9. Discussion on NUKKAD NATAK & Field Trips.
10. Report of Various Subject Societies visiting schools and villages to create awareness about the college & improve the strength of various courses.
11. Report on Members of Women Cell visiting villages to spread awareness on COVID-19.
12. Activities to be uploaded on Web Portal.

The following members were present

1. Mrs. Sunita Sandeep *S. Sandeep*
2. Mr. Ramesh Kumar
3. Mrs. Garima Mann
4. Mrs. Sushila *Sushila*
5. Mrs. Geeta Goyal
6. Mrs. Richa
7. Mrs. Pooja Garg *Pooja*
8. Mrs. Nirmala.R. *N.R.*
9. Mrs. Poonam Yadav *Poonam*
10. Mr. Rajiv *Rajiv*
11. Dr. Rakesh
12. Mr. Sanjay Kumar

*[Signature]*  
Principal  
Govt. College Nalwa  
(Hisar)

Minutes of NAAC & IOAC meeting held on 21/3/2020 under the Chairmanship of Principal Sh. R.S. Kajal in the principal office. The following members were present:

1. Mrs. Sunita Sandip S. Sandip
2. Sh. Salender Singh.
3. Dr. Minaxi Minaxi
4. Mrs. Garima Mann. (on leave)
5. Nirmala (IOAC Incharge)

21/3/2020

The points discussed in the meeting were:-

1. Arrangements for Staff & Students safety during COVID-19
2. For handwashing of students arrangement for washbasin, Sanitization, checking temperature etc
3. Discussion on Online teaching during COVID-19
4. Suggestions for conducting online competition for the students by different & all departments.
5. Suggestions for Upgradation of labs of geography, Math, Psychology for the benefit of students.
6. Proposed sheds were installed
7. Proposal to change the tubelights in the College campus.

Principal  
Govt. College Nalwa  
Principal