Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

Contact Number: 01258222439 (Off.), 8607022439(Mb.)

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Governance, Leadership and Management

6.5.2 The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals through IQAC set up norms

Documents

- List of Committees (Lesson Plan Review Committee) as sample
- Lesson Plan as sample
- Photograph depicting increased use of ICT

Submitted to



National Assessment and Accreditation Council

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Annual Duties (2022-2023)

Dated: 14.08.2022

The duties mentioned against each faculty members shall come into force w.e.f. 16.08.2022 Convener/Incharges of various committees/cells are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are directed to hand over the charges, if any, to new incumbents by 19.08.2022 under intrnation to the undersigned

1 (College Council	9	Library Advisory & Book-Bank Committee
20	1 Dr. N.K.Dua (Chairperson)		1 Dr. Mamta Rani (Convener) Maurite
	2 Dr. R.K. Bhaskar (Co-Ordinator)		2 Dr. Deepa Juneja
	3 Mrs. Urmil Dalal		3 Sh. Raj Kumar Vats
	4 Dr. Sushma Sharma	10	SC/ST & Minority Cell
	4 Dr. Sushma Sharma 5 Dr. Ritu Lall		1 Dr. Mamta Rani (Convener)
2	IQAC		1 Dr. Mamta Rani (Convener) Mawki 2 Dr. Shalini Sharma Shaw
	1 Dr. N.K. Dua (Chairperson)		3 Dr. Gurvinder Singh
	2 Dr. R.K. Bhaskar (Co-Ordinator)		4 Dr. Suman · Que
	3 Mrs. Urmil Dalal	11	Hospitality Committee
	1 B Bit I III DI all 1		1 Dr Sushma Sharma (Convener) Spsw
	5 Dr. Shalini Sharma		2 Dr. Poonam Adhlakha Poonam
	5 Dr. Shalini Sharma		3 Dr. Umesh Kumar
	6 Dr. Gurvinder Singh		
			4 Ms. Payal Gulati Hugas
	8 Dr. Poonam Adhlakha		5 Dr. Suman
	9 Dr. Manasa Rai Hanek.	12	College Dispensary/First Aid
	10 Sh. Sanjay Khitha		1 Dr. Ritu Lall Plate.
4	RUSA/UGC Committee		2 Dr. Gurvinder Singh
	1 Dr. Gurvinder Singh (Convener)		3 Dr. Poonam Adhlakha Buran
	2 Dr. Mamta Rani Maurica	13	College Magazine Committee
	3 Dr. Poonam Adhlakha Poonau		1 Dr. Shalini Sharma (Chief Editor)
	4 Sh. M.S.Sharma Me		2 Dr. Vikas Kumar Dugs
5	Purchase Committee		3 Dr. Deepa Juneja
	1 Dr. Ritu Lall (Convener)		4 Dr. Poonam Adhlakha Poonau
	2 Dr. Mamta Rani May		5 Dr. Manasa Rai Hansh.
	3 Ms. Payal Gulati Wyat		6 Dr. Umesh Kumar W
	4 Sh. M.S.Sharma M.	14	
6	Chief Mentor		Dr. Shaiini Sharma (Counselor)
	Dr. R.K.Bhaskar		Advisory Committee
7	Building Committee &		1 Dr. N.K.Dua (Chairperson)
1	Beautification of Campus		2 Dr. Ritu Lall Platt
D	1 Dr. Vikas Kumar (Convener/Estate Officer)		-3 Dr. Poonam Adhlakha Poonant
MAS	2 Dr. Satish Narwal		4 Dr. Satish Narwal
	3 Dr. Suman Suman	15	
	4 Dr. Krishan Kumar		1 Dr. Poonam Adhlakha loovan
	5 Sh. Hemant, Clerk		2 Mrs. Laxmi Journ'
8	University Works Incharge	16	
	1 Dr. Manasa Rai Hawk.		1 Mrs. Urmil Dalal
	2 Dr. Umesh Kumar - W		2 Dr. Anshu Ahuja

7.1.8 (SC/57-448RURY

Tent/Sand/

	Tent (Sand)		
17	Shamiana & Seating Arrangement	29	Press/Media Committee
	Committee		1 Dr. Manasa Rai Harch
	1 Dr. Satish Narwal (Convener)	1	2 Dr. Umesh Kumar VV
	2 Sh. Harish Chaner Harth		3 Dr. Suman Suus
	3 Dr. Krishan Kumar		4 Sh. Naresh Kumar, Clerk
	5 Sh. Hemanet, Clerk	30	Cultural & Youth Festival
18	NCC Officer	/	Dr. Shalini Sharma (Convener)
-	1 Dr. Vikas Kumar (Boys Unit) ANO		Dr. Manasa Rai (Co-Convener)
	2 Dr. Deepa Juneja (Girls Incharge)		1 Dr. Manasa Rai (Symposium,
19/	Alumni Cell		2 Dr. Umesh Kumar Debate, Poetry, 12
	1 Dr. Ritu Lall (Convener) Platt		3 Sh. Harish Chander English) Hon Vikas Kumar Debate (Hindi)
	2 Dr. Deepa Juneja		O W
	3 Dr. Poonam Adhlakha Poonant		5 Dr. Suman 6 Dr. Shalini Sharma (Skit/Mime).
	4 Dr. Umesh Kumar		7 Dr. Satish Narwal
	5 Ms. Payal Gulati Whyat	100	8 Dr. Mamta Rani (Poetry Haryanvi)
	6 Sh. Sanjay Khitha		O Dr. Vikas Kumar (Poetry Hindi)
20	P.T.M.	naun	10 Dr. Vikas Kumar (Poetry Urdu)
	1 Dr. Sushma Sharma (Convener)	-	11 Dr Ritu Lall
	3 Dr. Suman Sugar		12 Dr. Mamta Rani } Mamte
	4 Ms. Payal Gulati Bayas		13 Dr. Deepa Juneja Quizes
21	Legal Literacy Cell		14 Ms. Payal Gulati } Qued'
21	1 Dr. Mamta Rani (Convener) Mamte		15 Dr. Umesh Kumar (Shalokacharan/
	2 Dr. Vikas Kumar V		Declamation-Skt.)
	3 Dr. Manasa Rai Havul		16 Dr. Gurvinder Singh (Punjabi Poetry)
22	House Exam Cell	31	
22	1 Mrs. Urmil Dalal (Conveyer)		Sh. Harish Chander (Boys Unit-I)
	2 Dr. Vikas Kumar Vius		Dr. Suman (Girls Unit-II)
23	Women Cell		NSS Advisory Committee
	1 Dr.Mamta Rani (Convener) Mault		1 Dr. N.K.Dua (chairperson)
	2 Dr. Umesh Kumar V		2 Dr. Shalini Sharma waw
	3 Ms. Payal Gulati Rugo		3 Dr. Poonam Adhlakha Poonas
24			4 Dr. Satish Narwal
	1 Dr. R.K.Bhaskar	32	2 Discipline Committee
	2 Ms. Payal Gulati Payot		1 Dr. R.K.Bhaskar (Convener)
25			2 Mrs. Urmil Dalal
	Bursar Dr. Gurvinder Singh		3 Dr. Sushma Sharma
26	Fann While Van Loorn		4 Dr. Shalini Sharma Lualil
20	1 Dr. Sushma Sharma (Convener)	raum.	5 Dr. Gurvinder Singh ()
	2 Dr. Manasa Rai Hanah		6 Dr. Mamta Rani Mouts
	2 Dr. Suman	4	7 Dr. Vikas Kumar Tug L
	3 Ms. Payal Gulati Varyad		8 Dr. Satish Narwal
27	Environmental Club		9 Dr. Suman
	1 Mrs. Urmit Dalat (Convener)		10 Sh. Harish Chander Horix
	2 Dr. Deepa Juneja		11 Dr. Krishan Kumar
	3 Dr. Satish Narwal	3	3 Decoration Committee
	4 Sh. Harish Chander Hawk		1 Dr. Mamta Rani (Convener) Manua
28		. 0	2 Dr. Satish Narwal
3	1 Dr. Sushma Sharma	10	3 Dr. Suman
	2 Sh. M.S.Sharma		4 Ms. Payal Gulati (Longs)

14/8/21

34	Photography	46	Grievances Cell
	1 Dr. Poonam Adhlakha (Convener)	my	1 DrN.K.Dua (Chairperson)
	2 Dr. Umesh Kumar	'	2 Dr. R.K.Bhaskar
	3 Sh. Harish Chander		3 Dr. Sushma Sharma
36	Anti Corruption Cell		4 Dr. Ritu Lall Place:
	1 Dr. Vikas Kumar (Convener)		5 Dr. Gurvinder Singh
	2 Dr. Deepa Juneja		6 Dr. Vikas Kumar
	3 Dr. Manasa Rai Hand		7 Sh. M.S.Sharma
36	Voter Awareness Cell	47	Entrepreneurship Development Club (EDC)
	1 Dr. Sushma Sharma Spstame		1 Dr. Deepa Juneja (Convener)
	2 Dr. Satish Narwal		2 Dr. Manasa Rai
No.	3 Dr. Suman		3 Ms. Payal Gulati (by)
37	NODAL Officer PRAN		4 Dr. Anshu Ahuja
	Dr. Deepa Juneja	48	Sports Board
38	Career Counselling & Guidance Cell	0	1 Dr. N.K.Dua (Chairperson)
	1 Dr. Sushma Sharma	2	2 Dr. Krishan Kumar (Secretary)
	2 Dr. Poonam Adhlakha Doonay		3 Dr. Deepa Juneja
39	Code of Conduct Committee		4 Dr. Umesh Kumar w
	1 Dr. N.K.Dua (Chairperson)	49	Employment/Placement/Information Cell
	2 Dr. R.K.Bhaskar (Convener)	1	1 Dr. Deepa Juneja (Convener)
	3 Dr. Ritu Lall		2 Dr. Poonam Adhlakha Poonag
	4 Dr. Shalini Sharma Lunio		3 Sh. Harish Chander Lank
	5 Dr. Manasa Rai Hanh.	50	Stage Secretary
40	Brochure/Porspectus Committee		1 Dr. Shalini Sharma (Convener)
	1 Dr. Shalini Sharma (Convener) Shalini		2 Dr. Vikas Kumar Wilas
	2 Dr. Vikas Kuma		3 Dr. Manasa Rai
	3 Dr. Manasa Rai Hand.	51	Website Management
41	Fee Concession Committee	-	1 Dr. Manasa Rai Haruh
71	1 Dr. R.K.Bhaskar		2 Sh. Harish Chander 4 with
	2 Dr. Mamta Rani Mants		3 Mrs. Laxmi
42	Canteen Committee	52/	Road Safety Club
	1 Dr. Satish Narwal	34	4 4
	2 Dr. Umesh Kumar		Dr. Deepa Juneja (Incharge) Dr. Poonam Adhlakha
43		1.00	3 Dr. Satish Narwal
73	1 Dr. Shalini Sharma Alasha		
	Printing Committee 1 Dr. Shalini Sharma Division 2 Dr. Gurvinder Singh Objects		4 Ms. Payal Gulati Roy and
	7.0	53	Planning Board
	3 Dr. Vikas Kumar		1 Dr. N.K.Dua (Chairperson)
44		-	2 Dr. R.K.Bhaskar (Convener)
44	Result Verification Committee	and	3 Dr. Sushma Sharma
	1 Dr. Sushma Sharma (Convener)	1	4 Dr. Ritu Lall Platt
	2 Dr. Deepa Juneja		5 Dr. Gurvinder Singh
	3 Dr. Poonam Adhlakha Poonau		6 Sh. M.S. Sharma
4.00	4 Sh. Harish Chander Hank	54	Online Admission
45	Momento/Prizes Committee		1 Dr.Gurvinder Singh (Nodal Officer)
	1 Dr. Sushma Sharma (Convener)	anny	2 Dr. Manasa Rai
	2 Dr. Deepa Juneja		3 Sh. Sanjay Khitha, Clerk
	3 Dr. Poonam Adhlakha Poonam		4 Sh. Naresh Kumar, Clerk
	4 Ms. Payal Gulati		

NOTE

55	Lesson Plan Review Committee	60	Apex Committee for Anti Ragging
	1 Dr. R.K.Bhaskar 2 Dr. Ritu Lall	,	Dr. N.K.Dua, Principal Dr. R.K.Bhaskar Member
56	Bus Management Committee,		3 Dr. Sushma Sharma, Membr Secretary
	1 Dr. Satish Narwal		4 Dr. Gurvinder Singh, Member
	2 Dr. Suman Suus		5 Sh. Sanjay Khitha, Member
57	Incharges Smart Class Rooms	61	Anti Ragging Squad
	1 Dr. Gurvinder Singh		1 Mrs. Urmil Dalal
	2 Dr. Anshu Ahuja		2 Dr. Shalini Sharma
58	University Outreach Programme		3 Dr. Mamta Rani Mauls
	1 Dr. Ritu Lall Place		4 Dr. Vikas Kumar Ding.
	2 Dr. Umesh Kumar	-	5 Dr. Sayfish Narwal
	Advisory Committee		6 Dr. Umesh Kumar W
	1 Dr. N.K.Dua (Chairperson)	hh	7 Dr. Suman
	2 Dr. Shalini Sharma (YRC Counsellor)	7	8 Sh. Harish Chander Hank
	3 Dr. Vikas Kumar (NCC Officer Boys)		9 Dr. Krishan Kumar
	4 Dr. Manasa Rai (NCC Officer Girls)	62	Anti Sexual Harashment Committee
	5 Dr. Suman (NSS Officer Girls)	+ , ,	1 Dr. Shalini Sharma (Convener)
	6 Sh. Harish Chander (NSS Officer Boys)	form,	
59	SC/BC and other Scholarship		3 Dr. Mamta Rani Mauls
	1 Dr. R.K.Bhaskar (Nodal Officer)		4 Dr. Umesh Kumar
	2 Dr. Shalini Sharma Swalch		5 Dr. Suman Sul
	3 Dr. Gurvinder Singh	63	Equal Opprtunity Cell & Committee
	4 Dr. Mamta Rani Mauls		for differently abled students
BE	5 Dr. Manasa Rai		1 Dr. Manasa Rai (Convener)
			3 Dr. Satish Narwal

(Dr. N.K.Dua)
Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr Manasa Rai Subject: English

Class/ Semester: B.A. I / 1st Semester

Commencement Date: 22-08-2022 Semester End Date: 14-12-2022

Session: 2022-23

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction to the syllabus	22-08-2022	22/08/22	1 1 =
2.	Introduction to the syllabus	23-08-2022	23 08 22	
3.	Chapter 1: Speech Sounds	24-08-2022	24/08/22	i i
4.	Speech Sounds	25-08-2022	25/03/22	
5.	Speech Sounds	26-08-2022	26 03 22	
6.	Speech Sounds	27-08-2022	27/08/22	
7.	Speech Sounds	29-08-2022	29/08/22	
8.	Transcription of Chapter 2:Choosing Our Universe	30-08-2022	30/08/22	
9.	Chapter 2:Choosing Our Universe	31-08-2022	31/08/22	
10.	Chapter 2:Choosing Our Universe	01-09-2022	01/09/22	
11.	Chapter 2:Choosing Our Universe	02-09-2022	02/09/22	
12.	Comprehension Exercise of Chapter 2:Choosing Our Universe	03-09-2022	03/09/22	-
	9		ı.	1

Reviewed by Rlall.

Date 7 . 9 . 2 2

Remarks 0/5

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13	Vocabulary of Chapter 2:Choosing Our Universe	05-09-2022	05/09/22	
14	Transcription of Chapter 3: Are Dams the Temple of Modern India?	06-09-2022	06/09/22	
15	Chapter 3: Are Dams the Temple of Modern India?	07-09-2022	07/09/22	
16	Chapter 3: Are Dams the Temple of Modern India?	08-09-2022	09/09/22	
17	Chapter 3: Are Dams the Temple of Modern India?	09-09-2022	10/09/22	i,
18	Chapter 3: Are Dams the Temple of Modern India?	10-09-2022	12/09/22	
19	Comprehension Exercise of Chapter 3: Are Dams the Temple of Modern India?	12-09-2022	13/09/22	=
20	Vocabulary of Chapter 3: Are Dams the Temple of Modern India?	13-09-2022	14/09/22	
21	Transcription of Chapter 4: The Generation Gap	14-09-2022	15/09/22	
22.	Chapter 4: The Generation Gap	15-09-2022	17/09/22	
23.	Comprehension Exercise of Chapter 4: The Generation Gap	16-09-2022	19/09/22	
24.	Vocabulary of Chapter 4: The Generation Gap	17-09-2022	20/09/22	. 1

Reviewed by Reall'

Date 22-9-22

Remarks OK

S.No./Lect. No.	Topic	Proposed Date	Act	ual D	ate	Remarks
25.	Transcription of Chapter 5: Wounded Plants	19-09-2022	21	09	22	
26.	Chapter 5: Wounded Plants	20-09-2022	22	109	122	
27.	Chapter 5: Wounded Plants	21-09-2022	24	1.	122	
28	Comprehension Exercise of Chapter 5: Wounded Plants	22-09-2022	27	09	122	
29.	Vocabulary of Chapter 5: Wounded Plants	24-09-2022	28	09	122	Talent Hu.

30.	Transcription of Chapter 6: Language and National Identity	27-09-2022	36/09/22	
31.	Chapter 6: Language and National Identity	28-09-2022	01 10 22	8
32.	Chapter 6: Language and National Identity	29-09-2022	03/10/22	
33	Comprehension Exercise of Chapter 6: Language and National Identity	30-09-2022	04/10/22	
34.	Vocabulary of Chapter 6: Language and National Identity	01-10-2022	06/10/22	# # B
35.	Transcription of Chapter 7: Playing the English Gentleman	03-10-2022	07/10/22	8 2 3 2 3 1
36.	Transcription of Chapter 7: Playing the English Gentleman	04-10-2022	08/10/22	. \

Reviewed by Rhall:

Date 12.10.22 Remarks 014

S.No./Lect.	Topic	Proposed	Actual Date	Remarks
No.		Date		
37	Vocabulary of Chapter 7: Playing the English Gentleman	06-10-2022	10/10/22	
38	Transcription of Chapter 8: Great Books Are Born of Great MInds	07-10-2022	11/10/22	
39	Chapter 8: Great Books Are Born of Great MInds	08-10-2022	12/10/22	13/10/22 (1
40	Chapter 8: Great Books Are Born of Great MInds	10-10-2022	14/10/22	10119
41	Comprehension Exercise of Chapter 8: Great Books Are Born of Great MInds	11-10-2022	15/10/22	
42	Vocabulary of Chapter 8: Great Books Are Born of Great MInds	12-10-2022	17/10/22	
43	Transcription of Chapter 9: The Responsibility of Young Men	13-10-2022	18/10/22	
44	Chapter 9: The Responsibility of Young Men	14-10-2022	219/10/22	
45	Chapter 9: The Responsibility of Young Men	15-10-2022	5 ' 1	
46	Comprehension Exercise of Chapter 9: The	17-10-2022	27/10/22	1 1

	Responsibility of Young Men	144	- U
47.	Vocabulary of Chapter 9: The Responsibility of	18-10-2022	
	Young Men	12	Z 28/10/22
48	Transcription of Chapter 10: Bharat Mata	19-10-2022	3 11

Reviewed by Platt'

Date 14-11-22 Remarks OK

S.No./Lect.	Topic	Proposed	Actual Date	Remarks
No.	* * * * * * * * * * * * * * * * * * *	Date		
49	Chapter 10: Bharat Mata	20-10-2022	329/10/22	5
50	Chapter 10: Bharat Mata	21-10-2022	3 11/10	
51	Comprehension Exercise of Chapter 10: Bharat	22-10-2022		
	Mata		(31/10/22	
52	Vocabulary of Chapter 10: Bharat Mata	26-10-2022	3	
53	The Noun	27-10-2022	7 63/11/22	
54	The Noun	28-10-2022	3	
55	The Noun	29-10-2022	04/11/22	
56	Subject Verb Agreement	31-10-2022	2 10/11/22	
57	Subject Verb Agreement	02-11-2022	3	
58	Pronouns	03-11-2022	2	
59.	Pronouns	04-11-2022	214/11/22	
60.	Pronouns	05-11-2022		. 1

Reviewed by Real!

Date 14.11.22 Remarks OK

S.No./Lect.	Topic	Proposed	Actual Date	Remarks
No.		Date		
61	Adjectives	07-11-2022	316/11/22	
62	Adjectives	09-11-2022	310111	
63	Adverbs	10-11-2022	2	
64	Adverbs	11-11-2022	217/11/22	
65	Adverbs	12-11-2022) '	
66	Verbs	14-11-2022	7 18/11/22	
67	Verbs	15-11-2022	5 11	

68	Verbs	16-11-2022	21/11/22
69	Prepositions	17-11-2022	7
70	Prepositions	18-11-2022	22/11/22
71	Prepositions	19-11-2022	527 122
72.	Conjunctions	21-11-2022	24/11/22

Reviewed by RLall,

Date 29.11.22 Remarks OK

S.No./Lect.	Topic	Proposed	Actual Date	Remarks
No.		Date		
73.	Interjections	22-11-2022	26 11 22	
74	Tenses	23-11-2022	7 28/11/22	
75	Tenses	24-11-2022	3 2911/22	-
76	Tenses	25-11-2022	7	
77	Tenses	26-11-2022	29 11 22	
78	Tenses	28-11-2022		
79	Prefix and Suffix	29-11-2022	201/12/22	
80	Prefix and Suffix	30-11-2022	3 01/12/22	
81	Revision	01-12-2022	7	- 7
82	Revision	02-12-2022	02 12 22	
83.	Revision	03-12-2022	3	
84.	Revision	05-12-2022	03 12 22	

Reviewed by RLale,

Date 6-12-22 Remarks OC

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Revision	06-12-2022	06/12/22	1.1
86	Revision	07-12-2022	08/12/22	07/12/22
87	Revision	08-12-2022	09/12/22	
88	Revision	09-12-2022	10/12/22	12/12/22
89	Revision	10-12-2022	13/12/22	14/12/220
90	Revision	12-12-2022	MACE	17/12/220
91	Revision	13-12-2022		
92	Revision	14-12-2022		. \

Reviewed by RLall Date 16.12.22 Remarks DK

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA PG COLLEGE KALANAUR (ROHTAK)



Increased Use of ICT