

**SAT JINDA KLAYANA COLLEGE, KALANAUR**  
**COMPOSITION OF IQAC FOR THE SESSION 2021-2022**

**Teaching Staff**

1	Dr. N.K.Dua, Principal & Chairperson, IQAC
2	Dr. R.K.Bhaskar, Coordinator, IQAC
3	Mrs. Urmil Dalal, Associate Professor in Geography
4	Dr. Sushma Sharma, Associate Professor in Psychology
5	Dr. Ritu Lall, Associate Professor in History
6	Dr. Gurvinder Singh, Assistant Professor in Mathematics
7	Dr. Poonam Adhlakha, Assistant Professor in Mathematics
8	Dr. Manasa Rai, Assistant Professor in English

**Administrative Staff**

1	Sh. Sanjay Kumar, Clerk
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**Students Representative**

1	Indu, Class B.Sc.III, Roll No. 1803602
2	Preeti, Class B.A.III, Roll No. 1801110
3	Varsha, Class B.A.III, Roll No. 18021117
4	Mousam, Class B.Com.III, Roll No. 1801802

**Management Representatives**

1	Sh. Bharat Bhushan Bathla, Bharat Glass Company, Jind Road, Rohtak
2	Dr. Aprana Batra, Associate Professor English, 154-Vijay Nagar, Bhiwani

**Alumni**

1	Sh. Gulshan Sharma, Shivaji Colony, Rohtak
2	Sh. Rajesh Khera, Chotta Panna, Kalanaur
3	Sh. Sant Lal Wadhwa, Main Bazar, Kalanaur

**Stakeholder and Community Representatives**

1	The Sarpanch, V & P.O. Jindran
2	The Sarpanch, V & P.O. Anwal

**Employers/Industrialists**

1	Sh. Manish Maggo, Maven Solar Pvt. Ltd., Rohtak
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**External Experts**

1	Professor G.L.Taneja, Registrar & Prof., Department of Mathematics, M.D. Univ., Rohtak
2	Dr. Rashmi Bajaj, Associate Professor in English (Retd.), Vaish College, Bhiwani
3.	Dr. Anil Kumar, Associate Prof. in Computer Science, Pt. N.R.S.G.C, Rohtak

(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC

(Dr. R.K. Bhaskar)  
Coordinator

# **SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113**

## **Proceedings of the meeting of IQAC held on 12<sup>th</sup> August, 2021 at 12.35 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)**

The following members were present :

1.	Dr. N.K.Dua	6.	Dr. Gurvinder Singh
2.	Dr. R.K.Bhaskar	7.	Dr. Deepa Juneja
3.	Mrs. Urmil Dalal	8.	Dr. Poonam Adhlakha
4.	Dr. Sushma Sharma	9.	Dr. Manasa Rai
5.	Dr. Ritu Lall	10.	Sh. Sanjay Kumar

### **Agenda Points :**

1. AQAR 2019-2020
2. Extra-Curricular Activities 2021-2022
3. PG Programmes 2021-2022
4. Any Other item with the permission of the Chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

#### **1. AQAR 2019-2020**

AQAR (2019-20) was discussed in the meeting with all the members of IQAC and NAAC Committee. All the points of AQAR were finalized and approved for the submission.

#### **2. Extra-Curricular Activities 2021-2022**

List of activities for the session 2021-2022 submitted by different societies/cells/departments / clubs was discussed, finalized and approved.

#### **3. PG Programmes**

In view of the permission granted by Director General Higher Education, Haryana, Panchkula to start P.G. Programmes (M.A Geography and M.Com.) from the academic session 2021-22, it was resolved that same may be forwarded to Governing Body for further instructions and necessary approvals.

**4. Any other item with the permission of the Chair**

On the suggestions from the members, it was resolved that :

- a) Some more value added courses may be started for holistic development of the students.
- b) For the coaching classes, it was decided unanimously that a centre for competitive examinations may be established. Dr. Mamta Rani voluntarily offered her services to look after the centre. She was authorized to indentify the team members and inform the Principal for constituting the committee.

The meeting ended with the vote of thanks to the chair.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K. Bhaskar)  
Coordinator

# SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113

## Proceedings of the meeting of IQAC held on 12<sup>th</sup> February, 2022 at 1.15 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)

The following members were present:

1.	Dr. N.K.Dua	5.	Dr. Gurvinder Singh
2.	Dr. R.K.Bhaskar	6.	Dr. Poonam Adhlakha
3.	Mrs. Urmil Dalal	7.	Dr. Manasa Rai
4.	Dr. Sushma Sharma	8.	Sh. Sanjay Kumar

### **Agenda Points:**

1. Discuss PB-IV grade of Dr. Deepa Juneja
2. Planning for next semester
3. Examination
4. Any Other item with the permission of the Chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

#### **1. PB-IV grade of Dr. Deepa Juneja**

Documents relating to the promotion case under CAS of Dr. Deepa Juneja, Assistant Prof. of Economics was checked and discussed. She was asked to make certain changes in the documents as per rules.

#### **2. Planning for next semester**

It was decided to invite requirements related to Labs and Library from the faculty members for the next semester for the smooth teaching-learning process.

#### **3. Examinations**

It was decided to get all the preparations done for the smooth conduct of forthcoming university examinations.

#### **4. Introduction of new Add on Course**

It was decided to introduce new add on course i.e TALLY PRIME with GST for commerce students in addition to already running courses.

The meeting ended with the vote of thanks to the chair.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K. Bhaskar)  
Coordinator

# SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113

## Proceedings of the meeting of IQAC held on 02<sup>nd</sup> March, 2022 at 1.00 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)

The following members were present:

1.	Dr. N.K.Dua	5.	Dr. Gurvinder Singh
2.	Dr. R.K.Bhaskar	6.	Dr. Poonam Adhlakha
3.	Mrs. Urmil Dalal	7.	Dr. Manasa Rai
4.	Dr. Ritu Lall	8.	Sh. Sanjay Kumar

### Agenda Points:

1. Discuss PB-IV grade of Dr. Deepa Juneja

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

### 1. PB-IV grade of Dr. Deepa Juneja

Dr. Deepa Juneja pay Band-IV case was discussed and few observations were found. It was decided to inform her about the observations/discrepancies found so that necessary rectification can be made.

The meeting ended with the vote of thanks to the chair.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K.Bhaskar)  
Coordinator

# SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113

## Proceedings of the meeting of IQAC held on 26<sup>th</sup> March, 2022 at 10.00 a.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)

The following members were present:

1.	Sh. Bharat Bhushan Bathla	8.	Mrs. Urmil Dalal
2.	Dr. Anil Kumar	9.	Dr. Sushma Sharma
3.	Sh. Manish Maggoo	10.	Dr. Ritu Lall
4.	Sh. Sant Lal Wadhwa	11.	Dr. Gurvinder Singh
5.	Dr. N.K.Dhwan	12.	Dr. Poonam Adhlakha
6.	Dr. N.K.Dua	13.	Dr. Manasa Rai
7.	Dr. R.K.Bhaskar	14.	Sh. Sanjay Kumar

### Agenda Points:

1. Promotion case (PB-IV) of Dr. Deepa Juneja
2. Review activities for the even semester of session 2021-22
3. DVV Process of A &A (SSR) by NAAC
4. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

### 1. Promotion case (PB-IV) of Dr. Deepa Juneja

Promotion case of Dr. Deepa Juneja (Pay Band-IV) was discussed and it was decided to forward the same to university for necessary action.

### 2. Review activities for the even semester

Due to improvement in COVID-19 pandemic situation, it was decided to advise the Heads/Incharges of Departments/Cells to review the activities to be organized for the even semester of session 2021-22. Heads/Incharges have already submitted the list of activities to be organized in the session 2021-22 in the beginning of this session.

### 3. DVV Progress of A &A (SSR) by NAAC

Principal Dr. N.K. Dua informed the house that DVV process of A & A has been started as college has submitted SSR on 14.03.2022. House was also informed that SSS has been successfully completed.

The meeting ended with the vote of thanks to the chair.

(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC

(Dr. R.K. Bhaskar)  
Coordinator

# **SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113**

## **Proceedings of the meeting of IQAC held on 24<sup>th</sup> June, 2022 at 2.00 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)**

The following members were present:

1.	Sh. Bharat Bhushan Bathla	9.	Dr. Sushma Sharma
2.	Sh. Gulshan Sharma	10.	Dr. Ritu Lall
3.	Sh. Sant Lal Wadhwa	11.	Dr. Gurvinder Singh
4.	Sh. Manish Maggu	12.	Dr. Deepa Juneja
5.	Dr. Anil Kumar	13.	Dr. Poonam Adhlakha
6.	Dr. N.K.Dua	14.	Dr. Manasa Rai
7.	Dr. R.K.Bhaskar	15.	Sh. Sanjay Kumar
8.	Mrs. Urmil Dalal	16.	Mousam, B.Com.III,R.No.1801802

### **Agenda Points:**

1. Admission of UG/PG classes for the session 2022-2023
2. Requirements for Lab items, Library Books etc. for the session 2022-2023
3. Maintenance of Building
4. Renovation of Boys Toilet
5. NAAC Peer Team visit
6. Proposal for Seminars/Workshops
7. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one and discussed in detail and following decisions were taken unanimously. .

#### **1. Admission of UG/PG classes for the session 2022-2023**

It was decided to make more efforts to increase the strength of students in UG/PG classes.

#### **2. Requirements for Lab items, Library Books etc. for the session 2022-2023**

It was decided to invite the requirements for Lab. equipments, Library books and other requirements from the faculty for the academic session 2022-2023.

#### **3. Maintenance of Building**

It was decided to get the maintenance of building done before the commencement of classes.

#### **4. Renovation of Boys Toilet**

Keeping in view the condition of Boys Toilet, it was decided to renovate it completely.

#### **5. NAAC Peer Team visit**

Dr. Naresh Kumar Dua informed the house that DVV process is likely to be finished soon and we can plan the preparations for NAAC Peer Team visit.

## **6. Proposal for Seminars/Workshops**

It was decided to invite proposals from faculty members for Seminars/Workshops for the session 2022-2023

The meeting ended with the vote of thanks to the chair.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K. Bhaskar)  
Coordinator



# **SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113**

## **Proceedings of the meeting of IQAC held on 04<sup>th</sup> August, 2022 at 2.00 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)**

The following members were present:

1.	Dr. N.K.Dua	6.	Dr. Gurvinder Singh
2.	Dr. R.K.Bhaskar	7.	Dr. Deepa Juneja
3.	Mrs. Urmil Dalal	8.	Dr. Poonam Adhlakha
4.	Dr. Sushma Sharma	9.	Dr. Manasa Rai
5.	Dr. Ritu Lall	10.	Sh. Sanjay Kumar

### **Agenda Points:**

1. Commencement of Teaching for the session 2022-2023
2. Academic and Activities Calendar for the session 2022-2023
3. NAAC Peer Team visit
4. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

### **1. Commencement of Teaching for the session 2022-2023**

Dr. Naresh Kumar Dua informed the house that teaching work is to commence from 16.08.2022 and 22.08.2022 for UG 2<sup>nd</sup> & 3<sup>rd</sup> year and UG 1<sup>st</sup> year respectively. It has been decided to ensure that admission process should keep on going smoothly.

### **2. Academic and Activities Calendar for the session 2022-2023**

It has been decided to prepare academic and activities calendar for the session 2022-2023. All head/incharges of departments/cells will be asked to submit the list of activities (to be organised in odd and even semesters of this session) to the members of Cultural Committee.

### **3. NAAC Peer Team Visit**

Principal Dr. Naresh Kumar Dua informed the house that SSR submitted by college has prequalified for the NAAC Peer Team visit and all preparations related to the visit should be made.

The meeting ended with the vote of thanks to the chair.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K. Bhaskar)  
Coordinator

**ACTION TAKEN REPORT FOR THE SESSION 2021-2022**

The decisions taken by IQAC during the various meetings held under the chairpersonship of IQAC, Dr. Naresh Kumar Dua were implemented in letter and spirit. The following major decisions were implemented :

1. Maintenance work of Building was completed before the commencement of classes for the session 2022-23.
2. Renovation of Boy's Toilet was completed as planned.
3. Promotion of Dr. Deepa Juneja was forwarded to university for necessary action.
4. AQAR for the session 2019-20 was submitted to NAAC.
5. New Add on Course named 'Tally Prime with GST' was introduced and successfully completed
6. New PG programmes (M.Com & M.A. Geography) as planned were introduced.
7. Self Study Report for A & A was completed and submitted to NAAC.



(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC



(Dr. R.K. Bhaskar)  
Coordinator