

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)

No.

Dated:

MINUTES OF IQAC MEETING ON 14- AUG-2024

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 14-Aug-2024.

In the beginning of the meeting, minutes of the previous meeting held on 12-04-2024 and action taken plan was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Action Taken Plan of The Previous Meeting Held On 12-04-2024.

- As decided in the previous meeting, the Academic & Administrative Audit (AAA) of RGGC, Saha got successfully conducted on 16 April, 2024.
- The Mid Term examinations for the students were got conducted in April 2024.
- As decided, Convocation was organized on 03 Aug, 2024.
- Staff was duly informed regarding the provision of two duty leaves in one academic year.
- Two MOU's were signed by the College.

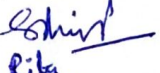

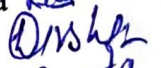


The Following Points were Discussed and Decided


1. It was discussed by members that composition of IQAC has been done as per the guidelines mentioned in the letter no. 9/4- 2024 Stat NAAC, dated 31-05-2024, received from office of Hon'ble additional Chief Secretary, Haryana, Higher Education, Chandigarh and UGC.
2. A proposed Strategic/ Development & Proposed Academic Calendar for the session 2024-25 was discussed by the IQAC for the development of College.
3. The proposed lesson plans were submitted by the teaching staff members of their allotted subjects for odd semester of session 2024-2025. Lesson Plans were uploaded on College website and Notice boards for the students.
4. Regarding NSS & NCC enrollment, it was decided that enrollment of NSS volunteers will be as per the guidelines & schedule received from KUK. As far as the NCC enrollment is concerned, a tentative enrollment of 25-30 students will be made before the receipt of letter from NCC Battalion, Ambala.
5. Regarding proctorial duties, it was decided to depute more staff at ground floor including canteen. The staff who arrives approximately 9:30 a.m. will be deputed at ground floor to maintain discipline.
6. It was decided to send the letter in next week to DHEO, Ambala to meet the workload in the subject of Punjabi.
7. An Anemia & Dental Checkup Camp will be conducted under Women & Development Cell.

8. As per the letter received from KUK, it was decided that a Talent Search Competition will be organized in the end of September 2024.
9. An Introductory extension Lecture will be organized under IPR Cell.
10. Regarding Mid Term examinations, it was decided to conduct in the month of September/ October. As far as the matter of answer sheets is concerned, a mentor class will be organized to inform the students to purchase answer sheets at their own level and get these stamped & signed from the invigilator before starting of exam.
11. It was decided that depending upon the Sports Grant, the annual Sports Meet will be organized in the month of October, 2024/ Feb, 2025.
12. It was decided to send the proposal to the office of Hon'ble Director General Higher Education for getting permission to organize Seminar.
13. Regarding submission of AQAR report on NAAC portal, it was decided to collect the data at the end of October, 2024 from all the Criteria Incharges, so that the AQAR report can be submitted without any delay before 31 Dec, 2024.
14. It was decided to verify the API cases of the staff members. The IQAC will inform the staff members to submit their API cases of the session 2023-24 for verification.
15. After discussion, it was decided to convert room no. 105 into smart class room.
16. On the request of Department of Commerce, it was decided to allot room no. 302 to M. Com- Final year.

After the thorough discussion, the meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Chairperson Madam Renu Rishi.

Internal Quality assurance Cell

1. Sh. Satpal Singh 
2. Ms. Ritu Sharma 
3. Dr. Darshan Lal 
4. Ms. Savita Rani 
5. Dr. Sukhbir Singh 


Chairperson-cum-Principal
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)

No.

Dated:

MINUTES OF IQAC MEETING ON 28- NOV.-2024

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 28-Nov-2024.

In the beginning of the meeting, minutes of the previous meeting held on 14-08-2024 and action taken plan was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Action Taken Plan of The Previous Meeting Held On 12-04-2024.

- As per the guidelines mentioned in the letter no. 9/4- 2024 Stat NAAC, dated 31-05-2024, received from office of Hon'ble additional Chief Secretary, Haryana, Higher Education, Chandigarh and UGC, IQAC has been constituted.
- The proposed lesson plans were submitted by the teaching staff members and were uploaded on College website and Notice boards for the students.
- NSS & NCC enrollment was done as per the guidelines received from KUK and NCC Battalion, Ambala.
- Letter was sent to the DHEO, Ambala for the requirement of the teaching staff to meet the additional workload and one teacher each in Computer Science, Botany and Zoology received from GC Ambala Cantt for the student welfare.
- An Introductory extension Lecture was organized under IPR Cell.
- As decided Mid Term Examinations, were got conducted on 21-24 Oct, 2024.
- Talent Search Competition was organized on 12-13 Sep, 2024
- An Anemia & Dental Checkup Camp was organized under Women & Development Cell.
- Letter was sent to the office of Hon'ble Director General Higher Education for getting permission to organize Seminar, permission was received for the same.
- API cases of the staff members for the session 2023-24 got verified by the IQAC committee.
- As per request received from Department of Commerce, room no. 302 in top floor was allotted to M. Com- final year.
- Regarding AQAR for the session 2023-24, a notice was circulated to all the criteria incharges and staff members to collect the data as per the AQAR manual.

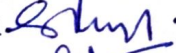


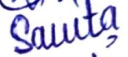

In view of letter no. KW170005/7-20274 NPE (2) received from office of Principal Secretary to Govt. of Haryana and Director General Higher Education Haryana regarding permission to organize One day National Seminar to RGGC, Saha, The Following Points were Discussed and Decided


1. It was decided to organize the National Seminar at the end of the January 2025.

2. In view of the Proposed seminar, dates will be fixed regarding Abstract submission and full paper submission in the month of January, 2025.
3. As per the discussion held among the members of IQAC, it was decided to publish an edited book with valid ISBN number, all the paperwork will be completed regarding publication of edited book.
4. It has decided to complete the necessary requirement of Internal assessment and practical Examinations of Non- NEP students before starting of KUK final Exams.
5. It was decided to submit the AQAR for the session 2023- 24 before 31 Dec, 2024.
6. In view of guidelines received from Kurukshetra University, Kurukshetra, it was decided to appoint one Deputy Superintendent each for morning and Evening Session.
7. For the safety of girl students, deputy superintendent for evening session will be decided among female staff members.

After the thorough discussion, the meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Chairperson Madam Renu Rishi.

Internal Quality assurance Cell

1. Sh. Satpal Singh 
2. Ms. Ritu Sharma 
3. Dr. Darshan Lal 
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Chairperson- cum- Principal
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)

No. **8214**

Dated: **25-02-2025**

**MINUTES OF THE IQAC MEETING HELD ON 25-FEB-2025
SESSION: 2024-25**

A meeting of Internal Quality Assurance Cell (IQAC) with all Internal and External members was held in the Conference Hall of the college under the chairmanship of the Principal Ms. Renu Rishi on 25-Feb-2025 at 11:00 a.m.

At the beginning of the meeting, **Madam Principal, Ms. Renu Rishi** welcomed all the external members including **Mr. Jagmohan Choutani, Senior Journalist & Social worker** as nominee from local society, **Mr. Jang Bahadur Chaudhry, Jagson Scientific Industry, Ambala Cantt** as nominee from local industrialist, **Sh. Moti Prasad ji** as nominee from parents, **Mr. Sukhbir Singh, Joint Secretary, Alumni Association, of RGGC, Saha**, **Mr. Tarun Aggarwal** as Alumni nominee and **Ms. Rajni, Mr. Sushil, B.A.-II student** and **Mr. Ankit, B.A.-III** as nominee among students.

This was the first meeting of newly constituted IQAC for the session 2024-25, Madam Principal introduced all external members to the college by sharing vision and mission of the college. As the external members are visiting first time the college, IQAC Co-Ordinator, Ms. Ritu Sharma shared PowerPoint presentation of some of the glimpses and achievements of the college. After that, the agenda of the meeting was presented before all the IQAC members. In view of the benefits of the students, sustainable development of the institution and need of the hour, the points of the agenda were thoroughly discussed by the all the Internal & External members of IQAC. With the approval of members of IQAC, the following points of agenda were decided and approved: -

STAFF REQUIREMENT

1. Regarding shortage of Teaching Staff in the subject of Botany, Zoology, Computer Science, Hindi & Punjabi, it was decided that demand will be sent to the District Higher Education Officer- cum- Principal, Ambala City and staff will be arranged from nearby Govt. Colleges of Ambala.
2. As far as the shortage of ministerial staff is concerned, the demand letter will be sent to the office of Hon'ble Director General Higher Education, Panchkula for this.

PROPOSED PLAN UNDER NSS

As the enrollment of NSS volunteers was already done as per the guidelines and activities are organized by the NSS cell of the college as per the schedule. The following points were approved regarding NSS.

1. One camp of seven days and three camps of one day each will be organized in campus.

2. As the village Saha was adopted under NSS, more villages will be adopted for NSS
3. Awareness camps regarding Drug Awareness, Tree plantation, Road Safety, Cyber Security will be conducted.
4. Rally on Road Safety, Nukkad Natak on Drug Awareness and Cleanliness drive will be conducted as outreach activities with students

PROPOSED PLAN UNDER NCC

As the enrollment of NCC cadets was already done as per the guidelines and activities are conducted as per schedule. Regarding NCC, it was decided and approved that.

1. NCC cadets will be provided mentorship for the written exams conducted for the armed forces.
2. The practice session and drill of the NCC cadets will be organized between 08:00 am to 09:00 am and 2:30pm to 4:00 pm in the college, so that the study hours may not affect.

PROPOSED PLAN UNDER WOMEN CELL

In view of growth, development, health, hygiene and safety of female students under women cell, activities are organized since the beginning of the session. As the grant under women cell is received on 22 Nov, 2024. The following activities are approved to be conducted under women cell.

1. A self-defense workshop will be organized for the girl students under women cell.
2. An anemia and Health Checkup camp will be organized.
3. Awareness lecture on Health and Hygiene will be conducted.
4. One day Seminar- cum- workshop will be organized for enhancing beauty and makeup skills.
5. An art & Craft workshop will be conducted for the girls

PROPOSED PLAN UNDER SPORTS/ YOGA & MEDITATION

In the category of Sports, students have participated and won in various inter college competitions organized at Sports Complex, Kurukshetra University, Kurukshetra. For the benefit of students, the following points under Sports, Yoga & Meditation category are discussed and approved: -

1. One Yoga Camp on monthly basis will be conducted under Yoga & Meditation Club/
2. For the training and practice of the students, a Trainer will be hired so that the students can participate in various inter College competitions.

PROPOSED PLAN UNDER CULTURAL CELL

As the students of Rajiv Gandhi Govt. College, Saha have participated and scored prizes in the cultural events in Youth Festival organized at zonal level and Inter-zonal. Still, in view of the improvement and interest of students in literary competitions, the following points were discussed and approved: -

1. Extension lecture will be organized for the preparation of various literary items.

2. A workshop will be organized for the preparation of students in playing musical instruments and singing.

PROPOSED PLAN UNDER ECO CLUB

Under the Eco Club of the college, the following points were approved:

1. Awareness lectures and competitions will be organized under Eco Club.
2. Composting and fertilizing will be done for the maintenance of the plants.
3. Seasonal Flowering plants will be purchased for the beautification of the campus.
4. Repair and Maintenance of Rain water Harvesting System and De- Composting pits will be done (Whenever required)

PROPOSED PLAN FOR THE SUCCESSFUL IMPLEMENTATION OF NEP-2020

1. As internship of the students is the essential requirement, it was decided and approved that all the guidelines will be followed for the internship of the students as mentioned in the ordinance of Kurukshetra University, Kurukshetra.
2. MOUs with local industries of Saha and Collaborations with other align Departments like Krishi Vigyan Kendra, Tepla, Govt. ITIs, Nehru Yuva Kendra, Ambala will be signed for the internship of the students.

PROPOSED PLAN FOR THE INTERNAL ASSESSMENTS & MID TERM EXAMS.

1. Regarding Internal Assessment and Mid Term Exam, it is decided and approved by the IQAC that KUK guidelines will be followed. However, for the larger benefit of the students, it is also decided that if any student remains absent from Mid Term Exam due to unavoidable reason/ any genuine reason, his/ her exam will be re-conducted by the concerned subject teacher.
2. Regarding long absence of the students or irregular in the classes, the students will be tried to contacted/ counselled through sending personal letter or over telephone/ WhatsApp groups. If the absence continues then three warnings with the gap of one week will be issued to the students for their short attendance. Failing upon this, their names will be struck off from the college roll.

However, the student can apply for re- admission as per norms by submitting fee of Rs. 500/- in each semester of an academic session.

PROPOSED PLAN UNDER PLACEMENT CELL/ IPR & E.D.

Under Placement Cell/ Intellectual Property Right Cell and Entrepreneurship Development Cell, activities and extension lectures were conducted it was decided and approved that

1. Extension lectures will be organized for the awareness of the students under Entrepreneurship Development and Intellectual property rights Cell.
2. A workshop is to be conducted for the preparation of competitive exams.
3. Students will be taken to participate in various job fairs for getting job opportunities.

RESEARCH CONTRIBUTION OF FACULTY

It is decided and approved in the IQAC meeting that

1. Faculty members will apply for minor research projects to the UGC to enhance the quality of research in the institution.
2. An edited book will be published out of selected research papers with valid ISBN no. necessary requirements for this purpose will be fulfilled.
3. Faculty members will be motivated to participate in various International Conferences sponsored by ICSSR.
4. With the permission of IQAC members and chairperson, it is approved that registration fee for attending Orientation/ Refresher/ Short Term Course will be re-imbursed to the faculty members.

QUALITY INITIATIVES BY IQAC



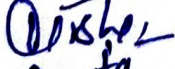



In view of quality initiative taken for the college, the IQAC advised that

1. More MOUs and Collaboration will be signed for the development of the college.
2. Alumni meetings will be arranged for their valuable suggestion and financial contribution.
3. Annual College magazine be published by the end of April 2025.
4. Feedback from students, parents, alumni and staff will be taken for the improvement of the college and benefit of the students.

IN ADDITION TO THE ABOVE, THE FOLLOWING SUGGESSTIONS WERE ALSO GIVEN BY THE MEMBERS OF IQAC

1. It was suggested that college achievements should be put on social media handles of the college, by making short video clips of students.
2. It was suggested that before organizing nuked natak, an announcement should be made in the village where it is conducted.
3. IQAC suggested that it will be good for the students to sign more MOUs with local industries for internships.

SIGNATURE OF INTERNAL MEMBERS OF IQAC

1. Ms. Ritu Sharma, 
(IQAC Co-Ordinator)
2. Sh. Satpal Singh 
3. Dr. Darshan Lal 
4. Ms. Savita Rani 
5. Mr. Ranbir Singh 
6. Mr. Satish Kumar, 
(Deputy Supdt. -Office)

SIGNATURE OF THE MEMBERS OF IQAC

1. .Sh. Jagmohan Choutani, Senior Journalist
& Social worker, Saha (Local Society Nominee)

2. .Mr. Jang Bahadur Chaudhry,
Jagson Scientific Industry, Ambala Cantt
(Nominee from local Industrialist)

3. Sh. Moti Prasad (Parent- Nominee)

4. Mr. Sukhbir Singh, Joint Secretary, Alumni Association

5. Mr. Tarun Aggarwal (Alumni Nominee)

6. Ms. Rajni, B.A.-II, (Student Nominee)

7. Mr. Ankit, B.A.-III, (Student Nominee)

8. Mr. Sushil B.A.-II (Student Nominee)

PRINCIPAL-CUM-CHAIRPERSON

Principal

Rajiv Gandhi Govt. College
Saha(Ambala)

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Rajni

Ankit

Sushil

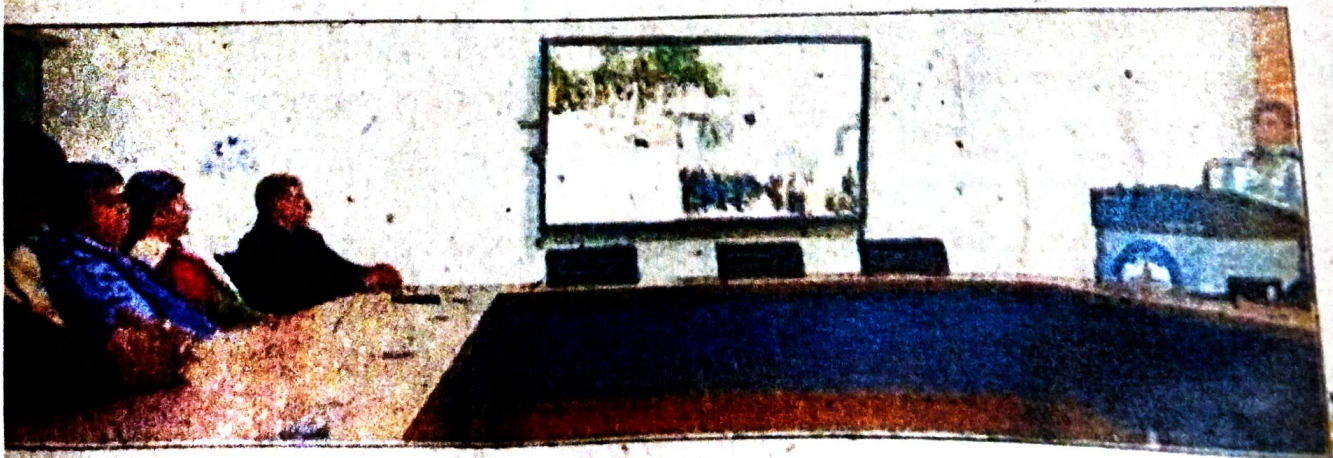
महाविद्यालय विकास के लिए योजनाबद्ध कार्य जरूरी : रेणु ऋषि

साहा, 25 फरवरी (चौटानी): राजीव गांधी राजकीय महाविद्यालय साहा में आंतरिक मूल्यांकन प्रकोष्ठ की वार्षिक मीटिंग सम्पन्न हुई। इसमें महाविद्यालय के सभी आंतरिक सदस्यों के साथ-साथ महाविद्यालय के अन्य सभी हित धारकों ने भी भाग लिया।

उच्चतर शिक्षा विभाग के नियमानुसार आंतरिक मूल्यांकन प्रकोष्ठ की इस मीटिंग में महाविद्यालय के विकास कार्यों की समीक्षा की गई और सभी सदस्यों ने आगामी विकास हेतु सुझाव प्रामाणिकता से दिए गए।

प्राचार्य रेणु ऋषि ने सभी सदस्यों के महाविद्यालय पहुंचने पर स्वागत किया। मीटिंग में महाविद्यालय से सम्बंधित महत्वपूर्ण मुद्दों पर चर्चा की गई। अंत में आई.क्यू.ए.सी. को-ऑर्डिनेटर ऋतु शर्मा द्वारा सभी सदस्यों का धन्यवाद ज्ञापन किया।

मीटिंग में महाविद्यालय के सीनियर स्टाफ सदस्यों के साथ साथ मुख्यतौर पर जंग बहादुर, जगमोहन, मोती प्रसाद, पूर्व छात्र सुखबीर सिंह और तरुण अग्रवाल शामिल हुए। इसके अतिरिक्त सुशील, रजनी तथा अंकित बतौर विद्यार्थी प्रतिनिधि सम्मिलित हुए।



ठक में उपस्थित सीनियर स्टाफ सदस्य व अन्य।

(चौटानी)

No.

Dated:

MINUTES OF IQAC MEETING ON 14-MAY-2025

A meeting of the members of Internal Quality assurance Cell of Rajiv Gandhi Govt. College, Saha was held in the Principal office under the Chairmanship of worthy Principal, Ms. Renu Rishi At 2:00 pm on 14- May, 2025.

In the beginning of the meeting, a brief report of previous meeting held on 25-02-2025 was discussed by the Co-Ordinator Ms. Ritu Sharma before the IQAC members.

Report of the Previous Meeting Held on 25-02-2025.

- The IQAC meeting held on 25-02-2025 was attended by all the Internal and External members of IQAC except Dr. Veena, Deputy Director, as Nominee of Hon'ble Director General Higher Education.
- After a formal welcome by Chairperson- cum-Madam Principal, the agenda of the meeting was presented through PowerPoint Presentation by Ms. Ritu Sharma, IQAC Coordinator.
- All the points of agenda including Staff requirement, proposed plans under NSS, NCC, Women Cell, Sports & Cultural Cell, Eco Club were thoroughly discussed with the External members of IQAC.
- In addition to the above, points regarding successful implementation of NEP-2020, Research Contribution by Faculty members were also discussed by the IQAC members.
- Along with discussion on various matters, problems faced by the college is also presented for discussion in front of External members of IQAC.
- After thorough discussion, External IQAC members provided their suggestions regarding Internship of the students, MOU's for the internship and other areas of the college.

After the report, the following points were discussed and decided: -

- 1) Regarding Internship of the Students under NEP-2020, it is decided to sign MOU's with industries located in **HSI IDC (HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION), SAHA.**
- 2) It is decided to get the second Edition of Annual College Magazine, "**Gyananjani**" published before the end of May 2025.
- 3) Regarding Enrollment of more students in new academic Session 2025-26, it is decided to promote the courses offered in Rajiv Gandhi Govt. College, Saha through placing Hoardings at prominent places displaying relevant information about courses offered by the college and by circulating pamphlets of important information.
- 4) It is decided to inform the staff members to complete all the necessary requirements of conducting VIVA / Practical and Internal Assessment of all the courses before starting of Even semester Examination schedule of NEP- UG & PG classes.

- 5) In view of guidelines received from Kurukshetra University, Kurukshetra, it was decided to appoint one Centre Superintendent & Deputy Superintendent each for morning and Evening Session.

The meeting was ended with the vote of thanks by the members of Internal Quality assurance Cell to the worthy Chairperson Madam Renu Rishi.

Internal Quality assurance Cell

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2. Ms. Ritu Sharma
3. Dr. Darshan Lal
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Satpal Singh
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Sukhbir Singh

Renu Rishi
Chairperson- cum- Principal

Principal

Rajiv Gandhi Govt. College

Saha(Ambala)