

Minutes of the Meeting

Date: 23 July 2025

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 23 July 2025 to discuss matters related to quality assurance and academic planning for the academic session 2025-2026.

The following agenda items were taken up for discussion:

1. AQAR (2024-2025): All points related to the filling of the Annual Quality Assurance Report (AQAR) for the session 2024-2025 were discussed in detail. The Criteria-wise duty for the compilation and uploading of data on the NAAC portal was prepared as mentioned below:

Criterion 1 → Dr. Mange Ram, Dr. Rashmi

Criterion 2 → Ms. Monika, Dr. Rekha

Criterion 3 → Ms. Seema, Dr. Sangeeta

Criterion 4 → Mr. Satish Kumar, Dr. Paramjeet

Criterion 5 → Dr. Ritu (Commerce), Dr. Meena

Criterion 6 → Mr. Krishan, Mr. Satender

Criterion 7 → Dr. Priti, Dr. Nectu

Component of Part A → Dr. Sunil Chauhan, Dr. Anil Kumar, Dr. Minakshi

An official order is required to be issued at the earliest to communicate the information to the staff assigned duties. The tentative date for the uploading of data is decided as 15 October 2025.

2. AISHE Data Collection: The DCF for AISHE Survey (Survey Year 2024-25) years 2024-25 was discussed in detail. The duties of the

IQAC members were accordingly assigned for the collection of data from the concerned person as per the prescribed format, which is mentioned below.

Data: Student Enrollment → Dr. Minakshi
Scholarship Data → Dr. Ritu
Financial Income → Mr. Satish Kumar
& Expenditure Detail
Placement Cell → Ms. Monika
Examination Result → Dr. Paiti
Staff detail → Mr. Krishan Kumar.

An official order is required to be issued at the earliest to communicate the information to the concerned person(s) responsible for providing accurate data to the above mentioned members. The last date for the submission of data will be 30 August, 2025.

Compilation and Verification of data → Dr. Anil Kumar, Dr. Minakshi

3. Submission of APAR : It was decided in the meeting (Session 2024-25) that all regular faculty members be informed to submit the duly filled APAR for the session 2024-25 so that it may be verified by the IQAC well in time.

The last date for submission of APAR was finalized as 30 September 2025.

4. Academic Calendar (2025-2026): The Academic Calendar to be followed for all UG and PG Programs for the academic session 2025-26, was finalized.

5. Activity Calendar (2025-2026) : It was decided that the activity calendar for the academic session 2025-2026 shall be finalized by Dr. Ritu (Commerce) and Dr. Priti after collecting proposed activities with tentative dates from all departments/cells.

5. Institutional Development Plan : (2024-2025) The status regarding filling of information on the IOP module of Department of Higher Education, Haryana was examined and the responsibility for completion of the work at the earliest was assigned to the Nodal Officer.

1. IOPAC
Amit
23/07/2025

2. Nishikanta
23/07/2025

3. Anshu

4. [Signature] 24/7/25 (On C-2 on dated 23/07/2025)

5. [Signature] 23/07/25

6. [Signature]

San
Santosh

Minutes of Meeting

Date : 22 August 2025

A meeting of IOAC was held on 22 August 2025 in connection with the following :

Approval of Proposal for FDP

A detailed discussion was held on the proposal submitted by the Department of Commerce for IOAC approval in respect to organize faculty development program (FDP) during the academic session 2025-2026. It was suggested that certain modifications be incorporated in the proposal prior to its submission to the Higher Education Department for financial assistance and administrative approval. For example, the Faculty Development Programme should be of at least five days' duration to be eligible for benefits under CAS promotions. It was decided that proposals for the organizations of FDPs, seminars, workshops and conferences may be from other departments of the College that are interested in conducting such programmes.

IOAC

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22/08/2025

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22/8/25

2. Munishw
22/08/2025

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3. [Signature]

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[Signature]

Report of IQAC Meeting

Date: 06/09/2025

A meeting of IQAC in connection with the approval of the proposal of FDP/Seminar/ Conference/ Workshop received from the following departments was organized on 06.09.2025 at 11:15 a.m.

- 1) Department of Commerce
- 2) Department of Mathematics
- 3) Department of Geography and Pol. Science.

After the deliberate discussion, the IQAC approved the proposal of Five days FDP, Two days National Conference and One day National Seminar submitted by Department of Commerce, Mathematics, Geography & Pol. Science respectively and recommended to forward these proposals to Director Higher Education Haryana for their permission and financial assistance to organize the aforementioned program during the session 2025-26. Furthermore, the approval is subject to the condition that the program must be organized as per the directions issued by Director General Higher Education Haryana time to time in respect of the following:

- 1) Honorarium to resource person
- 2) T.A./D.A. for resource person
- 3) T.A./D.A. to participants.
- 4) Tea and Lunch
- 5) Boarding & Lodging
- 6) Miscellaneous expenditure (stationary, hospitality and printing of material etc.)
- 7) The number of participants.

IQAC

1. Pruthi
06/09/2025
2. Pruthi
06/09/25
3. Pruthi
4. Pruthi
5. Pruthi
06/09/2025
6. Pruthi
7. Pruthi
06/09/25

Pruthi
06/09/25
Principal

Office of the Principal Sir Chhotu Ram Govt. College For Women Sampla

Minutes of the IQAC Meeting held on 11-10-2025

Agenda: The purpose of the meeting was to discuss the preliminary plan and to assign responsibilities for preparing a comprehensive blueprint of the Silver Jubilee Celebration (25th Year) of the college including the schedule of activities, formation of committees, and preparation of the list of invited guests.

Following points were discussed:

1. The IQAC was entrusted with the task of preparing a provisional blueprint for the Silver Jubilee celebration. The blueprint will include the step-by-step programme schedule, proposed activities, and details of the main celebration day.
2. Members discussed possible activities to be included as part of the year-long and main-day celebrations such as Cultural activities, Publication of a Silver Jubilee Souvenir, Felicitation ceremony for retired and distinguished faculty, Address by alumni and eminent guests, Lunch.
3. It was decided that the detailed schedule will be drafted by IQAC and shared in the next meeting for approval.
4. To ensure smooth execution, it was decided to form various committees such as: Organizing Committee, Reception and Hospitality Committee, Stage and Decoration Committee, Cultural Committee, Documentation and Souvenir Committee, Publicity and Media Committee
5. The Principal advised that a tentative list of invited guests be prepared, including: Eminent educationists and dignitaries, Former Principals and faculty members, Alumni achievers, Local government officials and community representatives etc.

The list will be reviewed and finalized once the dates and budget are confirmed.

The IQAC will prepare and submit the provisional plan and draft programme schedule for approval in the next review meeting.

Committee Members

1. Dr. Anil
2. Dr. Minakshi
3. Sh. Satish Kumar
4. Mr. Krishan Kumar
5. Dr. Ritu (Comm.)
6. Mrs. Seema Ranga
7. Mrs. Monika
8. Dr. Priti Kumari

Anil
Minakshi
Satish Kumar
Krishan Kumar
Ritu
Seema Ranga
Monika

Seen
Santosh

Minutes of the Meeting

15 October 2025 at 12:30 PM.

A meeting of the Internal Quality Assurance Cell (IQAC) was conducted on 15-10-2025 in Online mode for finalizing the blueprint of the silver jubilee Celebration. The agenda focused on discussing the draft blueprint, covering aspects such as fixation of the main celebrative date, event overview, step-by-step planning, pre-event activities, the main day program, special highlights and budget outlines.

The members deliberated on the proposed framework and suggested necessary refinements to enhance the effectiveness and inclusiveness of the celebration. It was decided that the blueprint would be revised in accordance with the suggestions made during the meeting and including the point communicated by the principal madam. After the revision, the final version of the blueprint shall be prepared and submitted to the competent authority for approval.

IQAC
 1. Asst
 07/10/2025

4. by

2. Minister
 15/10/2025

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 Santosh

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Minutes of the Meeting

Date: 03/11/2025

A meeting of IOAC was held on 03.11.2025 to discuss on the following points:

1. Awards to Women achievers on 8th March 2026 on the occasion of International Women's Day.
2. Conduct of Seminars to celebrate the 350th birth anniversary of Shri Guru Tegh Bahadur Ji

After the deliberate discussion on the aforementioned point it was decided that

- a. The information regarding the women achievers award on the International Women's Day organized by the Women & Child Development Department Haryana shall be circulated among the women employee of the college through official whatsapp group of College.
- b. Interested and eligible women employees shall submit their names to IOAC along with supporting documents latest by 20 November 2025.
- c. The Department of History will organize this seminar in collaboration with IOAC. The Department may involve IOAC members in the organizing committee to ensure proper planning and systematic execution of the event.
- d. The theme of the seminars should be focused on the life, teaching, sacrifice and historical significance of Shri Guru Tegh Bahadur Ji.
- e. A detailed programme schedule, Brochure may prepared by coordinating with IOAC. The IOAC

- is committed for academic, administrative or logistical support for the smooth conduct of the event.
- f. Eminent Historian may be invited as Keynote/resource person. The program will be organized as per the SOP of the Department regarding seminar/workshop/National Conference etc.
 - g. Considering the silver jubilee celebration of college the date for organizing the seminar is fixed as 21 November 2025.
 - h. A detailed report of the event along with photograph and supporting documents will be submitted by Department of History to Director Higher Education Haryana by intimating to IOAC.

The decision was taken in respect of the conduct of seminar in the presence of HOD History in the meeting.

IOAC.

1. Adil
03/11/2025

4. Manoj
31/11/25

2. Manish
03/11/2025

5. [Signature]

3. [Signature]

6. [Signature]

H.O.D
History

[Signature]
Theeraj
08/11/2025

[Signature]
Seen
Santosh

Minutes of Meeting

Date: 01 December 2025

A meeting of IQAC with Department of Mathematics was held on 1 December 2025 in connection with the smooth conduct of two days National Conference on "Recent Advancement in Mathematical Sciences and Applications" as approved by the Department of Higher Education Haryana, Panchkula. The following decision were taken in the meeting:

1) The event will be organized by Department of Mathematics in Collaboration with IQAC. The brochure to disseminate the information in public domain, will be prepared by incorporating the following:

(a) The tentative dates will be as under:

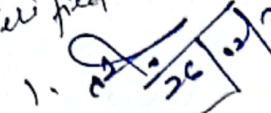
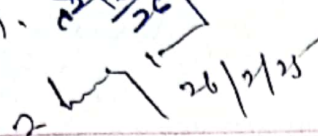
Release of brochure (Deadline): 17 December

Abstract Submission (Deadline): 05 January 2026

Full length paper (Deadline): 17 January 2026

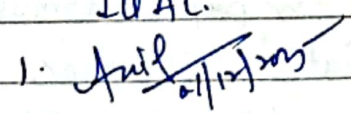
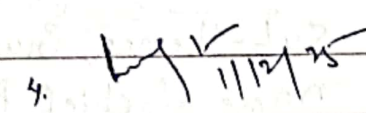
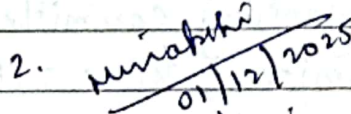
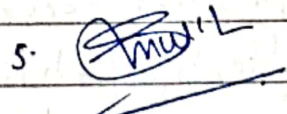
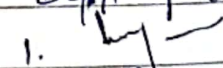
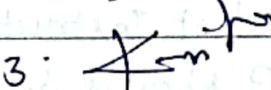
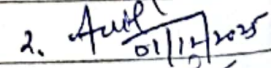
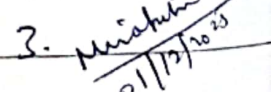
Registration Last date (Deadline): 17 January 2026

(b) Information about the College, about the conference, objective of the conference, Sub-themes, Guidelines for paper submissions, Name of chief Patron, Patron, Convenor, Organising Secretary, organising committee, Scientific/Advisory committee, Bank details for registration fee, Important Instructions for participants as per SOP should be clearly mentioned.

Verified
 1.  26/12/25
 2.  26/12/25

- 2) The Department of Mathematics may involve IOAC members in the Organizing Committee for the smooth and proper execution of the event. The detailed programme schedule must be prepared by coordinating with IOAC.
- 3) Eminent mathematicians may be invited as keynote speaker / Resource person.
- 4) The program must be organized as per the SOP issued by Director General Higher Education Haryana vide letter no 4/7-2025 NPE(2) dated 15.09.2025 in respect of the following:
 - a) Honorarium to resource person
 - b) T.A./D.A. to resource person
 - c) Meal (Breakfast, Lunch, Dinner) + Tea to participants
 - d) Boarding & Lodging
 - e) Miscellaneous expenditure (stationary, hospitality and printing of material etc.
 - f) The number of participants etc.
- 5) The tentative dates for the program will be 23-24 January 2026.

IOAC

1.  01/12/2025	4.  11/12/25	Deptt. of Maths
2.  01/12/2025	5. 	1. 
3. 		2.  01/12/2025
		3.  01/12/2025

Sanjiv