

SMRJ Government College, Siwani (Bhiwani)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2023-2024

Vide Principal Office Order No. GCS/24/320, dated 27.01.2024 and GCS/24/321, dated 27.01.2024, the IQAC and NAAC committee were constituted respectively to initiate and expedite the process of NAAC accreditation of the college. Keeping in mind the seven different criteria in the Revised Accreditation Framework of the NAAC, criteria wise sub-committees with one senior faculty as convener and two and more members were formed to go through the details of their concerned criterion in the Accreditation Manual, SOP and SSS Guidelines and other related matters so that the college can submit the pending AQARs and move for the Cycle II of NAAC accreditation.

Given below are the details of the meetings of these sub-committees held criterion-wise for understanding and clarity on different issues related to NAAC accreditation:

Criterion 1: Curricular Aspects

A meeting of the committee for *Criterion 1: Curricular Aspects* was convened in VCR at 01:00 pm on 29.01.2024 with the agenda to discuss various qualitative and quantitative metrics in this criterion. The NAAC co-convener Mr. Devikal gave a presentation through projector on each and every Key Indicators in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Mr. Suresh Lamba, Convener
2. Mrs. Sunena, Member
3. Mr. Rahul, Member
4. Dr. Mukesh Kumar, Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

Criterion 2: Teaching-Learning and Evaluation

A meeting of the committee for *Criterion 2: Teaching-Learning and Evaluation* was convened in VCR at 01:00 pm on 31.01.2024 with the agenda to discuss various aspects of teaching, learning and evaluation. The NAAC co-convenor Mr. Devilal gave a presentation through the projector on each and every Key Indicators in this criterion and highlighted the importance of this criterion as it covers 350 marks, a substantial score in the overall assessment of the college. He provided a glimpse of different KIs and QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Mrs. Shakuntala Devi, Convener
2. Dr. Mukesh Kaushik, Member
3. Mr. Vinod Kumar, Member
4. Mr. Sunil Fandan, Member
5. Dr. Sujata, Member
6. Mrs. Neelam Rani, Member
7. Mrs. Shakuntala (History), Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

Criterion 3: Research, Innovation and Extension

A meeting of the committee for ***Criterion 3: Research, Innovation and Extension*** was convened in VCR at 02:00 pm on 31.01.2024 with the agenda to discuss various aspects of research, innovation and extension activities carried out in the college. The NAAC co-convenor Mr. Devilal gave a presentation through the projector on each and every Key Indicators in this criterion and highlighted the importance of mechanisms of research and development and research culture. He provided a glimpse of different KIs, QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Dr. Ranjeet Singh, Convener
2. Dr. Munish Kumar, Member
3. Dr. Pardeep Kumar, Member
4. Dr. Meenaxi, Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

Criterion 4: Infrastructure and Learning Resources

A meeting of the committee for *Criterion 4: Infrastructure and Learning Resources* was convened in VCR at 01:00 pm on 01.02.2024 with the agenda to discuss the availability of various physical, library and IT infrastructure in the college to facilitate the smooth and proper teaching and learning for the students. The NAAC co-convenor Mr. Devilal gave a presentation through the projector on each and every Key Indicators in this criterion and highlighted the importance of augmentation of the college infrastructure from NAAC point of view and the proper documentation of the utilization of the existing resources. He provided a glimpse of different KIs, QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Mr. Sunil Kumar (Sociology), Convener
2. Mrs. Suman Sharma, Member
3. Dr. Krishan Kumar, Member
4. Mr. Mahipal Singh, Member
5. Dr. Mukesh Rani, Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

Criterion 5: Student Support and Progression

A meeting of the committee for *Criterion 5: Student Support and Progression* was convened in VCR at 01:30 pm on 01.02.2024 with the agenda to discuss the ways and means of student support like scholarships and freeships, students' placement and enrolment in higher studies. The NAAC co-convenor Mr. Devikal gave a presentation through the projector on each and every Key Indicators in this criterion and highlighted the importance of this student centric criterion and the high weightage of 140 marks in NAAC assessment. He provided a glimpse of different KIs, QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Mr. Naveen, Convener
2. Mr. Sanjay, Member
3. Dr. Sunita Janaawa, Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

Criterion 6: Governance, Leadership and Management

A meeting of the committee for ***Criterion 6: Governance, Leadership and Management*** was convened in VCR at 01:00 pm on 02.02.2024 with the agenda to discuss various governance and administrative strategies devised for the smooth and effective functioning of the college. The NAAC co-convenor Mr. Devilal gave a presentation through the projector on each and every Key Indicators in this criterion and highlighted the importance of clear statement of vision and mission of the college, decentralization of governance, empowerment and incentivisation of the faculty etc. He provided a glimpse of different KIs, QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Dr. Raj Kumar, Convener
2. Dr. Munish Kumar, Member
3. Dr. Meenaxi Pahwa, Member
4. Mrs. Yeshu, Member
5. Mr. Sunil Kumar (History), Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

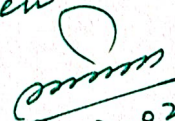
Criterion 7: Institutional Values and Best Practices

A meeting of the committee for ***Criterion 7: Institutional Values and Best Practices*** was convened in VCR at 01:30 pm on 02.02.2024 with the agenda to discuss various important practices of the college like energy conservation, water conservation, greenery and ecology, waste management, social and community engagement etc. The NAAC co-convener Mr. Devilal gave a presentation through the projector on each and every Key Indicators in this criterion and stressed on the need to have proper documentation of the institutional values and the best practices of the college. He provided a glimpse of different KIs, QIMs and QnMs in this criterion and talked in details about the kind of data required, and means and methods of data collection, analysis and presentation in the prescribed formats.

The following members of the committee were present in the meeting:

1. Mrs. Sunena, Convener
2. Dr. Praveen, Member
3. Mr. Satpal, Member
4. Dr. Pooja, Member

Queries and questions of the members present were addressed. The committee was directed to collect the data year wise from session 2020-2021 to 2022-2023 in the prescribed formats for submitting the AQARs and moving for NAAC accreditation. The meeting ended with thanks and hope for the collective and concerted efforts of the all for the accreditation of the college.

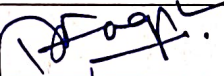

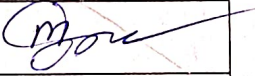

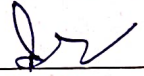
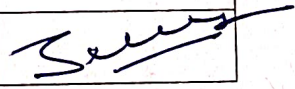
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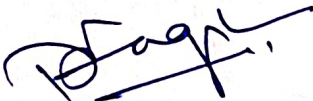
Principal
SMRJ Govt. College,
Siwani (Bhiwani)


Internal Quality Assurance Cell (IQAC) Meeting

A meeting of the IQAC was held under the chairmanship of the honorable Principal on 26.04.2024 at 10:00 AM in Video Conference Room of the college on the agenda of Academic and Administrative Audit, 2023-2024.

Following Members were present in the meeting:

| Sr. No. | Name | Designation | Signature |
|---------|------------------|-------------|--|
| 1 | Mr. Devilal | Coordinator |  |
| 2 | Dr. Munish Kumar | Member |  |
| 3 | Dr. Mukesh Rani | Member |  |
| 4 | Dr. Pooja Rani | Member |  |
| 5 | Dr. Sunena | Member |  |
| 6 | Mr. Naveen | Member | AL-94W Belal |
| 7 | Mr. Sanjay | Member |  |


IQAC Coordinator


26.4.24
Principal
SMRJ Govt. College,
Siwani (Bhiwani)

Internal Quality Assurance Cell (IQAC) Meeting

Minutes of the Meeting

A meeting of the IQAC was held under the chairmanship of the honorable Principal on 26.04.2024 at 10:00 AM in Video Conference Room of the college on the agenda of Academic and Administrative Audit, 2023-2024. The IQAC Coordinator presented the agenda and different points in the prescribed audit pro-forma and all the members present discussed the different aspects thoroughly.

Following are the suggestions given in the meeting:

1. At the Level of the individual teacher

- To submit the record of Lesson Plans, Student Attendance Registers, Results and Internal Assessment

2. At the HOD level

- To submit the record of Students' Achievements of the department concerned in form of Students' Enrolment in Higher Studies, Qualifying different Competitive Examinations and Selection in various Government and Private Sector jobs

3. At the level of Convener/In-charge of different Cells/Committees/Clubs


- To submit the Annual Activity Record with supporting documents and proofs

4. At the college level

- To form and constitute Intellectual Property Rights (IPR) Cell, Research and Development Cell and Results Analysis and Verification Committee

The meeting ended with the vote of thanks from the IQAC Coordinator and it was also suggested to hold a meeting of the all staff on the same agenda for the clarity of the matter and getting things done smoothly and timely.

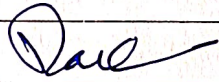
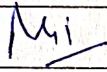
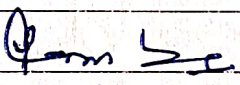
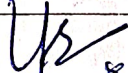
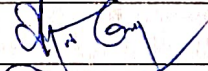
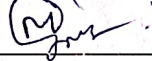


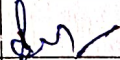
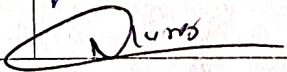

IQAC Coordinator

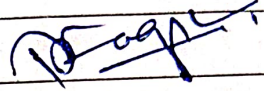
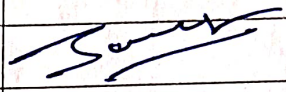

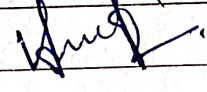
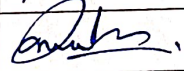
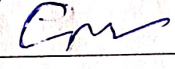
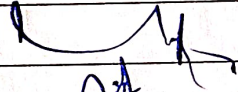


26.4.24
Principal
SMRJ Govt. College,
Siwani (Bhiwani)

Teaching Staff Meeting with IQAC

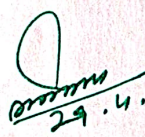
A meeting of the Teaching Staff was held under the chairmanship of the honorable Principal on 29.04.2024 at 11:00 AM in Video Conference Room of the college to discuss the agenda of Academic and Administrative Audit, 2023-2024.

Following members were present in the meeting:

| Sr. No. | Name of faculty | Signature |
|---------|----------------------------|--|
| 1 | Dr. Raj Kumar |  |
| 2 | Dr. Ranjeet Singh | On Leave |
| 3 | Dr. Kartik Arora | On Leave |
| 4 | Dr. Munish Kumar |  |
| 5 | Dr. Meenaxi | |
| 6 | Sh. Suresh Lamba |  |
| 7 | Smt. Shakuntala | On Leave |
| 8 | Smt. Yeshu |  |
| 9 | Sh. Sunil Kumar, Sociology |  |
| 10 | Dr. Mukesh Rani |  |
| 11 | Dr. Pooja |  |
| 12 | Mr. Parveen |  |
| 13 | Smt. Sunena |  |
| 14 | Sh. Naveen |  |

| | | |
|----|--------------------------|---|
| 15 | Sh. Devilal |  |
| 16 | Sh. Rahul | on leave |
| 17 | Sh. Satpal Kumar | Satpal |
| 18 | Smt. Suman Devi | Suman |
| 19 | Sh. Sunil Kumar, History | Sunil |
| 20 | Dr. Pardeep Kumar | |
| 21 | Mr. Sanjay |  |
| 22 | Smt. Geeta Rani | on Leave |
| 23 | Dr. Vinod Kumar |  |
| 24 | Dr. Sunita Janawa |  |
| 25 | Dr. Sujata | |
| 26 | Smt. Neelam Rani | Neelam Rani |
| 27 | Dr. Mukesh Kumar |  |
| 28 | Sh. Sunil Fandan | GF Fandan |
| 29 | Dr. Krishan Kumar |  |
| 30 | Smt. Shakuntla, History | |
| 31 | Mr. Mahipal |  |
| 32 | Amit Kumar |  |


IQAC Coordinator


 29.4.24
Principal

Teaching Staff Meeting with IQAC

Minutes of the Meeting

A meeting of the Teaching Staff was held under the chairmanship of the honorable Principal on 29.04.2024 at 11:00 AM in Video Conference Room of the college to discuss the agenda of **Academic and Administrative Audit, 2023-2024**.

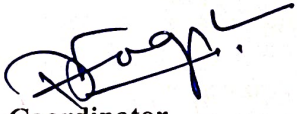
The meeting began with the greetings to all the members present. The IQAC Coordinator gave a presentation regarding the purpose and process of the **Academic and Administrative Audit** and talked in details about the different parts and points given in the prescribed pro-forma for the audit. The kind of information to be provided and its corresponding supporting documents which are required was clearly stated and then the house was open for in-depth discussion for the same.

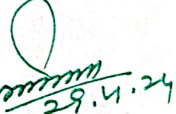
Following are the suggestions/ points highlighted in the meeting:

- The chief mentor / proctor is to provide the records of Mentor-Mentee
- To contact the office bearers of the Alumni Association for the data concerned
- Registrar Office is to provide the available University Results Gazettes to the individual teachers and the Results Analysis and Verification Committee and also any other document related to it.
- The subject-wise Results and Programme-wise Results are to be prepared and provided by the HODs
- HODs are also to provide the Record of Departmental activities held during the session, Syllabus schemes and Report of Syllabus Completion
- Bursar and Fee Clerk are to provide the required financial details
- Convener, Library Advisory Committee is to provide the information regarding the Library Resources

- Establishment Office is to provide all the required documents pertaining to it
- Green Initiative and Gender Sensitization are the Best Practices of the college as it focuses the two and different initiatives and efforts are taken in this direction
- The college offers only those Value Added/ Skill Enhancement/ Ability Enhancement Course which are compulsory in different programmes as per the university syllabus schemes. A comprehensive document for these courses is to be prepared.
- Feedback of different stakeholders is to be collected and analyzed through different sources available

The chairperson directed all the members to take the Audit as first priority and timely submit the records as 31.05.2024 had been decided the last date for submission of the final report of the audit to the department. The meeting ended with the vote of thanks from the IQAC Coordinator.


IQAC Coordinator


Principal
SMRJ Govt. College,
Siwani (Bhiwani)