

# MINUTES & PROCEEDINGS OF THE IQAC MEETING

GOVERNMENT SHIVALIK COLLEGE, NAYA NANGAL (PUNJAB)

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 09-12-2025

Time: 12:30 PM

Venue: Principal's Office, Government Shivalik College, Naya Nangal

Chair: The meeting was chaired by the Principal, Government Shivalik College, Naya Nangal.

## Members Present

1. Mrs. Darshan Kaur, Assistant Professor (Member Secretary)
2. Mr. Nishant Kumar, Assistant Professor (IQAC Coordinator)
3. Mr. Arshad Ali
4. Mrs. Gurmeet Kaur (Registrar)
5. Dr. Parwinder Singh (PTA Treasurer)
6. Miss Manpreet Kaur, Stenotypist
7. Mrs. Veena Kumari, Care Taker
8. Dr. Payal Jaswal
9. Mr. Jagpal Singh
10. Dr. Anju
11. Smt. Jyoti Bhardwaj
12. Dr. G.S. Chatha (Retd. Associate Professor, GSC Naya Nangal)
13. Mr. Sandeep Singh, Manager, HDFC Bank, Naya Nangal
14. Mr. Anand Puri (Parents' Representative)
15. Dr. J.S. Dua (Principal, Shivalik Pharmacy College)
16. Mr. Davinder Singh

## Proceedings of the Meeting

The Chair welcomed all the members and emphasized the importance of continuous quality enhancement in academic and administrative processes. With the permission of the Chair, the agenda items were taken up one by one.

### Agenda Item 1: Confirmation of Minutes of Previous Meeting

The minutes of the previous IQAC meeting were read out and confirmed unanimously.

Resolution: The minutes were approved without any modification.

### Agenda Item 2: AQAR Preparation (2024-25)

The IQAC Coordinator briefed the members about the status of AQAR for the academic year 2024-25 and the need for timely submission of data by all departments.

Resolution: The IQAC resolved that all departments shall keep the AQAR data ready in compiled and verified form, and the AQAR for the academic year 2024-25 shall be submitted immediately as and when the AQAR portal is opened by NAAC.

### Agenda Item 3: Collaboration with Local Institutions and Community

The members discussed strengthening linkages with local institutions, industry, banks, BBMB, and community stakeholders.

Resolution: The college will promote MoUs, extension lectures, field visits, and community-based activities in collaboration with local bodies.

### Agenda Item 4: Pending Information and Deadlines

The status of pending information required for NAAC, AQAR, and other statutory submissions was reviewed.

Resolution: Concerned coordinators were instructed to ensure compliance within stipulated timelines.

### Agenda Item 5: Examination and Evaluation

Issues related to examination conduct, evaluation, and transparency was reviewed.

Resolution: Strict adherence to university guidelines was emphasized to ensure fair and timely evaluation.

### Agenda Item 6: Review of Internal Assessment Schedule

The internal assessment schedule for the current academic session was reviewed.

Resolution: The schedule was approved and departments were advised to follow it strictly.

### Agenda Item 7: Preparation for University Examinations (Dec 2025 - Jan 2026, Odd Semester)

Preparations for upcoming university examinations were discussed in detail.

Resolution: All examination-related duties were assigned and smooth conduct of examinations was ensured.

### Agenda Item 8: Quality Enhancement Initiatives

Various quality initiatives for academic and administrative improvement were deliberated.

Resolution: The IQAC resolved to continuously monitor quality benchmarks as per NAAC guidelines.

### Agenda Item 9: Extension & Outreach Activities (Jan-May 2026)

Planning of NSS, NCC, sports activities, National Science Day, Sports Meet, Annual Prize Distribution, and Convocation was discussed.

Resolution: The members were informed that various academic, co-curricular, extension and outreach activities shall be conducted in the coming semester. The detailed schedule and action plan will be shared with all staff members in due course, and all activities/functions shall be organized accordingly as per the approved plan.

Agenda Item 10: Any Other Item with the Permission of the Chair - No additional item was raised.

The meeting ended with a vote of thanks to the Chair

Coordinator - IQAC  
Government Shivalik College  
Naya Nangal, Pin: 140126

Principal,  
Govt. Shivalik College  
Naya Nangal-140126

ਦਫਤਰ ਪਿੰਮੀਪਲ, ਸਰਕਾਰੀ ਸ਼ਿਵਾਲਿਕ ਕਾਲਜ ਨਯਾ ਨੰਗਲ- 140126  
Office of Principal, Government Shivalik College Naya Nangal

Memo No- GSC/2025/567

Date- 4-12-2025

An meeting of IQAC Cell shall be held in the Principal office on 9-12-2025 on 12:30 PM . All concerned may please attend.

  
Principal

1. Mrs. Darshan Kaur, Assistant Prof.(Member secretary,)
2. Mr. Nishant Kumar, Assistant Prof.(IQAC Co-ordinator)
3. Mr. Arshad Ali
4. Mrs. Gurmeet Kaur
5. Dr. Parwinder Singh (PTA Treasure)
6. Miss Manpreet Kaur, Stenotypist
7. Mrs. Veena Kumari, Care Taker
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10. Dr. Anju
11. Smt. Jyoti Bhardwar
12. Dr. G.S. Chatha(Retd. Assosiate Professor GSC Naya Nangal)
13. Er. Pardeep Singh Kataria, SDO, BBMB, Nangal
14. Mr. Sandeep Singh, Manager HDFC Bank Naya Nangal
15. Mr. Anand Puri (Parents)
16. Dr. J.S. Dua(Principal, Shivalik Farmecy College)
17. Mr. Davinder Singh
18. Miss Manpreet Kaur. M.A. Pol Sci

  
Principal

Agenda of IQAC Meeting

1. Confirmation of Minute
2. AQAR Preparation (2024-25)
3. Collaboration with local institutions and community
4. Pending information and deadlines for submission.
5. Teaching-Learning Enhancements
6. Examination and Evaluation
7. Review of internal assessment schedule.
8. Preparation for dec2025 -jan 2026 (odd semester) University Examinations.
9. Quality Enhancement Initiatives
10. Extension & Outreach Activities  
NSS/NCC/sports activities planning for January-May 2026.(national science day , sports meet, Annual prize distribution and Convocation)
11. Any Other Item with the Permission of the Chair

  
Principal