

ਦਫਤਰ ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਸ਼ਿਵਲਿਕ ਕਾਲਜ ਨਯਾ ਨਗਲ- 140126
Office of Principal, Government Shivalik College Naya Nangal

Memo No- GSC/2025/ 313

Date- 05-06-2025

An meeting of IQAC Cell shall be held in the Principal office on 06-06-2025 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 
8. Dr. Payal Jaswal 
9. Mr.Jagpal Singh 
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 the minutes of the last meeting held in September 2024
2. Preparation and submission of AQAR 2024-25
3. Finalization and approval of the Academic Calender for the session 2025-26
4. Feedback collection and analysis (students, teachers,alumni, parents)
5. Planning of community outreach and extension activities.
6. Preparation of Admission for the session 2025-26
7. Any other matter with the permission of the chair.


Principal

Government Shivalik College, Naya Nangal

Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Meeting

Date: 06th June 2025

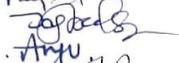
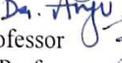
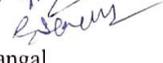
Time: 12:30 PM

Venue: Principal's Office

Chairperson: Principal

IQAC Co-ordinator: Mr. Nishant Kumar

Members Present (All Present):

1. Mr. Nishant Kumar – Assistant Professor (IQAC Co-ordinator) 
2. Mr. Arshad Ali – Assistant Professor 
3. Mrs. Gurmeet Kaur – Assistant Professor, (Registrar) 
4. Dr. Parwinder Singh – PTA Treasurer 
5. Miss Manpreet Kaur – Stenotypist 
6. Mrs. Veena Kumari – Caretaker 
7. Dr. Payal Jaswal – Assistant Professor 
8. Mr. Jagpal Singh – Assistant Professor 
9. Dr. Anju – Assistant Professor 
10. Smt. Jyoti Bhardwar – Assistant Professor 
11. Dr. G.S. Chattha – Retd. Associate Professor 
12. Er. Pardeep Singh Kataria – SDO, BBMB, Nangal
13. Mr. Sandeep Singh – Manager, HDFC Bank, Naya Nangal
14. Mr. Anand Puri – Parent Representative
15. Dr. J.S. Dua – Principal, Shivalik Pharmacy College 
16. Mr. Davinder Singh – Alumni Representative
17. Miss Manpreet Kaur – Student Representative, M.A. Political Science

Agenda & Discussion

1. **Confirmation of Previous Meeting Minutes (Sept 2024):**
Minutes of the meeting held in September 2024 were reviewed and approved unanimously.
2. **Preparation and Submission of AQAR 2024-25:**
All departments were asked to collect and compile data as per the NAAC AQAR template. Deadline for submission to IQAC: **31st August 2025**.
3. **Finalization of Academic Calendar for 2025-26:**
Academic calendar draft was presented and finalized after departmental inputs. Focus was given to inclusion of NEP-related activities and CBCS.
4. **Feedback Collection (Students, Teachers, Alumni, Parents):**
IQAC resolved to conduct online and offline feedback by **July 2025**. Departmental coordinators were assigned responsibility for respective stakeholder groups.
5. **Community Outreach and Extension Activities:**
It was decided to conduct cleanliness drives, voter awareness, and blood donation camps in collaboration with NCC, NSS, and Red Ribbon Club.
6. **Preparation for Admission 2025-26:**
IQAC suggested wide publicity through banners, social media, and a dedicated helpdesk. Departments will support the admission team in verification and guidance.
7. **Any Other Matter with Permission of Chair:**
Chair suggested documentation of best practices of the college and creating departmental portfolios for NAAC readiness.

Resolutions Passed

- AQAR 2024-25 submission by all the criteria committees by **31st August 2025**.
- Feedback collection was done and will be completed and detail analysis report will be prepared online and upload on college website by **1st July 2025**.
- Community outreach activities calendar to be finalized by **30th June 2025**.
- Academic Calendar for session 2025-26 approved.
- Admission committee to launch awareness campaign from **10th June 2025**.
- Departments to compile best practices for IQAC documentation.

Action Taken Report

Agenda Point

Action Taken

NIRF & NLIST Nodal officer appointed; registration completed. Data collection was initiated in November 2024 and submitted in February. NLIST access confirmed by in-charge.
AQAR 2023-24 AQAR submitted for the session 2023-24.

NER, ABC & NAD ID Awareness programs conducted; support teams formed. Nearly 90% of the work for the session 2024-25 is completed. It was also decided that ABC ID will be mandatory at the time of admission in entry-level classes.

YouTube Channels Departments have initiated the process of creating and updating their individual YouTube channels.
Industry Existing MoUs have been reviewed, and proposals for new MoUs are currently under planning.
MoUs NAAC Peer Team report reviewed. Areas for improvement have been identified and action points are being worked on.

Action Taken Report

Agenda Point

Action Taken

Confirmation of minutes Minutes of the September 2024 meeting confirmed and officially filed.
AQAR 2024-25 AQAR template shared with departments; data collection has been initiated.

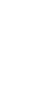
Academic Calendar Rough version approved and final version will be distributed to all departments.

Feedback collection Online formats prepared; mentors briefed. In-charges for different classes have been appointed.

Outreach activities Event schedule drafted; NSS and NCC units have been mobilized for planning and execution.

Admission preparation Helpdesk established; digital publicity initiated. Committees formed. Admissions will follow the Punjab Government and University schedule.

Best practices Template shared; departments are in the process of compiling documentation.

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Principal,
Govt. Shivalik College,
Naya Nangal-140126


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


Principal,
Govt. Shivalik College,
Naya Nangal-140126

**ACTION TAKEN REPORT (ATR)
Of IQAC Meeting (Held in June 2025)****

Confirmation of the minutes of the last meeting

Action Taken:

The minutes of the previous IQAC meeting were circulated to all members. No corrections were suggested. The minutes were confirmed and recorded.

2. Preparation and submission of AQAR 2024-25

Action Taken:

- Required data from all departments, committees, and cells will be collected till 31 dec 2025 because portal is not opened yet.

- Draft AQAR will be prepare as per new NAAC format.
- Data verification will be completed, and the AQAR will be preparing for final submission.

3. Finalization and approval of Academic Calendar 2025-26

Action Taken:

- Departments submitted proposed academic, co-curricular, and examination schedules.
- The consolidated Academic Calendar for 2025-26 was prepared and approved in the meeting.
- Calendar has been uploaded/displayed on the college notice board and website.

4. Feedback collection and analysis (Students, Teachers, Alumni, Parents)

Action Taken:

- Online and offline feedback forms were circulated.
- Feedback was collected from all four stakeholders.
- IQAC analyzed the feedback and prepared an action plan for improvement.
- Report of analysis was submitted to the Principal for implementation.

5. Planning of community outreach and extension activities

Action Taken:

- NSS/NC/Red Ribbon Club prepared a schedule of extension activities such as cleanliness drives, awareness campaigns, and community service programmes.
- Two major outreach activities were finalized for the upcoming session.

6. Preparation for Admissions 2025-26

Action Taken:

- Admission committees for various streams were constituted.
- Prospectus draft was prepared and approved.
- Guidelines for student counseling and document verification were finalized.
- Infrastructure and help-desk arrangements were planned for smooth admission process.

7. Any other matter with the permission of the Chair

Action Taken:

- Issues raised by members were reviewed and resolved.
- Directions of the Chair were noted and forwarded to concerned departments for compliance.


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


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Govt. Shivalik College
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