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Chaudhary Hardwari Lal Govt. College Chhara, Jhajjar

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 10 July 2026
Venue: Principal's Office
Chair: Principal (Chairperson, IQAC)

The First meeting of the Internal Quality Assurance Cell (IQAC) of Chaudhary Hardwari Lal Govt. College Chhara for academic session 2026-27 was held on 10 July 2026 under the Chairmanship of the Worthy Principal Dr. Sushil Dalal. IQAC coordinator Dr. Anita Dalal welcomed Respected Principal Sir and all the members. Principal sir emphasized on the importance of quality assurance, academic planning, institutional preparedness, and timely documentation for the academic session 2026–27. The following agenda items were discussed and the resolutions were unanimously approved:

Agenda Item No. 1: Action Plan for Evacuation of College Premises

The Chair apprised the members of the directions received from the ACS, Govt. of Haryana, Higher Education Dept. regarding the evacuation of the college premises. After detailed deliberations, it was resolved that all Heads of Departments and Committee In-charges shall prepare inventories of departmental assets and ensure proper packing, labelling, safe shifting, and preservation of records, laboratory equipment, furniture, ICT resources, and other institutional assets. The College Property In-charge, Office Staff, and the concerned Committees shall coordinate the entire shifting process to ensure minimum disruption of academic activities.

Agenda Item No. 2: Submission of Tentative Annual Activity Calendar for the Session 2026–27

The IQAC discussed the need for systematic planning of academic and co-curricular activities. It was resolved that all Departments, Cells, and Committees shall prepare and submit their tentative Annual Activity Calendars for the academic session 2026–27 within the stipulated timeline to facilitate effective institutional planning and scheduling various activities throughout the session.

Agenda Item No. 3: Submission of Annual Activity Reports

The members resolved that all Departments, Committees, and Cells shall submit comprehensive reports of activities conducted during the academic session 2025–26 by 20 July 2026. The reports shall include academic programmes, extension activities, student achievements, faculty accomplishments, outreach initiatives, and best practices for inclusion in the Annual College Report and NAAC documentation.

Agenda Item No. 4: Review of the College Magazine

The proposal regarding the name and publication of the College Magazine was discussed. It was resolved that suitable suggestions received from all faculty members would be placed before the College Council for final approval and subsequent publication.

Agenda Item No. 5: Calling of Annual Quotations

The Chair emphasized transparent and timely procurement. It was resolved that all Heads of Departments and Committee In-charges shall invite annual quotations (valid up to 31 March 2027) for goods and services required for the smooth functioning of the college. The terms and conditions shall be finalized in consultation with the Respected Chair before inviting quotations, ensuring compliance with Government procurement rules.

10-07-26

Agenda Item No. 6: Verification of API Proformas

The IQAC reviewed the schedule for verification of API Proformas. It was resolved that all faculty members shall submit their duly completed API Proformas, along with the requisite supporting documents, through the proper channel by 31 July 2026.

Agenda Item No. 7: Display of Duty Lists

The members resolved that Teaching and Non-Teaching Duty Lists shall be prepared, approved, and displayed on the College Notice Board as well as uploaded on the College Website to ensure transparency and institutional accountability.

Agenda Item No. 8: Regular Updation of College Website

The IQAC stressed the importance of maintaining an updated institutional website. It was resolved that all Departments and Committees shall regularly submit reports, notices, photographs, newspaper clips and other relevant information to the Website Committee for timely uploading.

Agenda Item No. 9: Periodic Cleanliness Inspection

For maintaining a clean and eco-friendly campus, it was resolved that periodic cleanliness inspections shall be conducted by the College Council, and all Departments shall ensure cleanliness and proper maintenance of classrooms, laboratories, offices, and common areas.

Agenda Item No. 10: Preparations for B.P.E.H.E.S. Course

The IQAC deliberated upon the preparations required for Bachelor of Physical Education, Health Education and Sports (B.P.E.H.E.S.) programme. It was resolved that a detailed budget proposal shall be submitted to the Directorate of Higher Education required for the new course grant during the academic session 2026–27. Necessary infrastructure, sports equipment, library resources, practical apparatus, and publicity measures shall be arranged.

Concluding Remarks

The Chair advised all faculty members to maintain proper documentation of departmental activities throughout the academic session to facilitate quality assurance, accreditation, and institutional record-keeping. Members were also requested to adhere strictly to the prescribed timelines for submission of reports and compliance documents.

The above-mentioned matters on the agenda were discussed. It was unanimously resolved to Implement them. Thus, the meeting concluded with a vote of thanks to the chair by IQAC coordinator.

Committee members:

1. Dr. Anita Dalal 10/07/26
2. Dr. Sanjay Deswal
3. Sh. Devender
4. Smt. Monika

Principal 10/7/2026