

# Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

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**AQAR: 2023-2024**



**CRITERION 6**

## **Governance, Leadership and Management**

**6.5.3 Quality assurance initiatives of the institution**

### **Documents**

- Minutes of IQAC Meetings
- Feedback forms as sample
- Action Taken Report

*Submitted to*



**National Assessment and Accreditation Council**

**Proceedings of the meeting of IQAC held on 09<sup>th</sup> March, 2024 at 12.15 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)**

The following members were present:

1.	Sh. Mahinder Kumar Khurana	11.	Sh. Sanjay Kumar
2.	Dr. N.K. Dua	12.	Sanjana, B.A.II, R.No.5056
3.	Mrs. Urmil Dalal	13.	Harsh, B.Com.III, R.No.3002
4.	Dr. Ritu Lall	14.	Shubham, B.Sc.III, R.No.5004
5.	Dr. Shalini Sharma	15.	Ajay Kumar, M.A.(Geo)-I, R.No.1018
6.	Dr. Gurvinder Singh	16.	Sh. Manish Maggo, Industrialists
7.	Dr. Mamta Rani	17.	Sh. Gulshan Sharma, Alumnus
8.	Dr. Poonam Adhlakha	18.	Sh. Sant Lal Wadhwa, Alumnus
9.	Dr. Manasa Rai	19.	Sh. Rajesh Khera, Alumnus
10.	Dr. Umesh Kumar	20.	Sh. Sunder Lal, Sarpanch, Anwal

**Agenda Points:**

1. Introduction of Diploma/Certificate Courses
2. Panel of Experts for Add on Courses
3. NEP to be implemented from the session 2024-2025
4. Alumni Meet
5. Seminar/Workshop/Conference for the session 2024-2025
6. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

**1. Introduction of Diploma/Certificate Courses/Add on Courses**

Principal/Chairperson IQAC Dr. Naresh Kumar Dua informed the house about the new Diploma/Certificate courses to be started in coming sessions. The various courses were discussed and it was decided unanimously that the following diploma/certificate/add on courses will be started in the college.

- Diploma in Computer Applications
- Diploma in Business Accounting and Taxation
- PG Diploma in Yoga
- Add on Course in Communication Skills

**2. Panel of experts for Add on Courses**

It was decided that a panel of resource persons/experts for add on courses will be formed by inviting applications by interested persons through social media and other means.

**3. NEP (2024-2025)**

NEP will be implemented in the institution in the session 2024-25 as per the guidelines of DGHE and affiliating university.

**4. Alumni Meet**

Principal informed the house that the Alumni Meet will be organised in April, 2024.

5. Seminar/Workshop/Conference

It was decided that the different Departments/Cells will organise workshop/seminar in the next session and will prepare proposals for the same which is to be sent for approval/sponsorship from DST/DGHE/UGC/NAAC/AICTE etc.

It was also decided that the Entrepreneur Development Cell of the college will organise workshop on 'Online Trading' in the session 2024-2025 as per demand of the student representatives.

The meeting ended with the vote of thanks to the chair.

(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC

(Dr. Ritu Lall)  
Coordinator

**SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113**

**Proceedings of the meeting of IQAC held on 15<sup>th</sup> September, 2023 at 12.15 p.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)**

The following members were present:

1.	Dr. N.K.Dua	7.	Dr. Mamta Rani
2.	Dr. R.K.Bhaskar	8.	Dr. Vikas Kumar
3.	Mrs. Urmil Dalal	9.	Dr. Manasa Rai
4.	Dr. Ritu Lall	10.	Dr. Umesh Kumar
5.	Dr. Shalini Sharma	11.	Sh. Sanjay Kumar
6.	Dr. Gurvinder Singh		

**Agenda Points:**

1. Preparation of Proposal for Component 3-Grants to Strengthen College
2. AQAR for the session 2022-23
3. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

**1. Preparation of Proposal for Component 3-Grants to Strengthen College**


It was decided to prepare a proposal of Rs. 5 Crores latest by 17<sup>th</sup> September, 2023 so that the same may be submitted by 18<sup>th</sup> September, 2023.


This work was assigned to the IQAC and RUSA Committee jointly.

**2. AQAR for the session 2022-23**

It was decided to prepare and submit the AQAR for the session 2022-23 in time.

The meeting ended with the vote of thanks to the chair.

  
(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC

  
(Dr. Ritu Lall)  
Coordinator

# SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)-124113

## Proceedings of the meeting of IQAC held on 22<sup>h</sup> December, 2023 at 11.30 a.m. in the office of the Principal, S.J.K.College, Kalanaur (Rohtak)

The following members were present:

1.	Dr. N.K.Dua	5.	Dr. Poonam Adhlakha
2.	Mrs. Urmil Dalal	6.	Dr. Manasa Rai
3.	Dr. Ritu Lall	7.	Dr. Umesh Kumar
4.	Dr. Shalini Sharma		

### Agenda Points:

1. Submission of AQAR (2022-23)
2. Proposal to conduct Workshop/Seminar
3. ISO 9001-2015 yearly audit
4. Revision of CAS performa as per college need
5. Celebration of foundation day (29.01.2024)
6. Any other issue with the permission of the chair

At the outset Dr. Naresh Kumar Dua, Principal/Chairperson- IQAC welcomed all the members present in the meeting and explained the purpose behind convening the meeting.

The above agenda points were taken up one by one.

#### **1. Submission of AQAR (2022-2023)**

AQAR for the session 2022-23 was discussed and finalized for submission.

#### **2. Proposal for Seminar/Workshop**

It was decided to prepare and submit proposals for workshop/seminar

#### **3. ISO 9001-2015 yearly audit**

The yearly audit of ISO 9001-2015 is to be done by 31<sup>st</sup> December, 2023 and ISO Coordinator is requested to contact the auditor immediately to do the needful.

#### **4. Revision of CAS performa as per college need**

It was decided to revise the CAS performa as per our college need and the same to be circulated among all the faculty members.

#### **5. Celebration of foundation day (29.01.2024)**

It was decided to celebrate Foundation Day Function on 29<sup>th</sup> January, 2024 as per past practice.

The meeting ended with the vote of thanks to the chair.

  
(Dr. Naresh Kumar Dua)  
Principal/Chairperson, IQAC

  
(Dr. Ritu Lall)  
Coordinator

# SAT JINDA KALYANA (PG) COLLEGE KALANAUR (ROHTAK)

NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE

## Alumni Feedback Form (Curricular Aspect)

Session: 2023-2024

naacsjkc815@gmail.com [Switch accounts](#)



Not shared

\* Indicates required question

**Name of the alumnus/alumna: \***

Your answer

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**Name of the programme: \***

Your answer

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**Year of passing: \***

Your answer

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**Present occupation: \***

Your answer \_\_\_\_\_

**Residential address: \***

Your answer \_\_\_\_\_

**Note: Please rate the following parameters by checking the appropriate response.**

**1. Relevance of curriculum to the programme outcomes and course outcomes \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**2. Role of curriculum in developing ethical values and concern for society \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**3. Relevance of curriculum to the contemporary needs \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**4. Effectiveness of syllabi in developing innovative thinking and sense of entrepreneurship \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**5. Employability aspect of curriculum \***

- Excellent
- Good
- Satisfactory
- Needs Improvement



**6. Scope of experiential learning and field work in the curriculum \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**7. Integration of issues like gender equality, human values and environmental awareness in the curriculum \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**Suggestions, if any**

Your answer \_\_\_\_\_

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# SAT JINDA KALYANA (PG) COLLEGE KALANAUR (ROHTAK)

NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE

## Employer Feedback Form (Curricular Aspect)

Session: 2023-2024

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Not shared

\* Indicates required question

**Name of the employer: \***

Your answer

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**Name of the Organization/Institution/Company: \***

Your answer

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**Designation: \***

Your answer

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**Name of the alumnus/ alumna working in your organization/institution/company:**

\*

Your answer

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**Note: Please rate the following parameters by checking the appropriate response.**

**1. Communication skills of the employee \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**2. Leadership quality \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**3. Ability of working in a group \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**4. Sense of responsibility \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**5. Ethical values of the employee \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**6. Innovativeness in response to workplace challenges \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

## 7. Planning and organization skills \*

- Excellent
- Good
- Satisfactory
- Needs Improvement

### Suggestions, if any

Your answer

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# SAT JINDA KALYANA (PG) COLLEGE KALANAUR (ROHTAK)

NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE

## Student Feedback Form (Curricular Aspect)

Session: 2023-2024

naacsjkc815@gmail.com [Switch accounts](#)



Not shared

\* Indicates required question

**Name of the student: \***

Your answer

**Class/Semester: \***

Your answer

**Roll number: \***

Your answer

**Note: Please rate the following parameters by checking the appropriate response.**

**1. Practical aspect of the syllabi \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**2. Effectiveness of present syllabi in overall personality development \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**3. Programme outcomes and course outcomes of the syllabi \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**4. Availability of text/reference books and e-resources in the college library \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**5. Organization of co-curricular activities \***

- Excellent
- 3 Good
- Satisfactory
- Needs Improvement

**6. Delivery of syllabi by teachers (overall rating) \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**Suggestions, if any:**

Your answer

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# SAT JINDA KALYANA (PG) COLLEGE KALANAUR (ROHTAK)

NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE

## Teacher Feedback Form (Curricular Aspect)

Session: 2023-2024

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Not shared

\* Indicates required question

**Name of the teacher: \***

Your answer

**Designation: \***

Your answer

**Subject: \***

Your answer

**Note: Please rate the following parameters by checking the appropriate response.**

**1. Adequacy of curriculum in terms of learning level of students \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**2. Balance between theory and practical aspect of the syllabi \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**3. Representation of teachers in development of curriculum \***

- Excellent
- Good
- Satisfactory
- Needs Improvement

**4. Revision of curriculum as per contemporary needs** \*

- Excellent
- Good
- Satisfactory
- Needs Improvement

**5. Availability of text and reference books related to syllabi** \*

- Excellent
- Good
- Satisfactory
- Needs Improvement

**6. Facilities provided by the institution for effective delivery of curriculum** \*

- Excellent
- Good
- Satisfactory
- Needs Improvement

## 7. Programme outcomes and course outcomes <sup>\*</sup>

- Excellent
- Good
- Satisfactory
- Needs Improvement

### Suggestions, if any:

Your answer

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# SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

## Action Taken Report

### Feedback (Curricular Aspect) and Student Satisfaction Survey

Session: 2023-2024

Based on the Student Satisfaction Survey and feedback collected from students, teachers, employers and alumni, the following actions have been taken:

S. N.	Observations/Suggestions	Action Taken
1.	The library's e-resource facility may be improved further.	The college has a subscription to the e-resource N-List. Every year N-List accounts of the students are created so that they may avail e-resources. The college library has access points for the same
2.	Personality development lectures should be conducted.	The concerned cell was instructed to conduct the same.
3.	There should be a sports period.	The same shall be implemented in the coming semesters.
4.	More sports and gym activities should be organized.	The sports incharge was asked to do the needful.
5.	The sports and gym facilities should be enhanced.	
6.	A computer system should be provided in the geography lab.	A laptop has been provided in the geography lab.
7.	The curriculum should be aligned with the contemporary requirements.	The curriculum is designed by the affiliating university, i.e. MDU, Rohtak. Such suggestions have already been communicated to the university in previous years. Further, some of these have been addressed in the NEP (implemented w.e.f. the session 2024-2025).
8.	The curriculum should be more suitable to match the learning level of students.	
9.	There should be an appropriate emphasis on integrating theoretical concepts and practical skill development.	
10.	There is scope for improvement in the experiential learning and fieldwork aspect of the curriculum	
11.	Technical education should be incorporated into the curriculum.	

12.	Language labs (English and Hindi) should be established to enhance the listening and speaking skills of students.	The college plans to establish the same in future.
13.	More job-oriented and skill programs should be organised.	The Employment/Placement Cell and EDC of the college have been organising several job-oriented and skill development programs and intend to organise more such programs in the future. In addition, skill enhancement courses and internship programs have been introduced in NEP.
14.	The number of books for PG students should be increased in the library.	Some books for PG students and reference books on Hindi have been purchased.
15.	More reference books on Hindi should be added to the library.	
16.	An art gallery may be established.	The art gallery shall be established as per the availability of funds.
17.	The number of field visits/educational trips may be increased.	The industrial visits and educational trips are regularly organized.
18.	The canteen facility should be improved further.	The canteen committee was asked to do the needful.



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