Internal Quality Assurance cell (IQAC)

**NOTICE**

A meeting of IQAC of the college will be held on 2nd july2019 at 1:00

p.m. in the conference room. All the members of IQAC are requested to be present in the meeting.

Agenda

1. Review of previous Meeting held on 4th Feb.2019.
2. Discussion on Admission Plan, Time Table and Ramayana Path. 3. Planning for Students’ Induction Program.
3. Discussion on results of 6th sem. of B.A., B.com. and 4th sem. Of M.A. (Hindi) & English.
4. Planning for preparation of academic calendar 2019-2020.
5. Celebration of cultural and national festivals (Talent Show, Teej, Van Mahotsava /15August,Youth Festival, Karva Chauth)
6. Repair and maintenance of furniture and electric gadgets.
7. Planning for Health check up camp.
8. Evaluate the cases of faculty members for selection/senior grade.

Minutes of Meeting held on 2 July 2019

Dr.Poonam Wadhwa Principal & coordinator IQAC presided over the meeting. The following members were present in the meeting.

Dr. Poonam Wadhwa Dr. Shashi Bala

Dr. Madhu Jindal Mrs. Anju Bala

Mrs. Anu BalaGarg

Mrs.Poonam Babbar Dr. Garima

Mrs. Suman devi Mrs. Manjeet

* 1. The time table committee was assigned the task to prepare the Time Table for all classes according to the guidelines.
	2. Akhand Ramayana Path as inaugural ceremony will be organized on (17-18) July 2019.
	3. IQAC gave the task to tutorial committee to make the groups of students of inter departments so that each teacher as mentor may be familiar to other departmental students.
	4. Discussed the results of even semester (final year) and highlighted the meritorious students.
	5. Planned to prepare the academic calendar for the session 2019- 2020.
	6. Teej and Van Mahotsava will be celebrated on 3 Aug 2019.
	7. Various competitions will be organized under Talent show on 5th Sep 2019.
	8. National & cultural functions will be organized as per the days on which they fall.
	9. An educational trip will be organized in the month of September. 10.It is decided that the API score will be evaluated and verified by

the screening committee well in time.

1. In the second week of August Induction Program will be organized.
2. Health checkup camp will be organized in the month of September.
3. IQAC motivated students as well as faculty members to donate blood to save the lives.
4. Discussion on celebration of cultural and National Festivals.

The Principal/convener mentioned the important programmes already organized.

* National Seminar was organized on Road safety on 21 Feb. 2019.
* Annual Athletic meet was organized on 14 March 2019.
* Golden Jubilee celebration of the college was commemorated .In which Prize distribution function on 20-4-19& 21-4-19 farewell for

B.A. , B.Com. 3rd was organized.

* Workshop of 10+2 students for Personality Development was organized from 13-5-19 to 22-5-19.
* Maharana Partap Jayanti and Yoga day were celebrated.

M.P. College for women (P.G.), Mandi Dabwali

Internal Quality Assurance cell (IQAC) - 31 Oct.2019

NOTICE

A meeting of IQAC of college will be held on 31 Oct. 2019 at 1.15 p.m. in the conference room. All the members of IQAC are requested to be present in the Meeting.

Agenda:-

* Review of the previous meeting held on 2 July 2019.
* Planning for Revision of Time Table (for even Sem.) Jan to April 2020.
* Discussion on Progress Report of classes viz class Test, syllabus covered etc.
* Planning of cultural events like Youth Festival.
* Plan for MOU with other colleges.
* Preparation for University exam of odd sem.
* Planning of sports’ activities.

Minutes:

Dr.Poonam Wadhwa Principal & coordinator IQAC presided over the meeting. The following members were present in the meeting.

Dr. Poonam Wadhwa Dr. Shashi Bala

Dr. Madhu Jindal Mrs. Anju Bala Mrs. Anu Garg

Mrs.Poonam Babbar Dr. Garima

Mrs. Suman devi Mrs. Manjeet

1. Time Table Committee was given the task to revise the Time Table and display it on Notice Board in even semesters.
2. Advised the teachers to maintain the records of one class test &two Assignments as per University Rule. Also initiate additional efforts for week students (if any) of their respective subjects.
3. Reviewed the preparation of youth festival.
4. Chalked out the plan of MOU with G.N.College Killianwali.
5. Planned for university exams.

The Convener mentioned the important functions already organized by the college.

* 1. To promote the hygiene awareness among the girls a talk on “Use of sanitary Pad” was organized on 26 July 2019.
	2. Swachhta Pakhwara was organized form 1st Aug. to 15th Aug.2019.
	3. Teej & Van Mahotsava were celebrated on 3rd Aug. 2019.
	4. An Educational & Historical tour (Mathura, Vrindhavan, Agra, and Delhi) was organized from 9 Sep. to 11 Sep.2019.
	5. Yoga & Meditation workshop was organized from 9th Sep. to 11th

Sep. 2019.

* 1. Medical health checkup camp for students was organized from 19th to 22nd Sep.2019. Our staff members donated blood to serve the society.
	2. Other departmental functions such as talk, Quiz, Poster Competitions were organized by various departments and committees.

NOTICE

A meeting of IQAC of college will be held on 29th Jan.2020 at 12.30 p.m. in the conference hall. All the members of IQAC are requested to be present in the meeting.

Agenda:

1. Review of previous meeting held on 31st Oct. 2019.
2. Planning of Sports meet.
3. Discussion on Progress report of classes for even semester (2nd, 4th, 6th).
4. Planning for Stock checking
5. Proposal to purchase a projector with smart board.
6. Discussion on establishment of E-Library.

Minutes

Dr.Poonam Wadhwa Principal & coordinator IQAC presided over the meeting. The following members were present in the meeting.

Dr. Poonam Wadhwa Dr. Shashi Bala

Dr. Madhu Jindal Mrs. Anju bala Mrs. Anu Garg

Mrs.Poonam Babbar Dr. Garima

Mrs. Suman devi Mrs. Manjeet

* 1. Sports Meet and Tree Plantation will be held on 6 March. 2020.
	2. Assigned duties for stock checking.
	3. Assigned duties to purchase projector/smart board to purchase committee.
	4. Chalked out the plan to set up E-library.
	5. The Principal highlighted the various functions organized by the college.
		+ In Youth Festival our college won the prizes in Mehandi - 1st, Mimicary—1st, in Classical Dance-2nd.
		+ National Communal Harmony week was organized from 19th to 25th Nov.2019.
		+ Voter awareness week was celebrated from 25 Jan. to 30 Jan.2020 (which is still going on )
		+ Other National & important days such as (Girls’ child day on 24th Jan. and Republic day on 26th Jan.) were also celebrated.

Notice

An emergency meeting of IQAC of the college will be held on 16/3/2020 at 10.45 a.m. All the members of IQAC are requested to be present in the Meeting.

Agenda- Measures to be undertaken in the times of Covid-19. Minutes

Dr. Poonam Wadhwa principal and Coordinator IQAC presided over the meeting. The following members were present in the meeting

Dr. Poonam Wadhwa Dr. Shashi Bala

Dr. Madhu Jindal Mrs. Anju Bala Mrs. Anu Garg

Mrs.Poonam Babbar Dr. Garima

Dr. Suman devi Dr. Manjeet

Sh. Gurtej Singh Soni

Sh. Naresh Kumar(Clerk) Sh. Shashikant Sharma Ms. Manvinder Kaur Mrs. Bhawna Kamra Shri Ram Lal Bagri

All the faculty members were advised to be in touch with students through available e-resources or digital Media& provide them study material. They were also advised to spread awareness regarding safety measures against corona virus like use of masks and sanitizers. Flex committee was also assigned the task to get the pamphlets printed for precautions regarding corona-virus and pasted on different places of the town. It was further advised to motivate students to prepare masks and sanitizers at home for distribution in the neighborhood.