

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the Meeting

(2022-2023)

1st Meeting of IQAC held on 18 July, 2022, Thursday; 11:00 A.M in the office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/absent)
1.	Dr. Aarti Garg	Chairperson, IQAC	Present
2.	Dr. Monika Guglani	Coordinator, IQAC	Present
3.	Ms. Seema Suneja	Teacher	Present
4.	Ms. Priyanka Bindlish	Teacher	Present
5.	Ms. Minakshi	Teacher	Present
6.	Dr. Arti Chawla	Teacher	Present
7.	Ms. Ankita	Teacher	Present
8.	Dr. Shweta Gupta	Teacher	Present
9.	Dr. Hemlata	Teacher	Present
10.	Mr. Amarnath Goel	Administrative Representative	Present
11.	Mr. Ram Bahadur Khurania	Management Representative	Present
12.	Mr. Narender Miglani	Industrial Representative	Present
13.	Ms. Nisha Goel	Alumni Representative	Present
14.	Ms. Isha Mehta	Student Representative	Present

Arti Garg
Principal
G. Mahila Mahavidyalaya
Kaithal -136027 (Haryana)


Following agenda was discussed in the meeting.

Agenda for 1st meeting

1. To maintain admission policy for online admissions
2. To constitute admission committee.
3. To prepare Academic Calendar for the new session.
4. To discuss the strengthening of library and maintenance of digital infrastructure in the College/ Institution.
5. To maintain discipline in the college campus.
6. To discuss about teaching pattern using Internet and PPTs.
7. Any other relevant issues made by IQAC members with the permission of the chair.

Suggestions and Decisions`:

1. Full relaxation /partial relaxation in fee will be taken into consideration for topper students and needy students.
2. The admission committee has to note all the rules and regulations regarding the admission of the students in college.
3. Time-Table and syllabus division will be planned according to academic calendar.
4. Library infrastructure would increase the number of books.
5. Mobile Phones are strictly banned for the staff as well as for the students and they should attend their classes regularly.
6. Teachers are required to use E-material for teaching students as teaching aid.
7. The ideas were welcomed by IQAC members and efforts will be done to improve it.


Offg. Principal
J. G. Mahila Mahavidyalaya
Kaithal -136027 (Haryana)

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the Meeting

(2022-2023)

2nd Meeting of IQAC held on Oct 31, 2022, Thursday; 11:00 A.M in the office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/absent)
1.	Dr. Aarti Garg	Chairperson, IQAC	Present
2.	Dr. Monika Guglani	Coordinator, IQAC	Present
3.	Ms. Seema Suneja	Teacher	Present
4.	Ms. Priyanka Bindlish	Teacher	Present
5.	Dr. Arti Chawla	Teacher	Present
6.	Ms. Ankita	Teacher	Present
7.	Dr. Shweta Gupta	Teacher	Present
8.	Dr. Hemlata	Teacher	Present
9.	Ms. Minakshi	Teacher	Present
10.	Mr. Amarnath Goel	Administrative Representative	Present
11.	Mr. Ram Bahadur Khurania	Management Representative	Present
12.	Mr. Narender Miglani	Industrial Representative	Present
13.	Ms. Nisha Goel	Alumni Representative	Present
14.	Ms. Isha Mehta	Student Representative	Present

Arti Garg
Offg. Principal
I. G. Mahila Mahavidyalaya
Kaithal - 134027 (Har yana)

Following agenda was discussed in the meeting.

Agenda for IInd meeting

1. To review and confirm the minutes of the last meeting.
2. To decide about environmental friendly measures for disposal of E-waste.
3. To discuss incentives for needy and meritorious students, in academics, cultural and sports activities.
4. To discuss about day to day working of the college.
5. To make proposal for books/ journals/periodicals.
6. To prepare time table and lesson plan for the recent session.
7. To initiate various offline/online activities through different cells(Cultural, Sports etc.)

Suggestions and Decisions`:

1. The minutes of the last meeting were reviewed and passed by the co-ordinators and IQAC members.
2. Ample measures would be taken for disposal of E-waste.
3. Needy & meritorious students are given full fee concessions and books are also provided through Book Bank.
4. Extra classes were arranged for those students who are engaged in sports and cultural activities.
5. Website will be updated regularly.
6. Staff members are to extend their research activities by investing more time in library.
7. Various cells in the college are also required to take some efforts to initiate various online activities to improve skills in students.


Offg. Principal
G. Mahila Mahavidyalaya
Karnal -136027 (Haryana)

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the Meeting

(2022-2023)

3rd Meeting of IQAC held on feb 23, 2023, Thursday; 11:00 A.M in the office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/absent)
1.	Dr. Aarti Garg	Chairperson, IQAC	Present
2.	Dr. Monika Guglani	Coordinator, IQAC	Present
3.	Ms. Seema Suneja	Teacher	Present
4.	Ms. Priyanka Bindlish	Teacher	Present
5.	Dr. Arti Chawla	Teacher	Present
6.	Ms. Ankita	Teacher	Present
7.	Dr. Shweta Gupta	Teacher	Present
8.	Dr. Hemlata	Teacher	Present
9.	Ms. Minakshi	Teacher	Present
10.	Mr. Amarnath Goel	Administrative Representative	Present
11.	Mr. Ram Bahadur Khurania	Management Representative	Present
12.	Mr. Narender Miglani	Industrial Representative	Present
13.	Ms. Nisha Goel	Alumni Representative	Present
14.	Ms. Isha Mehta	Student Representative	Present


Offg. Principal
I. G. Mahila Mahavidyalaya
Kaithal -136027 (Haryana)

Following agenda was discussed in the meeting.

Agenda for the IIIrd meeting

1. To review the agenda of the last meeting.
2. To discuss the activities to be intitated by different cells.
3. To discuss the progress report of submission of AQAR of NAAC.
4. To discuss the departmental activities.
5. To discuss about the preparation of lesson plans by the staff.
6. To discuss about the Self Study Report (SSR).
7. To make proposal for books /journals / periodicals.
8. Any other business with the permission of the chair.
9. To discuss about state level cultural fest in college.
10. To organise more National seminars / Workshop sponsored by DGHE, Haryana /UGC language academics of Haryana.

Suggestions and Decisions:

1. The minutes of the last meeting were reviewed and passed by the coordinators and IQAC members.
2. Time Table will be maintained.
3. Various departments are to arrange different online and offline activities to increase the interest of students and to make them better understand the concepts.
4. Various cells in the college (Red Cross and Red Ribbon Cell, Women cell etc) are also to take some efforts to initiate various online activities to improve skills in students.
5. Students centric activities like group discussions, English speaking classes, seminars, tutorials should be arranged.


Offg. Principal
L. G. Mahila Mahavidyalaya
Bithal -136027 (Haryana)

INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA, KAITHAL

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the Meeting

(2022-2023)

4th Meeting of IQAC held on Apr 17, 2023, Thursday; 11:00 A.M in the office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/absent)
1.	Dr. Aarti Garg	Chairperson, IQAC	Present
2.	Dr. Monika Guglani	Coordinator, IQAC	Present
3.	Ms. Seema Suneja	Teacher	Present
4.	Ms. Priyanka Bindlish	Teacher	Present
5.	Dr. Arti Chawla	Teacher	Present
6.	Ms. Ankita	Teacher	Present
7.	Ms. Minakshi	Teacher	Present
8.	Dr. Shweta Gupta	Teacher	Present
9.	Dr. Hemlata	Teacher	Present
10.	Mr. Amarnath Goel	Administrative Representative	Present
11.	Mr. Ram Bahadur Khurania	Management Representative	Present
12.	Mr. Narender Miglani	Industrial Representative	Present
13.	Ms. Nisha Goel	Alumni Representative	Present
14.	Ms. Isha Mehta	Student Representative	Present


Offg. Principal
G. Mahila Mahavidyalaya
Kaithal -136027 (Haryana)


Following agenda was discussed in the meeting.

Agenda for IVth meeting

1. To review the agenda of the last meeting.
2. To propose requirement of infrastructure for the session 2023-2024.
3. To discuss about day to day activities of college.
4. To promote and advertise the college achievements.
5. To take a review of department wise results.
6. To discuss the smooth conduct of examination process.
7. To discuss the academic activities and future plan of the college.
8. Any other business with the permission of the chair.

Suggestions and Decisions`:

1. The agenda of the last meeting was reviewed by the coordinator and the members of the IQAC.
2. The vision, mission and strategic plan for the development of the organization will be taken into consideration.
3. Students will be instructed to follow all the precautions regarding pandemic like social distancing etc.
4. Infrastructural requirements will be taken into consideration. Adequate measures will be taken.
5. Department wise results/achievements of students are appreciated.


Offg. Principal
I. G. Mahila Mahavidyalaya
Kaithal -136027 (Haryana)