# INDIRA GANDHI (P.G.) MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL(IQAC)

# Minutes of the meeting

(2023-24)

1 The meeting of IQAC was held on 3rd June, 2023, Saturday, 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. Arti 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.Aarti Chawla	Teacher	Present
6	Ms. Meenakshi	Teacher	Present
7	Ms. Ankita	Teacher	Present
8	Dr. Shweta Gupta	Teacher	Present
9	Dr. Hemlata	Teacher	Present
10	Mr. Amaranth Goel	Administration	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

# INDIRA GANDHI (P.G.) MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Notice of the meeting

(2023-2024)

Date: 1 06/2023

1st meeting of IQAC will be scheduled on 3<sup>rd</sup> June, 2023, Saturday, 11:00 A.M in the office of the principal. Presence of all members of IQAC is solicited.

#### Agenda for 1st meeting

- To discuss about the implementation of New Education Policy 2020 in upcoming session 2023-24.
  - To discuss the admission policy for online admission and required infrastructure.
  - To discuss regarding formation of admission committee in the institution to ensure the smooth conduct of admission process.
  - 4. To discuss about the time table and implementation of additional subject i.e. Ability Enhanced course (AEC), Skilled Enhanced course (SEC), Value Added Course (VAC) and Multi-Discipline course (MDC) subject of odd semester for 1<sup>st</sup> year courses (NEP).
  - To discuss about the preparation the list of combination of subjects for selection of subjects by the students.
  - 6. To discuss about the orientation program for 1st year students.
  - 7. Any other relevant issues made by IQAC members with the permission of chair.





#### Suggestion and Decisions:

- It was recommended that to provide more information to faculty about NEP 2020 that they can further guide to the students effectively.
  - The admission committee should arrange a meeting at the starting of the session to facilitate a smooth admission process.
  - It should be ensured by admission committee that the admission process for session 2023-24 is being conducted according to the rules and norms of DGHE, Panchkula and Kurukshetra University, Kurukshetra.
  - All department faculties will maintain regular engagement with the students for effectively implementation of NEP 2020 in the organization.
  - It should be ensured by HOD of concerned department to prepare the combination of subject before start of admission.

# INDIRA GANDHI (P.G) MAHILA MAHAVIDYALAYA, KAITHAL NOTICE

Date- 26.07.2023

The IQAC of the college is formulated for the session 2023 – 24. It includes following members:

Sr. No.	Name of the Member	Designation
I	Dr. Arti Garg	Chairperson,IQAC
2	Ms. Shweta Tanwar	Principal In charge (Eve.)
3	Ms. Nandita	Coordinator IQAC
4	Dr. Monika Guglani	Head (English Dept.)
5	Ms. Seema Suneja	Head (BAMC Dept.)
6	Ms. Priyanka Bindlish	Head (Commerce Dept.)
7	Dr. Aarti Chawla	Head (Economics Dept.)
8	Ms.Meenakshi	Head (Science Dept.)
9	Ms.Ankita	Head (Mathematics Dept.)
10	Dr. Shweta Gupta	Assistant Professor
11	Dr. Hemlata	Head (Hindi Dept.)
12	Dr. Silender Sharma	Head (Sanskrit Dept.)
13	Mr.Amaranth Goel	Administration
14	Mr. Ram Bahadur Khurania	Management Representative
15	Mr.Narender Miglani	Industrial Representative
16	Ms.Nisha Goel	Alumni
		Representative
17	Ms.Aastha (M.Sc. math)	Student Representative



# INDIRA GANDHI(P.G.) MAHAVIDYALAYA,KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Notice of the meeting

(2023-2024)

Date: 22/09/2013

2<sup>ND</sup> meeting of IQAC will be scheduled on 25/09/2023(Monday) at 11:30 a.m.in the office of the principal. Presence of all members of IQAC is solicited.

## Agenda for 2nd meeting

- 1. To confirm the minutes and action taken report of last meeting.
- To discuss the action plan of various departments, cells etc. for the academic year 2023-24.
- 3. To discuss AQAR criteria wise distribution and action plan.
- To discuss regarding the conduct of sessional internal examination for all UG & PG students.
- To discuss about collaborations and obtain Memorandums of Understanding (MOUs) with other institutions.
- 6. Any other matter with the permission of chair.

Ms. Nandita

IQAC Coordinator

Dr. Arti Garg Chairperson, IQAC

# INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL INTERNAL QUALITYASSURANCE CELL(IQAC)

#### Minutes of the meeting

(2023-2024)

Date: 25/09/2023

2<sup>ND</sup> meeting of IQAC held on 25/09/2023 (Monday) at 11:30 a.m. in the office of the principal. The following members attended the meeting.

Sr.No	Name of the Member	Designation	Signature
1	Dr. Arti Garg	Chairperson, IQAC	Azii (Jon
2	Ms. Shweta Tanwar	Principal In charge (Eve.)	July .
3	Ms. Nandita	Coordinator IQAC	Hards &.
4	Dr. Monika Guglani	Head (English Dept.)	harrens
5	Ms. Seema Suneja	Head (BAMC Dept.)	Leens
6	Ms. Priyanka Bindlish	Head (Commerce Dept.)	Turontes
7	Dr. Aarti Chawla	Head (Economics Dept.)	AA
8	Ms. Meenakshi	Head (Science Dept.)	War
9	Ms. Ankita	Head (Mathematics Dept.)	Ankita Goel
10	Dr. Shweta Gupta	Teacher	guryn
11	Dr. Hemlata	Head (Hindi Dept.)	H
12	Dr. Silender Sharma	Head (Sanskrit Dept.)	giveles
13	Mr.Amaranth Goel	Administration	Arfrie
14	Mr. Ram Bahadur Khurania	Management	Ramy
		Representative	10 .,
15	Mr. Narender Miglani	Industrial Representative	•
16	Ms. Nisha Goel	Alumni	
Patriane Line		Representative	
17	Aastha (M.Sc. math)	Student Representative	Asthy

# Suggestions and decisions of 2<sup>nd</sup> meeting of IQAC (2023-2024)

- All heads of departments and cell in-charges are instructed to plan their cells activities and conduct timely.
- For the submission of AQAR, all criterion In-charges are appointed for specific criteria.
- A decision has been taken during the meeting to announce the examination dates and syllabus in advance regarding the sessional exams.
- During the meeting, the focus was made on conducting activities in collaboration with other institutions that helps in improving the skills of students.





# INDIRA GANDHI (P.G.) MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Notice of the meeting

(2023-2024)

Date: 24/01/2024

3<sup>rd</sup> meeting of IQAC will be scheduled on 30/01/2024 (Saturday) at 12:30 p.m. in the office of the principal. Presence of all members of IQAC is solicited.

# Agenda for 3<sup>rd</sup> meeting

- 1. To confirm the minutes and action taken report of last meeting.
- To discuss the activities to be initiated by different department and different cells for even semester.
- To discuss about the time table and selection of SEC subject of even semester for 1<sup>st</sup> year courses (NEP).
- To discuss about organizing Athletic Meet and State Level Cultural Fest.
- 5. To discuss about the purchase of new equipment's, software's, solar system etc.
- Discussion about the apply for Integrated Course for next session (2024-25).

7. Any other matter with the permission of chair.

Ms. Nandita

IQAC Coordinator

Dr. Arti Garg

Chairperson, IQAC

# INDIRA GANDHI (PG) MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

# Minutes of the meeting

(2023-2024)

3<sup>rd</sup> meeting of IQAC held on Jan 30, 2024, Tuesday, 12:30 pm in the office of the principal. The following members attended the meeting.

3	r. Name of the Member	Designation	Signature
	l Dr. Arti Garg	Chairperson IOA	
	2 Ms.Nandita	Chairperson, IQA	fall o
	3 Dr. Monika Guglani	Coordinator IQAC	Namber
	4 Ms. Seema Suneja	Teacher	ween
	Ms. Priyanka Bindlish		Jeems
(	Dr. Arti Chawla	Teacher Teacher	Jugodan
7	Ms. Minakshi		High
8	Ms. Ankita	Teacher	MAR
9	Dr. Shweta Gupta	Teacher	Ankita God
10		Teacher	Ser Wh
	J. Hennata	Teacher	411
11	Mr. Amaranth Goel		100
	Indianalia Goel	Administration	John -
12	Mr. D. D. I		1910
-	Mr. Ram Bahadur Khurania	Management	1/1
1 2	M. N.	Representative (a	u Book
)	Mr. Narender Miglani	Industrial	
		Representative	
4	Ms. Nisha Goel	Alumni	
-		Representative	Absent
5	Aastha (M.sc. math)	and the same of th	
	,	Student	Astha -
prosecution		Representative	110

Offic Principal

Offic Principal

I G Matrita International

# Suggestions and decisions of 3<sup>rd</sup> meeting of IQAC(2023-2024)

- 1. The college organized a national-level cultural fest and athletic meet this time.
- 2. This session, we will focus on getting the solar system installed.
- 3. The college will also apply for the integrated course.
- Many activities should be organized internally in the college to boost the students' confidence.



# INDIRA GANDHI (P.G.) MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Notice of the meeting

(2023-2024)

Date: 16 04 2024

4th meeting of IQAC will be scheduled on 29/04/2024(Monday) at 1:00 p.m.in the office of the principal. Presence of all members of IQAC is solicited.

## Agenda for 4th meeting

- 1. To confirm the minutes and action taken report of last meeting.
- To discuss the smooth conduct of external examination process.
- 3. To take a review of department wise results.
- 4. Admission promotional activities for 2024-25 sessions.
- 5. To discuss the infrastructure that are required for next session 2024-25
- 6. Discuss about the renovation work in institution.
- 7. Any other matter with the permission of chair.

Ms. Nandita

IQAC Coordinator

Dr.Arti Garg

Chairperson, IQAC

# INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the meeting

(2023-2024)

Date: 29 04 2024

4th meeting of IQAC held on 29/04/2024(Monday) at 1:00 p.m. in the office of the principal. The following members attended the meeting.

Sr.No	Name of the Member	Designation	Signature
1	Dr. Arti Garg	Chairperson, IQAC	Doi Go.
2	Ms. Shweta Tanwar	Principal In charges (Eve.)	Culos
3	Ms. Nandita	Coordinator IQAC	Harlitais
4	Dr. Monika Guglani	Head (English Dept.)	Hamberry
5	Ms. Seema Suneja	Head (BAMC Dept.)	teens
6	Ms. Priyanka Bindlish	Head (Commerce Dept.)	Twing
7	Dr. Aarti Chawla	Head (Economics Dept.)	Arti
8	Ms. Meenakshi	Head (Science Dept.)	my
9	Ms. Ankita	Head (Mathematics Dept.)	Ankita God
10	Dr. Shweta Gupta	Teacher	
11	Dr. Hemlata	Head (Hindi Dept.)	
12	Dr. Silender Sharma	Head (Sanskrit Dept.)	Juli
13	Mr. Amaranth Goel	Administration	Anny
14	Mr. Ram Bahadur Khurania	Management Representative	Ram Mus
15	Mr. Narender Miglani	Industrial Representative	
16	Ms. Nisha Goel	Alumni Representative	
17	Aastha (M.Sc. math)	Student Representative	

Dilg. Principal

| L. Mahila Mahavidvalaye
| Kalikal-136027 (Haryana)

#### Suggestions and decisions of 4th meeting of IQAC (2023-2024)

- 1. In the meeting, it was discussed how many rooms will be required for exams and classes, as well as the number of faculty members needed for invigilator duties. It was also emphasized to check all these systems thoroughly to ensure that the examination and classes during the election period to be conducted smoothly and efficiently.
- 2. All HOD was instructed to analyse the results to identify the strengths and weaknesses across departments. It was also decided to recognize and reward students with outstanding results to encourage healthy competition among them.
- 3. It was decided to highlight the achievements of college students in newspapers as part of promotional activities for the next session. Additionally, it was decided to publish news regarding the availability of seats in different streams before the commencement of admissions for the 2024-25 session.
- 4.All the heads of departments were instructed to critically assess the infrastructure requirements, such as classrooms, laboratories, or IT resources, needed for the next session. They were directed to prepare a detailed list and submit their requirements for further development.
- 5. The clerical staff was instructed to identify areas in the college that require renovation, such as libraries, classrooms, washrooms, etc., which ensure safety standards and better facilities for students. They were directed to inspect these areas and ensure timely improvements and also focused on updated software that help in smooth admission process for next session 2024-25.











