

## The Minutes of IQAC Meetings and Action taken Report:

- **Meeting No. 1 Date: 9/09/2019 Place: Office of the Principal.**
- 1. The Academic and Co-curricular activities calendar (proposed) for the session 2019-20 has been approved.
  - Action to be taken by all Staff Members.
- 2. The College has to frame a structural strategic five year plan for the execution and allocation of its resources.
  - Action to be taken by Advisory Committee.
- 3. The College authorities and staff members have to contact, co-ordinate and interact with the industrialist to encourage and motivate them for their contribution through C. S. R. and their participatory roll to promote girls education.
  - Action to be taken by all HODs.
- 4. The proposal for research projects/ workshops and seminars should be submitted by exploring the schemes and plans of concerned Ministry/Institutions /Departments and Councils, like Yoga Department can submit their proposal to Ayush Mantralaya , Sports Department can submit their proposal to the Sports Ministry etc.
  - Action to be taken by all HODs.
- 5. Proper documentation should be maintained and recorded (Notice, photos, Reports, List of Students and Media coverage by all staff members regarding the activities and programme organized in the College.
  - Action to be taken by all In-charges and Coordinators for various Committees and Cells.
- 6. College-Society interface programme regarding various aspects will be promoted and organized.
  - Action to be taken by all In-charges and Coordinators for various Committees and Cells.
- 7. The various specific and important National and International Days will be identified and celebrated like Legal Literacy Day, AIDS Day and Yoga Day etc. etc.
  - Action to be taken by all HODs.
- 8. The Eminent Personalities and Empowered or Entrepreneur women will be Identified and activities & Programs regarding their significant contribution toward society with specific reference to women.
  - Action to be taken by Women Cell and Legal Cell In charges.
- 9. The Alumni record should be properly documented and feedback should be taken from Alumni. The Employer certificate along with feedback should be taken from those Alumni who are working.
  - Action to be taken by Alumni Committee.

10. Feedback from College students should be taken per year.
  - Action to be taken by Feedback Committee.
11. To explore various employment avenues in various sectors like street house, academia, publishing house, NGOs and Industry for students so that the Education can be more employable.
  - Action to be taken by Placement Cell.
12. The College has to decide a specific day for particular activities like Digital-Detox Day, No use of Personal vehicle, distribution of Clay Pots in summer and minimum five trees should be planted by each Department to inculcate the Social and Moral values in the students and to sensitize them thus making them responsible citizens.
  - Action to be taken by all HODs.
13. The College would construct eco-friendly girl's common room.
  - Action to be taken by Construction Committee.
14. The College website should be regularly updated.
  - Action to be taken by Sh. Bijender Singh.
15. A common Register should be maintained by the College to record and documented collective details regarding all activities, programs and achievements of the College.
  - Action to be taken by Ms. Jyoti (Administrative Staff).

**IQAC Coordinator**  
Dr. Shusheela Dhankhar

**Principal**  
Dr. Rashmi LOhchab

● **Meeting No. 2 Date: 7/02/2020 Place: Office of the Principal.**

1. Action taken report about previous meeting decisions was presented by IQAC Co-ordinator.
  - Approved and resolved by IQAC.
2. Teacher's Parents week will be celebrated in the month of March 2020.
  - Action to be taken by IQAC.
3. The DGHE Sponsored Seminar on "Recent Advances in Physical Education" will be organized on 22<sup>nd</sup> and 23<sup>rd</sup> Feb 2020 in the College Campus.
  - Action to be taken by HOD Physical Education and Sports Department.
4. Women Entrepreneur will be invited to celebrate International Women Day.
  - Action to be taken by Women Cell and Sociology Department.
5. Annual Athletic meet will be organized in the first week of March 2020.
  - Action to be taken by Sports Department.
6. Induction program regarding Ek Bharat Shreshth Bharat will be organized in the College campus in last week of Feb. 2020.
  - Action to be taken by EBSB Committee.
7. Alumni should be registered.
  - Action to be taken by Alumni Committee.
8. Famous and Renowned Alumni Portraits should be displayed in the College campus.
  - Action to be taken by Alumni Committee.
9. Extension lecture on Moral, Social and Ethical values will be organized for students and staff.
  - Action to be taken by HODs of all Departments.
10. To enhance the software skills of Teaching and Non-teaching staff digital training will be organized in the College campus.
  - Action to be taken by IT Cell.
11. Job oriented courses should be started and projects regarding these courses to be submitted in UGC so that education can be more employable.
  - Action to be taken by

IQAC Coordinator  
Dr. Shusheela Dhankhar

Principal  
Dr. Rashmi LOhchab