

IQAC Meeting-4th August 2020

Minutes and Action Taken Report.

A meeting of the IQAC (only with College Staff Members) was held in the office of the Principal on 4th August 2020 and following decisions have been taken unanimously:

- To enhance the soft skills of teaching and Non teaching staff members, computer teaching will be conducted under, 'Digital Sakhi' (initiative launched by the college) by Professional in the college campus in the month of August 2020.

Action to be taken by College IQAC.

- Staff and students should be motivated to participate in Varkshabandhan Abhiyan, a part of Harit Haryana Abhiyan and also advise them to download the app Geo-tagging features so that maximum trees can be planted in their respective areas.

Action to be taken by NCC, NSS and YRC.

- Online induction program for all students will be conducted after admissions/beginning of the session.

Action to be taken by Ms. Urmila Rathee and Dr. Deepika.

- Online Parent teacher meet will be conducted in the month of September 2020.

Action to be taken by all staff members.

- It has been decided that urgent required items/material will be purchased with the permission of the Principal and retrospective permission will be taken by Worthy Administrator whenever he/she joins.

Action to be taken by concerned Committees.

- All the general notices will be circulated through what's app and hard copy will be displays on the notice boards. Only individual notices for teaching and non teaching staff members will be conveyed through hard copy/e mail. So all staff members (teaching and Non-teaching) should have a smart phone with them.

Action to be taken by Administrative Staff.

- Considering Covid-19 pandemic situation the College Campus will be sanitized and leg press sanitizer stands will be installed at required places in the College Campus.

Action to be taken by concerned committee.

- Book bank facilities should be maintained in the College Library.

Action to be taken by Library Committee.

- Fee concession/freeship will be given for outstanding students after verification of the documents by concerned committee.

Action to be taken by Administrative Staff.

- All staff members will be in touch with students through online for counseling them about online admission process and teaching process.

Action to be taken by all staff members.

- The department of commerce should organize a National Seminar/Webinar on Indian economy in the month of August 2020.

Action to be taken by the Department of Commerece.

- Personality Development sessions/programs for students should be conducted in the coming session 2020-21.

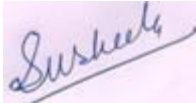
Action to be taken by Guidance & Counseling Cell and

Career Guidance Cell.

- It has been decided that all scholarship/cash prizes/refreshment etc. will be given directly to the students through online money transfer in their accounts or through cheques except less than Rs. 100/-

Action to be taken by Administrative staff.

- In compliance with the suggestions of previous IQAC meeting to make Education more employable proposal for job oriented courses i.e. 4- B. Vocational and 5-Community Development Courses have been submitted to UGC in the month of July 2020.



IQAC Coordinator
Dr. Susheela Dhankhar



Principal
Rashmi Lohchab

IQAC Meeting-22nd Sept. 2020

Minutes and Action Taken Report.

A virtual meeting of the IQAC was held on 22.09.2020 and following decisions have been taken unanimously.

- The annual calendar of Academic & Co-curricular activities (proposed) for the session 2020-2021 has been approved.

Action to be taken by IQAC Coordinator

- Proper documentation will be maintained and recorded (Notices, photos, Reports, list of students and media coverage etc.) by all the staff members regarding the activities/programme organized in the college.

Action to be taken by all staff members.

- Considering virtual system of interaction and teaching, it has been decided that two special help line e-mail will be created only for students.

- Grievance Redressal cell: - Where they can lodge their grievances and find panacea to their problems.

- Guidance & Counselling Cell: - Where students can share their issues and problems with the teachers and may find a solution to their anxiety and maintain a healthy personality.

Action to be taken by concerned convener.

- Feedback will be collected through online method from the students.

Action to be taken by Mrs. Suman Jatain

- It has been decided that all field tours/visits may not be possible due to COVID- 19 pandemic so that virtual tours will be shown and projects will be given to the students.

Action to be taken by all Staff members.

- Workshops/Extension lecture/ Competitions will be organized on Environmental issues so that students can be made aware and sensitized about environmental pollution problems/issues and its adverse effects on human society and also about advantages of a clean Environment on our well-being.

Action to be taken by all Staff members.

- Webinar/ Lecture session/ Workshops will be organized on E-content Development to improve the soft skills and digital knowledge of students as well as staff.

Action to be taken by all Staff members.

- Mentor-Mentee group should be framed for online interaction and special time/ period should be allotted to all mentors to implement this system.

Action to be taken by concerned convener.

- More workshops/ extension lecture/ meditation sessions etc. will be organized for students and staff to make them stress free and to improve their mental health.

Action to be taken by all Staff members.

- Being a girl's college, special programme/ sessions and competition will be organized on famous Social Reformer and educationist Savitri Bai Phule's personality so that students can be made aware of her significant contribution towards education and social emancipation of women.

Action to be taken by all Staff members.

- It has been decided that in various competitions/ programmes /activities, students will be encouraged to participate with their original content so that their creativity can be enhanced through these competitions.

Action to be taken by all Staff members.

- Raja Ram Mohan Rao Club will be formed and book bank facility will be made available in the college for the students.

Action to be taken by Library Committee.

- It has been decided that college will try its best to start admission in New UGC approved courses, keeping in perspective the existing infrastructure, response of admission seekers and collaboration with required outside agencies for particular courses considering COVID-19.

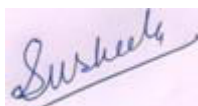
Action to be taken by UGC Committee.

- A workshop and extension lecture will be organized on the specific and qualitative use of Electronic and social media for students.

Action to be taken by IT Committee.

- Webinar/ Workshop/ Extension lecture etc will be organized on Drug Abuse to sensitize and create awareness among students regarding this rampant and serious problem accelerating in Haryana at a very fast pace.

Action to be taken by NCC, NSS and YRC Coordinators.



IQAC Coordinator
Dr. Susheela Dhankhar



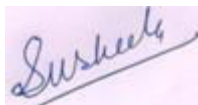
Principal
Rashmi Lohchab

IQAC Meeting- 7th August 2021 Minutes and Action Taken Report

A meeting of the IQAC was held on 7th August 2021 in the Office of the Principal and following decisions have been taken unanimously.

- 1. The annual calendar of Academic and CO-curricular activities for the session 2021-22 to be prepared.**
: Action to be taken by IQAC Coordinator
- 2. Five years Roadmap for implementation of NEP with specification 2026 will be prepared.**
Action to be taken by IQAC Committee
- 3. To establish incubation center in the college campus a proposal should be submitted to the Office of the DGHE.**
Action to be taken by Career Counselling and Placement Cell
- 4. To improve digital teaching and learning, workshop on e-content, e-learning and digital system will be organized in the college campus.**
Action to be taken by IT Committee of the College.
- 5. FDP for qualitative teaching will be organized.**
Action to be taken by all faculty members
- 6. Health cards of the students will be prepared records should be maintained of COVID vaccinated staff/students and health check up camp will be organized in the College Campus under Jan Swasthya Abhiyan.**
Action to be taken By YRC In- charges.
- 7. Student and staff should be motivated to use blended mode of teaching and learning. They should be guided to use e-pathshala, Atal Academy, UDAAN etc. Students and staff will be motivated to upload their video/audio of their excellence on any topic and field on digital platform like you tube, instagram, facebook etc.**
Action to be taken by all faculty members.
- 8. A Committee should be constituted in the college to assess Digital teaching learning system/functioning.**
Committee will be constituted.
- 9. To celebrate 'AZADI KA AMRIT MOHATSAV' a series of inspiring lectures on contribution of women in India's freedom and development will be organized.**
Action to be taken by the AZADI KA AMRIT MOHATSAV Committee.
- 10. In collaboration with publishing houses workshops will be organized in the college campus to motivate staff and students for research and publication.**
Action to be taken by Mrs. Urmila Rathee, Librarian
- 11. Personalized helpline mechanism should be created in the college campus.**
Action to be taken by Dr. Sneha Lata Sangwan
- 12. Staff and students will be motivated to show the videos of their personal tours and other social activities on Social media.**
Action to be taken by all faculty members.

- 13. Appreciation awards should be given to students for their special contribution in the development of the college.**
- 14. Feedback should be collected from students, Parents, Alumni and employer. Action taken report on feedback should be documented.**
Action to be taken by Mrs. Suman Jatain and Mrs. Asha Kharb
- 15. Involvement of students in mentor-mentee session should be recorded and documented.**
Action to be taken by all staff members
- 16. Meditation session will be organized in the college to maintain mental health and wellbeing of students and staff.**
Action to be taken by Department of Yoga Science
- 17. Special lecture will be organized on dignity of labour.**
Action to be taken by NSS Incharges.
- 18. Workshops will be organized on social ethics and values.**
Action to be taken Department of Social Sciences and Language & Literature.
- 19. The college will contact with industrialist and philanthropist to get funds through CSR and welfare schemes.**
Action to be taken by IQAC Committee
- 20. Staff should be encouraged for pursuing Post Doctorate.**
- 21. Proposal for major and minor projects will be prepared and submitted to UGC and other Center and state agencies.**
Action to be taken by all Departments.
- 22. Students will be motivated to do internship programs in their concerned agencies.**
Action to be taken by all Departments.
- 23. To inculcate the spirit of social equality, various academic activities and competitions will be organized.**
Action to be taken by Mrs. Neelam, Incharge of SC, BC Cell.



IQAC Coordinator
Dr. Susheela Dhankhar



Principal
Dr. Rashmi Lohachab