**INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA,KAITHAL**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Mintues of the Meeting**

**(2017-18)**

**Minutes of Ist Meeting of IQAC held on Friday June 30,2017 at 2:30pm in the office of the Principal. The following member attended the meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
|  | Dr.(Mrs)Sadhna Thukral | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Meenakshi Kaushal | Teacher | Present |
|  | Ms. Anita Bansal | Teacher | Present |
|  | Ms.Neerja Uppal | Teacher | Present |
|  | Ms.Harsh | Teacher | Present |
|  | Ms. Jyoti Seth  | Teacher | Present |
|  | Mr.Vijay Gupta | Administration | Present |
|  | Mr.Ram Bahadur Khurania | Management Representative  | Present |
|  | Mr.Subhash Sharma | Management Representative  | Present |
|  | Ms.Pooja Tiwari  | Alumni Representative | Present |
|  | Ms.Isha  | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda :**

1. Admission policy for the online admissions.
2. Cut of list to be displayed on 5th July,2017 and 11th July 2017.
3. Constitution of admission committee.

**Suggestion and Decisions**:

1. Free services provided by the college to fill the online forms of the students.
2. Sunday (9th July,2017) was also working day due to online admissions.
3. Admissions of 2nd and final year students.

 The meeting ended with thanks to the chair.

 Submitted for approval of minutes.

 Seen and approved

  (Ms.Arti Garg) (Dr.(Ms.)Sadhna Thukral)

 Coordinator,IQAC Chairperson ,IQAC

**Dated: June 30,2017**

**INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA,KAITHAL**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2017-18)**

**Minutes of IInd Meeting of IQAC held on Saturday 15th July,2017 at 2:30pm in the office of the Principal. The following member attended the meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
|  | Dr.(Mrs)Sadhna Thukral | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Meenakshi Kaushal | Teacher | Present |
|  | Ms. Anita Bansal | Teacher | Present |
|  | Ms.Neerja Uppal | Teacher | Present |
|  | Ms.Harsh | Teacher | Present |
|  | Ms. Jyoti Seth  | Teacher | Present |
|  | Mr.Vijay Gupta | Administration | Present |
|  | Mr.Ram Bahadur Khurania | Management Representative  | Present |
|  | Mr.Subhash Sharma | Management Representative  | Present |
|  | Ms.Pooja Tiwari  | Alumni Representative | Present |
|  | Ms.Isha  | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. Inaugural function will be held on 24th July,2017.
2. To prepare the academic calendar for the session 2017-18.
3. Incentives for needy and meritorious students in academics ,cultural and sports activities.
4. Addition of infrastructure.

**Suggestion and Decisions**:

1. Duties are placed for the inaugural function 2017-18.
2. The academic calendar for each department.
3. Workload and time table of all the teachers of respective departments.
4. One periods in the library to enhance teaching skills for all the teachers.
5. Mobile phones strictly banned for the staffs as well as for the students.
6. All the members agreed to engage the teachers in their vacant periods for pictorial duties.
7. A committee of senior most members of each faculty was consist to receive the applications from poor and needy students. Married holders in academic, cultural and sports activity and class toppers for fee concession, issuing book sts from library.
8. Full fee concession for the students taking admission with 90+ percentages (meritorious) students.

 The meeting ended with thanks to the chair.

Submitted for approval of minutes. Seen and approved

  

(Ms.Arti Garg) (Dr.(Ms.)Sadhna Thukra Coordinator,IQAC Chairperson ,IQAC **Dated: 15th July,2017**

**INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA,KAITHAL**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2017-18)**

**Minutes of IIIrd Meeting of IQAC held on Thursday 23rd Oct,2017 at 2:30pm in the office of the Principal. The following member attended the meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
|  | Ms.Neerja Uppal | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Meenakshi Kaushal | Teacher | Present |
|  | Ms. Anita Bansal | Teacher | Present |
|  | Ms.Mamta Soni | Teacher | Present |
|  | Ms.Harsh | Teacher | Present |
|  | Ms. Jyoti Seth  | Teacher | Present |
|  | Mr.Vijay Gupta | Administration | Present |
|  | Mr.Ram Bahadur Khurania | Management Representative  | Present |
|  | Mr.Subhash Sharma | Management Representative  | Present |
|  | Ms.Pooja Tiwari  | Alumni Representative | Present |
|  | Ms.Isha  | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. Achievements in cultural and sports activities.
2. Departmental, academics and other activites.

**Suggestion and Decisions**:

1. Extra classes for those students who took part in different cultural, sports and other co-curricular activities.
2. Computer labs fully upgraded and LAN connectively has been successfully done in the labs to share peripherals.
3. Two more centralized R.O. water purifier plant setup and water cooler installed.
4. Yoga classes stared for the mental ans spiritual development of the students and a trained couch was hired.
5. Construction of new PG block.
6. Appreciation on the achievements of different events like Zonal, Interzonal Youth Festival, State Level, Ratnavali Festival and also of sports, NSS, cultural, Legal Literacy cell, women cell etc.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

 Seen and approved

 

 (Ms.Arti Garg) (Ms.Neerja Uppal) Coordinator,IQAC Chairperson ,IQAC **Dated: 23rd Oct,2017**

**INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA,KAITHAL**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2017-18)**

**Minutes of IVth Meeting of IQAC held on Thursday 12th April,2018 at 2:30pm in the office of the Principal. The following member attended the meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
|  | Ms. Anita Bansal | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms.Dimple Goel | Teacher | Present |
|  | Ms.Seema Suneja | Teacher | Present |
|  | Ms.Mamta Soni | Teacher | Present |
|  | Ms.Harsh | Teacher | Present |
|  | Ms. Jyoti Seth  | Teacher | Present |
|  | Mr.Vijay Gupta | Administration | Present |
|  | Mr.Ram Bahadur Khurania | Management Representative  | Present |
|  | Mr.Subhash Sharma | Management Representative  | Present |
|  | Ms.Pooja Tiwari  | Alumni Representative | Present |
|  | Ms.Isha  | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To review the departmental, academic and other activites.
2. Proposed requirement of infrastructure.
* To organize more national seminars/workshops sponsored by DGHE,Haryana/UGC/ICSSR language Academies of Haryana.
* M.sc(chemistry)
* M.sc(physics)
* Evening session
* B.com Honors
1. Preparation of AQAR 2017-18.

**Suggestion and Decisions:**

1. Appreciation of the university level positions and of different events like Zonal, Interzonal Youth Festival, State Level, Ratnavali Festival and also of sports, NSS, cultural, Legal Literacy cell, women cell etc.
2. Coordinator of IQAC Ms. Arti Garg is suggested to prepare the AQAR for 2017-18.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

 Seen and approved

  (Ms. Arti Garg) (Ms. Anita Bansal)

 Coordinator,IQAC Chairperson ,IQAC

**Dated: 12th April,2018**