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

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Mintues of the Meeting**

**(2018-19)**

**Minutes of Ist Meeting of IQAC held on Wednesday May 30, 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)** |
|  | Mrs. Anita Bansal | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Dimple Goel | Teacher | Present |
|  | Ms. Mamta Soni | Teacher | Present |
|  | Ms.Monika Guglani | 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.Bhawna | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda :**

1. Admission policy for the online admissions.
2. Constitution of admission committee.
3. To maintain discipline in College Campus.
4. Any other matter with the permission of the chair.

**Suggestion and Decisions**:

1. Free services provided by the college to fill the online forms of the students.
2. Mobiles Phone Strictly banned for the staff as well as for the students.
3. All the teachers have to stay one period in the library to enhance teaching skills.
4. The admission committee has to note all the rules and regulation regarding the admission of the classes in the college.

 The meeting ended with thanks to the chair.

 Submitted for approval of minutes.

 Seen and approved

 

(Ms.Arti Garg) (Mrs.Anita Bansal) Coordinator,IQAC Chairperson ,IQAC

**Dated: May 30,2018**

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

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2018-19)**

**Minutes of IInd Meeting of IQAC held on Saturday 14th July,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)** |
|  | Mrs. Anita Bansal | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Dimple Goel | Teacher | Present |
|  | Ms. Mamta Soni | Teacher | Present |
|  | Ms.Monika Guglani | 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.Bhawna | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To prepare the academic calendar for the session 2018-19.
2. Incentives for needy and meritorious students in academics ,cultural and sports activities.
3. To discuss about day to day working of the college.

**Suggestion and Decisions**:

1. Pictorial duties for all the teachers’ vacant periods.
2. Workload & timetable of all the teachers of respective departments.
3. Full Fee Concession for the meritorious students.

 The meeting ended with thanks to the chair.

Submitted for approval of minutes. Seen and approved

  

(Ms.Arti Garg) (Mrs.Anita Bansal) Coordinator,IQAC Chairperson ,IQAC **Dated: 14th July,2018**

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

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2018-19)**

**Minutes of IIIrd Meeting of IQAC held on Friday 12th  Oct,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)** |
|  | Mrs. Anita Bansal | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Dimple Goel | Teacher | Present |
|  | Ms. Mamta Soni | Teacher | Present |
|  | Ms.Monika Guglani | 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.Bhawna | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To discuss about the retirement of the off. Principal Mrs. Anita Bansal.
2. To discuss the Departmental Academic & other activities.
3. To discuss the activities of different cells and cultural & sports activities.

**Suggestion and Decisions**:

1. Extra classes for those students who took part in different cultural, sports and other co-curricular activities.
2. Appreciation on the achievements of different events like Zonal, Inter-Zonal youth festival, State Level Ratnawali 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) (Mrs.Anita Bansal) Coordinator,IQAC Chairperson ,IQAC

**Dated: 12th Oct,2018**

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

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting**

**(2018-19)**

**Minutes of IVth Meeting of IQAC held on Saturday 30th March,2019 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)** |
|  | Mrs. Dimple Goel | Chairperson IQAC | Present  |
|  | Ms.Arti Garg | Coordinator IQAC | Present  |
|  | Ms. Priyanka Bindlish | Teacher | Present |
|  | Ms. Mamta Soni | Teacher | Present |
|  | Ms.Monika Guglani | Teacher | Present |
|  | Ms.Arti Chawla | Teacher | Present |
|  | Ms. Jyoti Seth  | Teacher | Present |
|  | Mr.Amarnath Goel | Administration | Present |
|  | Mr.Ram Bahadur Khurania | Management Representative  | Present |
|  | Mr.Subhash Sharma | Management Representative  | Present |
|  | Ms.Pooja Tiwari  | Alumni Representative | Present |
|  | Ms.Bhawna | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To propose requirement of infrastructure for the session 2019-2020.
2. To discuss about day to day working of the college.
3. To promote and advertise the college achievements.
4. To discuss about starting of integrated Teacher Education programme in Morning & Evening.
5. Preparation of AQAR 2018-19.

**Suggestion and Decisions:**

1. Appreciation of the university level positions and of different events.
2. Coordinator of IQAC Ms. Arti Garg is suggested to prepare the AQAR for 2018-19.
3. Construction of the building of Evening College.
4. Two Sanitary napkins disposal machines installed in the College.
5. Computer labs fully upgraded and LAN connectively has been successfully done in the labs to share peripherals.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

 Seen and approved

  (Ms. Arti Garg) (Ms. Dimple Goel)

 Coordinator,IQAC Chairperson ,IQAC

**Dated: 30th March,2019**