

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting**

**(2020-2021)**

1st Meeting of IQAC held on Oct 19, 2020,Monday; 11:00 A.M in the office of the Principal. The following members attended the meeting.

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| **Sr.No.** | **Name of the Member** | **Designation** | **Status****(present/absent)** |
| 1 | Ms. Arti Garg | Chairperson IQAC | Present |
| 2 | Ms. Monika Guglani | Coordinator IQAC | Present |
| 3 | Ms. Seema Suneja | Teacher | Present |
| 4 | Ms. Priyanka Bindlish | Teacher | Present |
| 5 | Ms. Arti Chawla | Teacher | Present |
| 6 | Ms. JyotiSeth | Teacher | Present |
| 7 | Ms. Nisha Mittal . | Teacher | Present |
| 8 | Mr. Amaranth Goel | Administration | Present |
| 9 | Mr. Ram Bahadur Khurania | Management Representative | Present |
| 10 | Mr. Subhash Sharma | Management Representative | Present |
| 11 | Ms. Pooja Tiwari | AlumniRepresentative | Present |
| 12 | Ms. Chhavi | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To discuss about the coming challenges during Covid-19 phase.
2. Testing drives of the Covid-19 in the college.
3. To maintain admission policy for the online admissions.
4. To constitute admission committee.
5. To prepare Academic Calendar for the new session.
6. To discuss about new online/offline teaching pattern.
7. To discuss the strengthening of library and maintenance of digital infrastructure in the college/institution.
8. To maintain discipline in the college campus.
9. Any other relevant issues made by IQAC members with the permission of the chair.

Resolution:

1. Staff members will be instructed to aware the students about Covid-19 measures like social distancing, wearing masks & using sanitizers etc.
2. Covid-19 tests will be conducted at regular intervals under the guidance of District Health Department.
3. Free services will be provided by the college to fill the online forms of the students. Full relaxation /partial relaxation in fee will be taken into consideration for topper students and needy students.
4. The admission committee has to note all the rules and regulations regarding the admission of the students in college. Admission Committee was constituted to support and guide the students and their parents/guardians about online admission procedure.
5. Regular updation of website and updation of digital information will be implemented.
6. Special precautions will be taken to maintain social distancing, sanitization etc. for successful conduction of classes.
7. Library infrastructure would increase the number of books.
8. The idea was welcomed by IQAC members and efforts will be done to improve it.

The meeting ended with thanks to the chair.

Submitted for approval of minutes. Seen and approved

(Ms. Monika Guglani) Coordinator, IQAC

 (Ms. Arti Garg)

 Chairperson,IQAC

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

 **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting.**

## (2020-2021)

**2nd Meeting of IQAC held on Dec. 18, 2020 Friday; 11:00 a.m. in the office of the Principal. The following members attended the meeting.**

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| **Sr. No.** | **Name of the Member** | **Designation** | **Status****(present/absent)** |
| 1 | Ms. Arti Garg | Chairperson IQAC | Present |
| 2 | Ms. Monika Guglani | Coordinator IQAC | Present |
| 3 | Ms. Seema Suneja | Teacher | Present |
| 4 | Ms. Priyanka Bindlish | Teacher· | Present |
| 5 | Ms. Arti Chawla | Teacher | Present |
| 6 | Ms. Jyoti Seth | Teacher | Present |
| 7 | Ms. Nisha Mittal | Teacher | Present |
| 8 | Mr. Amaranth Goel | Administration | Present |
| 9 | Mr. Ram Bahadur Khurania | ManagementRepresentative | Present |
| 10 | Mr. Subhash Sharma | Management Representative | Present |
| 11 | Ms. Pooja Tiwari | AlumniRepresentative | Present |
| 12 | Ms. Chhavi | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To review and confirm the minutes of the last meeting.
2. To discuss about website updation.
3. To decide about environmental friendly measures for disposal of e-waste
4. To discuss about training programme for staff.
5. To discuss incentives for needy and meritorious students in academics, cultural and sports activities.
6. To discuss about day to day working of the college.
7. To make proposal for books/ journals/ periodicals
8. To promote students centric activities.

#### Resolution/Suggestions

1. The minutes of the last meeting were reviewed & passed by the co-ordinator and IQAC members.
2. Website will be updated regularly
3. Ample measures would be taken for disposal of e-waste
4. Academic calendar should be revised by IQAC members. Additional activities (co-curricular/academic) should be taken into account.
5. Needy+ meritorious students are given full fee concession and books are also provided through Book-Bank. Separate arrangement is made in the library for Handicapped and disabled students.
6. Work-load & Time - Tab.le of all departments be maintained.Syllabus- bifurcation will be followed.
7. Staff members are to extend their research activities by investing more time in research activities.
8. Student centric activities like group discussions, Online English speaking classes, webinars should be arranged.

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 The meeting ended with thanks to the chair.

Submitted for approval of minutes. Seen and approved

(Ms. Monika Guglani) Coordinator, IQAC

 (Ms. Arti Garg)

 Chairperson,IQAC

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

 **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting.**

## (2020-2021)

**3rd Meeting of IQAC held on Feb, 24, 2021, Monday; 2:30p.m in the office of the**

 **Principal. The following members attended the meeting.**

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| **Sr. No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
| 1 | Ms. Arti Garg | Chairperson IQAC | Present |
| 2 | Ms. Monika Guglani | Coordinator IQAC | Present |
| 3 | Ms. Seema Suneja | Teacher | Present |
| 4 | Ms. Priyanka Bindlish | Teacher | Present |
| 5 | Ms. Arti Chawla | Teacher | Present |
| 6 | Ms. Jyoti Seth | Teacher | Present |
| 7 | Ms. Nisha Mittal | Teacher | Present |
| 8 | Mr. Amaranth Goel | Administration | Present |
| 9 | Mr. Ram Bahadur Khurania | Management Representative | Present |
| 10 | Mr. Subhash Sharma | ManagementRepresentative | Present |
| 11 | Ms. Pooja Tiwari | AlumniRepresentative | Present |
| 12 | Ms. Chhavi | Student Representative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To confirm the minutes of the last meeting.
2. To discuss revised format of AQAR by NAAC.
3. To discuss the smooth conduct of online examination process.
4. To discuss departmental activities (academic & co-curricular)
5. To initiate various online activities through different cells(cultural, sports etc.)
6. To discuss about the submissions of proposals for various webinars.

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#### Resolutions/Suggestions:

1. The minutes of the last meeting were reviewed & passed by the co-ordinator and IQAC members.
2. Revised format of AQAR was discussed and it was decided that quality assurance measures will be taken
3. The whole process of online examination through various apps and generating various links etc. will be considered according to university guidelines.
4. Various Departments are to arrange different online activities to increase the interest of students and to make them better understand the concepts.
5. Various cells in the college (Women-cell, Red ribbon cell etc.) are also to take some efforts to Initiate various online activities to improve skills in students.

Submitted for approval of minutes. Seen and approved

(Ms. Monika Guglani) Co-ordinator, IQAC

 (Ms. Arti Garg)

 Chairperson ,IQAC



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

 **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting.**

## (2020-2021)

### **4th Meeting of IQ.AC held on March, 12, 2020, Monday; 2:30p.m in the office of**

**the Principal. The following members attended the meeting.**

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| **Sr.No.** | **Name of the Member** | **Designation** | **Status (present/absent)** |
| 1 | Ms. Arti Garg | Chairperson IQAC | Present |
| 2 | Ms. Monika Guglani | Coordinator IQAC | Present |
| 3 | Ms. Seema Suneja | Teacher | Present |
| 4 | Ms. Priyanka Bindlish | Teacher | Present |
| 5 | **Ms. Arti Chawla** | Teacher | Present |
| 6 | Ms. Jyoti Seth | Teacher | Present |
| 7 | **Ms. Nisha Mittal** | Teacher | Present |
| 8 | Mr. Amaranth Goel | Administration | Present |
| 9 | Mr. Ram Bahadur Khurania | Management Representative | Present |
| 10 | Mr. Subhash Sharma | ManagementRepresentative | Present |
| **11** | Ms. Pooja Tiwari | Alumni Representative | Present |
| 12 | Ms. Chhavi | StudentRepresentative | Present |

Following agenda was discussed in the meeting:

**Agenda:**

1. To review the agenda of the last meeting.
2. To discuss the academic activities and future plan of the action of the college.
3. To discuss the time table for the course.
4. To propose requirements of infrastructure for the session 2021-2022
5. To promote and advertise the college achievements.
6. To discuss problems faced during online classes and examinations.
7. Any other business with the permission of chair.

 **Resolution/Suggestions:**

1. The agenda of the last meeting as reviewed by the coordinator and the members of the IQAC.
2. The vision mission and strategic plan for the development of the organization will be taken into consideration.
3. Time table will be maintained.
4. Department wise results/achievements of students are appreciated.
5. Appropriate measures will be taken to solve the problems faced during online classes and examinations.
6. Online classes will be taken by staff members and revised schedule will also be maintained.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Seen and approved

**(Ms.** Monika Guglani) Co-ordinator ,IQAC

(Ms. Arti Garg) Chairperson ,IQAC