

## **MINUTES OF THE MEETING**

A meeting of IQAC was convened on 20<sup>th</sup> Aug. 2019 with Principal Mrs. Namarta Sharma in the chair. The committee was re-organized with Ms. Ritika Gupta, Associate professor as the convener. Besides, The existing 2 members - Dr. Parul Rana & Ms. Poonam Almadi the committee was expanded to include Dr. Neha Aggarwal, Ms. Ruchika Sehgal, Ms. Jyoti Gupta & Mr. Keshav. 2 New subject experts who are retired principals – Mr. A.K. Sharma & Ms. Sonal Gupta have also agreed to be the part of the team.

The agenda chalked out in the previous meeting that has been achieved is listed out as below:

1. Smooth online admission of students for the new academic session of 2019-20. The total student strength in all the 6 UG courses is 1601.
2. An Orientation-cum-Induction Programme under the able guidance of Principal was organized on 21<sup>st</sup> and 22<sup>nd</sup> July for the benefit of new students. Parents too were invited.
3. Audit team from DHE visited the college on 10/05/2019 for inspection of works under RUSA and the team gave a satisfactory report for the works (Report attached).

A number of activities were organised by various cells and committees which are as follows:

1. NSS unit organized activities related to water conservation on 1<sup>st</sup> Aug. 2019.
2. Women Cell organized mehndi competition on the eve of Teej festival on 2<sup>nd</sup> Aug. 2019.
3. Tree plantation drive by Eco club & campus beautification committee on 14<sup>th</sup> Aug. 2019 with the help of Lions club.
4. Gender sensitization workshop on 19<sup>th</sup> Aug. under Women Cell
5. Janmashtami celebration by BBA & Commerce Dept.

The following agenda was chalked out by the IQAC committee for the next meeting.

1. Alumni meet scheduled for September.
2. Department wise files related to time table, results, lesson plan & annual activities to be maintained by all departments of past five years.
3. Feedback register of alumni to be maintained by alumni association committee.
4. Provision of Wi-Fi connectivity to smart classrooms.
5. Installation of Anti-virus software in important desktops.
6. More aggressive use of smart classrooms by the faculty.
7. Smooth conduct of exams to be held in December.

The meeting was attended by the following IQAC members.

1. Ritika Gupta (Convener)
2. Dr. Parul Rana
3. Dr. Poonam Almadi
4. Dr. Neha Aggarwal

5. Ms. Ruchika Sehgal
6. Ms. Jyoti Gupta
7. Mr. Keshav

Subject expert:

Ms. Sonal Gupta

Mr. A.K. Sharma

Administrative staff: Mr. Dheeraj

A meeting of IQAC was convened on 19<sup>th</sup> Dec. 2019 with Principal Mrs. Namarta Sharma in the chair.

The agenda chalked out in the previous meeting that has been achieved is listed out below:

The alumni meet organized by the Alumni association on 19<sup>th</sup> October 2019. Around 145 ex-students from batches 1994 to 2018 attended the meet. The meet was organized by the dedicated team of staff members comprising of Ms. Ritika Gupta (Convener) along with Dr. Preeti Raina, Ms. Preeti Arora, Ms. Ruchika, Dr. Raman, Ms. Neha Vij & Ms. Poonam Sharma. The meet was attended by all the members of the staff & was a huge success. Alumni feedback was taken.

1. All the departments have compiled data of last 5 years related to results, departmental activities, time table, academic annual calendar & lesson plans.
2. Anti-virus software has been installed in 5 desktops to prevent sensitive files from getting corrupted.
3. The college has also given a proposal to BSNL for high speed internet leased line of 50 Mbps for improved connectivity in the college so as to maximize the use of smart classrooms by the faculty. A letter dt. 14.10.2019 (memo no. 2081) in this content has been sent by college to DHE Panchkula to allow new lease line internet connection from BSNL & to allocate budget also.
4. The semester exams were smoothly conducted in Nov-Dec.

Besides the above achievements, the college was felicitated by the director, Higher Education for scoring an "A" grade in "PRAYAAS" (Performance Rating Yardstick for academic standards) on 19<sup>th</sup> Nov, 2019 which has validity upto 17.11.2020.

The college also successfully uploaded online ACR of the staff as per the directives issued by DHE.

A number of activities was organized by various cells, clubs & committees of the college.

The IQAC committee then chalked out the following agenda for the next meeting which has been listed as below:

1. Documentary proof of e-content being used by faculty to disseminate knowledge among students to be maintained.
2. The time table of each faculty to be displayed outside each classroom in the next semester.
3. Lesson plans for the next semester to be uploaded on the college portal for every subject.

4. Giving final shape to college magazine 'Ankurita' which is to be unveiled at the time of the convocation ceremony.
5. Lab upgradation grant to be utilized before the end of financial year.

The meeting was attended by following IQAC members.

- I. Ritika Gupta (Convener)
- II. Dr. Parul Rana
- III. Ms. Poonam Almadi
- IV. Dr. Neha Aggarwal
- V. Dr. Rachna Saini
- VI. Ms. Ruchika
- VII. Ms. Jyoti Gupta
- VIII. Mr. Keshav

#### Alumnus

1. Ms. Ashna

#### Administrative

1. Mr. Dheeraj
2. Ms. Meenu

#### Subject Experts

1. Mr. A.K. Sharma
2. Mrs. Asha Rohilla

#### Students

Bharti B.Com III (R. No. 121) 8527601255

Muskan BBA II (R. No. 24) 9958250176

A meeting of IQAC was convened on 25<sup>th</sup> Jan 2020 with Principal Mrs. Namarta Sharma in the chair.

The agenda chalked out in the previous meeting that has been fulfilled is listed below:

1. The faculty teaching B.Com, BBA, BSc, BAJMC, & BTTM courses have collected e-content in pen drives and are using them to disseminate knowledge through smart class rooms. The e-content of few subjects for BA courses except Hindi, English, Music (V), Music (I) & Sanskrit are not available and the college is in the process of procuring them.
2. The room wise table-table is displayed outside each classroom.
3. The lesson plans for the even semester of each faculty has been uploaded on the college portal.
4. The articles to be published in the college magazine 'Ankurita' contributed by the students and the staff have been finalized and the magazine is under the process of printing.
5. Almost 90 percent grants received by the college from the DHE have been consumed.

A number of activities were organized by various cells, committees & departments during the past one month.

The IQAC also chalked out the agenda for the next meeting as listed.

1. Workshop on 'Stress Management' and 'Meditation in daily life' to be organized by IQAC.
2. Athletic Meet to be organized in the month of February.
3. College level Science Exhibition to be held by January end.

The achievements of the college during this period are listed below:

1. 3 Teams from our college participated in the startup Pratiyogita (SUPRATI) which is an annual startup competition started in 31 centers of excellence/college of Haryana to motivate startup culture in the state. The DHE shortlisted 22 proposals from various colleges of the state. Out of the 22 teams one team of our college was selected to present their idea at Shiksha Sadan Panchkula, Haryana on 24<sup>th</sup> Jan, 2020. Our college team included 4 students from BA 1<sup>st</sup> year – Garima Singh, Pooja, Sweta Nagar & Priyanka. The students presented their business idea of 'Fashion designing – SUI DHAGA' in which they propose to

launch a boutique in Faridabad city that will produce clothes out of waste material & cut pieces. Their proposal was amongst the 5 top selected proposals and they will be awarded Rs. 5 Lac of seed money.

2. The college has started working on LMS (Learning Management System) which is integrated with college ERP. In this regard, annual charges of LMS (Rs. 2,90,280) have been made to ITI Limited (A GOI undertaking). The training of the faculty by the Nodal officer, Dr. Pooja Singh was organized from 4<sup>th</sup>-9<sup>th</sup> Dec. 2019.
3. Grant of Rs. 14.09 lac under RUSA was received by college and transferred to PWD B & R for improvement of parking lot.

The meeting was attended by following IQAC members:

- I. Ms. Ritika Gupta (Convener)
- II. Dr. Parul Rana
- III. Ms. Poonam Almadi
- IV. Dr. Neha Aggarwal
- V. Dr. Ruchika
- VI. Ms. Jyoti Gupta
- VII. Ms. Ashna (Alumnus)
- VIII. Mr. Keshav

Administrative staff

- I. Mr. Dheeraj
- II. Ms. Meenu

Subject Experts

- I. Mr. A.K Sharma
- II. Ms. Asha Rohilla

A meeting of IQAC was convened on 19<sup>th</sup> March, 2020 with Principal Mrs. Namarta Sharma in the chair.

Achievements:

The agenda chalked out in the previous meeting that has been achieved is given below:

1. IQAC successfully organized a workshop on 'Stress Management' and 'Meditation in Daily Life' on 25<sup>th</sup> Jan, 2020 with the help of Brahma Kumaris, a renowned spiritual organization.
2. College level Science exhibition was held on 29<sup>th</sup> Jan, 2020 in which the students of Physics, Chemistry, Geography & psychology departments presented working models.
3. 25<sup>th</sup> Annual Athletic meet was organized in college on 14<sup>th</sup> -15<sup>th</sup> Feb, 2020.

Besides these, a number of activities were organized by various cells, committees & departments.

The IQAC committee then chalked out the following agenda for the next meeting which has been listed below:

1. Organization of convocation cum Prize Distribution Function if and when situation arising out of COVID -19 improves.
2. Smooth conduct of exams in March-May in accordance to the instructions given by DHE to be observed keeping in mind the situation arising due to COVID -19 outbreak.

The meeting was attended by following IQAC members:

- I. Ms. Ritika Gupta (Convener)
- II. Dr. Parul Rana
- III. Ms. Poonam Almadi
- IV. Dr. Neha Aggarwal
- V. Ms. Ruchika
- VI. Ms. Jyoti
- VII. Ms. Ashna
- VIII. Mr. Keshav

Administrative staff

1. Mr. Dheeraj
2. Ms. Meenu

Subject Experts

1. Mr. A.K. Sharma
2. Ms. Asha Rohilla