

Minutes of the Meetings of IQAC and Action Taken Report 2023-24

Meeting 1:

A meeting of IQAC with the faculty members was held on 22/8/2023 at 12:30 p.m. The following members attended

- Dr. Sushil Bansal
- Dr. Raj Kumar Garg
- Dr. Jaivir Singh
- Sh. Bhupender Singh
- Dr. Jitender Singh
- Sh. Shiv Kant
- Dr. Suresh Kumar
- Mrs. Neena Bansal
- Ms Preeti Gupta
- Dr. Meenakshi Bansal
- Sh. Sachin Kumar
- Dr. Neeraj Garg
- Dr. Sushila Saini
- Dr. Poonam
- Dr. Babita
- Dr Sunita
- Dr. Rajender Singh
- Sh. Roshan Lal
- Ms. Garima
- Sh. Mohan Gupta
- Sh. Surender
- Dr. Vipin Pal
- Dr Arun Kumar
- Sh. Amerjeet
- Mrs. Hemlata
- Dr. Shamina

In the meeting the following decisions were taken.

- The plan of action for 2022-23 was reviewed and plan of action for the session 2023-24 was discussed In detail and finalized
- All the heads were asked to prepare Academic and Co-curricular Activities calendar.
- Faculty members were asked to identify the Slow and Advance learners.
- Faculty members were instructed to follow POs and cos while preparing lectures for their classes.
- The timetables for the new session were discussed.
- To organise value added courses and promotion of experiential learning and capacity enhancement programme
- The responses of students in the Students Satisfactory Survey were discussed and it was decided to share the highlights with all the faculty members.
- They were asked to focus on experiential learning, use of ICT, participative and Interactive learning in their pedagogy.


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- New job-oriented courses - M. Voc in Management Banking & Finance has been introduced.
- Plan of Action 2023-24 was finalized and communicated to all the stakeholders for execution.
- Heads of the departments and in charges of various cells prepared the academic and activity calendar for the session 2022-2023.
- The timetables of the classes for the new academic session were discussed and approved.
- The highlights of the responses from Students Satisfactory Survey along with the suggestions from the Cell for enhancing the quality of teaching learning process would be shared with in a month with all the faculty members.
- Every department/cells were asked to organize at least one Value Added/Certificate course.
- Slow and Advance learners were Identified and special classes were planned accordingly.

Meeting 2:

A meeting of IQAC was held on 19/10/2023 at 1:30 p.m. under the chairmanship of Dr. Yashvir Singh, Chairman-cum-Principal IQAC. The following members attended

- Dr. Jaivir Singh
- Dr. Suresh Kumar
- Dr. Neeraj Garg
- Sh. Ashok Goyal
- Dr. Sushila Saini
- Dr Sunita
- Dr Manjit Maan
- Sh. Chajju Ram
- Sh. Shiv Kant
- Sh. Mohan Gupta
- Sh. A.k. Singhal
- Sh. R. C. Punia

In the meeting, the steps for ensuring quality education were discussed in detail and the following decisions were taken.




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- The committee emphasized on the increased role of faculty members towards the student placements through campus placement drive and regular career counseling sessions.
- For making our students socially responsive, stress was laid on organizing participative activities with Community, Govt. and Non-Govt. organization.
- Augmentation of college infrastructure
- Cultural cell will and ensure the organization participation in the cultural events.
- FDP for the faculty to be planned.

Action Taken Report

- Career Guidance and Placement Cell and various departments decided to organize series of lectures/ workshops/ seminar on career opportunities, entrepreneurship, soft skills etc.
- Renovation work of seminar hall has been started.
- Talent Hunt was organized by cultural cell to identify the talent of the students.
- To make the students socially responsible it was decided to organise blood donation camp, Jan Chetna Rally, Gender Sensitizing Programs , Voter awareness, Legal literacy, AIDS/HIV, Tree plantation etc.
- FDP on Usage of ICT Tools (MIS & LMS) was conducted and more such FDPs will be planned in next semester.

Meeting 3:

A meeting of IQAC with Heads of departments/ incharges of various cell of the college was held on 07/12/2023 at 1.00 p.m. under the chairmanship of Dr. Yashvir Singh, Principal-cum-Chairman IQAC. The following attended

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| • Mrs. Neena Bansal | Dr. Shamina |
| • Dr. Sushil Bansal | Dr. Sushila Saini |
| • Dr. Raj Kumar Garg | Dr. Babita |
| • Dr. Jaivir Singh | Dr Sunita |
| • Sh. Bhupender Singh | Sh. Amerjeet |
| • Dr. Jitender Singh | Sh. Roshan Lal |
| • Sh. Shiv Kant | Ms. Garima |
| • Dr. Suresh Kumar | Sh. Mohan Gupta |
| • Mrs. Neena Bansal | Sh. Surender |
| • Ms Preeti Gupta | Dr. Vipin Pal |
| • Dr. Meenakshi Bansal | Dr Arun Kumar |
| • Dr. Neeraj Garg | Mrs. Hemlata |

In the meeting it was decided that the following measures be undertaken for implementation of Plan of Action 2023-24.

- The reports on the activities conducted by various departments, Cell, Societies, Clubs etc. were discussed.
- Filling up AQAR 2022-23 was discussed and all the department and cell were asked to provide the necessary documents for this.
- The Deptts. were given the responsibility to organize activities under MOUs.
- All the departments were asked to get prepared for 31st Convocation of the college.
- Departments need to organize more value added courses in next semester.
- Submission of AISHE data of the college on portal

Action Taken Report

- The reports on the activities conducted by various departments, Cell, Societies, Clubs etc. were found satisfactory.
- A schedule was finalized to fill the data in the AQAR.
- 31st Convocation of the college will be organized in February / March, 2024.
- All the department agreed to conduct Value Added Courses in the coming semester.
- AISHE data of the college has been submitted on the portal.

Meeting 4:

A meeting of IQAC with faculty of the college was held on 15/02/2024 at 1.30 p.m. under the chairmanship of Dr. Yashvir Singh, Principal-cum-Chairman IQAC. The following attended

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|-----------------------|-------------------|
| • Mrs. Neena Bansal | Dr. Shamina |
| • Dr. Sushil Bansal | Dr. Sushila Saini |
| • Dr. Raj Kumar Garg | Dr. Babita |
| • Dr. Jaivir Singh | Dr Sunita |
| • Sh. Bhupender Singh | Sh. Amerjeet |
| • Dr. Jitender Singh | Sh. Roshan Lal |
| • Sh. Shiv Kant | Ms. Garima |
| • Dr. Suresh Kumar | Sh. Mohan Gupta |
| • Mrs. Neena Bansal | Sh. Surender |


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- Ms Preeti Gupta
- Dr. Meenakshi Bansal
- Dr. Neeraj Garg
- Dr. Sushila Saini

Dr. Vipin Pal
 Dr Arun Kumar
 Mrs. Hemlata
 Dr Meenakshi Bansal

In the meeting it was decided that the following measures be undertaken for effective implementation of Plan of Action 2023-24.

- Promoting the use of ICT tools by the students and faculty.
- More and more experiential learning, participative and interactive learning should be focused by arranging field tours, projects, on job training.
- It was proposed to hold Alumni Meet in the month of February/ March 2023
- Remedial coaching classes for weaker sections of society be conducted by faculty members.
- It was decided to take feedback from the students within next 15 days online through Google Form.
- The college is planning to submit IQA for NAAC accreditation in near future and all are requested to be prepared for it.

Action Taken Report

- E-content in form of PPTs and video lectures were developed and shared.
- The students of B.Voc MLT were sent to the hospitals for on the job training, students of B.Sc. Medical visited for Bird Watching and flora collection. Field work at neighboring Village was done by the students of Master degree programme.
- Remedial coaching classes for weaker sections of society were conducted by faculty members.
- Google feedback form for the collection of feedback from various stakeholder were shared.

Meeting 5:

A meeting of IQAC was held on 24/04/2024 under the chairmanship of Dr. Yashvir Singh, Principal-Cum- Chairman IQAC. The following members attended.

- Sh. Ashok Goyal
- Sh. A.k. Singhal
- Sh. R. C. Punia
- Dr. Jaivir Singh




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- Dr. Suresh Kumar
- Dr. Neeraj Garg
- Dr. Sushila Saini
- Dr Sunita
- Dr Manjit Maan
- Sh. Chajju Ram
- Sh. Shiv Kant
- Sh. Mohan Gupta

In the meeting, the execution of Plan of Action 2021-22 was reviewed and members expressed satisfaction over the activities and programme conducted. The following decisions were taken.


- The preparations for the Green/ Environmental, Energy audits have been given to IQAC along with Eco Club.
- As the date for submission of AQAR 2022-23 has been postponed by the NAAC, it has been decided that the concerned faculty will thoroughly go through the data Criteria wise.
- AQAR format to be circulated to the members so that road map can be prepared Criteria wise and discussed in the next meeting. This shall ensure that activities are evenly planned out for the whole academic year.
- Assessment of preparedness for 3rd cycle of NAAC accreditation.
- Future strategy for NAAC accreditation.

Action Taken Report

- IQAC and Eco club approached to external agency these audits.
- The IQAC Cell members suggested some valuable changes in the AQAR
- The members of the IQAC were asked to prepare a detailed criteria wise breakup of the activities to be carried out, which would then be circulated among all departments to be carried out during the session. Heads of the department called the meeting of their respective departments and put their valuable suggestion before IQAC.
- List of the required documents has been prepared for further course of action regarding NAAC accreditation.


Principal cum Chairman
Principal
IQAC
Janta Vidya Mandir
Ganpat Rai Panchsala College
Charkhi Dadri


Principal
J.V.M.G.R.R. College
Charkhi Dadri


Co-ordinator
IQAC