

**S.D. Mahila Mahavidyalaya Narwana**  
**IQAC Meeting**

Date: September , 2020

Time: 11AM- 1PM

Online Mode

Present

Agenda:

1. Discussion on teaching schedule for the academic year 2020-21 in accordance with government pandemic guidelines.
2. Planning for upcoming events and activities.

Minutes:

1. The meeting commenced with a discussion on devising a teaching schedule including Timetable, Event Planning, for the academic year 2020-21 considering the prevailing pandemic situation and government guidelines. It was decided to adopt a flexible approach to accommodate online teaching methods and ensure continuity in education.
2. Various strategies were proposed, including the utilization of digital platforms like Google meet and Zoom for conducting lectures, interactive sessions, and assessments. The faculty members were encouraged to undergo necessary training to effectively transition to online teaching methodologies.
3. Emphasis was placed on maintaining regular communication with students to address any concerns or challenges they might encounter during the online learning process.
4. The meeting concluded with a consensus on the tentative teaching schedule, subject to further adjustments based on evolving circumstances and regulatory directives.

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana

**S.D. Mahila Mahavidyalaya Narwana**  
**IQAC Meeting**

Date: December 10, 2020

Time: 11AM- 1PM

Online Mode

Present

Agenda:

1. Review of teaching activities and student engagement.
2. Planning for upcoming events and additional courses.

Minutes:

1. The meeting commenced with a review of the ongoing teaching activities and student engagement in both Online and Offline learning environment , as per Government rules.
2. Feedback from both faculty members and students was discussed to identify areas for improvement and enhancement, especially the style of online mode examinations.
3. Special mention was made of the upcoming talent show scheduled for January 12, 2021. The event was viewed as an opportunity to showcase the diverse talents of students and foster a sense of community amidst the challenges posed by the pandemic. Cultural Development was given the duty to take care of all the necessary preparations.
4. Additionally, it was proposed to introduce Saang and Dance add-on courses, consisting of 30+ hours, to provide students with a creative outlet and promote cultural enrichment. The course content and logistics were deliberated upon, with a focus on ensuring accessibility and participation among interested students. Responsibility regarding the Dance Course was given to Mr. Jasbir and the Hindi Department will collaborate with the Music Department for the Saang 30+hour course.
4. The meeting concluded with action points assigned to respective stakeholders for the successful implementation of planned initiatives, thereby enriching the academic experience and holistic development of students amidst the ongoing pandemic.

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana

**S.D. Mahila Mahavidyalaya Narwana  
IQAC Meeting**

Date: February 2021

Time: 2:30PM to 4:30PM

Venue: Conference Room

List of Present Members

Agenda:

Allocation of Duties for Organizing Youth Festival

Minutes of Meeting

All present expressed their delight that the institution has been chosen to host the upcoming youth festival and decided to make this festival a platform for creativity, innovation, and collaboration.

After a thorough discussion, it was decided to divide the festival into two parts:

1. Literary and Fine arts Programs from March 18th to 20th
2. Cultural Programs from March 25th to 27th

Literary and Fine arts Programs

1. – Dr.Anita Chhabra will be responsible for coordinating and organizing literary competitions such as Declamation, Symposium, Debates, Quizzes, Poster Making and Poetry recitation.
  - Dr.Anita Chhabra will oversee the selection of judges for literary competitions and ensure smooth execution of the events.
  - Dr.Anita Chhabra will handle the logistics, including venue arrangements, equipment setup, and coordination with participants.

2. Cultural Programs (March 25th to 27th):

- Dr.Nayandeep will lead the planning and execution of cultural events such as dance performances, music concerts, and drama competitions.
- Dr.Nayandeep will coordinate with performers, arrange rehearsals, and manage stage setup and decorations.
- Dr.Nayandeep will oversee ticket sales, marketing, and promotion of the cultural programs.

All the Cells and Committees will fulfill their respective responsibilities

Action Items:

1. All assigned members are requested to prepare detailed plans for their respective areas of responsibility and submit them by March 10, 2021.
2. Regular meetings will be scheduled to review progress and address any challenges.



Principal  
S.D. Mohila Mahavidyalaya  
Mankana