

Notice To IQAC Members

Subject: Call for Meeting to Develop Annual Plans

Dear Members of IQAC

As the Chairperson of the Internal Quality Assurance Cell (IQAC) SDMM Narwana, I am writing to formally request your presence at a meeting aimed at developing our annual plans.

Date: 2 August ,2022.

Time: 2;30 pm

Location: IQAC Room

Agenda:


1. Review of Previous Year's Achievements and Challenges
2. Setting Goals and Objectives for the Coming Year
3. Allocation of Responsibilities
4. Discussion on Strategies for Improvement

Your participation and insights are crucial in shaping the future endeavors of our institution. Your presence will greatly contribute to the success of our college.

Thank you for your dedication and commitment to enhancing the quality of education at our college.

Best regards,

Dr. Anjana Lohan ,
Chairperson, IQAC


Principal
S.D. Mahila Mahavidyalaya
Narwana

1st Meeting of IQAC(2022-23)

Date 2 August 2022

Time 2:30 pm

Place IQAC Room

Members present

Name of the Member	Signature
Dr. Anjana Lohan (Principal)	Present
Dr. Nayan Deep (Associate Prof. Economics)	Present
Dr. Anita Chabra (Asst. Prof. Hindi)	Present
Dr. Shallu Sachdeva (Asst. Prof. History)	Present
Ms. Madhu Sharma (Asst. Prof. English)	Absent
Dr. Praphull Arya (Asst. Prof. Sanskrit)	Present
Ms. Rukmani Saini (Asst. Prof. Hindi)	Present
Ms. Suman Garg (Asst. Prof. English)	Present
Ms. Nisha (Asst. Prof. Physics)	Present
Ms. Meenakshi Muwal (Asst. Prof. Commerce)	Present
Ms. Renu Bala (Asst. Prof. Comp. Sc.)	Present
Ms. Rekha Kohli (Librarian)	Present
Sh. Anant Singla (Deputy Supdt.)	Present
Sh. Jiyalal Goyal (Management Representative)	Present
Dr. Rekha Sharma (Principal, Govt. College, Trawadi)	
Sh. Arun Kumar (C.A., Narwana)	Present
Sh. Raman Sheewant (Manager, PNB Sacchakhera)	Present
Sh. Parveen (Sarpanch, VPO Gurusar)	
Ms. Girisha (Entrepreneur)	Present
Ms. Swati Verma (B.A. 2 nd year)	Present
Ms. Nancy (M.A English)	Present

1st Meeting

Agenda:

1. Review of Previous Session
2. Plans for the Upcoming Session

Proceedings:

- The Coordinator opened the meeting by welcoming all attendees and thanking them for their participation.

1. Review of Previous Session: 2021-22.

(Feedback Analysis	
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2. Plans for the Upcoming Session:

- The Chairperson provided an overview of the upcoming session and highlighted key areas of focus.

Agenda: 1

- The Coordinator of IQAC presented a proposed action plan for the session, emphasizing the importance of maintaining academic standards, enhancing teaching-learning processes, and implementing quality improvement measures. Faculty members shared their suggestions and recommendations for curriculum updates, faculty development programs, and student support services.

Curricular initiatives: Distribution of Duties

(i) Workload and timetable	Dr. Praful Arya & Dr. Anita Chhabra
(ii) Academic calendar and event calendar	Dr. Shalu Sachdeva
(iii) Cells and Committees	Dr. Nayan Deep
(iv) Teaching methodology	HOD's Of All Dept.

Agenda: 2

Plans were discussed to introduce new courses, 30+hour Certificate courses aligned with industry trends and emerging areas of study to provide students with relevant skills and knowledge.

Co-curricular initiatives: Distribution of Duties

(I) Certificate Courses	HOD's Of All Dept.
(ii) Workshops and Seminars	HOD's Of All Dept.
(iii) Extension Lectures	HOD's Of All Dept.

Agenda: 3

Strategies to promote inclusivity and diversity within the college community were also discussed, including initiatives to support students from marginalized backgrounds and create a more inclusive learning environment.

Student welfare: Distribution of Duties

(i) Financial help planning	Dr . Anjna Lohan , Dr Nayan Deep and Ms. Rekha Kohli
(ii) Books from Book Bank	Ms. Rekha Kohli

Agenda: 4

It was decided to organize faculty development workshops on innovative teaching methodologies, digital literacy, and research skills to enhance the academic competence of the teaching staff.

Faculty Development Plan. Distribution of Duties

For Teaching Faculty	Ms. Suman Garg
For Non-Teaching Staff	Ms. Suman Garg

Agenda: 5

The need for upgrading infrastructure facilities was acknowledged, and it was decided to allocate resources accordingly.

Infrastructure development: Distribution of Duties

(i) library resources	Ms. Rekha Kohli, Purchase Committee
(ii) IT infrastructure	Ms. Renu Bala, Purchase committee

Agenda: 6

To connect the students with their surroundings, to foster empathy and a sense of responsibility and to cultivate a culture of active citizenship and promote social cohesion within the community, it was decided that Community engagement programs are to be continued.

Community engagement: Distribution of Duties

(I) Cleanliness drive.	Dr. Shalu Sachdeva & Ms Kanta Jaglan
(ii) Awareness Programs	Dr. Shalu Sachdeva & Ms Kanta Jaglan
(iii) Tree plantation	Dr. Shalu Sachdeva & Ms Kanta Jaglan

Agenda: 7

To provide students a holistic education, enhancing their creativity, teamwork, and time-management skills and to provide a platform to explore their interests beyond the classroom, fostering personal growth and well-roundedness, some extra curricular activities were decided.

Extra-curricular initiatives: Distribution of Duties

(i)Preparation for NCC	Dr. Nayan Deep
(ii) Preparation for Talent Show	Cultural Committee
(iii)Program for Aazadi Ka Amrit Mahotsav	Cultural Committee
(iv)Blood Donation Camp	Dr. Anita Chhabra

- The Administrative Staff assured their support in implementing the proposed plans and facilitating the smooth functioning of administrative processes.

Next meeting will be scheduled to review the progress of the action plan.

Adjournment:

The meeting was adjourned at 3:30 pm with a vote of thanks to the Chairperson.

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana Iohan
Chairperson


Principal
S.D. Mahila Mahavidyalaya
Narwana

Notice

Subject: Call for Meeting to Develop Plans

Dear Members,

As the Chairperson of the Internal Quality Assurance Cell (IQAC) SDMM Narwana, I am writing to formally request your presence at a meeting aimed at developing our new plans.

Date: 7Oct,2022.

Time: 2;30 pm

Location: IQAC Room


Agenda:

1. Review of Previous meeting
2. Allocation of Responsibilities
3. Discussion on Strategies for Improvement

Thank you for your dedication and commitment to enhancing the quality of education at our college.

Best regards,

Dr. Anjana Lohan ,
Chairperson, IQAC


Principal
S.D. Mahila Mahavidyalaya
Narwana

2 Meeting of IQAC (2022-23)

Date: 7Oct 2022

Time:2:30 pm

Place: IQAC Room

Members present

Name of the Member	Signature
Dr. Anjana Lohan (Principal)	Present
Dr. Nayan Deep (Associate Prof. Economics)	Present
Dr. Anita Chabra (Asst. Prof. Hindi)	Present
Dr. Shallu Sachdeva (Asst. Prof. History)	Present
Ms. Madhu Sharma (Asst. Prof. English)	
Dr. Praphull Arya (Asst. Prof. Sanskrit)	Present
Ms. Rukmani Saini (Asst. Prof. Hindi)	Present
Ms. Suman Garg (Asst. Prof. English)	Present
Ms. Nisha (Asst. Prof. Physics)	Present
Ms. Meenakshi Muwal (Asst. Prof. Commerce)	Present
Ms. Renu Bala (Asst. Prof. Comp. Sc.)	Present
Ms. Rekha Kohli (Librarian)	Present
Sh. Anant Singla (Deputy Supdt.)	
Sh. Jiyalal Goyal (Management Representative)	Present
Dr. Rekha Sharma (Principal, Govt. College, Trawadi)	
Sh. Arun Kumar (C.A., Narwana)	Present
Sh. Raman Sheewant (Manager, PNB Sacchakhera)	
Sh. Parveen (Sarpanch, VPO Gurusar)	
Ms. Girisha (Entrepreneur)	Present
Ms. Swati Verma (B.A. 2 nd year)	Present
Ms. Nancy (M.A English)	Present

2nd Meeting

Agenda1: Review of Previous Meeting

Agenda:2 Results of Even Semester

Agenda3: Plans for the Upcoming Period.

Proceedings:

- The Coordinator opened the meeting by welcoming all attendees and thanking them for their presence. All the members, presented the report of the status of the works decided in the previous meeting.

1. Review of Previous meeting .

1. Distribution of Duties		Work status
(I) Workload and timetable	Dr. Praful Arya & Dr. Anita Chhabra	Done
Academic calendar and event calendar	Dr. Shalu Sachdeva	Done
(iii) Cells and Committees	Dr. Nayan Deep	Done
(iv) Teaching methodology	HOD's Of All Dept.	Done
2. Academic initiatives		
(I) Certificate Courses	HOD's Of All Dept.	Done
(ii) Workshops and Seminars	HOD's Of All Dept.	Done
(iii) Extension Lectures	HOD's Of All Dept.	Done
3. Student welfare,		
(I) Financial help planning (I) Books from Book bank	Dr . Anjna Lohan , Dr Nayan Deep and Ms. Rekha Kohli	Done
4. Infrastructure development		
(I) library resources		Done
(ii) IT infrastructure		Done
5. Community engagement		
		Done

(I) Cleanliness drive.	Dr. Shalu Sachdeva & Ms Kanta Jaglan	Works continue
(ii) Awareness Programs	Dr. Shalu Sachdeva & Ms Kanta Jaglan	Works continue
(iii) Tree plantation	Dr. Shalu Sachdeva & Ms Kanta Jaglan	Works Continue
6. Preparation for NCC	Dr. Nayan Deep	Done
7. Preparation for Talent Show	Cultural Committee	Done
8. Program for Aazadi Ka Amrit Mahotsav	Cultural Committee	Done
9. Blood Donation Camp	Dr. Anita Chhabra	Done

Some other activities were also performed during the period and reports were presented

Faculty Development Plan for Teaching Faculty	. Done
Faculty Development Plan for Non- Teaching Faculty	Done
3 days workshop on NEP	Done

Agenda2: Results of the even semesters were presented by the coordinator . The Chairperson asked all the HODs to set class tests, arrange extra-classes for weak students, complete and revise the syllabus and arrange internal exams in the month of December .

Agenda 3: Preparation for Youth Festival and Haryana Day ,Cultural Programmes

The coordinator discussed the importance of active participation of students in cultural activities . And assigned responsibilities to Cultural Department to arrange workshops and logistics to ensure effective execution of cultural activities.

Agenda 4:

Management Representative presented a proposal to start a new fund plan for research works. Recognising the need to encourage research activities among faculty members and students, he proposed to set up a seed money fund and agreed to allocate a budget and develop guidelines for the disbursement of the funds. The Chairperson asked the Research Committee to formulate detailed guidelines, procedures and eligibility guidelines for accessing the funds.

Agenda 5: HOD Science presented a plan to arrange Science Exhibition and it was found appropriate and helpful to the students and the plan was approved.

Next meeting will be scheduled to review the progress of the action plan.

Adjournment:

The meeting was adjourned at 4:30 pm with a vote of thanks to the Chairperson.

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana Iohan
Chairperson



Principal
S.D. Mahila Mahavidyalaya
Narwana

Notice

Subject: Call for Meeting to make new Plans

Dear Members,

As the Chairperson of the Internal Quality Assurance Cell (IQAC) SDMM Narwana, I am writing to formally request your presence at a meeting aimed at developing our new plans.

Date: 10 Jan ,2023.

Time: 2;30 pm

Location: IQAC Room

Agenda:

1. Review of Previous meeting
2. Allocation of Responsibilities
3. Discussion on Strategies for Improvement

Your participation and insights are crucial in shaping the future endeavors of our institution. Your presence will greatly contribute to the success of our college.

Thank you for your dedication and commitment to enhancing the quality of education at our college.

Best regards,

Dr. Anjana Lohan ,
Chairperson, IQAC


Principal
S.D. Mahila Mahavidyalaya
Narwana

3 Meeting of IQAC (2022-23)

Date 10Jan 2023

Time 2:30 pm

Place IQAC Room

Members present

Name of the Member	Signature
Dr. Anjana Lohan (Principal)	Present
Dr. Nayan Deep (Associate Prof. Economics)	Present
Dr. Anita Chabra (Asst. Prof. Hindi)	Present
Dr. Shallu Sachdeva (Asst. Prof. History)	Present
Ms. Madhu Sharma (Asst. Prof. English)	
Dr. Praphull Arya (Asst. Prof. Sanskrit)	Present
Ms. Rukmani Saini (Asst. Prof. Hindi)	Present
Ms. Suman Garg (Asst. Prof. English)	Present
Ms. Nisha (Asst. Prof. Physics)	Present
Ms. Meenakshi Muwal (Asst. Prof. Commerce)	Present
Ms. Renu Bala (Asst. Prof. Comp. Sc.)	
Ms. Rekha Kohli (Librarian)	Present
Sh. Anant Singla (Deputy Supdt.)	Present
Sh. Jiyalal Goyal (Management Representative)	Present
Dr. Rekha Sharma (Principal, Govt. College, Trawadi)	
Sh. Arun Kumar (C.A., Narwana)	Present
Sh. Raman Sheewant (Manager, PNB Sacchakhera)	Present
Sh. Parveen (Sarpanch, VPO Gurusar)	Present
Ms. Girisha (Entrepreneur)	Present
Ms. Swati Verma (B.A. 2 nd year)	Present
Ms. Nancy (M.A English)	Present

3rd Meeting

Agenda:

1. Review of Previous Meeting
2. Plans for the Upcoming Period.

Proceedings:

- The Coordinator opened the meeting by welcoming all attendees and thanking them for their participation.

1. Review of Previous meeting and works done during the period:

Distribution of Duties		Work status
1. Preparation for Youth Festival. And Haryana Day	Cultural Committee	Report of the success was presented by the Convener of the Committee
2 Assessment and Preparation for the Odd Semester Exams	Examination Committee	All Arrangements done
3. Science Exhibition	Science Dept.	Done
4. Class Tests & Assignments	HOD's	Duly planned
5. Internal Exams	HOD's Of All Dept.	Scheduled , Papers checked and result-reports prepared, and the students were instructed properly.

Agenda 2. Plans for the Upcoming Period.

The meeting commenced with a discussion on organising Co -curricular and extra curricular activities. Suggestion were put forward and the Chairperson finalised the duties and activities as:

1. Sports Meet	Ms. Manisha & Mr Vedparkash
2. Inter College Circle Kabbadi Tournament	Ms. Manisha & Mr Vedparkash
3. Yoga Championship & Workshop	Dept of Phy Edu , English & Hindi
4. Career Guidance Programmes	HOD's of All Dept.
5. 7 Days NSS Camp	Dr. Shalu Sachdeva & Ms Kanta Jaglan
6. Program about G-20	Dr. Nayan Deep
7. Workshop for NAAC Preparation	IQAC

8. Workshops of Home Science	Dr . Reena
9. Certificate Courses	HOD's of All Dept.
10. Faishion Show	Ms. Anju Dhiman
11. Alumni Meet	Dr. Anita Chhabra
12. Farewell Party	Dr. Anita Chhabra & Dr. Shalu Sachdeva

Next meeting will be scheduled to review the progress of the action plan.

The meeting was adjourned at 3:30 pm with a vote of thanks to the Chairperson.

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana lohan
Chairperson


Principal
S.D. Mahila Mahavidyalaya
Narwana

Notice

Subject: Call for Meeting to make new Plans

Dear Members,

As the Chairperson of the Internal Quality Assurance Cell (IQAC) SDMM Narwana, I am writing to formally request your presence at a meeting aimed at developing our new plans.

Date: May ,2023.

Time: 2;30 pm

Location: IQAC Room

Agenda:


1. Review of Previous meeting
2. Allocation of Responsibilities
3. Analysis of feedback
- 4.. Discussion on Strategies for Improvement

Your participation and insights are crucial in shaping the future endeavors of our institution. Your presence will greatly contribute to the success of our college.

Thank you for your dedication and commitment to enhancing the quality of education at our college.

Best regards,

Dr. Anjana Lohan ,
Chairperson, IQAC


Principal
S.D. Mahila Mahavidyalaya
Narwana

4th Meeting of IQAC(2022-23)

Date 9 May 2023

Time 2:30 pm

Place IQAC Room

Members present

Name of the Member	Signature
Dr. Anjana Lohan (Principal)	Present
Dr. Nayan Deep (Associate Prof. Economics)	Present
Dr. Anita Chabra (Asst. Prof. Hindi)	Present
Dr. Shallu Sachdeva (Asst. Prof. History)	Present
Ms. Madhu Sharma (Asst. Prof. English)	
Dr. Praphull Arya (Asst. Prof. Sanskrit)	Present
Ms. Rukmani Saini (Asst. Prof. Hindi)	Present
Ms. Suman Garg (Asst. Prof. English)	
Ms. Nisha (Asst. Prof. Physics)	Present
Ms. Meenakshi Muwal (Asst. Prof. Commerce)	
Ms. Renu Bala (Asst. Prof. Comp. Sc.)	Present
Ms. Rekha Kohli (Librarian)	Present
Sh. Anant Singla (Deputy Supdt.)	Present
Sh. Jiyalal Goyal (Management Representative)	Present
Dr. Rekha Sharma (Principal, Govt. College, Trawadi)	Present
Sh. Arun Kumar (C.A., Narwana)	Present
Sh. Raman Sheewant (Manager, PNB Sacchakhera)	Present
Sh. Parveen (Sarpanch, VPO Gurusar)	
Ms. Girisha (Entrepreneur)	Present
Ms. Swati Verma (B.A. 2 nd year)	Present
Ms. Nancy (M.A English)	Present

4th Meeting

Agenda:

1. Review of Previous Meeting
2. Plans for the Upcoming Period.

Proceedings:

- The Coordinator opened the meeting by welcoming all attendees and thanking them for their participation

1. Review of Previous meeting ,

		Work status
1. Sports Meet	Ms. Manisha & Mr Vedparkash	Successfully Arranged
2. Inter College Circle Kabbadi Tournament	Ms. Manisha & Mr Vedparkash	Successfully completed
3. Yoga Championship & Workshop	Dept of Phy Edu , English & Hindi	Done
4. Career Guidance Programmes	HOD's of All Dept.	Done
5. 7 Days NSS Camp	Dr. Shalu Sachdeva & Ms Kanta Jaglan	Done
6. Program about G-20	Dr. Nayan Deep	Done
7. Workshop for NAAC Preparation	IQAC	Done
8. Workshops of Home Science	Dr . Reena	Done
9. Certificate Courses	HOD's of All Dept.	Done
10. Faishion Show	Ms. Anju Dhiman	Done
11. Alumni Meet	Dr. Anita Chhabra	
12. Farewell Party	Dr. Anita Chhabra & Dr. Shalu Sachdeva	Pending
13. Result of the Odd semesters analysed		
14. Feedback from the students analysed		

2. Plans for the Upcoming Period.

Agenda 1: Construction plans for seminar hall and additional rooms.

Agenda 2: Procurement of furniture for new facilities.

Agenda 3: Preparation of even semester examinations.

Agenda 4: Co-curricular activities planning.

Minutes:

1.Construction Plans for Seminar Hall and Additional Rooms.

The committee discussed the urgent need for a seminar hall and additional rooms to accommodate the students.

It was decided to expedite the construction process and allocate necessary funds for the project.

2.Procurement of Furniture for New Facilities:

The committee reviewed the requirements for furniture in the new seminar hall and additional rooms.

Plan to improve ICT facilities was also discussed.

It was agreed to prioritize the procurement of comfortable and durable furniture to enhance the learning environment.

Infrastructure committee volunteered to research and propose suitable furniture options within the allocated budget.

3.Preparation of Even Semester Examination:

The upcoming even semester examination was discussed, focusing on ensuring a smooth and fair assessment process.

Examination committee comprising faculty members from various departments proposed to take care of all the necessary preparations for even semester examinations.

4.Co-curricular Activities Planning:

The importance of co-curricular activities in fostering holistic development among students was emphasized. The committee brainstormed ideas for organizing various activities such as workshops, seminars, more Certificate courses and Extension Lectures. Next meeting will be scheduled to review the progress of the action plan.


The meeting was adjourned at 3:30 pm with a vote of thanks to the Chairperson.

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana lohan
Chairperson


Principal
S.D. Mahila Mahavidyalaya
Narwana