

Notice

Subject: Call for Meeting to Develop Annual 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 annual plans.

Date: July,2021

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

1st Meeting

Agenda:

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

Proceedings:

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

Agenda 1. Review of Previous Session: 2020-21.

1. Feedback Analysis	The Coordinator presented an evaluation of the feedback survey
2.Result of Final Semester	Report presented
3.Youth Festival	Report of the successful hosting of the youth festival was presented

Agenda 2. Plans for the Upcoming Session:

- The Chairperson provided an overview of the upcoming session and highlighted key areas of focus,
- The Coordinator of IQAC presented a proposed action plan for the new 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 methodology, faculty development programs, and student support services.
- 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.

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

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

- 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.

-For more practical knowledge and internship facilities, it was decided that MOUs and Linkage will be established with social institutions.

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

Distribution of Duties	
(I) Workload and timetable	Dr. Praful Arya & Dr. Anita Chhabra
Academic calendar and event calendar	Dr. Shalu Sachdeva
(iii) Cells and Committees	Dr. Nayan Deep
(iv) Teaching methodology	HOD's Of All Dept.
2. Academic initiatives	
(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.
3. Student welfare,	
(I) Financial help planning	Dr . Anjna Lohan , Dr Nayan Deep and Ms. Rekha Kohli
4. Infrastructure development	
(I) library resources	
(ii) IT infrastructure	
5. Community engagement	
(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
6. Plan for NCC	Dr. Nayan Deep

7. Preparation for Talent Show	Cultural Committee
8. Preparation for Youth Festival	Cultural Committee
9. Preparation for Ratnawali	Cultural Committee

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

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: November,2021

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

2nd Meeting

Agenda:

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

Proceedings:

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

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

		Done
6. Plan for NCC	Dr. Nayan Deep	In progress
7. Preparation for Talent Show	Cultural Committee	Done
8. Youth Festival	Cultural Committee	Continuing
9. Ratnawali	Cultural Committee	Done
10. Workshop on NEP		
11. Results of Even Semester reviewed		

2. Plans

1. Preparation for Youth Festival.	Cultural Committee
2.NSS Camp	Dr.Shalu Sachdeva
3. Science Exhibition	Science Dept.
4.Celebration of National & International Days of Importance	All Cells & Committees , HOD's
5. Class Tests & Assignments	HOD's Of All Dept.
6. Faculty Development Program	Computer Department

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 lohan
Chairperson

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: Jan ,2022

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

3 Meeting of IQAC (2021-22)

3rd Meeting

Agenda:

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

Proceedings:

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

1. Review of Previous meeting ,

Distribution of Duties		Work status
1. Preparation for Youth Festival.	Cultural Committee	Done
2.Preparation for Haryana Day & Ratnawali	Cultural Committee	Done
3. Science Exhibition	Science Dept.	Done
4.Celebration of National & International Days of Importance	All Cells & Committees , HOD's	Done
5. Class Tests & Assignments	HOD's Of All Dept.	Done

- 6 Faculty Development Program.

2. Plans for the Upcoming Period.

1. Saang Workshop	Hindi and Music Department
2. Inter College Circle Kabbadi Tournament	Ms. Manisha & Mr Vedparkash
3. Yoga and Self-defense 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. Home Science Workshop	Ms. Rekha (Home Science)
7. Health Checkup Camp	IQAC
8. Class tests and extra classes	HODs of all departments
9. Certificate Courses	HOD's of All Dept.
10. Fashion Designing Workshop	Ms. Anju Dhiman
11. Alumni Association Registration	Dr. Anita Chhabra

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

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

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana lohan
Chairperson

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 ,2022

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

Sh. Parveen (Sarpanch, VPO Gurusar)	
Ms. Girisha (Entrepreneur)	
Ms. Swati Verma (B.A. 2 nd year)	
Ms. Nancy (M.A English)	

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. Saang Workshop	Hindi and Music Department	Done
2. Inter College Circle Kabbadi Tournament	Ms. Manisha & Mr Vedparkash	Done
3. Yoga and Self -Defense 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. Health Check up Camp		Done
7.	IQAC	Done
8. Workshops of Home Science	Ms. Rekha	Done
9. Certificate Courses	HOD's of All Dept.	Done
10. Fashion Designing Workshop	Ms. Anju Dhiman	Done
11. Alumni Association Registration	Dr. Anita Chhabra	Done
12.	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.

1.	
2. Preparation for NCC	
3.New Furniture	
4. Preparation for Even semesters exams	Dr. Anita Chhabra
5. Improvement in teaching methodology	Board of Studies & HOD's of all Dept.
6. Plan to start more skill Development Certificate courses	Board of Studies & HOD's of all Dept.
7. Plan to improve ICT facilities	
8.. Extension Lectures	IQAC , Legal Litarcy Cell

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

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

Minutes Prepared By:

Dr. Nayan Deep
Coordinator IQAC

Approved By:

Dr. Anjana lohan
Chairperson