

SD MAHILA MAHAVIDYALYA NARWANA

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES

(MEETING-SESSION 2019-20)

- In the chair, Dr. Poonam Sharma, Principal
- Dr. Anjana Lohan (Convener)
- Dr. Nayandeep (Co-Convener)
- Dr. Anita Chhabra
- Dr. Shalu Sachdeva
- Dr. Madhu Sharma
- HOD's of All Departments
- Ms. Neena Gupta (Parents Nominee)
- Ms. Taniya (Student Nominee)

Agenda: To plan the future course of action for the session 2019-20
(2 September, 2019).

Minutes:

A detailed discussion was conducted during the meeting to chalk out the future initiatives to be taken for the upcoming session:

The following plan of activities were proposed:

- The HODs should follow a uniform format for mentorship and a sample format by career guidance cell in incorporating the personal, academic, co curricular activities undertaken by the students.
- To increase the amount of concession to aid the economically weaker students so that maximum students can be benefitted and the dropout rate is reduced.
- Admission committee should be apprised about the automation of admission process by DGHE for the first year students from this session. A meeting to be conducted for acquainting the steps to be undertaken for checking the documents and issuing of challans.

- It was decided to conduct orientation program for all the first year students to abreast them about the college facilities, support services, rules, duties and infrastructure by Career.
- College Library to strengthen the library resources (Books, Journals, Magazine) for the new session.
- A meeting is to be conducted with Anti Ragging Cell for the smooth beginning of academic session and informing the rules to be followed by the proctorial committee of the college.


Principal
S.D. Mahila Mahavidyalya
Narwana 

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Agenda: To plan and conduct smooth functioning of academic session (4 March, 2020).

Minutes:

A detailed discussion was conducted during the meeting to chalk out the smooth functioning of academic session.

The following plan of activities was proposed to heads of different departments:

- All departments to motivate and enroll students in subject related certificate, diploma add on courses offered by the respective departments to enhance their hard skills.
- Teachers should upload attendance, internal assessment marks on College Register.
- HODs should identify bridge courses for newly admitted students in various streams and plan for conduct of courses for them.
- All departments to conduct faculty development programs, workshops/seminars on latest trends in their respective fields and teaching methodologies for the teaching staff.


Principal
S.D. Mahila Mahavidyalaya
Narwana