



Maharaja AgrasenMahavidyalya

Jagadhri - 135003

Session: 2021-22

Minutes of the IQAC Meeting held on 8-7-2021

An IQAC meeting with all the staff members was held on 8-7-2021 in the Principal's office under the Chairmanship of Dr. P.K. Bajpai.

Agenda-

- Making Robust arrangements for blended mode of examination
- Preparation and Submission of AQARs 2018-19, 2018-19 and 2020-21

The following decisions were taken:

The Principal informed the staff that the blended mode of University exams will start from 13-7-2021. In this light, a suitable strategy was needed to guide and aware the students about the system, particularly the new students. For this the following decisions were made-

Regarding examinations-

- Controller of exams Dr. Anita will make all the arrangements and circulate all the guidelines and instructions regarding blended form of exams and will initiate the process of taking choice from the students between online and offline mode through google form.
- Special sessions for students will be conducted through Google Meet where they will be guided about the process of online exams.
- Teachers will also be guided about the nature of their duty for online exam and other technical issues.
- Mr Lakhpat Singh will act as technical incharge for the examination centre.
- Class wise teacher incharges will be responsible for the submission of answer sheets along with the memos.
- Superintendent of examinations will coordinate with the coordinator of the Evaluation Centre for speedy delivery of PDFs and hard copies of the answer sheets.

Regarding Preparation and Submission of AQARs –

- The IQAC coordinator Dr. Karuna requested all the staff members to submit the consolidated reports of their respective Departments/Cells/Clubs for the session 2020-21 with all relevant proofs in digital form to the IQAC timely. The Principal directed all the criterion incharges to coordinate with each other and expedite the work of preparation and submission of all pending AQARs. As the need for a technical hand was felt, Mr. Lakhpat Singh was requested to provide the required help. Mr. Lakhpat Singh proposed to start a college server for data sharing. His initiative was applauded by all.

The meeting ended with a Vote of thanks to the chair and all the members by the IQAC Coordinator.


Principal
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Minutes of the IQAC Meeting held on 8-11-2021

An IQAC meeting to undertake quality initiatives was held with all the staff members on 8-11-2021 in the Principal's office under the Chairmanship of Dr. P.K. Bajpai.

Agenda of the meeting was:

- Review of students' attendance position
- Celebration of Azadi Ka Amrit Mahotsav, Golden Jubilee of the College and Alumni Meet

Minutes of the Meeting

- The Principal took the stock of the attendance position and a concern was shown on very thin attendance of the students. Faculty was advised to consolidate the lecture position of the students monthly and upload it on the student portal and intimate non attending students with warning through the appropriate forum like Students' class wise Whatsapp Groups.
- To celebrate the Golden Jubilee of the college along with Azadi Ka Amrit Mahotsav with full enthusiasm, suggestions were invited from the staff and the following decisions were taken:
 - Staff was advised to work together to conduct more and more activities to commemorate the 50 golden years of the college and Azadi Ka Amrit Mahotsav.
 - Former students and faculty members will be invited to share their experiences and these will be recorded in the Golden Jubilee Magazine.
 - A grand Alumni Meet will be organised and alumni interactions will be shared and their expertise and contribution for the development of their Alma Mater will be sought.
 - The progress of the already started work of the Golden Jubilee Park and the renovation of Vehicle Parking was reviewed.
- To organise the Alumni Meet, the incharge of the Alumni Association – Dr. Anita was asked to convene a meeting of the office bearers of the Alumni Association and all staff members were asked to work diligently for networking with the alumni through social media and other channels.

The meeting ended with a Vote of thanks to the chair and all the members by the IQAC Coordinator.


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Minutes of the IQAC Meeting held on 25-11-2021

An IQAC meeting to undertake quality initiatives was held with all the staff members on 25-11-2021 at 02:15 pm in the Principal's office under the Chairmanship of Dr. P.K. Bajpai.

Agenda of the meeting-

- Organisation of Health Campaign and Vaccination Camp
- Talent Show and the upcoming Youth Festival
- Conducting Outreach and Skill Enhancement programmes for students
- Retirement of the College Gardner

The following points were discussed:

- The Chairperson along with the staff members paid condolences for the deceased relatives of the staff amidst Omicron and Dengue spread and advised the staff to take all precaution to save themselves and their families from these deadly diseases and also aware the students.
- Staff was advised to run more health campaigns and mentors were advised to motivate students for vaccination along with their family members. They were asked to collect data on willingness to have vaccination so as to see the prospects of vaccination camp. In the college premise.
- The cooperation and coordination of all staff members was sought for the smooth and successful organisation of the Talent Show. It was informed to the staff that from this year Art and Literary events will be organised in the Youth Festival alongwith cultural events, which was going to be organised very soon. The Youth and Cultural Department of the college should gear up for the event and all mentors should cooperate with the cultural department.
- Mentors were advised explore the hidden talent of the students and involve them in extracurricular activities through associations and clubs on the basis of their inner interest. The staff was also advised to frequently organize Webinars, Workshops and other virtual activities and update themselves and their students.
- The principal apprised to the staff about the upcoming retirement of the college gardener Sh. Sai Sarna Ji. The whole staff appreciated the services given by him to the college and vowed to give a very memorable farewell on his retirement. Principal Dr. Bajpai also offered to extend his services in self finance.

The meeting ended with a Vote of thanks to the chair and all the members by the IQAC Coordinator.


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Minutes of the IQAC Meeting held on 30-12-2021

An IQAC meeting of all the staff members was called by the Principal Dr. P K Bajpai in his room on 30-12-2021 at 02:15 pm.

Agenda of the meeting-

- Behavioural issues of the Students
- Skill enhancement and Education-Industry Linkages
- Timely submission of pending AQARs
- Review of Golden Jubilee Magazine
- Experiential learning
- Alumni meet and convocation

After showing the concern over spreading of Omicron variant and directing the staff to strictly adhere to the Government guidelines in this regard and not to allow students in the classes without vaccination, the Principal Dr. P.K. Bajpai discussed and advised the following:

- All teachers should skilfully address the behavioural issues of the students due to lockdown induced set back on education especially stressful situation caused by omicron. In order to enhance their emotional wellbeing, the teachers should listen to the students' concerns empathetically and involve them in various activities to socialise, play and interact with peers and give them sufficient opportunities to nurture their interest and appropriate platform to showcase their talent. Focus should be on social and emotional growth of the student. Use of digital platform for teaching, learning and sharing the information was sought for.
- The Career Guidance and Placement incharge Mr. Gaurav Bareja was appreciated for his good work and was advised to undertake more placement drives for students of all the institutes in the vicinity. Stress was also given for increasing education-industry linkages and job oriented training programmes especially for final year students.
- The Principal Dr. Bajpai advised the IQAC members and the Criterion incharges to speed up the pending work of preparing AQARs and submit them to the NAAC timely.
- The Principal took stock of the Golden Jubilee Magazine updates and advised the concerned editors to expedite their work.
- All the teachers were asked to identify students' strengths and encourage them enhance their learning experience. They should improve their competencies by giving them multiple opportunities to grow and learn through various Associations and Clubs.
- The Principal informed the house that the Alumni Meet and Convocation would be the upcoming events in the New Year.

The meeting ended with a Vote of thanks to the chair and all the members by the IQAC Coordinator.


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In-charge, IQAC
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Minutes of the meeting held on 5-3-2022

A meeting of the IQAC with the members of the sub-committee to process the cases of Sh. Gaurav Bareja and Sh. Anil Kumar for higher grades was held in the IQAC room to discuss the procedure.

Dr. Seema Gupta

Dr. Vijay Chawla

Dr. Anita Dhingra

Dr. V.S. Dhillon

The following points were discussed:

- The members were advised that the cases should be verified according to the set API criterion and if any discrepancy was found in the case that should be brought in the knowledge of the concerned teacher and corrected amicably.
- The members should start the process of the verification with utmost priority and submit the verified files to the IQAC coordinator at the earliest possible.

The meeting ended with a vote of thanks to the chair.


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Minutes of the IQAC Meeting held on 8-6-2022


Agenda of the meeting-

- Review Syllabus Position
- Sharing of data for Preparation and Submission of AQARs

An IQAC meeting was held on 8-6-2022 in the Principal's office to review the syllabus and attendance position in the context of upcoming university examinations. The following decisions were taken:

- All teachers will complete the syllabus timely and give important questions to the students and guide them properly.
- Extra classes and tests will be taken on compassionate grounds by the teachers for compensating the students with shortage of attendance.
- Attendance and internal assessment of the students, accordingly to the University criteria, will be uploaded on the college portal.
- Internal assessment will also be uploaded in the University Portal timely by all the teachers.
- Proper and timely arrangements will be made by the controller of the exams for conducting EVS exam.
- Mr. Lakhpat Singh was requested to start a college Server for Data and Information sharing among the staff members and all faculty must cooperate the criterion in charges with the required data so that AQARs could be prepared and submitted to the NAAC timely.

The meeting ended with a Vote of thanks to the chair and all the members by the IQAC Coordinator.


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Action Taken Report

- **Digital tools** were used for improved knowledge transfer and students were also given training to use these measures. Robust arrangements for blended mode of examination were made and pre examination training was given to the students.
- Technical incharge of the IQAC created a **new Server for data** and information sharing among the faculty members and portal for creating web links which expedited the task for preparing AQARs for 2018-19, 2019-20 and 2020-21.
- Notices were circulated among the faculty and the students regarding the **attendance and internal assessment** and the policy related to **shortage** of defaulters.
- A very sincere work was made by the editor of the **Golden Jubilee Magazine** – Nawaldeep with the help and coordination of her team to approach the former Principals, teachers and Alumni to take the memoirs, pictures, oral and written testimonies and other material related to the golden 50 days of the college and incorporating them in the magazine. Many former staff members and Alumni also visited the college and shared their experiences.
- **Alumni Association** was strengthened by registering more alumni. Golden Jubilee meet was planned but in the events of COVID 19 – Omicron Variant due to the government health advisory, Golden Jubilee Alumni Meet had to be postponed. Online guest lectures by our alumni on career options and skill enhancements were arranged in collaboration with the Alumni Association and financial contribution was also made to the college.
- To inculcate patriotism and a sense of solidarity among students, many activities were conducted under the banner of Azadi Ka Amrit Mahotsav.
- To raise awareness and understanding among the students and society on physical, mental and spiritual health many campaigns were organised and social initiatives and outreach programmes were undertaken like organisation of Blood donation, vaccination camp, lectures on TB and HIV/AIDS, Cleanliness drives and workshops on Fitness and yoga.
- In order to enhance the emotional wellbeing, all departments and cells arranged many activities to socialise and interact with the students and gave them platform to enhance their capabilities.
- Students were trained by their mentors and teachers to undertake leadership roles and organise events. Many workshops and training sessions were arranged for this purpose. Many cultural and social initiatives were taken by the students.
- Career Counselling and Placement Cell was strengthened. Many skill development programmes were organised and workshops were conducted. In addition, placement drives were organised for all the students of the institutes in the vicinity.


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Links for detail

- https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_p1_342.pdf
- https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_p1_366.pdf
- https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_p1_338.pdf
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