

Maharaja Agrasen Mahavidyalaya, Jagadhri

Minutes of Meeting

Minutes of the IQAC Meeting held on 6.7.2023

An IQAC meeting with all staff members was held on 6.7.2023 in the Principal's Office at 12.45 pm. The following decisions were taken:

Agenda of the meeting was:


Strategy for Implementation of NEP

Review of the Work done to Prepare SSR

- The structure of the Course under NEP was explained by NEP Incharge Dr. Vijay Chawla and the members to all other members of the faculty. They also cleared the faculty's doubts regarding MDC, SEC, VAC and AEC.
- Principal Dr. P.K. Bajpai invited the department heads to offer new papers if they wish so. English as Major subject was offered from Arts Faculty.
- It was informed that the UG classes will start from 21.7.2023 onwards AS PER Kurukshetra University Calendar. Therefore, all members were requested to update themselves and take keen interest in effective implementation of the NEP and guide new students accordingly. It was decided that Induction Programme will be organized by all departments and they will also plan activities for their respective departments and provide a list to IQAC for making College Academic Calendar.
- All faculty members were directed to make phone calls to eligible students for admissions at department level and counsel and assist them in their admissions also.
- SSR draft was reviewed by the IQAC Coordinator and some criterion wise changes were suggested for incorporation. All were requested to adhere to the NAAC guidelines and SOP.
- Technical issues related to SSR drafting were also clarified by the Technical incharge – Mr. Lakhpat Singh.
- It was decided that all criterion incharges will complete the draft upto 9.7.2023.

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


Dr. P.K. Bajpai
Maharaja Agrasen Mahavidyalaya
Principal - 135003


Dr. Karuna
Convener, IQAC
IQAC Coordinator
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003

Minutes of the IQAC Meeting held on 17.8.2023

An IQAC meeting was held with the staff members on 17.8.2023 at 2.00 pm in Principal's office.

The agenda of the meeting was:

- Admissions-UG/PG
- Results
- Time -Table related Issues
- Updates on AQAR and SSR
- Implementation of NEP-2020

Any other Issue with the Permission of the Chair

- Principal Dr. P.K. Bajpai welcomed all staff members in the new session.
- The Principal showed concern over very less admissions in the new session and directed all staff to do their best to increase admissions. They were asked to call eligible school students personally by taking lists from the college office and even take the help of senior students in this endeavor.
- Academic results presented by the office were evaluated and the concern over poor results was shown. A committee headed by Dr. Anita with members Dr. Seema Gupta, Dr. Virender Singh, Dr. Anil Kumar and Mr. Gaurav Bareja was formed to find out the reasons of poor results. The committee will have to submit its report upto 5.9.2023.
- NEP Incharge, Dr. Vijay Chawla reported to the house the issues of workload distribution, papers to be taught in SEC and the choice of subjects in MDC. It was decided that efforts will be made by HODs in coordination with NEP incharge to reallocate the workload on equal basis subject to eligibility and specialization of the faculty. The issue of SEC and MDC will also be sorted at the levels of departments by convening the meetings and the resultant changes will be reported to the time table incharge so that time table can be released in time.
- Programs on Indian Knowledge system will be organized.
- IQAC coordinator conveyed that drafts of AQAR 2022-23 and SSR have been reviewed and AQAR is near completion while appropriate suggestions to be made in SSR have been conveyed to the criterion incharges.
- All heads and incharges were directed to submit the list of planned activities upto 1.8.2023 keeping NEP in view. Faculty was also directed to conduct extra curricular activities preferably in free periods or after 2 pm so that regular classes are not affected.
- The staff was also informed that Cultural Cell will be headed by Mr. Gaurav Bareja in place of Dr. Veern Rani.

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


Dr. P.K. Bajpai
Principal
Mahaavidyalaya
Jagadhri-135003


Dr. Karuna
Convener, IQAC
Mahaavidyalaya
Jagadhri-135003

Minutes of the IQAC Meeting held on 20.9.2023

An IQAC meeting was held with staff members on 19.8.2023 in Principal's office at 2.30 pm.

Agenda of the meeting was:

Submission of AQAR 2022-23


To review readiness for IIQA submission

Participation in outreach activity

- The IQAC coordinator Dr. Karuna presented a review of AQAR for the session 2022-23 and it was approved by the house for submission.
- The coordinator apprised the house that the college has fulfilled all conditions for going for 3rd cycle of NAAC assessment. So, it was decided that soon after the submission of AQAR 2022-23, the college will apply for 3rd cycle of accreditation by submitting IIQA.
- The chairperson of IQAC Dr. P.K. Bajpai enlightened the house about Chief Minister Sh. Manohar Lal Khattar's call on awareness rally – Cycloth on 'Youth Against Drugs' on 25-9-2023. It was decided that all teachers will contact the students and provide a list of at least 10 students to the office for active participation of students from college for this noble cause. It was decided that to motivate students all teachers will also participate in this event. The chairperson also motivated teachers to conduct outcome-oriented outreach activities for social cause.
- The chairperson also commended the efforts of the faculty members who are providing books and fee help to students. He requested the faculty to keep a record of this practice so that these efforts can also be accounted for in AQARs.
- Consolidated Activity Calendar of Departments/Cells/Clubs was approved in the meeting.

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


Dr. P.K. Bajpai
Principal
Maharaja Arjun Sahay Vidyalaya
Jagadhri-135003


Dr. Karuna
Convener, IQAC
Maharaja Arjun Sahay Vidyalaya
Jagadhri-135003

Minutes of the IQAC Meeting held on 3.10.2023

An IQAC meeting was held on 3.10.2023 in Principal's office at 2.30 pm.

Agenda of the meeting was:

Hosting Inter Zonal Youth Festival

Blood Donation

Review of SSR

Grant of RH

Review of academic and non- academic activities

- Chairperson Dr. P.K. Bajpai apprised the house that the college would host Inter Zonal Youth Festival from October 20-22, 2023 and he sought mutual help and coordination from all faculty members for its smooth conduct. The incharge of Cultural Cell Mr. Gaurav Bareja will allocate duties in accordance with expertise of faculty members. A team of selected students would be recommended by mentors/Heads to the incharge, who will act as volunteers. He requested all to cooperate to make it a grand show.
- It was decided that the Blood Donation Camp will be organised on Agrasen Jayanti and all faculty members would motivate students, parents and alumni for this noble cause.
- The NAAC steering Committee members were directed to edit the reviewed SSR within 3 Days.
- In view of the ongoing process of reaccreditation of the college, the Chairperson directed that the members must abstain from taking leave and RH would be granted to not more than two teachers at a time and that to on first-come-first basis.
- The chairperson took stock from the heads of the departments of the syllabus covered and activities undertaken and directed all to cover the syllabus within the stipulated time frame as the college will conduct the pre university exams at the central level to give a practice to students. The efforts and participation of faculty and students in the Cyclothan held on 25-9-2023 were lauded.

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


Dr. P.K. Bajpai
Principal
Principal, Agrasen Mahavidyalaya
Jagdish-135003


Dr. Karuna
Convener, IQAC
Mahesh Agrasen Mahavidyalaya
Jagdish-135003

Minutes of the IQAC Meeting held on 30.10.2023

An IQAC meeting was held on 30.10.2023 in Principal's office at 1.30 pm.

Agenda of the meeting was:


SSR

College Website

- The meeting started with the congratulation remarks by the Chairperson Dr. P.K. Bajpai for a very successful organization of Inter Zonal Youth Festival. He appreciated the whole cultural team and other staff members who performed their duties diligently. He acquainted the house that no complaint was received from any of the participating team. The efforts of student volunteers were specially appreciated.
- The IQAC Coordinator apprised the house that though the process of uploading the SSR on NAAC portal has been started but a technical glitch has occurred so that uploaded files have become non-downloadable. The issue has already been raised at NAAC helpdesk on 26-10-2023 and the response is awaited. Keeping in view the absence of response from NAAC team and the deadline of submission of the SSR on 31.11.2023, it was decided by the house to reupload the files upto 31.10.2023 so that sufficient time is available for review and edit.
- Incharge of Criterion 2 Dr. Vijay will prepare the list of students after verification of their email IDs and upload the same to the NAAC portal as per requirement for assessment.
- All heads and Incharges were directed to take necessary action to update college website. The Chairperson asked the respective incharges of College magazine – Nawaldeep and College Newsletter – The Mac Vibes to expediate the work and upload these on college website timely.
- The NAAC steering committee was directed extend their working hours in the college to complete the work of SSR submission by deadline.

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


Dr. P.K. Bajpai
Principal
Maharaja Agrasen Mahavidyalaya
Jagadhri-133003


Dr. Karuna
Convener, IQAC
Maharaja Agrasen Mahavidyalaya
Jagadhri-133003

Minutes of the IQAC Meeting held on 4.11.2023

An IQAC meeting was held on 4.11.2023 in Principal's office at 1.30 pm.

Agenda of the meeting was:

SSR

- Technical glitch in NAAC Portal was reported by IQAC Coordinator Dr. Karuna to the house. She told that the issue came to notice on 24.10.2023 and ticket was generated 2 times by IQAC in the NAAC Support/Helpdesk and many time phone calls were also made to NAAC offices in Delhi and Banaglore, but got no response. She also apprised that AQAR link were also not working. The criterion incharges uploaded files 2 times but of no use.
- After discussions it was decided by the Chairperson to move ahead even with these limitations as the NAAC portal might be under construction. So the revised strategy was made to upload all data and files in college Server so as to finally put the data and upload files in NAAC Portal with least time.
- All the criterion incharges were directed to upload files and data upto 7.11.2023 with appropriate points and titles in full and final form to consolidate and review at central level. All were expected to fulfill SSR SOP before uploading files. After uploading of files review meetings and criterion wise presentations will be conducted to refine reports.
- All teachers will upload the required files to college website too alongwith departmental reports.

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





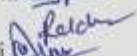


Dr. P.K. Bajpai
Principal
Principal, Agrasen Mahavidyalaya
Jagadiri-132003


Dr. Karuna
Governor, IQAC
IQAC Coordinator
Maharaja Jagadiri
Jagadiri-135003

Minutes of Meeting

An IQAC meeting with the Off. Principal was held with all IQAC Member on 19-02-2024 at 2:00 pm at Principal Office in which following members were present:

Present:

Dr. Karuna 
Dr. Seema Gupta (on leave)
Dr. Anita Rani 
Dr. Virender Singh Dhillon
Ms. Punam Garg
Mr. Lakhpat Singh 
Dr. Vijay Chawla 
Dr. Rakhi
Dr. Veeran Rani 
Mr. Rajiv Goel 

Agenda:

1. Preparations for NAAC peer team visit on 14th and 15th March 2024.
2. Departmental Presentations.
3. Infrastructural arrangements.
4. Formation of Documentation Collection and Verification Committee
5. Designation of the NAAC Coordinator.

The IQAC Chairperson informed that NAAC peer team visit schedule has been fixed by NAAC Authorities and briefed the members on the upcoming NAAC peer team visit and the importance of showcasing the college's achievements and improvements. Following decisions were taken for timely necessary arrangements :-

1. It was decided that the IQAC Coordinator would oversee the assignment of duties and ensure that all staff members are well-informed and prepared for their roles during the Naac Peer Team visit.
2. It was discussed and decided that the Head of Department will prepare presentations highlighting their departmental achievements, strengths, initiatives, and future plans in alignment with the NAAC criterion.
3. The members also discussed the infrastructural arrangements, including classrooms, laboratories, library facilities etc. to ensure they meet the NAAC standards and it was decided to assign particular duties related to all infrastructural arrangements.
4. For accurate and complete documentation for the upcoming NAAC assessment IQAC Coordinator proposed the formation of a Documentation Collection and Verification Committee. The IQAC Coordinator emphasized the need for a dedicated committee to systematically collect, organize, and provide evidences as and when required by NAAC PEER TEAM Member during visit.
5. The Offg. Principal initiated the discussion on the need to designate a NAAC Coordinator to oversee and coordinate all activities related to the upcoming NAAC assessment. The IQAC

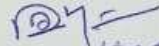
Coordinator emphasized the importance of having a dedicated individual to manage the NAAC process and liaise with the NAAC authorities.

6. It was decided to conduct mock assessment presentation sessions and mock NAAC PEER TEAM rehearsal to identify and address any potential shortcomings before the peer team visit.

7. Regular coordination meetings will be conducted to review progress, address challenges, and ensure timely completion of tasks for the accreditation process.

The meeting concluded with a unanimous agreement on the importance of well-defined roles and responsibilities for staff members to ensure a successful NAAC PEER TEAM visit. At the end of meeting, Chairperson thanked the members for their valuable inputs and participation in the meeting.


Offg. Principal
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003


Convener, IQAC
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003

Minutes of Meeting

An IQAC meeting with the Offg. Principal was held with all Criterion Incharges on 03-04-2024 at 2:00 pm at Principal Office in which following members were present:

Dr. Karuna	Mr. Lakhpat Singh
Dr. Anita Rani	Dr. Vijay Chawla <i>VJC</i>
Dr. Seema Gupta	Dr. Anil Kumar
Dr. V.S. Dhillon	Mr. Rajiv Goel
Ms. Punam Garg	Mr. Gurav Shukla

Agenda

- Pre University Examination (Even Semester 2024)
- Admission Strategy 2024-25
- AQAR 2023-24
- Students Droupout
- Revision of NAAC Criterion Incharges

The following issues were discussed and agreed upon:

1. The Pre-University Examination for Even Semester 2024 will be held for all Ist year UG Classes in the month of May 2024.

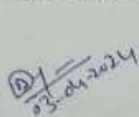



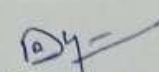
The date of commencement of examination of Second & Final year classes and the status of pending syllabi were considered and ^{because of involvement in NAAC Accredited} it was decided that, the class test and revision will be done in the classes itself instead of conducting Centralised Pre-University Examination for these classes.

However, if any teacher feels it appropriate to conduct a test for 2 hours, he/she may do so.





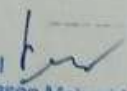
2. Regarding admission strategy (2024-25) and to increase the enrolment ratio in the coming session, the following efforts will be made:
 - (i) Conduct of targeted Marketing Campaign that highlight the unique offerings, programs and opportunities of the College.
 - (ii) Organise workshops for prospective students, interested to join higher education, on the New Education Policy 2020, Online Admission Process and giving them campus tours.

- (iii) To promote new admissions, incentives in the form of books and scholarship for meritorious students will be provided .
 - (iv) IQAC Members agreed to establish a Voluntary Student Support Fund with their own contribution. In addition, Alumni will be approached to make liberal contribution to the stated objective.
 - (v) 10+2 pass out student will be motivated to join short, term courses, which will be decided by the Admission Committee (2024-25).
 - (vi) A Student Counselling help desk for Admissions (2024-25) will be established.
3. To curb the drop out rate, a speedy follow-up action will be taken by the administrative office as well as at the departmental level. Personal counselling and mentoring and regular check-ins & tracking such students, will be done.
 4. In order to improve the academic performance of students in University Examination, a decision was made to provide non-monetary incentives. These incentives include awards, certificates, recognition on the honoured board, and an additional library card for those who achieve an aggregate score of over 80%.
 5. Regarding preparation of AQAR 2023-24, other faculty members will also be involved to support Criterion Incharges. Mr. Lakhpat Singh was requested to add file uploading folders for the year (2023-24) upto 06-04-2024.
 6. At the end of the meeting , NAAC Cycle-3 report and recommendation were discussed and it was agreed to develop a Perspective Plan (2024-2029) taking into account all recommendations made by the NAAC Peer Team and feedback collected from all stackholders.

Meeting was ended with a the vote of thanks to the Chairperson and members by the IQAC Coordinator.

 Convener, IQAC
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003

 Offg. Principal
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003

Minutes of Meeting

An IQAC meeting with the Offg. Principal was held with all IQAC Member on 13-05-2024 at 1:00 pm at Principal Office in which following members were present:

Dr. Karuna
Dr. Seema Gupta
Dr. Anita Rani
Dr. Virender Singh Dhillon
Ms. Punam Garg
Mr. Lakhpat Singh
Dr. Vijay Chawla
Dr. Rakhi
Dr. Veeran Rani
Mr. Rajiv Goel

Agenda:

Review of Admission Strategy
Retention of students
Preparation of AQAR 2023-24

The Chairperson opened the meeting and welcomed all the members present. The agenda for the meeting was thoroughly discusses. Following decision were taken:-

1. The members discussed the issue of student's retention and the impact it has on the institution. It was decided that regular communication with students, monitoring their progress, and providing academic and financial support could help in improving student retention rates.
For this purpose, know your students program[mentorship program]which is mentioned in perspective plan (2024-29) will be effectively implemented and the ratio of Mentor and Mentee 1:30 will be followed from next session.
2. The Admission Incharge provided an overview of the current registration strategy for increasing students and highlighted potential challenges that could arise during staff vacations. It was noted that delays in processing applications, communication gaps, and technical issues could impact the efficiency of the admission process. So following decisions were taken regarding admission process:
 - The team discussed potential strategies to streamline the registration process during staff vacations. It was decided to designate alternate duties of staff members on rotation basis to handle admission related inquiries, ensure effective counselling to admission aspirants during vacations.
 - Further IT Support team would be deployed to expedite the registration process. The team will facilitate online application portal, manage responses for inquiries, and data management systems to track application progress. ICT incharge Mr. Lakhpat Singh will help in preparing registration form, brochure etc.
 - For clear and timely communication with prospective students during the admission process, it was agreed to create standardized communication Templates/Brochures/Banners and update the website with relevant information, and assign staff roles for responding to queries.
 - Fee review committee will be framed to review fee structuring of different UG/PG program for the session 2024-25.

3. Regarding the preparation of AQAR 2023-24 it was decided that soft copy of Annual files of different Departmental/Cells/Committees /NSS etc. will be uploaded in college server by 30th May 2024.

Further, staff members were advised to record the entry of every event in the activity register. At the end of meeting, chairperson thanked the members for their valuable inputs and participation in the meeting.


Offg. Principal
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003


Convener, IQAC
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003

Action Taken Report

Agenda (Meeting held on 6.7.2023)	Action Taken
Strategy for Implementation of NEP	<ul style="list-style-type: none">• Department wise meetings were conducted by NEP incharge Dr. Vijay Chawla to discuss interdisciplinary nature of the courses and the options offered under MDC, SEC, VAC and AEC by various departments and other emerged issues related to NEP implementation by an individual department.• New paper options of English (Major), Hindi (Minor) and Economics (Minor) were offered by the Arts Faculty. Students were intimated regarding these options by the college office.• New students were guided about the structure of new course under NEP, course outcomes and specific course outcomes by conducting Induction Programmes by all departments as well as in their classes by individual teachers.• Timetable, activity related circulars were circulated in classes and WhatsApp groups as well as uploaded on college website by the office.• All mentors were directed to keep a track of students' progress.
Review of the Work done to Prepare SSR	<ul style="list-style-type: none">• SSR was reviewed by the IQAC Coordinator and necessary amendments were communicated to the criterion incharges.• Necessary changes were made in the college Server to create links required for SSR by the ICT incharge Mr. Lakpat Singh. Criterion incharges were also educated about the use of the Server for creating links.


Principal
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003


Convener, IQAC
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003

Agenda (Meeting held on 17.8.2023)	Action Taken
Admissions-UG/PG	<ul style="list-style-type: none"> Eligible students for UG admission were contacted and counselled by the teachers at department levels.
Results	<ul style="list-style-type: none"> Result review committee headed by Dr Anita was formed with Dr. Seema Gupta, Dr. Virender Singh, Dr. Anil Kumar and Mr. Gaurav Bareja as members. The committee was asked to submit its report upto 5.9.2023.
Time -Table related Issues	<ul style="list-style-type: none"> Workload distribution, MDC and SEC issues were solved through departmental meetings and meetings with the NEP incharge. The necessary changes were incorporated by the time table incharge in Time Table timely.
Updates on AQAR and SSR	<ul style="list-style-type: none"> AQAR was edited by IQAC coordinator to further refine the draft for final submission. SSR draft prepared by the criterion incharges was reviewed again by the IQAC coordinator and necessary modifications were communicated.
Implementation of NEP-2020	<ul style="list-style-type: none"> Every department prepared planned activities on basis of which Activity Calendar for the college was released for 2023-24.


 Principal
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003


 Convener, IQAC
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003

Agenda (Meeting held on 20.9.2023)	Action Taken
Submission of AQAR 2022-23	<ul style="list-style-type: none">• AQAR was submitted to NAAC on 27.9.2023
To review readiness of IIQA submission	<ul style="list-style-type: none">• IIQA was submitted to NAAC on 5.10.2023
Participation in outreach activity	<ul style="list-style-type: none">• Approximately 100 students alongwith teachers took part in Cyclothon on Chief Minister's call on 'Youth Against Drugs'


Principal
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003


Convener, IQAC
Maharaja Agrasen Mahavidyalaya
Jagadhri-135003

Agenda (Meeting held on 3.10.2023)	Action Taken
Hosting Inter Zonal Youth Festival	<ul style="list-style-type: none"> 46th Inter Zonal Youth Festival sponsored by Youth and Cultural Department, Kurukshetra University, Kurukshetra was hosted by the college from October 20-22, 2023. 15 colleges and institutions took part in 42 competitive events.
Blood Donation	<ul style="list-style-type: none"> Awareness sessions on the Thalassemia Disease and the Importance of Blood Donation was organised by Youth Red Cross in association with Rotary Club and Inner Wheel Club on October 13,2023. Blood Donation Camp was organised by the college by Youth Red Cross in association with Rotary Club and Inner Wheel Club on the Birth Anniversary of Lala Des Raj Ji on October 14,2023.
Review of SSR	<ul style="list-style-type: none"> SSR was edited by the Criterion incharges and uploaded on the NAAC portal.
Grant of RH	<ul style="list-style-type: none"> All concerned were communicated the decision taken on grant of RH.
Review of academic and non- academic activities	<ul style="list-style-type: none"> Activities were reviewed, suggestions were given and pre university exams were conducted by the Controller of Examination of the college in association with all departments.


 Principal
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003


 Convener, IQAC
 Maharaja Agrasen Mahavidyalaya
 Jagadhri-135003

Agenda (Meeting held on 30.10.2023)	Action Taken
SSR	<ul style="list-style-type: none"> • SSR was reuploaded on NAAC portal due to some technical glitch from NAAC side. • The list of students for Students Satisfaction Survey was prepared by the Incharge Dr. Vijay Chawla after verifying their email IDs.
College Website	<ul style="list-style-type: none"> • College website was updated.


 Principal
 Maharaja Agrasen Mahavidyalaya
 Jagad,vi-135003


 Convenor, IQAC
 Maharaja Agrasen Mahavidyalaya
 Jagad,vi-135003

Agenda (Meeting held on 4.11.2023)	Action Taken
SSR	<ul style="list-style-type: none"> • Draft SSR was uploaded in the college Server as per the revised strategy before it was uploaded in NAAC Portal. • Review meetings of NAAC Steering Committee were organised and presentations were given by the criterion incharges to the Principal on 9.10.2023, 10.10.2023, 30.11.2023 to refine the SSR. • Further Peer Review was taken by inviting Dr. Rajinder Singh Rana, Principal, SD College, Ambala Cantt on 20.11.2023 and Dr. Ashok Kumar, Principal, Markanda National College, Shahbad Markanda on 21.11.2023. • After refinement SSR was submitted to NAAC on 2.12.2023.


 Principal
 Mahendra Agrasen Mahavidyalaya
 Jagadhri-133003

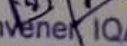

 Convener, IQAC
 Mahendra Agrasen Mahavidyalaya
 Jagadhri-133003

Action Taken Report

An IQAC meeting with the Off. Principal was held with all IQAC Member on 19-02-2024 at 2:00 pm at Principal Office.

Agenda	Decisions/Recommendations/Observations	Decisions/Recommendations/Observations Based Action Taken
1. Preparations for NAAC peer team visit on 14th and 15th March 2024	IQAC Coordinator would oversee the assignment of duties and ensure that all staff members are well-informed and prepared for their roles during the Naac Peer Team visit.	IQAC ensured assignment of duties to all staff members for their roles during the NAAC Peer Team visit.
2. Departmental Presentations	Head of Department will prepare presentations highlighting their departmental achievements, strengths, initiatives, and future plans in alignment with the NAAC criterion.	IQAC ensured that all Head of Departments prepared presentations.
3. Infrastructural arrangements	To assign particular duties related to all infrastructural arrangements.	Assigned particular duties related to all infrastructural arrangements.
4. Formation of Documentation Collection and Verification Committee	For accurate and complete documentation for the upcoming NAAC assessment IQAC Coordinator proposed the formation of a Documentation Collection and Verification Committee.	Documentation Collection and Verification Committee is formed.
Committee 5. Designation of the NAAC Coordinator	It was decided to designate a NAAC Coordinator to oversee and coordinate all activities related to the upcoming NAAC assessment.	Designated a NAAC Coordinator to oversee and coordinate all activities related to the upcoming NAAC assessment.
6. Mock presentation sessions and mock NAAC PEER TEAM rehearsal	It was decided to conduct mock assessment presentation sessions and mock NAAC PEER TEAM rehearsal.	Conducted mock assessment presentation sessions and mock NAAC PEER TEAM rehearsal.
7. Regular coordination meetings	Regular coordination meetings will be conducted to review progress, address challenges, and ensure timely completion of tasks for the accreditation process.	Regular coordination meetings were conducted.


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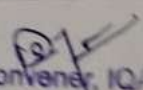

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Action Taken Report

An IQAC meeting with the Offg. Principal was held with all IQAC Member on 3-04-2024 at 1:00 pm at Principal Office.

Agenda	Decisions/Recommendations/Observations	Decisions/Recommendations/Observations Based Action Taken
Pre University Examination (Even Semester 2024)	The date of commencement of examination of Second & Final year classes and the status of pending syllabi were considered and due to involvement in NAAC PEER TEAM VISIT Held on 14 th -15 th March 2024, it was decided that, the class test and revision will be done in the classes itself instead of Conducting Centralised Pre-University Examination for these classes. However, if any teacher feels it appropriate to conduct the test of 2 hours, he or she may do so.	All HOD were instructed to communicate the same in their respective departments.
Admission Strategy 2024-25	Regarding admission strategy (2024-25) and to increase the enrolment ratio in the coming session, following efforts will be made: (i)Conduct of targeted Marketing Campaigns that highlight the unique offerings, programs and opportunities of the College. (ii)Organise information/awareness sessions on New Education Policy 2020 and online admission process as well as campus tours for the Senior Secondary Students. (iii)To Promote New Admission and Incentive in the form of Books and Scholarship to Meritorious Students. (iv)IQAC Members agreed to start a Student support fund with their own contribution. In addition Alumni will be approached to me liberal contribution to the said purpose. (V) 10+2 pass out student will be motivated to join short duration course which will be decided by the Admission Committee (2023-24). (vi)Student Counselling help desk for Admissions (2023-24) will be created.	(i)Conducted school contact program (ii)Organised information/awareness sessions on New Education Policy 2020 and online admission process as well as campus tours for the Senior Secondary Students. (iii)Communicated to Librarian to issue full set of books newly admitted Meritorious Students. (iv) Student support fund was created in which few faculty members and alumni donated. (v) 10+2 pass out student motivated in person and through phone calls to join short duration course which will be decided by the Admission Committee (2023-24). (vi) Student Counselling help desk for Admissions (2023-24) was created.


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Students Dropout	<p>To curb Student Drop out Ratio a speedy follow up action will be taken by administrative office and as well as at the departmental level. Personalised Counselling and mentoring and regular check-ins & track such students will be done.</p> <p>In order to improve the academic performance of students in University Examination, it was decided to provide non-monetary incentives. These incentives includes awards, certificates, recognition on the honour board and an additional library card to those who will score more than 80% marks in aggregate.</p>	<p>Phone calls were made by administrative office and as well as at the departmental level to those students who did not fill out their exam forms and whose fees were due.</p> <p>These incentives will be given from the session 2024-25.</p>
Revision of NAAC Criterion Incharges	<p>Regarding AQAR 2023-24, other faculty members will also be involved to support criterion in charges. Mr. Lakhpat Singh was requested to add file uploading folders for the year (2023-24) upto 06-04-2024.</p>	<p>Mr. Lakhpat Singh was requested to add file uploading folders for the year (2023-24)</p>
Perspective Plan (2024-2029)	<p>NAAC Cycle-3 report and recommendation discussed and it was decided to prepare a Perspective Plan (2024-2029) keeping in view of all recommendation given by NAAC Peer Team and feedback collected from all stockholders.</p>	<p>Perspective Plan (2024-2029) was prepared keeping in view of all recommendation given by NAAC Peer Team and feedback collected from all stockholders.</p>



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Action Taken Report


An IQAC meeting with the Offg. Principal was held with all IQAC Member on 13-05-2024 at 1:00 pm at Principal Office.


Agenda	Decisions/Recommendations/Observations	Decisions/Recommendations/Observations Based Action Taken
<p>Review of Admission Strategy</p>	<p>The Admission In charge provided an overview of the current registration strategy for increasing students and highlighted potential challenges that could arise during staff vacations. It was noted that delays in processing applications, communication gaps, and technical issues could impact the efficiency of the admission process. So following decisions were taken regarding admission process:</p> <p>The team discussed potential strategies to streamline the registration process during staff vacations. It was decided to designate alternate duties of staff members on rotation basis to handle admission related inquiries, ensure effective counselling to admission aspirants during vacations.</p> <p>Further IT Support team would be deployed to expedite the registration process. The team will facilitate online application portal, manage responses for inquiries, and data management systems to track application progress. ICT incharge Mr. Lakhpat Singh will help in preparing registration form, brochure etc.</p> <p>For clear and timely communication with prospective students during the admission process, it was agreed to create standardized communication Templates/Brochures/Banners and update the website with relevant information, and assign staff roles for responding to queries.</p> <p>Fee review committee will be framed to review fee structuring of different UG/PG program for the session 2024-25.</p>	<ol style="list-style-type: none"> 1. Admission Committee was formed to look after and initiate admission process for the session 2024-25. 2. School Contact programme was ensured for counselling of 10+2 students. 3. The staff members made phone calls to 12th pass out students to provide counselling and motivate them for admission. 4. Staff members were assigned duties on rotation basis to handle admission related inquiries, ensure effective counselling to admission aspirants during vacations. 5. NEP committee organized one day workshop on National Education policy 2020 and online admission process for 10+2 pass students on 10-04-2024 to aware the students about National Education policy in detailed. Vijay Chawla (NEP in charge) was the convener. 75 students from different schools participated in this workshop. 6. NEP committee organized one day workshop on "National Education policy 2020 and online admission process" for 10+2 pass students on 19-04-2024. Dr. Vijay Chawla acted as Convener to organize one day workshop. 15 students from different schools participated in this workshop. 7. One week (22-04-24 to 29-04-2024) workshop organized on soft skill to 12th passout students. 8. One week (29-04-24 to 06-05-2024) workshop organized on Vedic Mathematics 12th passout students. 9. Fee review committee was formed to review fee structuring of different UG/PG program for the session 2024-25.


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<p>Retention of students</p>	<p>The members discussed the issue of student's retention and the impact it has on the institution. It was decided that regular communication with students, monitoring their progress, and providing academic and financial support could help in improving student retention rates.</p> <p>For this purpose, know your students program mentorship program which is mentioned in perspective plan (2024-29) will be effectively implemented and the ratio of Mentor and Mentee 1:30 will be followed from next session.</p>	<p>Phone Calls were made by office and faculty member to students for monitoring their issues.</p> <p>For this purpose, know your students program mentorship program which is mentioned in perspective plan (2024-29) will be effectively implemented and the ratio of Mentor and Mentee 1:30 will be followed from next session.</p>
<p>Preparation of AQAR 2023-24</p>	<p>Regarding the preparation of AQAR 2023-24 it was decided that soft copy of Annual files of different Departmental/Cells/Committees /NSS etc. will be uploaded in college server by 30th May 2024.</p>	<p>Soft copies of Annual files of different Departmental/Cells/Committees /NSS etc. were uploaded in college server timely.</p>

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