

Maharaja Agrasen Mahavidyalya

Jagadhri - 135003

Session: 2018-19

Minutes of IQAC Meeting held on 07-1-2019

An IQAC meeting was held with staff members on 07-01-2019 under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting:

- To make a strategy for going for the third round of NAAC.

The following points were discussed:

The Principal took suggestions from all the staff members for improvement of academic standards, research and infrastructural development of the college.

The following points came out:

1. To identify key areas and work upon them for whole session.
2. To work upon enhancement of students' skills by encouraging them to enroll in Add on courses and ensuring their participations in various extra-curricular activities.
3. Placement cell of the college was stressed upon to conduct more career counselling sessions/workshop/pre-placement drives and undertake recruitment drives.
4. Conduct community outreach programmes with more frequency.
5. Efforts should be made for involvement of Alumni in development of the college.
6. Parent teacher meet should be organized frequently.
7. Organize more seminars.
8. Inter-linkages with industries should be encouraged.
9. More CCTV cameras should be installed.
10. Automation in teaching and office work would be upgraded.
11. Staff Washroom should be renovated.
12. Take structured feedback from students, teachers, alumni and parents.



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Minutes of Meeting held with Students Council on 14-1-2019

An IQAC meeting was held with Student Council on 14-1-2019 in conference hall under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

Faculty and student interaction and guidance to students

The meeting was addressed by the chairperson – Dr. P.K Bajpai. The following issues were discussed:

- The students were given oath of integrity.
- The Code of conduct of the college was communicated to the students council members and it was expected that they will follow it in letter and spirit.
- They were informed about various government schemes like scholarships/stipends and other facilities for their benefit.
- They were called upon to contribute in Outreach Programmes and undertake other social initiatives enthusiastically.
- They were expected to coordinate and work with their teachers for development of the college.
- During interaction, students ideas for development of the college and their personal growth were sought.
- Students' representatives were motivated to lead other students for personal, college and society's growth.
- Merit Scholarship Cheques were also distributed to beneficiaries in this meeting.

The meeting was also addressed by the Dean, Students Welfare- Mrs. Punam Garg and by Dr. Bahadur Singh and Dr. Karuna.

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


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Minutes of Meeting held on 4-2-2019

An IQAC meeting was held with staff members on 4-2-2019 in Principal's office under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

- Review of Students' Progress and to chalk out the plan of action for their growth.
- Parents Teachers Meet
- Conducting Outreach Programmes and FDPs
- Interactive meet with Alumni Association
- Organization of Blood Donation

After a thorough discussion with all staff members the following points came up:

- The progress of students will be assessed by the mentor with the help of their class teachers in systematic manner and corrective action, if required, will be taken timely.
- Mentors will make a Talent Pool of their mentees so as to encourage and involve them to participate in various curricular and extracurricular activities in order to increase confidence and boost their morale. They will frequently organize Parent Teacher meet.
- More stress should be given to advance learners by involving them in curricular and extracurricular activities and slow learners by giving them more attention.
- The stress on grooming of students and enhancement of their job skills was given. Faculty will organize more of such programmes for the benefit of students.
- The stress was given on effective Mentor –Mentee system.
- Faculty was requested to organize more activities to train students for effective public speaking.
- Teachers were also requested to prepare and put lesson plans on college web portal.
- Teachers were requested to enthusiastically take part in college Outreach Programmes. The programme of Career Guidance and Personality Development to school students will continue.
- Faculty was encouraged to organize more national level seminars, conferences and workshops.
- Incharge, Alumni Association was requested to enrich alumni association by adding more alumni in social media group, take feedback from them and organize more interactive meets.
- Blood donation will be held in the month of February.

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


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Minutes of Meeting held on 15-5-2019

A meeting of IQAC Steering Committee for preparing and executing for NAAC assessment was held on 15-5-2019 in Principal's office under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

1. To understand and discuss new guidelines of NAAC Accreditation.
2. To start preparation of third round of NAAC Accreditation.
3. To make strategy for getting good score.
4. To make a SWOT analysis of the college.

Discussions:

- Detailed PPT presentation was given by Dr. Karuna, Coordinator, IQAC on new guidelines of Assessment and Accreditation of NAAC which was followed by discussions.
- A Steering Committee was constituted to prepare draft SSR, criterion wise and it was also decided that the members would present a preliminary concept on 22-05-2019, mid-term report 07-06-2019 and final report on 22-06-2019.
- A SWOT analysis was done by all members and good practices of the college were highlighted and it was decided to mention these practices in SSR to get good score.

The meeting ended with the vote of thank to the chairperson and the staff members by IQAC Coordinator.


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Minutes of the Meeting of NAAC Steering Committee held on 22-5-2019

The meeting of IQAC Steering Committee was held on 22-05-2019 in conference hall of the college under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

To present preliminary note criterion wise by the Steering Committee members and its discussion. The following members presented the concept notes:

1. Dr. Seema Gutpa- Criterion 1
2. Dr. Vijay Chawla- Criterion 2
3. Dr. V.S. Dhillon- Criterion 3
4. Mr. Lakhpat Singh- Criterion 4
5. Dr. Anita- Criterion 5

The concept note of Dr. M.L. Singla was deferred to the next meeting as was not well prepared at that time.

PKBajpai –
Principal
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Minutes of Meeting held on 7-6-2019

A meeting of IQAC Steering Committee for preparing and executing for NAAC assessment was held on 7-6-2019 in Principal's office under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

- Presentation and discussion of Criterion wise reports by Criterion Incharges.

In this meeting presentation related to criterion 1 was presented by Dr. Seema Gupta and reviewed and discussed by other faculty members and the Principal. Many valuable suggestions were given to her to improve the criterion related report. It was decided that the next meeting will be held on 21-6-2019.

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


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Minutes of Meeting held on 21-6-2019

A meeting of IQAC Steering Committee for preparing and executing for NAAC assessment was held on 21-6-2019 in Principal's office under the chairmanship of the worthy Principal of the college Dr. P.K. Bajpai.

Agenda of the meeting –

- Presentation and discussion of Criterion wise reports by Criterion Incharges.

In this meeting the issues related to data management and proof collection were discussed. Many valuable inputs and suggestions were given to them by the worthy Principal. The criterion incharges sought more time for presentation of their reports. It was decided that the next meeting will be held on 1-7-2019.

The Handbook of Code of Conduct was also reviewed and updated.

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

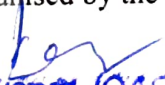

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Action Taken Report of IQAC 2018-19

1. Student induction programme was organised to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the college, help them build bonds with other students and faculty members.
2. Mentor-Mentee groups were formed and circulated among the students. Relationship was strengthened to channelize students' energies in positive direction. Constant counselling of students was done by their mentors to reduce their educational and exam related stress. They remained in constant touch with students to keep their morale high. Mentors have also been given the responsibility to monitor the attendance of their respective class and take appropriate steps to improve the attendance and encourage students' retention.
3. To make students' skill oriented, students were encouraged by their mentors and teachers to enrol themselves in Add-on-courses. Seminars and workshops were also organized to enrich students about sociological, health and economic aspects of life.
4. Students were enrolled in NSS, NCC, Legal Literacy Cell and the like, and programmes on Cleanliness Drives, Environment protection and gender sensitisation, Health and Hygiene, Voting Rights, Blood Donation, Road Safety Programmes and First Aid Training were organised.
5. Declamation, debate, poetical recitation contests by various departments and cells and workshops for students by experts have been conducted and seminars organized by the Computer, Commerce, Sociology departments, Mathematics department and Training and Placement Cell.
6. To enhance employability skills among students, Placement cell of the college undertook significant initiatives and coordinated with companies for recruitment drives in addition to many career counselling sessions, workshops, pre-placement talks and recruitments.
7. The college ERP was updated and accessed by students, faculty and office.
8. Interactive programmes for faculty members as well as students on GST, Performance appraisal for NAAC accreditation, Post Budget Discussions and national seminars were organised.
9. Renovation work to make the college auditorium centrally AC and fully audio visual was expedited.
10. Blood donation was organized with the help of the Alumni Association.
11. Guest lectures by Alumni Association were organised to share the expertise and success stories of established Alumni with the present students and motivate them for better performance.
12. To prepare the college to go for the third round of NAAC accreditation, the new methodology of NAAC was presented to the staff by the Coordinator of IQAC and a steering committee was formed.
13. To promote gender sensitivity a Maga Fun and Fashion Fest was organised by the Women Cell of the college.


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IQAC Coordinator