

Session 2018 - 2019

A IOAC Committee was constituted on 10/07/2018 with the following members:

Dr. Sunita Yadav

: Chairperson

Faoor

Membership

- 1. Sh. Sube Singh ✓ : Convener / Coordinator
- 2. Dr. Paramjeet Singh
- 3. Dr. Gunpal Singh
- 4. Dr. Umesh Kumar

Meeting:

- A meeting of the IOAC was convened in the college's principal office on 30.07.2018. at 1:30 pm. Following members were present in the meeting:

- 1. Dr. Sunita Yadav (Principal) Faoor
- 2. Sh. Sube Singh ✓
- 3. Dr. Paramjeet Singh ✓
- 4. Dr. Gunpal Singh ✓
- 5. Dr. Umesh Kumar UmehKv

Development of perspective

Agenda of the Meeting — action plan for session 2018-19

Minutes of Meeting

1. Discussed about the preparation of time-table and lesson plan for the coming academic session: 2018-2019, in timely manner.
2. The focus was laid on beautification of campus, plantation of trees and cleaning of the campus.
3. The proper maintenance of Teacher's personal achievements (FID / orientation course / refresher course) / Short term course / achievement of higher qualifications.

should be done. Sh Jaiyer, office clerk was advised to prepare the personal files for all the staff members (teaching & non-teaching).

- 4. All HODs / Convenors / incharges would be directed to prepare the future plans of activities for academic session: 2018-2019.
- 5. The meeting was ended with the vote of thanks.

Action Taken Report:

1. The office staff was asked for organization of files in proper order, received from school building. → (As per previous meeting)
2. Few lesson plans were sent to collector, the staff was notified.

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ICAC Co-ordinator

Meeting 2:

A meeting of IQAC was conducted with welcome address by the Principal Dr. Sunita Yadav on 09-08-2018 at 2:00 PM in the Principal office.

Agenda of the meeting:-

- 1 Monitoring the syllabus coverage for different classes.
- 2 Assignment of proctorial duties.
- 3 To ensure the retention of students during college hours.
- 4 Assignment of mentor duties.

Minutes of Meeting:-

- 1 It was discussed that all the teachers must take regular classes to ensure the timely completion of syllabus.
- 2 It was discussed during the meeting that the proctorial duties must be assigned during the college hours.
- 3 It was decided that the college main gate must remain closed for departure (exit) of students till 1:00 PM.
- 4 It was also decided to request the vigilance by Durga Shakti during arrival (8:30 AM to 10:00 AM) and departure (1:00 PM to 2:30 PM) on the college road to ensure the safety of girl students.
- 5 The meeting was ended with the vote of thanks.

Action Taken Report/Review of Previous Meeting

1. Time Table was prepared and teacher were signature) completed.
Time table was asked to prepare mentor, mentee groups.
2. Lesson plans were collected for odd semester for each subject.
3. Personal files of staff members have been started.
4. Following members were present in the meeting:-

1. Dr. Sunita Yatlar (Principal) Present
2. Sh. Sube Singh Present
3. Dr. Paramjeet Singh Present
4. Dr. Gurpal Singh Present
5. Dr. Umesh Kumar Present

TOAC Co-ordinator

Agenda of the meeting :-

1. Syllabus completion.
2. Organisation of activities by different committees.
3. Timely utilization of grants.
4. Students attendance.
5. Related to examination duties.

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neha

Missions of meeting:-

1. Discussed to ensure the syllabus completion, internal assessment and tests in the Diwali vacations.
2. Timely planning of activities by different committees and updating the activity register for proper record.
3. Planning the purchase order of different grants for timely utilization.
4. Discussing the students attendance in different classes and motivating more students for attending the classes by putting the details of more absentees on the notice board.
5. Ensuring the timely invitation of examiners for practical exams on receiving the schedule and maintaining the discipline during examinations and performing the assigned duties without excuse.

Action taken report:-

- 1 The steps undertaken in the previous meeting were monitored.
- 2 The teacher incharges for various grants were called and asked for their timely utilization, annual sports meet to be held in November.

The meeting was ended with tea serving and vote of thanks by the principal.

Following IQAC members were present in the meeting:-

- 1 Dr. Sunita Yadav (Principal) FAOZ
- 2 Sh. Sube Singh ~~✓~~
- 3 Dr. Paramjeet Singh Pjst
- 4 Dr. Gunpal Singh ~~✓~~
- 5 Dr. Umeel Kumar UmeelKumar

IQAC CO-ordinator

Meeting 42

A meeting of IQAC was held on 06/03/2019 at 12:00 pm in the principal's office under the leadership of chairperson, IQAC and principal, Dr. Sunita Yadav.

Agenda of the meeting:

1. Completion of stock register
2. Organization of folk-festival
3. Monitoring the electricity consumption
4. Taking regular classes & ensuring timely completion of even semester syllabus

Minutes of the meeting:

1. The teacher incharges of various cells/committees in head. of departments are advised for the entry of materials received under different grants for the session 2018-2019.
2. The participation of students in the folk-festival of CBLU is ensured and for selecting students, the college-level organization of same events planned.
3. As per the observation by some staff members, it was decided to assign the duty of a person so that the lights and fans switching off is ensured after college time. And the same to

be communicated to students.

1. The smooth operation of time table (even semester) was discussed. And it was decided to convene to all the staff members that their lesson-plans must be displayed on notice board and timely planning of assignment & tests to be made for even semester.

Action Taken Report:-

1. Dr Meena Kumari, the newly joined faculty was given cultural charge (made convenor) and the timely organization of college level activities (folk-festivals) was advised so that we can have better participation at university level.
2. A peer, was assigned the duty of ensuring the switching off fans & lights after college hours.
3. A meeting of the staff was planned to convene the following:-
 - a. Regular teaching classes.
 - b. Proctorial duties.
 - c. Lesson plan available to students.
 - d. Ensuring the timely tests & assignments.
 - e. Ensuring the syllabus completion for even semester.
 - f. Motivating students to switch off fans & lights after class.

The meeting was ended by address by principal and role of thanks.

Staff Members present in the meeting

1. Dr. Sunita Yadav (Principal & Chairperson)
2. Sh. Sube Singh (IATC Co-ordinator)
3. Dr. Paramjeet Singh Patet
4. Dr. Gurpal Singh
5. Dr. Umed Kumar Umehar



IATC Co-ordinator

Gvt. College For Women, Baunra (Charkhi Dadri)

Annual Duty List, 2019-20 (W.e.f. 14.08.2019)

Council

No.	Name Dr./Sh./Smt.	Designation
1.	Sh. Sube Singh	Chairman
2.	Dr. Pawan Kumar Sharma	Member
3.	Dr. Paramjeet Singh	Member
4.	Dr. Gunpal Singh	Member
5.	Dr. Umed Kumar (Burari)	Member
6.	Dr. Meena Kumari	Member

TOAC & UGC Affairs

1. Dr. Pawan Kumar Sharma
2. Dr. Paramjeet Singh
3. Dr. Gunpal Singh
4. Dr. Umed Kumar
5. Dr. Meena Kumari
6. Sh. Lalit Singh for Computer Assistance/Work
- Pawooz / 18
Bector
Umed
Ajay
Lalit Singh*

A IQAC Committee was constituted on 14.08.2019 with the following Members.

Sh. Sube Singh : Chairperson 

Dr. Parman Kumar Sharma : IQAC Co-ordinator 

Dr. Paramjeet Singh : Member 

Dr. Gunpal Singh : Member 

Dr. Umed Kumar : Member 

Dr. Meena Kumari : Member 

Sh. Lalit Singh : Computer Assistance 

Meeting: → The first meeting of IQAC for the session 2019-2020 was convened on 14th August 2019 at 12:30 pm in the principal office.

Agenda of the meeting:-

1. Monitoring the ongoing classes for 3rd semester.
2. Reviewing the arrangements for Independence day Celebration & Participation of the college team in block level program.
3. Planning the organization of "Talent Search" - An cultural event for new students.
4. Establishing a cell for career counselling.
5. Filling the Absentee of students by

teaching staff members on daily basis

6. Discussing the maximum participation of staff members & students in coming activities like — Elected club programs, NSS events, Road safety events etc.

Minutes of the meeting → The meeting was started with the welcome of all the members by the IQAC chairperson, Sh. Sube Singh followed by serving of tea. The minutes of the meeting are given below:

1. The chairperson asked about any difficulties being faced for smooth conducting of classes for the ongoing odd semester.

The proper operation of time table, filling of regular absentee of students by staff members, displaying the roll no. of regular absent students on notice board for encouraging their maximum attendance, availability of lesson plan for students, maintaining discipline during college hours were discussed.

2. The outline was drawn for celebration of Independence day → The decision was taken to start the celebration with the flag hoisting in college, National anthem, sweets distribution and then moving to the block level program for with our team and staff members.

3. The discussion was held for deciding the date of "Talent search events" so that the Newcomer students got opportunity for participation in various events and their all around development is ensured. With the discussion, 28th August is decided the date for "Talent Search Program" for Season 2019-2020.

4. The Career Counselling cell committee was established for providing guidance to students of related to career planning.

5. With the coming elections, the focus need to be laid on electoral club programmes & awareness campaigns, training sessions for EVM / VVPAT etc.

6. The discussion was also held for maximum participation of students in different activities by various cells.

Action Taken Report

1. Notice was circulated among staff members for regular filling of absences.

2. The cultural committee incharge was convened to plan the road map for "Talent search program" on 28th August 2019.

3. Career Counselling cell established which was incharge (Dr Meenu Kumar)

advised to put a notice for students for their registration in "District Employment office".

④ A meeting of all the staff members was planned to convene them the output of the points discussed.

The meeting was ended with the appeal of co-operation among staff members for the activities organized & vote of thanks by PCAC person, Sh. Sube Singh.

The following staff members were present in the meeting:

1. Sh. Sube Singh (Principal) & ICAC chairperson
2. Dr. Parwan Kumar Sharma (ICAC Co-ordinator)
3. Dr. Panamjeet Singh ~~Preet~~ *Panay*
4. Dr. Gurpal Singh ~~—~~ *Gurpal*
5. Dr. Umed Kumar *Umed*
6. Dr. Meena Kumar *Meena*
7. Sh. Lalit Singh *Lalit*

Jaswant
ICAC Co-ordinator.

Meeting :- A IQAC Meeting was convened on 11th November 2019 at 1:30 Pm.

- Dr. Dinesh Kumar Gaba, Principal, Govt. College Bhiwani was given add. charge of GCG Badhara
- W.E.f. 28.9.2019

The changes in the IQAC thereafter are as follows:

Dr. Dinesh Kumar Gaba: IQAC chairperson

Shri Sube Singh : IQAC co-ordinator

→ Agenda of the meeting :-

1. Monitoring the syllabus completion
2. Preparation for organizing district level Science exhibit on 15-16 Nov. 2019
3. Review of the NAAC Preparation
4. Online ACR and ERP Portal Training
5. Unifest (youth festival, CBLU) Participation to be held on 20-22 Nov. 2019 at JVMGRR College, ch-Dadri

→ Minutes of the Meeting :-

1. The discussion was held regarding syllabus completion of various courses. The staff members which have not completed the syllabus yet, are advised to complete the course by taking extra classes.
2. The discussion was held regarding chief guest, Judges for various subjects, lunch. coupon system, Organization of duties during district level science

Exhibition on 15-16 Nov 2019

3. The committee incharges of different criteria's of NAAC are advised to complete the data compilation as directed by CMHRM and attend the meetings for the same on their turn in the DC office ch. Dadri.
4. The staff members are helped in filling the online ACR and also in completing the trapping of students on LRP Portal.
5. The strategy was discussed for preparation of students for various events to be held in unifest being organised from 20-22 Nov 2019, at JUINCHRR College ch. Dadri.

→ Action taken report :-

1. The duties of different staff members were assigned for various responsibilities for district level science Exhibition to be held on 15-16 Nov 2019.
2. The staff members were informed about various output discussions on data compilation of NAAC, syllabus compilation etc.
3. The regular staff members are informed to fill online ACR on MIS Portal.

The staff members present in the meeting :-

1. Dr. Dinesh Kumar Gaba ✓
2. Sh. Sube Singh ✗
3. Dr. Paramjeet Singh Preet ✓
4. Dr. Gurpal Singh ✗
5. Dr. Umesh Kumar Unmesh ✓
6. Dr. Meena Kumari Mys ✓


IQAC Co-ordinator

Meeting 3: A meeting of NAAC was held on 18/01/2020 in the principal's office at 1:30 pm

Agenda of the Meeting

1. Timely utilization of various grants.
2. Organization of Annual athletic meet.
3. Monitoring the data compilation for NAAC.
4. Completion of activity register of various committees.
5. Utilization of Tour grant.

Minutes of the meeting: — The meeting started with the welcome address by the principal, Dr. Dinesh Kumar Gaba ji. The discussion was held on the following points

1. The major concern of the meeting remained the data compilation of NAAC. The issues regarding some missing data of initial years were raised and it was pointed out that these files might be misarranged during shifting of the College from school building to its own building in 2018.
2. The focus was laid on proper organization of data of the current year with the geotag photos of different events.
3. The status of utilization of different grants for the session: 2019-2020 was discussed.

and timely passing of bills of these grants were ensured.

- 4 It was discussed that we should organize annual athletic meet for the session 2019 - 2020 in the month of February. The date for which can be decided in the coming staff meeting.
- 5 To utilize the tour grant, and the possible venue and number of students were calculated and the same to be finalized in the staff meeting.

Action Taken Report—

A staff meeting was called on 4th February 2020 to discuss and finalize the issues like NAAC data collection, geotag photos of events, timely utilization of grants (Tour / Sport grants).

The staff members present in the meeting were as follows—

1. Dr. Dinesh Kumar Gaba ✓
2. Sh. Sube Singh ✓
3. Dr. Paramjeet Singh ✓
4. Dr. Gunpal Singh ✓
5. Dr. Omesh Kumar Homeboy
6. Dr. Meena Kumari ✓

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IATC Co-ordinator.

Meeting #1 A meeting of LOCAC was held on 18th March 2020 under the leadership of LOCAC chairperson.

Agenda of the meeting:- 1. To work out the possible options for taking student classes if college remains closed for longer time.

Minutes of the Meeting:

1. The active discussion was held among the members regarding the prevailing situation of corona spreading and it was decided to take preventive measures while coming to college by the staff members.
2. It was decided to follow the time to time instructions by the university and higher education department, panchkula for combating the following circumstances.
3. Online classes option feasible to different teachers and also to students in their villages were discussed and it was decided to provide supporting notes of the syllabus to the students.
4. During the online classes, the teacher must also tell them the social distancing and preventive measures for containing the covinal infection.

Action Taken Report: — 1. The teaching as well as non-teaching staff members were asked to add that maximum students in their what's app group which further must be organized class-wide for intimating them about the further instructions.

The staff members present in the meeting

1. Dr. Dinesh Kumar Gaba ✓
2. Sh. Sube Singh. ✗
3. Dr. Paramjeet Singh Puri
4. Dr. Gunpal Singh. ✗
5. Dr. Umed Kumar Umacharya
6. Dr. Meena Kumari ✓

IOTC Co-ordinator,

Session :- 2020 - 21

→ The ICOAC Committee of session 2019 - 20 continued as such for session 2020 - 21

→ Dr. Dinesh Kumar Gaba : ICOAC chairperson ✓

• Sh. Sube Singh : ICOAC co-ordinator ✓

Dr. Bramjeet Singh : Member Project

Dr. Gurpal Singh : Member ✓

Dr. Umed Singh Kumar : Member Unseen KV

Dr. Meena Kalmari :- Member ✓

Sh. Lalit Singh :- Computer Assistant Lalit

Meeting 1 :→ The first meeting of IOAC for the session 2020-21 was held on 13 Aug. 2020 in Principal office at 12:00 PM.

→ Agenda of the meeting :-

1. Independence day Celebration
2. International Yoga day celebration
3. Preparation for final semester end re-appearance exams.
4. Maintenance of MHRD Guidelines on the college campus for preventing Covid infection spreading
5. Promotion of students from 1st year and end year Classes of 2019-20 to 2nd year and 3rd year Classes of 2020-21 on ERP Portal.

→ Minutes of the meeting :-

1. The arrangements were made for hosting of flag hoisting and planting of trees on the college campus by staff members. The NSS students were informed to plant trees at their homes or surrounding on the eve of independence day 2020. The online Quiz will also be organized by NSS P.O. for their NSS volunteers on the theme of Independence day.
2. The theme for international yoga day (21 June 2020) was as decided "Har Ghar Yoga" in which students will be advised to perform yoga activities with their family and friends, keeping social distancing norms. and also guided to discuss the positive and beneficial effects of yoga for all.

3. As per the directions received from UGC and CBLU university. The final year (final sem.) students to be informed about their theory as well as practical exams to be held soon. (last week of August) The respective teachers of these students must remain in touch with them via what app groups and also help them in solving their query about problems from the syllabus.

4. The preparation sanitization of the college is ensured by calling the sweepers and peons on daily basis. The teaching and non-teaching staff members to be advised to follow strict guidelines for preventing the corona virus spread.

5. As per the instruction received from DHE, Panchkula the promotion of students from 1st year and 2nd year classes of 2019-20 to 2nd year and 3rd year classes of 2020-21 on ERP portal, to be completed by 16 Aug. 2020. The fees from these students may be collected later on with the instruction to be given for the same by the department.

→ Action taken report :-

1. The NSS P.O. and other committee incharges were informed about the activities to be undertaken in independence day celebration and Yoga day celebration.

2. The teaching staff members were informed to be ready for the exam and practical related work for final semester students.

3. All the staff members (teaching as well as non-teaching) must strictly adhere to guidelines for containing the

Spread of Corona virus during college hours.

- The following staff members were present ~~in the meet~~
1. Sh. Sube Singh ~~✓~~
 2. Dr. Paramjeet Singh ~~Priyat~~
 3. Dr. Gurpal Singh ~~Uma~~
 4. Dr. Umeal Kumar ~~Umeal~~ ✓
 5. Dr. Meena Kumar ~~Ajith~~
 6. Sh. Lalit Singh ~~Lalit~~
 7. Dr. Dineash Kumar Gaba (IQAC chairperson) ~~✓~~

IQAC Co-ordinator

Meeting 2: The meeting of IOAC was held on 16/11/2020 at 12:30 pm. in the principal office.

Agenda of the Meeting:-

1. Arrangements of college opening for students.
2. Planning the timetable so that only 50% students come to college on a day.
3. Planning the new enrolment of students in N.S.S. Units (two) for the session 2020-2021.
4. Preparing students for participation in various online activities.
5. Discussion about separate IOAC meeting for verifying API in January 2021.

Minutes of the Meeting:-

1. As the letter received from department of higher education, panchkula and chaudhary Bansi Lal University (affiliating University), the college is to be opened from 17/11/2020 for students. Keeping this in view proper sanitization of college campus is to be made and staff members are advised for monitoring and helping them to follow distancing guidelines.
2. The time table incharge was called and it was decided to prepare time table for a particular class & students for two days in a week for 3 hrs.
 B.A I 9:00 am - 12:00 noon ; B.Sc I & B.Com I : 12:30 - 3:30 pm
 B.A II , B.Sc II & B.Com II → Wednesday & Thursday
 B.A III , B.Sc III , & B.Com III → Friday & Saturday.

Before, The online classes of students of 2nd & 3rd year classes are already going on with the different time table of online class. Besides this, the physical or offline classes of students, the teachers are advised to give them online study materials so that syllabus can be completed in time.

3. Although, the documents were called in the soft copy from students for new enrollment in N.S.S. units. but it was decided to extend their time to submit these documents as some students are not efficient enough to submit online documents.

4. The staff members are encouraged to make students to participate in various online activities. Due to Covid - 19, now-a-days most of activities are organized in online manner and students hesitate to participate in these activities. The staff members should extend their full support and make students efficient in participating these activities.

Action Taken Report—1. The duty of teaching as well as non-teaching staff was assigned for maintaining the social distancing norms on the college campus by students.

2. The New bus pass forming process initiated.

in the college to help students to reach to college.

5. The teaching staff members were informed to make students efficient in online learning and also for completing their syllabus on time.

→ The members present in the meeting —

- 1 Dr. Dineoh Kumar Gaba ✓
- 2 S.N. Sube Singh ✓
- 3 Dr. Paramjeet Singh ✓
- 4 Dr. Gunpal Singh ✓
- 5 Dr. Umed Kumar ✓
- 6 Dr. Meena Kumari ✓
- 7 Sh. Lalit Singh, Lakit ✓

IQAC co-ordinator.

Meeting 31 - A meeting of ICSTE was held on 22/01/2021 at 1:00 pm in the principal office.

Agenda of the Meeting:-

1. Preparing video lectures and uploading them on MIS Portal by teaching staff members
2. Monitoring the activities of "National Road Safety Month" (18/01/2021 to 17/02/2021) on the theme "Sadak Suraksha - Sevan Raksha"
3. Preparations for "District Level Science exhibition" to be held on 25/01/2021
4. Timely planning of various activities by different cell
 - i. Self defence training for girls in first week of February 2021
 - ii. Social Science quiz and various other activities by N.S.S and Red Cross Society

Minutes of the Meeting:- 1. As per the letter received from higher education department, all the teaching staff members must upload their weekly videos on their MIS portal before Friday of each week. The same was discussed to be attached with the appraisal / performance of teachers.

2. The organize monitoring of various activities organized by "Road club club of G.C.E. Badhra" done.

Activities organized :- a. Rally on Road safety on 8 Jan. 2021.

b. Poster making competition by Traffic interpretation centre on 15 Jan 2021.

c. Pledge and Walkathon organized today in the morning on "Sadaq - Sunakha - Jeevan Raksha."

3. As our college was given the opportunity to organize "District Level Science Exhibition" for colleges of Charkhi Dadri & Bhilwara districts. The 25/01/2021 was decided for organizing this event and duties were assigned to different staff members. And to contain the corona-spread, it was decided to limit only one model per college.

4. To utilize the grant received in bloom cell and making girl students self-sufficient in their safety, it was planned to organize a Self-defense training for girl students in the first week of February 2021.

ii. A quiz also need to be organized by the social science club involving all B.A. students, in second week of February for co-curricular development of Social science students.

Action Taken Report:-

i. A meeting of all the teaching staff members was called and informed them about the decisions taken for upcoming events.

ii. The "Road Safety Club" incharge was advised to

completes the activities organized in "National Road Safety month 2021".

3 API Score of A) Professor verified in the report
Issue meeting held on 08/01/2021.

The staff members present in the meeting are
as follows

1. Dr. Dinesh Kumar Giebo ✓
2. Sh. Sube Singh ✓
3. Dr. Parneet Singh Project
4. Dr. Gurpal Singh ✓
5. Dr. Umer Kumar Umeshwar
6. Dr. Meena Kumari M.K. ✓
7. Sh. Lalit Singh Lalit

IOTC Co-ordinator,

Meeting #1: The Meeting of IQAC was held on 03-03-2021 at 2:00 PM in the Principal office.

Agenda of the Meeting:-

1. To collect the information of students to be prepared for online examination.
2. Review of the syllabus completion for all semester.
3. Planning the activities to be organized under women's week celebration (1 March 2021 to 8 March 2021).
4. Planning a seminar on career counselling for outgoing (final semester students).
5. Planning the activities by traffic interpretation Centre and road safety club jointly.
6. To provide updated and timely information to students regarding theory exam pattern as well as practical examination.

Minutes of the Meeting:-

1. All the members of the Committee were welcomed by IQAC Chair person Sh. Dinesh Kumar Gaba ji.
2. The information received from the university regarding changes in the exam pattern to be notified to students in both online as well as off line mode like option of any five questions to be attempted and the relaxation to Corona infected students for providing exams later on or in the online mode.
3. The teachers are to be informed to take extra classes or remedial classes to overcome the loss occurred to students.

due to prevailing corona situations.

4. To help the students to come out of the loss/fear due to corona situation, a Career Counselling seminar should be organized for final semester students for making them aware about the available opportunities for higher studies as well as competition exams like UPSC.
5. The members of the women cell were advised to timely plan the activities for celebrating women's week (01 March 2021 to 08 March 2021) on the theme (Beti Bacho Beti Padhao). Possible activities can be:-
 1. Poster making Competition.
 2. Awareness Rally.
6. The members of the Traffic Interpretation Centre and road safety club were also advised for organizing awareness rally, poster making competition and a seminar & debate competition on road safety.

ACTION TAKEN REPORT:-

1. The activities organized under women cell like self defence training and under road safety club like awareness rally were reviewed and the concerned incharges were further advised to complete the upcoming activities on time.
2. The meeting of the staff members (teaching) planned to be called on 08 March 2021

for discussion regarding syllabus & examination related issues conveying

3. It was decided that the SDM Badhra Sh. Shambhu Rathore, to be requested for delivering a seminar for final semester students under career Counselling

The staff members present in the meeting were as follows:-

- 1 Dr. Dinesh Kumar Gaba ✓
- 2 Sh. Sube Singh ✓
- 3 Dr. Paramjeet Singh Preet
- 4 Dr. Gurpal Singh ✓
- 5 Dr. Uned Kumar Mehta ✓
- 6 Dr. Meena Kaurani 4th
- 7 Sh. Lalit Singh Lalit.

IQAC Co-ordinator

Office of the Principal, Govt. College for Women, Badhra (Ch. Dadri)

Dated: 14.07.2021

IQAC committee is hereby constituted of Govt. College for Women, Badhra comprising of the following members.

Committee Members:-

Student Passout

- | Committee Members:- | Student Passout |
|---------------------------------|-----------------|
| 1. Sh Sube Singh | 1. Jyoti, B.Sc |
| 2. Dr Paramjeet Singh | 2. Anju, BA |
| 3. Dr Gunpal Singh | |
| 4. Dr. Umed Kumar | |
| 5. Dr Meena Kumari | |
| 6. Sh Sandeep Kumar, Advocate | |
| 7. Sh Anil, Jila Parshad | |
| 8. Sh Satvir Singh, Academician | |

6. Mrs. Jyoti — 01/07/2022

Principal
Govt. College for Women
Badhra (Ch. Dadri)

A IQAC Committee was constituted on 14-07-2021 with the following members:-

Dr. Dinesh Kumar Gaba : Chairperson ✓

Sh. Sube Singh : IQAC Co-ordinator ✓

Dr. Paramjeet Singh : Member ✓

Dr. Gurpal Singh : Member ✓

Dr. Umed Kumar : Member ✓

Dr. Meena Kumari : Member ✓

Sh. Sandeep Kumar, Advocate

Sh. Anil, JilaParshad

Sh. Satvir Singh, Academician

Umed Kumar

✓

Sandeep Kumar

✓

S. Singh

Jyoti, B.Sc → Jyoti
Anju, BA → Pass out students Anju

Meeting 1:- The first meeting of IQAC for the session 2021—2022 was convened on 14-07-2022 at 1:00 PM in Principal office.

Agenda of the Meeting:-

1. Monitoring the on going classes (online) and online practical exams for the odd semester of session 2020 — 2021.
2. Drafting the green Campus Policy.
3. Planning the preparation for Independence day Celebration in the College auditorium.
4. Planning for the API verification of

- teaching staff for the session 2020 - 2021 and remaining sessions before 2020 - 2021.
- Reviewing the social distancing among students, staff members for containing covid infection.
 - Record maintenance for NANC & IQAC.

Minutes of Meeting:-

- The meeting was started with the address of the IQAC Chairperson, Sh. Dinesh Kumar Chabaji regarding the Constitution of new IQAC as per UGC guidelines and welcoming the staff members.
- The discussion was held regarding the coverage of syllabus for the ongoing delayed even semester of session 2020 - 2021. The discussion was also held regarding the percentage of students which appeared and submitted successfully the online practical exams held in first two weeks of July 2021. The problems encountered were discussed and the staff members were advised to communicate to students that the leftover students from online practical exams will be given chance to appear in off line practical exams once the situation improves.
- Also the heads of departments involving practical subjects are advised to keep ready a time table for practicals

of ongoing even semester of session 2020 - 2021 so that the students get hands on practicals (offline mode). if the situation improves in the near future.

4. To enhance the green cover on the College Campus it was decided to frame a green campus policy for the maintenance of plants and other environment sustainable practices.
5. It was convened to all the staff members that there are maximum chances about the Celebration of Independence Day (Block Level) in our college auditorium. So the respective Committee should visit the auditorium and outline the issues that may arise to be addressed.
6. With the request of some staff members who failed to present their API files in previous meeting of IQAC for API verification, it was decided to give them another chance for the leftover API file submission. Also in the same meeting the API files for the session 2020 - 2021 may be called from all the teaching staff members (regular staff).
7. The staff members and students visiting the campus are to be advised to strictly follow the guidelines issued by MHRD for Containing Corona virus. second wave infection.

8. It was decided to collect data for assessment from the previous years.

9. S

Action Taken Report:-

1. The discussion regarding syllabus completion & practical exams is the outcome of the discussion are to be informed to all the related staff members.
2. A Committee was constituted for the preparation of green Campus policy & It was decided to plan more tree plantation drive in the coming monsoon season to increase the green cover on the college campus.
3. Dr. Bimal Singh was advised to collect the details of activities under various committees for the ongoing academic session 2021-2022. Further the committee in charges were also advised to complete the activity records for the previous session.
4. Dr. Meena Kumari was advised to plan for data collection by redistributing the various parameters among the NAAC members to faster the data collection.

The staff members present in the meeting were as follows:-

1. Dr. Dinesh Kumar Gaba G
2. Sh. Sube Singh S
3. Dr. Paramjeet Singh Priest
4. Dr. Gurpal Singh D
5. Dr. Umed Kumar Umed
6. Dr. Meena Kumari MK
7. Sh. Sandeep Kumar Sandeep Kumar
8. Sh. Anil Anil
9. Sh. Satvir Singh S. Singh
10. Jyoti Jyoti
11. Anju Anju

A
IQAQ Co-ordinator

Meeting 2:- The meeting of IQAC was held on 18-11-2021 at 12:30 PM in the Principal's office.

Agenda of the Meeting:-

1. Monitoring the filling of students seats (UG) for the admission process 2021—2022.
2. Monitoring the preparation of lesson plan, time-table and classes for the odd semester of session 2021—2022.
3. Monitoring the status for online ACR submission by regular teaching staff members.
4. Evaluation of activities organised under NSS and other Committees.

Minutes of the Meeting:-

1. The meeting was started with the welcome address of Chairperson.
2. The discussion was held regarding the number of seats filled for UG programmes for the session 2021—2022 with the admission Model officer.
3. The discussion was also held for the seats filled till date for PG programmes and the communications received from students regarding increase in the number of seats for PG Courses in Geography, History and Pol. Science.

4. The evaluation of lesson plans received from teaching staff members for the odd semester of session 2021 - 22 was made and it was ensured that these lesson plans and time table are shared on the college notice board as well as in their respective whatsapp group.
5. It was assessed that the online ACR was submitted by the most of Teaching staff members. One or two staff members who left/ missed the online ACR submission till 16-11-2021, were asked to submit the same within next two or three days.
6. The activity incharges were asked to keep record of activities organised in the session 2020 - 2022. A large no. of activities were organised under Azadi ka Amrit Mahotsav by NSS cell.

Action Taken Report:-

1. The teaching staff members were asked to take regular classes on time and also to ensure the timely completion of syllabus to cover the session legging.
2. The communication was sent to higher authorities for the increase in the no. of seats in the PG programmes and the regular reminders are to be sent following the matter.

3. The committee incharges are asked to complete the activity register for the activities organized.

The staff members present in the meeting were as follows:-

Dr. Dinesh Kumar Gaba	S. Gaba
Sh. Sude Singh	Preet
Dr. Paramjeet Singh	(B)
Dr. Gurpal Singh	Umeshwar
Dr. Umed Kumar	Gupta
Dr. Meena Kumar	Sandeep Kumar
Sh. Sandeep Kumar	Vimal
Sh. Anil	S. Singh
Sh. Satvir Singh	Jyoti
Jyoti	Anju
Anju	


IQAC Co-ordinator

Meeting 3:- A meeting of IQAC was held on 8 January 2022 at 1:00 PM in the Principal office.

Agenda of the Meeting:-

1. Monitoring the syllabus coverage for the odd semester of session 2021 - 2022.
2. Preparation for re-opening of the admission process for PG classes through ERP Portal.
3. Status of grants utilization.
4. Evaluation of Anti Ragging rules.

Minutes of the Meeting:-

1. The meeting was started with the welcome address by the Chair person.
2. All teaching staff members were directed to attend College as usual and take online classes as per the communication received wide memo no. E-565431 from DHE Panchkula dated 02 - 01 - 2022.
3. The preparation is to be made for the re-opening of admission process for PG classes through the ERP portal, and with the condition that the syllabus of these admitted students is to be completed by taking extra classes by the college.

4.1 All the discussion was held with the ~~busman~~ regarding the status for the utilization of various grants received for the session 2021 — 2022.

5 The anti-ragging, student grievances and anti-sectarian harassment Committee was asked to display the respective anti-ragging rules on the College notice board and also to resolve the complaints received from students on time.

Action taken Report :-

1. The teaching staff members were asked to regularly take online classes, extra classes (if necessary) to complete the syllabus in time.
2. The PG admission Committee and their respective departments were asked to keep the necessary record of student getting late admission and to arrange the extra classes for completing their syllabus.
3. The incharge under various Committees (receiving grants) were advised to utilize the grants on time so that it may not lapse.

The staff members present in the meeting were as follows:-

Dr. Dinesh Kumar Gaba.

Sh. Sube Singh

Dr. Paramjeet Singh

Dr. Gurpal Singh

Dr. Umed Kumar

Dr. Sh. Sandeep Kumar

Sh. Anil

Sh. Satbir Singh

Jyoti, B.Sc.

Aug 4, B.A.

Sandeep Kumar

Umesh

S. Singh

Jyoti

Anju


JQAC Co-ordinator

Meeting #1 A meeting of ZONE was held on 08/02/2022 at 11:30 pm in the principal office.

Agenda of the Meeting:-

1. Planning the annual sport meet for the session 2021-2022.
2. Scheduling the date for one day NCC external practical assessment and exams preparation (both online and offline mode).
3. Planning the organization of quiz and debate under Social science club.

Minutes of the Meeting:-

1. The meeting was convened under the leadership of the chairperson, Sh. Dinesh Kumar Gaba ji and started with the discussion on ongoing pandemic situation.
2. The active discussion was held among the present members regarding utilization of sports grants and at the same time to mobilize the student activities in sports.
3. Keeping in view of the present situation, it was decided to organize the annual sports meet 2021-2022 at smaller level on 14/02/2022 by deciding the activities.

to be held.

4. Considering the large number of students and channelizing their energy into co-curricular activities, the social science club was directed to organize the quiz and debate competitions.
5. The science society was also directed to increase the participation of students in the activities beyond college like on coming National Science Day celebration.
6. All the departments were asked to prepare the schedule of coming practical exams for odd semester of session 2021-2022 well in time for timely completion and submission of awards to university.
7. The staff members are asked to intimate students that they will have choice of both online / offline exams for odd semester of session 2021-2022 which are scheduled to start from March 2022 onwards.

Action Taken Report

1. The notice was prepared and circulated among staff members and students for the Annual sport meet to be held on 14/02/2022. The duties were assigned to the staff members for the

A smooth conductance of the sports meet.

2. The social science club and science society incharges were also informed to work upon the passed resolutions.
3. The necessary letters were prepared and communicated among students, staff members, and university regarding the coming practical exams and theory exams for odd semester of session 2021-22.

The following staff members were present in the meeting →

Dr. Dinesh Kumar Gaba ✓

Sh. Sube Singh ✗

Dr. Panangert Singh ✗ Preet

Dr. Gunbad Singh ✗

Mrs. Atila ✗

Sh. Sandeep Kumar

Sandeep Kumar

Sh. Anil

Anil

Sh. Satvir Singh

J.Singh

Jyoti , B.Sc. , Alumni

Jyoti

Anju , B.A. , Alumni

Anju

✓
TOAC Co-ordinator

Office of the Principal, Govt. College for Women, Badhra (Ch. Dadri)

Memo No: GCWB/23/ 8140

Dated: 14.07.2022

A Committee of the following members is hereby constituted for Internal Quality Assurance Cell (IQAC).

		Students
1.	Sh Sube Singh	(Chairperson)
2.	Dr Paramjeet Singh	Co-ordinator
3.	Dr Gunpal Singh	Member
4.	Dr Meena Kumari	Member
5.	Mrs Anita	Member
6.	Mrs Yeshwanti	Member
7.	Sh Sandeep Kumar	Advocate
8.	Sh Mandeep Dalawas	Social Worker
9.	Dr Dinesh Kumar Gaba	Academician
10.	Sh Subash Chander	Industrialist
10.	Sh Lalit Singh	Computer Instructor

Subhash


Principal,
Principality for Women
Govt. College for Women
Badhra (Ch. Dadri)



A IQAC Committee was constituted on 14-07-2022 with the following members:-

Sh. Sube Singh : Chairperson ✓
 Paramjeet Singh : Co-ordinator ✓
 Dr. Gurpal Singh : Member ✓
 Dr. Meenakshi Kumar : Member ✓
 Mrs. Anita : Member ✓
 Mrs. Yeshwanti : Member ✓
 Sh. Sandeep Kumar : Advocate Sandeep Kumar
 Sh. Mandeep Dalerwas : Social Worker ✓
 Dr. Dinesh Kumar Groba : Academician ✓
 Sh. Subash Chander : Industrialist ✓
 Sh. Lalit Singh : Computer Instructor Lalit
 Monika : M.A. Student Monika
 Amisha : B.Sc Alumni Amisha

Meeting 1:- A meeting of ICATC was held on 8th August 2022 at 12:30 pm in the principal office.

Agenda of the meeting 1:-

1. Reviewing of the ongoing admission process.
2. Planning the activities for the coming academic session: 2022-2023.
3. Planning the activities to be undertaken in different sub-clubs of Hobby club.
4. Updating HRMS date for Online transfer policy of teaching staff (regular)
5. Discussion regarding practical exams of

even semester of session : 2021-2022,
 6 Planning for Independence day celebration.

Minutes of the Meeting:

1. The meeting was started with the welcome address of IQAC person, Sh. Sube Singh ji, after summer break (18 July 2022 - 7th August 2022).
2. The discussion was held among members regarding the hurdles coming across online verification of students seeking admission to UG first year courses (B.A., B.Sc., B.Com.) which started from 1 August 2022.
3. The discussion was also made regarding the preparation of committee for promotion of students to UG 2nd and 3rd year courses as well as for admission and promotion to PG courses.
4. The respective annual committee duties of staff members were decided and the respective incharges of time-table, lesson plan and academic calendar were asked to be ready with their documents (time-table, academic calendar and collection of lesson plan) for the coming odd semester of session 2022-2023, so that as soon as the admission process completes and class assumes, the time-lag of academic session 2021-2022 can be minimized, and syllabus of odd sem, 2022-2023 can be completed.

on time.

5. The details of the teachers like result of last three academic years and best three publications and other personal details need to be updated on the HRMS portal for the online transfer policy.
6. It was decided to timely plan the schedule of practicals to be held both in these two weeks for the even semester of session : 2021-2022.
7. The preparation of students for participation in block level independence day celebration was evaluated and the celebration of the independence day at college level was also decided.
8. The discussion was made regarding activities under hobby club.

Action Taken Report

1. The criteria of staff members for promotion to 2nd & 3rd year (UG programs) and 2nd year (PG programs) as well as admission to first year PG programs was decided for online verification, collection of hard copy of documents and physical counselling etc.
2. The respective incharges were communicated about preparations for academic calendar, lesson plans, time table, updation of HRMS, practical schedule etc.

3. The activities like 'photography', painting, caring for plants were decided to be done under sub-chiefs of hobby club. It was decided by geography department that M.Sc students will care for plants like watering, manuring, removing weeds from plants twice or thrice a week as a hobby. The suggestion of students were also taken care for knowing them well and they were found to be good for the zone.

The following staff members were present at the meeting,

Sh. Suresh Singh ✓

Dr. Paramjeet Singh ✓

Dr. Gurpal Singh ✓

Dr. Meenakshi Kumar ✓

Mrs. Anita ✓

Mrs. Yashwanti Tuli

Sh. Sandeep Kumar Sandeep Kumar

Dr. Dinesh Kumar Gaba ✓

Sh. Subash Chander Subash Chander

Sh. Lalit Singh Lalit

Monika, M.A. student monika

Amisha, B.Sc., Alumni Amisha

Preet

IPTC Co-ordinator

Meeting no. The second meeting of IOAC for the session: 2022-2023 was convened on 4th November 2022, at 12:30 pm in the principal office.

Agenda of the meeting:

1. Planning for the college inspection.
2. Evaluation of the college internal assessment process.
3. Evaluation of documentation for the activities organized.
4. Analysis of the number of seats filled and vacant seats after re-opening of the admission portal.

Minutes of the meeting:

1. The tentative date of the college inspection for P.G. programs is to be intimated to university in next week.
2. As the semester break (22-29 October 2022) recently commenced, all the teaching staff members were to be communicated regarding the class test and assignments. The marks of the students in class tests, attendance and assignments to be informed to students.
3. The assessment of the activities was made which were organized recently.

- c. One day N.S.S. Camp on 12/10/2022 on health problem.
Finance and digital literacy program by Gramin Bank on 11th October 2022.
- iii) Essay writing and science quiz by science society.
- iv) Cleanliness Campaign in Rachra on 19/10/2022 by N.S.S. cell.
- v) Hindi Diwas Celebration.
- vi) Electoral Literacy program on 21/10/2022.

The respective Committee incharges were informed to complete the documentation process for the above activities.

- 4. The admission nodal officer discussed the status of filled and vacant seats with the members present and also discussed the status of collection of hardcopy of documents from newly admitted students.

Action Taken Report

- 1. The college inspection for PG programs date is decided either on 15th or 16th November 2022.
- 2. The outcomes of the discussion regarding internal assessment and documentation were intimated to all the staff.

The fol
meet
Sh.
Dr.
Dr.
Dr.
Mrs
Mrs
Sh.
Dr.
Sh.
Sh.

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3. The list of the students with pending documents was to be displayed on the notice board as well as college telegram group.
4. All the teaching staff members were informed to motivate the left over students from their classes to join the college's telegram group so that they were informed about the necessary information timely.

The following members were present in the meeting

Sh. Sube Singh ✓

Dr. Paramjeet Singh Preet

Dr. Gunjal Singh ✓

Dr. Meena Kainaz ✓

Mrs. Anita ✓

Mrs. Yashwanti Wal

Sh. Sandeep Kumar, Sandeep Kumar

Dr. Dinesh Kumar Gaba ✓

Sh. Subash Chander, Subhash

Sh. Lalit Singh Lalit

Monika, M.A student

Amisha, B.Sc., Alumni

Monika

Amisha

Preet

IATC Co-ordinator

Meeting 3: A meeting of IQAC was held on 16 January 2023 at 2:00 pm in the principal's office.

Agenda of the meeting:-

1. Monitoring the process of online ACR submission.
2. Evaluation of syllabus completion for odd semester of session 2022-2023.
3. Monitoring the utilization of various grants.
4. Evaluation of activities organized.
5. Discussion regarding geotag photos of activities.

Minutes of the meeting:-

1. The meeting was started with the welcome address of the IQAC chairperson, Sh. Sube Singh ji.
2. The discussion was held about the online submission of ACR for regular teaching staff members and it was ensured that all the members have filled ACR in online mode.
3. The discussion was also held about the completion of syllabus and compilation of internal assessment record of all programs. The discussion was also made regarding initiation of exam pattern to the students as soon as it gets available from university.

7. The discussion was made with the bureaus regarding the status for utilization of various grants. The incharges of the grant who have not started the utilization process were called and asked for starting the process so that it can be completed in time.
8. It was also decided to send reminder letters to higher education department, Panchkula for the previous year grants, the payment for which got lapsed due to some reasons.
9. The activities organized during last two months were evaluated for their documentation process.
 - a. Poster and Essay writing competition on "Drug Prevention and drug abuse" on 28 November 2022 by N.S.C. cell.
 - b. District Level Science Essay Writing competition on 15th November 2022.
 - c. College Level Science exhibition on 16th Nov. 2022 and inter-district level science exhibition on 22-23 November 2022.
 - d. Pledge on National Unity Day on 26 Nov. 2022.
 - e. Essay Writing, Rangoli & speech

competitions on 8th December 2022 by elected literacy club.

- f. Essay writing, Poster & slogan writing under "State Legal Literacy Mission" on 6th January 2023.
- g. slogan and speech competition on the occasion of Swami Vivekanand Jayanti on 12th January 2023.
- h. Yoga Camps for 5 days by Women cell from 9th January 2023.

Action Taken Report

1. The in-charge of various grants were asked to start the process for timely utilization of grants.
2. The information was compiled for the pending payments of grants from previous years for communication to the department.
3. The activity in-charges were asked to have at least one or two geo-tag photographs of the events organized so that the claim can be made in NAAC process.

The following staff members were present
in the meeting:

Sh. Sube Singh ✓

Dr. Paramjeet Singh Preet

Dr. Gurpal Singh ✓

Dr. Meena Kumari ✓

Mrs. Anita ✓

Mrs. Yeshwanti Thakur

Sh. Sandeep Kumar Sandeep Kumar

Dr. Dineah Kumar Gaba ✓

Sh. Subash Chander ✓

Sh. Lalit Singh Lalit ✓

Monika, M.A. student. monika

Anisha, B.Sc. Alumni Anisha

Preet

IQAC Co-ordinator

Meeting #2— The 4th meeting of IOTC for the session 2022 - 2023 was held on 23 March 2023 at 1:00 pm in the principal's office.

Agenda of the Meeting—

1. Evaluation of external evaluation process (practical as well as theory exams)
2. Bus pass of students for commencing even semester & for the left-over students.
3. Planning the activities for the even semester.
4. Re-constitution of NAAC committee and starting the documentation process.
5. Organization of Activities under sub-clubs of Hobby club.

Minutes of the meeting—

1. The meeting was commenced with the welcome address by 2023 chairperson, Sh. Sube Singh ji with the smooth discussion regarding the recently completed external evaluation exams (theory as well as practical).
2. The bus pass committee was asked to finish the document attestation process for bus pass of students, which was found to be started on 22nd March 2023 by putting notice on college notice board as well as college telecl.

telegram group.

3. The incharges of sub-clubs of Hobby club were called and asked for the activities organized. It was found that M.Sc. geography students regularly take care of plants on the parking side of college by watering, manuring and removed extra grass near them.
4. The other activities like Cooking competition was organized under Hobby club on 19/01/2023 among various other events.
5. The preparation of time table for the even semester and its communication to students via telegram group was ensured, and all the teaching staff members were asked to submit lesson plan for even semester of session 2022-2023 as soon as possible.
6. On the basis of charges (annual duty) with different staff members, the NAAC Committee was re-organized so that the data under various criteria and key metrics can be collected with ease. Dr. Meena Kumarji, Assistant professor of Chemistry was made Convenor of NAAC and Sh. Lalit Singh, Computer Instructor was assigned duty of computer assistance to NAAC Committee.

6. The incharges of sub-clubs of Hobby club were asked to keep proper documentation of the activities organized and also to provide more choices to students for improving their Hobbies.

Action Taken Report:-

1. The teaching staff members were intimated to take classes on time for the time-table allotted for the even semester of session 2022-2023.
2. The lesson plan preparation and their display on notice board should also be made as soon as possible.
3. The members of the NAAC committee were asked to fasten the process of document collection for NAAC process.
4. The teaching staff members were also asked to motivate students for participation in co-curricular activities and reading in library during vacant periods.

The following staff members were present
in the meeting:-
Sh. Sube Singh Sir

Dr. Panamjeet Singh ~~Preet~~
Dr. Gurpal Singh ~~Dee~~
Dr. Meena Kumari ~~AJK~~
Mrs. Anita ~~A-~~
Mrs. Yashwanti Thakur
Sh. Sandeep Kumar Sandeep Kumar
Dr. Dineah Kumar Gaba ~~G~~
Sh. Subash Chander ~~Subhash~~
Sh. Lalit Singh Lalit

Monika, M.A- Student monika
Amisha, B.Sc., Alumni Amisha

Preet
IOAC Co-ordinator