



**PT. MOHAN LAL S.D.COLLEGE FOR GIRLS,
FATEHGARH CHURIAN.**



NAAC Accredited with 'B' Grade

IQAC

2016-2017

MEMBERS OF IQAC

- | | |
|--|---|
| 1) Chairperson | Dr.Alka Vijn |
| 2) Senior Administrative | Mr.Manoj Kumar |
| 3) Members of Faculty | Ms.Amita
Dr.Rashmi Sharma
Dr.Satinder Kaur |
| 4) Member from Management | Sh. Ramesh Chander Shukla |
| 5) Nominees from the Local society, Students and Alumni | Sh. Ashok Bibra (Local Society)
Ms. Navjot Kaur
(Alumni Representative)
Ms. Princpal Kaur
(Student Representative) |
| 6) Nominees from Employers/Industries/Stakeholders | Master Sohan Singh
Master Jarnail Singh |
| 7) Coordinator | Ms.Jiwan |

IQAC

MEETING 1

Meeting Circular

A meeting of IQAC will be held on 6th July, 2016. The agenda will be as follows:

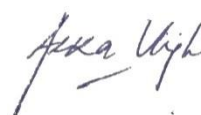
Agenda:

1. Steps to increase strength.
2. Discussion on time Table.
3. Division of Syllabus.
4. Motivate the public for girl education.
5. Provision of assignments of important topics side by side.
6. Planning for extension lectures and departmental activities.
7. How to enhance quality education.

Kindly make it convenient to attend the meeting on the date and time specified above.



IQAC Coordinator



Principal

Minutes of the Meeting

Meeting of the IQAC was held on 06/07/2016 in the Principal office at 11:00 a.m. The circulated agenda was discussed.

Members Present:

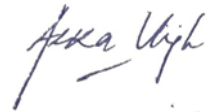
Principal Dr. Alka Vijn	Chairperson
Master Sohan Singh	External Member
Master Jarnail Singh	External Member
Sh. Ramesh Chander Shukla	Member from the Management
Sh. Ashok Bibra	Local Society Member
Ms.Jiwan	Coordinator
Ms.Amita	Member
Dr.Rashmi Sharma	Member
Ms.Sapna	Member
Mr. Manoj	Senior Administrative Officer
Ms. Principal Kaur	Student Representative

Recommendations /Suggestions:

1. Division of syllabus should be as follows:
First Month=25%
Second Month=50%
Third Month=100%
2. To set tough subjects before recess and give two periods to tough subject daily if possible.
3. Arrange meeting with the villagers through their headmen to convince them to send their female wards for higher education.
4. Put emphasis on departmental activities from time to time.
5. After completion of 25% of syllabus, start taking weekly test at the class level and giving assignments of important questions.

Action taken:

1. As per the suggestions, tough subjects like Maths and English were set before recess in the time table.
2. Teams of faculty members were sent to different villages to arrange meetings with parents through sarpanches in order to motivate parents to give priority to educate their girl child.
3. Departmental activities like celebration of Hindi divas, birthdays of Gurus, Quiz competitions and other activities were arranged.
4. 25% of syllabus was completed, weekly class tests were conducted as well as assignments were given.

**IQAC Coordinator****Principal**

IQAC

MEETING 2

Meeting Circular

A meeting of IQAC will be held on 4th Oct, 2016 at 11:40 am in the principal office. All members are requested to be present in the meeting. The agenda will be as follows:

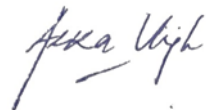
Agenda:

1. Confirmation of minutes of the previous meeting.
2. Action taken report of the previous meeting.
3. Discussion on the university results.
4. Planning for the preparation for university exams.

Note: Kindly make it convenient to attend the meeting in time.



IQAC Coordinator



Principal

Minutes of the Meeting

Meeting of the IQAC was held on 04/10/2016 in the Principal office at 11:40 a.m. The circulated agenda was discussed.

Members Present:

Principal Dr. Alka Vijn	Chairperson
Master Sohan Lal	External Member
Sh. Ramesh Chander Shukla	Member from the Management
Sh. Ashok Bibra	Local Society Member
Ms.Jiwan	Coordinator
Ms.Amita	Member
Dr.Rashmi Sharma	Member
Ms.Sapna	Member
Mr. Manoj	Senior Administrative Officer
Ms. Navjot Kaur	Alumni Representative
Ms. Principal Kaur	Student Representative

Proceeding of the Meeting:

1. University results were thoroughly discussed.
2. It was decided after discussion to arrange extra classes for the tough subjects and provide easy notes to the students to minimize compartments in final exams.

Recommendations /Suggestions:

1. Add and continue zero period of tough subjects for weak students.
2. Reduce the absentee and make the students regular in classes to have maximum benefit of the class room teaching.
3. Give extra care to the slow learners. Divide the class into peer groups this will enable the slow learners to have help from their class fellows.

4. Discuss ten years papers in the classroom also.
5. To make the students regular in the class, involve them in co-curricular activities and give them the task to conduct some activities at their own level.


The meeting ended with vote of thanks by Dr. Alka Vijh.

Action taken:

1. Zero period is added in the time table and made compulsory to attend.
2. Easy notes are provided to the slow learners and they are kept under the support of their peer-group leaders and as well as class teachers.
3. Teachers are told to discuss ten years papers in the classes.
4. Co-Curricular activities are started by the different departments engaging maximum students.
5. Separate tests according to the grasping capacity of the students are started.
6. Different syllabus related competitions are conducted in which students have shown a deep sense of responsibility. It not only motivated them but also enhanced their academic skill.



IQAC Coordinator



Principal

IQAC

MEETING 3

Meeting Circular

A meeting of IQAC will be held on 7th Jan, 2017 at 11:00 am in the principal office. All members are requested to be present in the meeting. The agenda will be as follows:

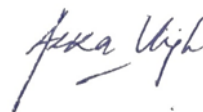
Agenda:

1. Setting of Time Table.
2. Discussion of syllabus.
3. Planning for extension lectures and FDPs.
4. Steps to create interest in the students of final classes to appear in the competitive exams.
5. Steps to minimize the drop outs.
6. Any other suggestions by the members of IQAC.

Note: Kindly make it convenient to attend the meeting in time.



IQAC Coordinator



Principal

Minutes of the Meeting

Meeting of the IQAC was held on 07/01/2017 in the Principal office at 11:00 a.m. The circulated agenda was discussed.

Members Present:

Principal Dr. Alka Vijh	Chairperson
Master Sohan Singh	External Member
Master Jarnail Singh	External Member
Sh. Ramesh Chander Shukla	Member from the Management
Sh. Ashok Bibra	Local Society Member
Ms.Jiwan	Coordinator
Ms.Amita	Member
Dr.Rashmi Sharma	Member
Ms.Sapna	Member
Mr. Manoj	Senior Administrative Officer
Ms.Navjot Kaur	Alumni Representative
Ms. Principal Kaur	Student Representative

Proceeding of the Meeting:

1. It was decided to provide financial help as well as set of books from book banks to students from weaker section of the society to reduce dropouts
2. To organise lectures especially on short cut methods and how to crack competitive exams.

Recommendations /Suggestions:

1. Division of Syllabus should be strictly as follows:

First Month=25%

Second Month=50%

Third Month=75%

Fourth Month=100%

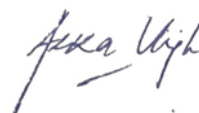
2. It was suggested to complete the syllabus in time and devote maximum time for revision.
3. To organize different competitions to infuse competitive attitude among the students.
4. It was suggested to take regular class tests and motivate the students to give them seriously.

Action taken:

1. Faculty meeting was conducted to intimate them to complete the syllabus according to suggestions.
2. Faculty was suggested to take weekly tests.
3. Subject wise class is divided into peer groups. Group leaders were made among advance learners to guide and help the slow learners in their vacant periods.
4. Interclass competition were arranged to develop competitive attitude among the students.
5. Drop outs were contacted and dealt with according to their problems. Some of them were provided financial supports and others with the books as per their requirement.



IQAC Coordinator



Principal

IQAC

MEETING 4

Meeting Circular

A meeting of IQAC will be conducted online on 18th March, 2017 at 11:00 a.m. The agenda for this meeting will be as follows:

Agenda:

1. Confirmation of minutes of the previous meeting.
2. Action taken report of the previous meeting.
3. Discussion on the conduction of house tests.
4. Steps to create interest and motivate the students to take the study seriously.
5. How to help the advance learners to achieve merits and slow learners to get through the exams.
6. Any other suggestions by IQAC members.

Note: Kindly make it convenient to attend the meeting in time.



IQAC Coordinator



Principal

Minutes of the Meeting

Meeting of the IQAC was held online on 18/03/2017. The following members joined the meeting:

Members Present

Principal Dr. Alka Vijh	Chairperson
Master Sohan Lal	External Member
Master Jarnail Singh	External Member
Sh. Ashok Bibra	Local Society Member
Ms.Jiwan	Coordinator
Ms.Amita	Member
Dr.Rashmi Sharma	Member
Ms.Sapna	Member
Mr. Manoj	Senior Administrative Officer
Ms. Navjot Kaur	Alumni Representative
Ms. Principal Kaur	Student Representative

Proceeding of the Meeting:

1. Serious discussion was there on the smooth running of classes.
2. Stress was given on the successful preparation of final exams.
3. To teach the students how to attend classes on zoom and google meet.
4. Faculty was asked to make planning for next admission.

Recommendations /Suggestions:

1. Divide classes into two groups i.e. advance learners and slow learners and dealt with them according to their intelligence.
2. Motivate the students to do extra study also.
3. Involve maximum students to complete different assignments.

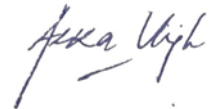
4. Prepare easy notes and interesting topic related PPTs and shares them in the class.
5. Take house exams according to set pattern.

Action taken:

1. Classes were taken seriously.
2. House tests were conducted weak students were given extra time for the clearance of their doubts.
3. After declaring results of the house tests, condition clearing tests were taken for those who faced difficulties in passing the earlier house exams.
4. Students were intimated from time to time regarding the university circulars related to the final exams.



IQAC Coordinator



Principal