

**Internal Quality Assurance Cell (IQAC)**  
**Minutes of First meeting of IQAC**  
**(A.Y. 2020-21)**

The 1<sup>st</sup> meeting of IQAC was held in the office of Principal on October 26, 2020 at 11:00 AM. The following members were present.

1. Dr. Rahul Khanna- ( Offg. Principal and Chairperson-IQAC)
2. Dr. G.K.Sethi- (Special invitee-Former IQAC Coordinator)
3. Dr. Rajiv Kalsi- (Special Invitee-NAAC Coordinator)
4. Dr. Rachna Aggarwal- (IQAC Coordinator, Member Secretary)
5. Dr. Ritu Kumar- (Member-Teaching Faculty)
6. Dr. Pawan Gaba-(Member-Teaching Faculty)
7. Dr. Manohar Goel-(Member-Teaching Faculty)
8. Dr. Shri Prakash-(Member-Teaching Faculty)
9. Dr. Neeti Daryal-(Member-Teaching Faculty)
10. Sh. Ram Pratap-(Member-Administrative Office)

The meeting started with a welcome note by Principal Dr. Rahul Khanna. He then discussed about the goals and functioning of IQAC as per UGC guidelines.

Detailed discussions were held towards initiating the process of preparing Annual Quality Assurance Reports (AQARs), document verification and screening of promotion cases of teachers and development of quality benchmarks for academic and administrative activities of our college.

In this regard following decisions were taken:-

1. AQARs for past 7 sessions, i.e., 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 are to be prepared.
2. Each teaching faculty member of IQAC was assigned to prepare year wise report of the criterion mentioned against their names in the list given below:
  1. Dr. Ritu Kumar- Criterion-VII: Institutional Values and Best Practices

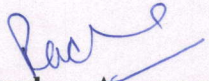
2. Dr. Pawan Gaba- Criterion-VI: Governance, Leadership and Management
3. Dr. Manohar Goel- Criterion-V: Student Support and Progression
4. Dr. Shri Prakash- Criterion-IV: Infrastructure and Learning Resources
5. Dr. Rachna Aggarwal-Criterion -I: Curricular Aspects

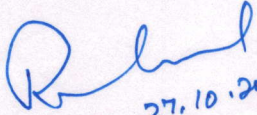
Criterion-III: Research, Innovations and Extension

6. Dr. Neeti Daryal- Criterion-II: Teaching, Learning and Evaluation

3. It was decided that IQAC members will meet in third week of November to discuss the progress in AQAR preparation.
4. It was decided that promotional cases of four teachers- Dr. Savita Garg, Ms. Sunita Sikri, Ms. Manjeet Rani and Sh. Jitender Kumar will be checked by plagiarism Committee and IQAC will check them in next meeting after receiving the report from plagiarism committee.
5. IQAC will work upon to develop a mechanism for collecting feedback from students, teachers and stakeholders. Further, to analyze the feedback and suggesting possible changes for quality enhancement in various aspects of college.

Meeting ended with thanks to the chair.

  
**Dr. Rachna Aggarwal**  
(IQAC- Coordinator)  
Coordinator  
IQAC  
M.L.N. Collage,  
Yamuna Nagar

  
27.10.2020  
**Dr. Rahul Khanna**  
(Offg. Principal)  
Offg. Principal  
Mukand Lal National College  
Yamuna Nagar

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Second meeting**

**(A.Y. 2020-21)**

The 2<sup>nd</sup> meeting of IQAC was held in the Board Room of the college on 02.12.2020 at 11:00 am. The following members were present:

1. Dr. Rachna Aggarwal- (IQAC Coordinator, Member Secretary)
2. Dr. Pawan Gaba-(Member-Teaching Faculty)
3. Dr. Manohar Goel-(Member-Teaching Faculty)
4. Dr. Shri Prakash-(Member-Teaching Faculty)
5. Dr. Neeti Daryal-(Member-Teaching Faculty)
6. Sh. Parveen Khurana-(Special Invitee)
7. Sh. Dalbir Singh-(Special Invitee)
8. Dr. Somnath-(Special Invitee)
9. Dr. Mahesh-(Special Invitee)
10. Dr. Pooja Rani-(Special Invitee)
11. Dr. Rameshwar Groach-(Special Invitee)
12. Ms. Sukanya-(Special Invitee)

Agenda of the meeting was:

1. To discuss AQAR preparation progress.
2. Activities to be organized by IQAC during session 2020-21.

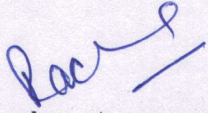
Detailed discussions were held about each criteria of IQAC and following decisions were taken:

1. A 'Feedback collection and analysis committee' should be constituted in the college for structured feedback from various stakeholders: students, teachers, employers & parents. Following members of the staff were recommended to be a part of the committee:

1. Dr. Rachna Aggarwal
2. Dr. Sumita Kanwar
3. Dr. Deepmala
4. Dr. Jitender Singh
5. Dr. Neeti Daryal

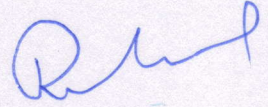
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2. Feedback performa for Alumni will be prepared by Dr. Neeti Daryal.
3. It was proposed that in collaboration with an outside agency (ICT ACADEMY); workshops, FDPs and webinars will be organized under IQAC.



**Dr. Rachna Aggarwal**  
(IQAC Coordinator)

**IQAC**  
**M.L.N. Collage**  
**Yamuna Nagar**



**Dr. Rahul Khanna**  
(Offg. Principal)  
**Offg. Principal**  
**Mukand Lal National College**  
**Yamuna Nagar**

**Internal Quality Assurance Cell (IQAC)****Minutes of Third meeting****(A.Y. 2020-21)**

The 3<sup>rd</sup> meeting of IQAC was held in the Board Room of the college on 27.03.2021 at 11:00 A.M. with Dr. Rahul Khanna, Offg. Principal of the College in the chair. The following members were present:

- |                        |                          |
|------------------------|--------------------------|
| 1. Dr. Ritu Kumar      | 9. Dr. Rupender Kumar    |
| 2. Dr. Pawan Gaba      | 10. Ms. Sunita Sikri     |
| 3. Dr. Manohar Goel    | 11. Dr. Somnath          |
| 4. Dr. Shri Parkash    | 12. Dr. Mahesh Kumar     |
| 5. Dr. Rachna Aggarwal | 13. Dr. Pooja Rani       |
| 6. Dr. Neeti Daryal    | 14. Dr. Rameshwar Groach |
| 7. Sh. Parveen Khurana | 15. Mr. Gurmeet Singh    |
| 8. Sh. Dalbir Singh    | 16. Ms. Sukanya          |

Agenda of the meeting was to discuss AQARs preparation progress. Detailed discussions were held about each criterion of AQARs with the Principal and various criterion incharges told about the difficulties being faced by them in collecting data required under certain columns.

Dr. Neeti Daryal (Criterion-II) informed that results of the college up to 2017-18 are ready. But, results of 2018-19 & 2019-20 are yet to be finalized as the same has not been submitted by many departments. Further, data related to mentor-mentee and Student Satisfaction Survey (SSS) needs to be collected.

Dr. Rachna Aggarwal (Criterion-III) informed that some of the departments have not submitted data related to these criteria so far.

Dr. Shri Parkash (Criterion-IV) told that the progress in preparation of this criteria is satisfactory.

Dr. Manohar Goel (Criterion-V) informed that no concrete data is available regarding no. of students progressing to higher studies or about the students clearing various exams like NET, GATE, CLAT etc. So, a mechanism should be developed to collect this data.

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Dr. Pawan Gaba (Criterion-VI) brought to the notice of the Principal that the data obtained from Account Branch and Administrative Office is inadequate and they require extra input in form of minutes of meetings of various committees etc as supporting documents.

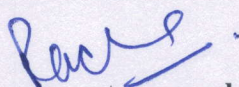
Dr. Ritu Kumar (Criterion-VII) told that she has collected and is analyzing the data received. She too needed data regarding energy saving measures (like No. of LEDs bought by the College etc.) and Green Campus initiatives taken by the college.

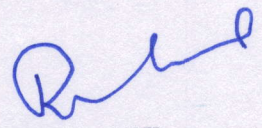
Principal Dr. Rahul Khanna assured the members of IQAC that their concerns would be properly addressed and all the help be provided by his office in completing this task timely.

Further some of quality improvement measures were proposed by the members of the committee:

1. College should go for Green Audit, Energy Audit, Environment audits by the appropriate agencies.
2. Flex boards on 'NO PLASTIC' should be displayed at various places in college.
3. College should have its own YouTube channel on which videos of various events organized by department and cells can be uploaded.

The meeting ended with a note of thanks.

  
**Dr. Rachna Aggarwal**  
(IQAC- Coordinator)  
**Coordinator**  
**IQAC**  
**M.L.N. Collage**  
**Yamuna Nagar**

  
**Dr. Rahul Khanna**  
(Offg. Principal)  
**Offg. Principal**  
**Mukand Lal National College**  
**Yamuna Nagar**

## Internal Quality Assurance Cell

### Minutes of IV Meeting

(A.Y. 2020-21)

A meeting of teaching faculty members of IQAC was held in the office of the Principal on 29-06-2021 at 2:00 pm. Dr. Rahul Khanna, offg. Principal (Chairperson of IQAC) of the college presided over the meeting. The following attended:

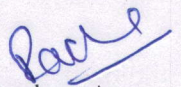
1. Dr. Ritu Kumar
2. Dr. Pawan Gaba
3. Dr. Shri Parkash
4. Dr. Rachna Aggarwal
5. Dr. Neeti Daryal

Dr. Manohar Goel could not attend the meeting as he was on leave.

The following points were discussed and recommendations were made:

1. It was proposed that each cell of the college will maintain a register to keep proper record of activities conducted by the cell during the year and the record will be submitted to IQAC in e-format as and when required.
2. It was informed by the Principal that due to prevailing situation of CORONA pandemic, the date of submission of AQARs has been extended to 31-12-2021.
3. All the criteria in-charges were requested to prepare their respective criteria for last five years by 15-07-2021.
4. It was decided that NSS and IQAC will organize Covid Vaccination Camp on 03-07-2021.

The meeting was concluded with the Vote of Thanks by IQAC Coordinator to all the members.

  
Dr. Rachna Aggarwal  
(IQAC Coordinator)  
**IQAC**  
**M.L.N. Collage**  
**Yamuna Nagar**

**Internal Quality Assurance Cell**

**Minutes of V Meeting**

**(A.Y. 2020-21)**

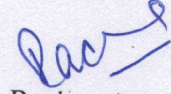
A meeting of teaching faculty members of IQAC was held in the office of the Principal on 15-07-2021 at 11:00 am. Dr. Rahul Khanna, offg. Principal (Chairperson of IQAC) of the college presided over the meeting. The following attended:

1. Dr. Ritu Kumar
2. Dr. Pawan Gaba
3. Dr. Manohar Goel
4. Dr. Shri Parkash
5. Dr. Rachna Aggarwal
6. Dr. Neeti Daryal

The following points were discussed and recommendations were made:

1. All the seven criteria of AQARs were discussed in detail by the members of IQAC. Suggestions were made for improvement in various metrics by Principal and the members.
2. It was decided to meet again on 17-07-2021 for further discussions and finalizing AQAR for session 2020-21.

The meeting was concluded with the Vote of Thanks by IQAC Coordinator to all the members.



Dr. Rachna Aggarwal

(IQAC Coordinator)

**Coordinator**  
**IQAC**

**M.L.N. Collage**

**Yamuna Nagar**



**Internal Quality Assurance Cell**

**Minutes of VI Meeting**

**(A.Y. 2020-21)**

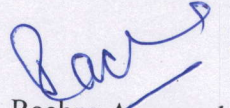
A meeting of teaching faculty members of IQAC was held in the office of the Principal on 17-07-2021 at 1:00 pm. Dr. Rahul Khanna, offg. Principal (Chairperson of IQAC) of the college presided over the meeting. The following attended:

1. Dr. Ritu Kumar
2. Dr. Pawan Gaba
3. Dr. Manohar Goel
4. Dr. Shri Parkash
5. Dr. Rachna Aggarwal
6. Dr. Neeti Daryal

The following points were discussed and recommendations were made:

1. The AQAR for the session 2015-16 was thoroughly discussed after incorporating the changes suggested in the last meeting of IQAC.
2. The final draft of AQAR was approved by Principal and all the members of IQAC.

The meeting was concluded with the Vote of Thanks by IQAC Coordinator to all the members.

  
Dr. Rachna Aggarwal  
(IQAC Coordinator)  
Coordinator  
IQAC  
M.L.N. Collage  
Yamuna Nagar