

Date: 26-10-2021

Internal Quality Assurance Cell

Minutes of I Meeting

A meeting of IQAC was held in the office of the Principal on 26-10-2021 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. ManoharGoel
3. Dr. Rachna Aggarwal
4. Dr. Mahesh
5. Dr. NeetiDaryal
6. Ms. Tamanna
7. Mr. Ram Partap

Dr. Pawan Gaba sought permission to stay away. Dr. Shri Parkash was on duty at NCC Camp in Tejli Stadium. CA Pankaj Garg and Dr. Vandana Madaan could not attend the meeting.


Discussions were held to develop action plan of IQAC for the current academic session. The following points were discussed and recommendations were made:

1. It was decided that one day workshops/ Seminars will be organized by IQAC on topics of Gender Sensitization and Research Methodology. For this purpose, proposals will be sent to DGHE, Haryana and other funding agencies.
2. Based on the feedback of the students, it was proposed that more industrial visits will be organized for students of PG courses in Chemistry and Applied Physics. Also, some workshops on how to start research and do literature survey will be organized for students of PG courses.
3. Technical training programmes for non-teaching staff will be conducted during non-teaching working days of college.
4. Alumni Meet will be organized by Alumni Association of the college in month of December, 2021.
5. Handbook for Code of Conduct for various stakeholders will be prepared.
6. 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 the e-format as and when required.
7. Possibilities to start new certificate courses and value added courses will be explored by IQAC and proposals for the same will be submitted to the concerned authorities.
8. New Placards on Environmental Awareness will be displayed at various locations in the college.
9. New Edition of college Magazine "Mukand Jyoti" will be published in the current session.
10. Mentor- Mentee groups for the session 2021-22 to be notified.
11. Some open source softwares for the blinds will be explored by the college library.
12. Guidelines will be prepared by IQAC to conduct Internal Academic and Administrative Audit at the end of the session.

13. It was informed by the Principal that AQARs for three academic sessions: 2015-16, 2016-17 and 2017-18 have been approved by NAAC. Next AQARs for the academic sessions: 2018-19, 2019-20 and 2020-21 should also be submitted by 31-12-2021. AQAR for 2020-21 is to be submitted as per new format so members of IQAC were informed to collect the data and prepare their respective criteria accordingly.

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

*Gen Secy Sir
for information pl.
Rachna
26.11.21*



Dr. Rachna Aggarwal

(IQAC Coordinator)

Coordinator

IQAC

M.L.N. Collage

Yamuna Nagar

- 1. Dr. Rachna Aggarwal
- 2. Dr. Mahesh Kumar
- 3. Dr. Nishi Durrat
- 4. G.A. Pankaj Gera
- 5. Dr. Vandana Mahajan
- 10. Sh. Hem Prasad
- 11. Ms. Purnima

[Signature]
Dr. Mahesh Kumar
Off. Prinsipal

Date: 09-02-2022

Internal Quality Assurance Cell

Minutes of II Meeting

(Session 2021-22)


A meeting of IQAC was held in the Syndicate Room on 08-02-2022 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. Manohar Goel
4. Dr. Shri Parkash
5. Dr. Rachna Aggarwal
6. Dr. Mahesh
7. Dr. Neeti Daryal

The following points were discussed and recommendations were made:

1. Minutes of meeting held on 26-10-2021 were confirmed.
2. AQAR report for the session 2020-21 was put up before members of IQAC for their inputs and approval. Suggestions given by the members regarding various criteria were noted.
3. It was proposed that process for Green Audit, Energy Audit and Environment Audit should be initiated. Dr. Rameshwar Garoch will be in-charge of Green and Environment Audit and Mr. Gurmeet Singh will be in-charge of Energy Audit.

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

Date: 25-06-2022

Internal Quality Assurance Cell

Minutes of III Meeting

A meeting of IQAC was held in the office of the Principal on 25-06-2022 at 12:30 pm. Dr. Rahul Khanna, offg. Principal (Chairperson of IQAC) of the college presided over the meeting. The following attended:

1. Dr. Pawan Gaba
2. Dr. Manohar Goel
3. Dr. Shri Prakash
4. Dr. Rachna Aggarwal
5. Dr. Mahesh
6. Dr. Neeti Daryal

Dr. Ritu Kumar was on leave.

Discussions were held regarding the attainment of action plan developed by IQAC for the session 2021-22. Following is the Action Taken Report on various recommendations made in IQAC meetings held on 26-10-2021 and 09-02-2021:

S.No.	Plan of Action	Achievement/ Outcome
1	AQAR Submission	AQARs for sessions 2017-18, 2018-19, 2019-20 and 2020-21 were submitted
2	Alumni Meet	Alumni Meet was organized on 13-03-2022
3	Preparation of Handbook for Code of Conduct	Handbook for Code of Conduct was prepared and published on the College website
4	Publication of College Magazine "Mukand Jyoti"	The Magazine editing process has been completed and it will be published soon.
5	Technical training programmes for non-teaching staff	Technical training program for non-teaching staff was organized
6	Industrial Visit for PG students	An industrial visit for PG students was organized by Department of Chemistry
7	Mentor-Mentee Groups	Mentor-Mentee Groups for the session 2021-22 were notified

as per Sir
for information
Rahul
9.7.22

Noted
10/7/22

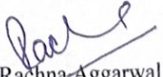
8	Preparation of Guidelines for Internal Academic and Administrative Audit	A committee of following members of IQAC was constituted to develop the guidelines for Internal Academic and Administrative Audit: 1. Dr. Pawan Gaba 2. Dr. Manohar Goel 3. Dr. Rachna Aggarwal 4. Dr. Neeti Daryal
9	Organization of one day workshops/ Seminars on topics of Gender Sensitization and Research Methodology by IQAC	Proposal for the same was sent to DGHE, Haryana.
10	To start new certificate/ value added courses	No new certificate/ value added course was started in the current session. However, proposal for the same is under process
11	Green, Environment and Energy Audit	A committee of following members of staff was constituted to submit proposal for Green, Environment and Energy Audit: 1. Dr. Rameswhar Groach 2. Mr. Gurmeet Singh

It was further recommended that:

- (a) Student Satisfaction Survey for the session 2021-22 should be conducted in second week of July, 2022. Also, feedback on curriculum and its implementation should be collected.
- (b) Some open source software for the blinds will be explored by the college library.
- (c) Data of students' progression to higher studies/clearing competitive exams/placements should be collected at the time of issue of DMC.
- (d) Various departments be advised to send proposals for National Level Seminars/Workshops/Conferences.

It was informed by the Principal that 05 interactive boards and 16 Projectors have been installed in the classrooms for enhancing teaching learning experience.

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


Dr. Rachna Aggarwal

Coordinator
IQAC
M.L.N. Collage
Yamuna Nagar