

Date: 31-08-2022

Internal Quality Assurance Cell

Minutes of Ist Meeting

Session: 2022-23

A meeting of IQAC was held in the office of the Principal on 29-08-2022 at 1:00 pm. Dr. Rahul Khanna, offg. Principal of the college presided over the meeting. The following attended:

1. Dr. Ritu Kumar
2. Dr. Pawan Gaba
3. Dr. Rachna Aggarwal
4. Dr. Neeti Daryal
5. Dr. Ankeshwar Prakash
6. CA Pankaj Garg
7. Mr. Ram Pratap
8. Ms. Prachi

Dr. Ankeshwar Prakash joined the meeting through Google Meet.


Dr. Manohar Goel and Dr. Shri Parkash were on duty leave and Dr. Mahesh was on leave.

Discussions were held on how to achieve overall excellence of the college. The following points were discussed and recommendations were made:

1. Academic Calendar of the college is to be prepared and uploaded on college website.
2. To speed the process for NAAC accreditation.
3. Green, environment and energy audit to be done by 15-10-2022.
4. To conduct workshops on Gender Sensitization, IPR and NEP.
5. Gender Sensitization Plan for the session 2022-23 is to be prepared and uploaded on college website.
6. To follow up the registration process of Alumni Association.
7. To expedite the process for starting new certificate courses. Some job oriented certificate courses like Tally, Income tax return filing, GST and Office management can be explored. Some courses are also available on Swayam Portal and students should be encouraged to do such courses.
8. Teachers should be encouraged to apply for research projects. Also, they may be advised to get their research work published in journals which are in UGC-CARE list.
9. Internal Academic Audit of the departments to be completed by November, 2022.

10. Mentor-Mentee groups for the session 2022-23 are to be notified.
11. More class rooms should be equipped with interactive boards and projectors.
12. Ventilation in some class rooms of Science block needs to be improvised.
13. In Girls' washrooms, English seats should be replaced by Indian seats.
14. Benches in class rooms should be examined and replaced wherever necessary.

The meeting ended with a note of thanks.


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

Date: 30-01-2023

Internal Quality Assurance Cell

Minutes of IInd Meeting

Session: 2022-23

A meeting of IQAC and NAAC Committee was held in the office of the Principal on 30-01-2023 at 10:00 am. Dr. Rahul Khanna, offg. Principal of the college presided over the meeting. The following attended:

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

Dr. Ritu Kumar and Dr. Mahesh Kumar were on duty leave.

Discussions were held on how to achieve overall excellence of the college. The following points were discussed and recommendations were made:

1. Minutes of IQAC meeting held on 29-08-2022 were approved.
2. It was noted that
 - (i) Workshops on Gender Sensitization and IPR were successfully organized by IQAC. Principal congratulated the organizers for the same.
 - (ii) Student Satisfaction Survey(SSS) for the session 2021-22 has been completed.
 - (iii) Green, Environment and Energy audits of the college have been completed.
 - (iv) The college has completed the process of application for NIRF ranking.
3. It was informed that the college has signed Seven (07) MoUs with the following industry:
 - (i) ALLsoft Solutions and Services Pvt. Ltd., Mohali
 - (ii) LK Softwares, Yamunanagar
 - (iii) Code Quotient Pvt. Ltd, SAS Nagar
 - (iv) Solitaire Infosys Pvt. Ltd
 - (v) Stepping Skills, Opp. M.L.N Sr Sec School, Model Town, Yamunanagar
 - (vi) HopingMinds -a Venture of Katina Skills Pvt. Ltd.
 - (vii) Nirmal Bang Securities Pvt. Ltd

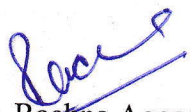
4. It was noted that the process of developing an incubation centre in collaboration with IIT, Roorkee has also been initiated by the college. Dr. Ankur and Dr. Neeti Daryal to take necessary action in this matter.
5. Review of the status of NAAC Accreditation preparedness of the college:
 - (i) It was informed that AQARs for the session 2017-18, 2018-19, 2019-20 and 2020-21 have been submitted and edited by the college and AQARs have been approved by NAAC.
 - (ii) It was resolved to complete the preparation of Self Study Report (SSR) of the college from 2017-2022 for NAAC accreditation by 31-03-2023.
6. National Education Policy, 2020 Implementation Preparedness of the college:
 - (a) To constitute a committee of following members for monitoring implementation of NEP, 2020 in the college:

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| (i) Dr. Ritu Kumar- Master trainer | (ii) Dr. Pawan Gaba |
| (iii) Dr. Anil Dhawan | (iv) Dr. Manohar Goel- Master trainer |
| (v) Dr. Shree Prakash | (vi) Dr. Rachna Aggarwal- IQAC Coordinator |
| (vii) Dr. Neeti Daryal- Master trainer | (viii) Dr. Mahesh Kumar |
 - (b) To organize a workshop on NEP, 2020 by master trainers Dr. Manohar Goel and Dr. Neeti Daryal in the month of March, 2023.
7. To constitute a committee of following members for collection of data of Student Support and Progression:

| | | |
|---------------------------------|-------------------------|----------------------------|
| CONVENER: | Dr. Manohar Goel | |
| ARTS: | (i) Dr. Pawan Gaba | (ii) Dr. Rahul Singh |
| | (iii) Ms. Komal Kaur | |
| COMMERCE: | (i) Dr. Anil Dhawan | (ii) Dr. Vakil Singh |
| | (iii) Dr. Rajeev sharma | |
| SCIENCE: | (i) Dr. Ankur | (ii) Ms. Meenakshi Makloha |
| SELF-FINANCE DEPARTMENT: | (i) Dr. Neeti Daryal | (ii) Ms. Jyoti Oberoi |
8. To install 12 smart panels in classrooms in the first week of February.

9. The process of registration for Alumni Association should be completed by the month of March, 2023. Dr. Shri Prakash to take necessary action in this matter.
10. Alumni meet for alumni from year 2001-2005 may be organized in this semester.
11. To expedite the process for starting new value added courses.
12. The teachers who are interested in becoming Ph.D. guides may submit their applications to the University through proper channel.
13. The teachers who are doing quality research work may be appreciated so that more teachers feel motivated to undertake research work.
14. A Research and Development Cell should be constituted in the college as per government guidelines.
15. To initiate the process of Internal Academic Audit from second week of February. Dr. Rachna Aggarwal to take necessary action in this matter.
16. Some mechanism should be developed to punish the students who cause damage to college property.
17. For proper ventilation in the classrooms, meshes should be thoroughly cleaned and noiseless exhaust fans should be installed.
18. All the washrooms should be cleaned 2-3 times a day. A lady sweeper should be deputed outside ladies' staff washroom.
19. Toilets near Time Table office and IQAC office are recommended to be rebuilt.
20. Classrooms should be thoroughly cleaned and furniture should be checked for any repair required before the commencement of the classes of even semester.

The meeting ended with a vote of thanks.


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

Date: 20-05-2023

Internal Quality Assurance Cell

Minutes of IIIrd Meeting

Session: 2022-23

A meeting of IQAC and NAAC Committee was held in the office of the Principal on 20-05-2023 at 9:30 am. Dr. Ritu Kumar, offg. Principal of the college presided over the meeting. The following attended:

1. Dr. PawanGaba
2. Dr. Manohar Goel
3. Dr. Shri Prakash
4. Dr. Rachna Aggarwal
5. Mrs. Sunita Sikri
6. Dr. Neeti Daryal
7. Dr. Mahesh Kumar
8. Ms. Umang Bareja
9. Dr. Pooja Jain

Discussions were held on how to achieve overall excellence of the college. The following points were discussed and recommendations were made:

1. Minutes of IQAC meeting held on 30-01-2023 were approved.
2. Criteria III of SSR was discussed and necessary changes were suggested.

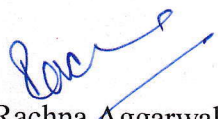
Next, it was recommended

3. To request all the departments/cells/clubs/committees/societies to submit the consolidated report of the activities organized by them during the session 2022-23 to Principal and IQAC.
4. To sign more MoUs with different institutions and industries for student/faculty exchange and internships.
5. To sign MoUs for research collaboration.
6. To introduce Certificate courses on French Language, Yoga and Health & Hygiene from session 2023-24.
7. To develop some online courses by the faculty.

Noted
29.5.23

8. To buy Learning Management Software (LMS) for the college.
9. To conduct workshops on NEP-2020 and Research Methodology.

The meeting ended with a vote of thanks.


Dr. Rachna Aggarwal
(IQAC Coordinator)