

**HINDU KANYA MAHAVIDYALAYA, JIND**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**(2021-2022)**  
**Minutes of the meetings**

On 29<sup>th</sup> July 2021 a meeting of IQAC was conducted under the chairmanship of worthy Principal Mrs. Anita Kumari while following all necessary SOP (Covid-19) in conference hall at 1.30 P.M.

Following agenda was discussed in the meeting-

1. Confirm the minutes of IQAC meeting held in session 2020-2021- The coordinator of IQAC read the minutes of 6<sup>th</sup> meeting held in session 2020-21 and the same was confirmed.
2. Preparation for online admission- The Chairman informed that admission committees have to be constituted . All agreed the same.
3. All members agreed to strickly adhere to the university academic calendar and following actions are taken
  - (i) Each department have to prepare academic calendar.
  - (ii) Each department have to prepare workload and time table of all the teachers of respective departments.
4. To conduct orientation programme- The members agreed to facilitate the orientation programme for the 1<sup>st</sup> year UG/PG students.
5. Promotion of Research Environment in college- All members unanimously agreed to motivate and to encourage teachers for attending, presenting, publishing their research papers in seminars/conferences/workshops held elsewhere and Journals. It was also resolved unanimously to procure research material including Books, Journals, Software and E-Journals etc.
6. Sports and Co-curricular Activities- All members resolved to authorize Dr. Keauty in-charge cultural activities for different events Dr. Rashmi incharge sports was authorized to make necessary arrangements, so that maximum number of students can participate in different sports event at different levels. All incharges of different cells of the college were asked to prepare the calendar of activities to be undertaken.
7. Incentives for needy & meritorious students in Academics, cultural and sports activities- All members unanimously resolved to receive the applications from poor and needy students, university merit holders in academic and sports activities for fee concession.

8. **To prepare action plan for the academic session 2021-2022-** All members agreed to prepare action plan and successfully achieve the same. The following action plan was prepared for the academic session 2021-22.
1. **Organization of International and National level conferences, seminars and workshops-** International and National level conferences, seminars and workshops will be organized to provide platform for teachers and students to learn new aspects and latest information for professional development. All faculty members are suggested to attend workshop and faculty development program to enhance education and competence to facilitate continuous upgradation and updating of knowledge.
  2. **Organization of community outreach program for performing social responsibility-** Awareness and assistance for vaccination Covid-19 will be provided. Vaccination camp will be organized. Free medical health check up will be organized for weaker section of the society. Various awareness program relating to social issues will be organized on campus and off campus.
  3. **Cultural heritage-** To protect Cultural sanctity and remain connected to cultural roots, all festivals will be celebrated. Workshops on traditional arts and crafts, lok-geet and lok-sangeet will be organized for students to keep touch and connected with our heritage.
  4. **Strengthen the alumni-** Foster and strengthen the relationship of alumni with parent institution will be created.
  5. **More resources will be provided for the use of technology-** To provide online course content and video lecture. (Further strengthen the ICT infrastructure).
  6. **Various co curricular activities will be organized-** For holistic development of students in present competitive environment various co curricular activities will be organized and to create awareness on various social issues.

Dr. Sushma Hooda  
Coordinator, IQAC

Mrs. Anita Kumari  
Chairman, IQAC

**HINDU KANYA MAHAVIDYALAYA, JIND**  
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On 28.09.2021 a meeting of IQAC was conducted under the chairmanship of worthy President (Governing body HKMV Jind) at 11A.M. in the staff room. In which following agenda were taken-

- 1) To confirm the minutes of IQAC meeting held on July 29, 2021- The coordinator of IQAC read the minutes of 1<sup>st</sup> meeting held on 29 July, 2021 and the same was confirmed.
- 2) Presentation of semester result analysis- The worthy Principal of the college presented the result of UG and PG. Worthy President of the college and all members appreciated the result. The worthy President of the college suggested corrective measures to improve the results substantially.
- 3) To review the admission during the academic session 2021-2022- Worthy Principal placed the record regarding admission of students in different classes. All members appreciated the admission progress during 2021-22.
- 4) To give more emphasis on cleanliness and greenery of the college- All members unanimously agreed to more emphasis upon cleanliness and greenery of the college. Committee was constituted in this regard.

Dr. Sushma Hooda  
Coordinator, IQAC

Mrs. Anita Kumari  
Chairman, IQAC

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On 2 Dec., 2021 a meeting of IQAC was held under the chairmanship of worthy Principal. In the meeting following agenda was discussed-

1. To confirm the minutes of IQAC meeting held on 28<sup>th</sup> September, 2021-  
The coordinator of IQAC read the minutes of 2<sup>nd</sup> meeting of IQAC held on 28<sup>th</sup> September, 2021 and same was confirmed.
2. Review the Departmental Academics progress- The chairman informed that 80% syllabus of odd semesters of all classes are complete. Each department remained active in organizing number of activities. It was decided that assessment tests and assignments have to be taken as per university norms for timely submission of assessment.
3. To review the activities of different cells of the college- Activities organizes by different cells of college was reviewed and appreciated.
4. To know the progress of work done for submission of AQAR for the session 2020-21 and finalized the date of submission of AQAR 2020-21

In this regard following decision were taken.

- i) All incharges and members have to present their report for work done by them under it.
- ii) All criteria incharges and members have to complete and upload their respective criteria in stipulated time period given by IQAC chairman.
- iii) Before the final uploading, criteria incharges and members have to get their content and documents checked by IQAC chairman and coordinator.
- iv) They have to get their documents concerning their criteria ready for DVV verification.

Dr. Sushma Hooda  
Coordinator, IQAC

Mrs. Anita Kumari  
Chairman, IQAC

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**Minutes of the meetings**

On 1st April 2022, a meeting of IQAC was held under the chairmanship of the Principal, Mrs Anita Kumari, in the Principal's office at 1:00 p.m. The following are the minutes of the meeting:

1. **Confirmation of Minutes of IQAC meeting** held on 2<sup>nd</sup> December 2021. The co-ordinator of IQAC read out the minutes of the meeting held on and the same was confirmed.
2. **Organisation of Sports Meet**: It was decided unanimously that the Sports Meet is to be organised as early as possible, as it was already delayed due to the delay in commencement of even semester according to university calendar.
3. **Identification of Slow Learners and Fast Learners**: To improve the academic performance of the students it was decided that identification of students as slow learners and fast learners by all the teachers should be minutely taken care of by maintaining the documentary proof.
4. **Organisation of Extension Activities**: It was decided that in new semester the incharges of various cells will organise extension activities, not only those which are related to their specific cell but also those which are not directly related to their cells. It will enhance multidisciplinary skills and involvement in all round development of the institution.
5. **To Spur the Activities of Various Cells**: As it was the last semester of the session, it was decided to direct all the incharges to speed up the activities of their respective cells so that target should be completed within time.

6. **Skills Development and Personality Development Programmes:** It was decided that skill development and personality development programmes related to their specific areas of study be organised by various department.
  
7. **Preparation of Time Table and Workload:** It was decided that all the departments have to prepare the time table for the even semester incorporating the changes required in that of the odd semester. Also the workload is to be prepared accordingly.

**Mrs. Anjali Gupta**  
Coordinator, IQAC

**Mrs. Anita Kumari**  
Chairman, IQAC

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On 25<sup>th</sup> June 2022 a meeting of IQAC was held under the Chairmanship of worthy Principal Mrs. Anita Kumari in the Conference Hall at 11:00 A.M. In the meeting. Following agenda was discussed.

1. To confirm the minutes of IQAC meeting held on 1<sup>st</sup> April, 2022- The coordinator of IQAC read the minutes of 1<sup>st</sup> meeting held on 1<sup>st</sup> April, 2022 and the same was confirmed.
2. Preparation of AQAR 2021-22:- It is unanimously resolved to prepare the AQAR for the session 2021-22. Dr. Sushma Hooda and all criteria incharges were authorized to preparing the AQAR for 2021-22.
3. Presentation of Action taken report:- Dr. Sushma Hooda put the Action taken report before chairperson and read the same.

The following Action taken report is presented before the house and read the same-

1. Organization of International and National level seminar:- We were unable to organize seminar rather our faculty members attended various workshops and faculty development program for upgradation and updating of their knowledge.
2. Community outreach program for performing social responsibility:- Covid 19 vaccination camp was organized for students, faculty members and all individuals of the society. Free medical health check up camp was also organized for weaker section of the society. Various awareness program were organized on and off campus by the NSS unit etc of college.
3. Cultural Heritage:- To protect cultural sanctity and remain connected to cultural roots all festivals like Teej, Raksha Bhandan, Karwa Chauth and Deepawali etc were celebrated. 10 days workshop was organized on fine arts for students. Dance workshop and theatre workshop were also organized for students.

4. Strengthening the alumni: To foster and strengthen relationship of alumni with institution:- For creation of relationship of alumni with institution, alumni who have been deputed on reputed post were invited for extension lecture. Alumni were invited in workshop for providing training to students on home decoration. Some alumni were invited as a judge in talent search competition of the college.
5. More resources will be provided for the use of technology to provide online course content and video lecture:- High speed internet facility was installed in Mathematics and Economics department. To provide online video lecture for students tripods were purchased and provide to a faculty for making videos related to course content.
6. For holistic development of students in present competitive environment and create awareness on various social issues:-  
Different cells and departments organized various activities. List of the activities are as under:-
  1. Awareness lecture on Breast feeding
  2. Relaying Poshan Abhiyan Rally.
  3. Awareness lecture on food for mental health.
  4. Workshop on Research Methodology
  5. Extension lecture on T.B. prevention and cure
  6. Lecture on World AIDS day.
  7. Online National Poetry Recitation competition.
  8. Science Exhibition
  9. State level online essay writing competition on Gender Sensitization.
  10. Workshop on mental health awareness.
  11. Workshop on practical aspects of security market.
  12. Extension lecture on Cyber Security.
  13. National Level E-quiz on Mathematics
  14. National Level E-quiz on Commerce.

Besides these different cells and Departments were organized college level competitions on various social issues for awaring of students.

5. Preparation of prospectus for the session 2022-2023:- All members unanimously resolved that prospectus of the college for the new academic session 2022-23 containing all the information about the college



and admission rules have to be prepared and uploaded on the college website and available for new admission seeker through online mode. The prospectus incharge Mrs. Anjali Gupta and other members were authorized for the same.

**Mrs. Anjali Gupta**  
Coordinator, IQAC

**Mrs. Anita Kumari**  
Chairman, IQAC