

## **Composition of the Internal Quality Assurance Cell (2017-2018)**

- 1. Chairperson** - Dr . Manju Jain
- 2. Coordinator** :- Dr. Nidhi Kakkar
- 3. Members from Management:-** Sh. Anil kumar Bindal, Co-ordinator, Vaish College of Education, Rohtak & Executive Member, Governing Body, Vaish Education Society, Rohtak
- 4. Nominees form Local Society:-**  
Dr. Surekha Khokkar, Principal, C.R College of Education, Rohtak.  
Dr. Devender Dhull , Director Sports, MDU , Rohtak.
- 5. Nominees form Industrialist/ Stakeholders:-**  
Mr. Davendra Malhotra , Malhotra Industries, Hisar Road, Rohtak .  
Mr. Anil kumar Bindal, Parent of B.Ed student .  
Ms. Sunita Bansal, Parent of M.Ed. Student.
- 6. College Teaching Staff Members:-**  
Dr. Taruna Malhotra  
Dr. Madhu Sahni  
Dr. Jyoti Ahuja  
Dr. Preeti Dahiya  
Dr. Kamlesh Dhull  
Ms. Meenu Gupta  
Ms. Anju Sachdeva  
Dr. Anju Sharma  
Dr. Jyoti Goyal  
Ms. Sudesh Gupta  
Dr. Pooja Pasrija  
Ms. Indu Jain
- 7. Administrative Officers:-**  
Mr. Rahul (Accountant)  
Ms. Seema Garg (Head Clerk)
- 8. Alumni Association (Students):-**  
Meenakshi Gupta Roll no. 161 (2011-12), Pooja Roll no.102 (2013-2014), Naveen Roll no. 200 (2013-2014), Silky Jain Roll no. 213 (2014-2015), Gaurav Roll no. 97 (2015-2017)
- 9. B.Ed., M.Ed. Students (2018-2019):-**  
Reshu Garg (248), Chavi Jain (214), Bhavya Dua (215), Prerna Sharma (231), Leena Saini (48) , Sneha (51), Sushma Rani (8), Sonal Jain (1), Swati Jain (10)

## **MINUTES OF MEETING OF IQAC**

The first meeting of Internal Quality Assurance Cell (IQAC) was held on Sept 4, 2017 at 12:00 noon in Conference Hall. The chairperson extended a warm welcome to all the members present in the meeting. She further congratulated all the members for their support extended by each one in successful conduction of various activities during the previous year. She also urged upon all the members for their valuable contribution and participation towards attainment of excellence and quality in academic and administrative matter of the institution in the coming session. IQAC Co-ordinator, Dr. Nidhi Kakkar presented the report of the previous meeting. She highlighted the success of various activities, initiatives taken during the last academic year 2016-17. Dr. Surekha Khokhar, Nominee from local society appreciated the efforts of IQAC in academic and administrative functioning of the institution.

The following points were discussed in the meeting:

- i) Action plan for the new academic session.
- ii) Strategies for the development and application of quality parameters for the academic growth of the students and institution.
- iii) Faculty members were assigned the duties of proper guidance and counselling to students during the admission process.
- iv) Organization of welcome party for the new students admitted in all courses.
- v) Organization of General Health Programs related cleanliness and other student centric activities for the all-round development of the students.
- vi) Internship programme for students of M.Ed. and B.Ed.

Meeting ended with a vote of thanks by Dr. Nidhi Kakkar, IQAC Co-ordinator.

## MINUTES OF MEETING OF IQAC

The second IQAC meeting was conducted on 4.12.2017 at 10:30 at Conference Hall. The Principal extended welcome to all the members present. It IQAC coordinator specially welcomed two external experts Dr. Surekha Khokhar and Dr. Devender Dhull from the local society. She placed the action taken report on the resolutions adopted in the earlier meeting.

She informed:

- i) Swatchta Abhiyan Rally was organized on Sept. 29, 2017 in which the students participated in slogan writing and poster making events to create awareness among the society for cleanliness.
- ii) Diwali celebration was organized on Oct 13, 2017 and also various competitions like card making, best out of waste and rangoli were held on the day.
- iii) To create a healthy environment and familiarize with each other, a fresher party was organized by the students on Oct.14, 2017.
- iv) College participated in Youth Festival organized by MDU Rohtak held in our sister-institute to promote cultural activities from Nov. 8, 2017 to Nov. 10, 2017.
- v) College collaborated with other schools for internship program of M.Ed. students (Sem-III) from Nov. 20, 2017 to Dec. 15, 2017.

The meeting proposed the following:

- i) Organization of extension lectures, seminars on quality related themes.
- ii) Institutional tie ups and job fairs.
- iii) Focus on quality academic programme and road safety awareness programmes.
- iv) To organize educational tours to promote educational awareness.
- v) To promote sports culture among students.
- vi) To organize personality development programmes for the all-round development of the personality of students.

Meeting ended with a vote of thanks by Dr. Nidhi Kakkar, IQAC Co-ordinator.

## **MINUTES OF MEETING OF IQAC**

The third IQAC meeting was held on March 10, 2018 at 11:00 a.m. in Conference Hall. The chairperson extended welcome to all the members present. The IQAC co-ordinator put forth the action taken report on the resolutions adopted in the earlier meeting.

She informed:

- i) Extension Lecture on Tactics of Personality Development and Communication Skill was organized for the overall development of students on Jan.17, 2018.
- ii) Faculty development programme on investment and utilization of finance in collaboration with UTI mutual funds was organized by the college on Jan. 18, 2018 in conference hall.
- iii) Independence Day was celebrated on Jan. 26, 2018.
- iv) Road safety club was established on Feb. 2, 2018 and road safety drive was organized under the umbrella of this club on Feb. 20, 2018 and to spread awareness. Slogan writing and Poster making competitions were conducted.
- v) Students participated in sports activities in inter college games held on Feb. 13- 16, 2018 at Panchkula.
- vi) Hon'ble P.M.'s address and Interaction with students to reduce exam stress. Necessary arrangements were made by the college to arrange the programme on Feb. 16, 2018.
- vii) Students participated in essay writing competition and power point presentation and on the spot painting on Feb. 21, 2018 and Feb. 22, 2018 to promote various fundamental rights under legal literacy cell.
- viii) Two-day National Seminar on External Evaluation in Education was organized on Feb. 24-25, 2018.
- ix) Logo designing competition on Feb. 20, 2018 under Haryana state commission for Women Act, 2012 and slogan writing competition on women's day was held on March 8, 2018.

The following points were discussed in the meeting:

- i) Focus on inculcating research aptitude among M.Ed. students and focus on quality research program.
- ii) Focus on providing placement to B.Ed. and M.Ed. students by organizing Job Fairs.
- iii) Formation of Research Committee
- iv) Focus on Health Awareness and Cleanliness Campaign.

The meeting ended with the vote of thanks by Dr. Nidhi Kakkar, IQAC coordinator.

## **MINUTES OF MEETING OF IQAC**

The fourth IQAC meeting was held on July 16, 2018 at 10:30 a.m. at conference hall. The chairperson extended a warm welcome to all the members present. She urged upon all the members for their valuable contribution and participation towards attainment of excellence and quality in academic and administrative matter of the institution.

She informed:

- i) Research Committee for the research work of PG students was framed to discuss the research topics for dissertation work.
- ii) Job fair was organized on March 27, 2018. 67 Students of B.Ed./M.Ed. appeared for the interview and 20 students were selected by various schools.
- iii) Under Outreach Programmes, students started cleanliness campaign in Samar Gopalpur village by adopting the village to spread awareness.

The following points were discussed in the meeting:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the college.
2. Organization of workshops, seminars on quality related themes and other students' centric activities for all round development of the students.
3. Planning the NAAC Re-accreditation process.

The meeting ended with the vote of thanks by Dr. Nidhi Kakkar, IQAC coordinator.