

## **Composition of the Internal Quality Assurance Cell (2022-23)**

- 1. Chairperson** – Dr. Taruna Malhotra
- 2. Coordinator** – Dr. Nidhi Kakkar
- 3. Members from Management** – Sh. Subhash Gupta, Member, Governing Body, Vaish Education Society, Rohtak
- 4. Nominees from local Society-**  
Sh. N.K.Jain (Academician), Former Head, Dept. of Electricals, VTI Rohtak
- 5. Nominee from Industrialists/stakeholders –**  
Sh. Naresh Jain, M.D., Grovil Fasteners, Rohtak
- 6. College Teaching Staff Members**  
Dr. Madhu Sahni  
Dr. Jyoti Ahuja  
Ms. Preeti Dahiya  
Dr. Kamlesh Dhull  
Ms. Meenu Gupta  
Dr. Anju Sachdeva  
Dr. Anju Sharma  
Dr. Jyoti Goel  
Dr. Sudesh Gupta  
Dr. Pooja Pasrija  
Ms. Indu Jain  
Mr. Dinesh  
Mr. Manjeet (Librarian)
- 7. Administrative Officers-**  
Mr. Rahul (Accountant)  
Ms. Seema Garg (Head Clerk)
- 8. Alumni Association (Students)-**  
Menakshi Gupta Roll No.161 (2011-12), Pooja Roll No. 102 (2013-14), Naveen Roll No. 200 (2013-14), Silky Jain Roll No. 213 (2014-15), Gaurav Roll No.97 (2015-17), Meenakshi Roll No. 49 (2020-22), Shiv Kumar Roll No. 94 (2020-22)
- 9. B.Ed., M.Ed. Students (2020-2022)-**  
Monika (2139), Pragya (2150), Manita (2166), Sagar (2196), Mohd. Shakir (2198), Neha Gupta (313), Richa (382)

## **Minutes of Meeting of IQAC**

The first IQAC meeting was conducted on 25<sup>th</sup> August 2022 at 10:30 a.m. at Conference Hall. The chairperson welcomes all the esteemed members from Management, Local Society and the Stakeholders present. She extended hearty welcome to all the other members of the IQAC. She urged upon all the members for their valuable contribution and participation towards attainment of excellence and quality in academic and administrative matters of the institution. The achievements and feedback of the previous year IQAC were discussed. The new IQAC which was framed on August, 2022 and the agenda of the current IQAC was discussed in the first meeting.

The following activities were organized:

The following points were discussed in the meeting:

1. Discussion on Achievements of previous session.
2. Points discussed for Co-curricular activities to be followed during the new session.
3. Academic Calendar was discussed and new committees well-formed for smooth functioning.
4. Timely uploads of AQAR as the last date is 15<sup>th</sup> Oct., 2022 and discussion NAAC inspection.
5. Motivating the students for attending regular classes and events organized in college.
6. Interaction on using new methods/strategies during teaching.

The meeting ended with the vote of thanks by Dr. Nidhi Kakkar, IQAC Co-ordinator.

## Minutes of Meeting of IQAC

The Second IQAC meeting was held on 25<sup>th</sup> Nov., 2022 at 12.00 P M in the Conference Hall. The chairperson Dr. Taruna Malhotra extended warm welcome to all the members from Management, Local Society and the Stakeholders. She thanked all the members for sparing their valuable time and participation towards attainment of excellence and quality in academic and administrative matters of the institution. The principal mam also discussed with all the staff members about the previous agendas discussed in the meeting.

The following points were discussed in the meeting:

- Discussion on organizing workshop on 'ICT Literacy Skills' in the college and also ensure maximum participation by the students.
- Strengthening various cells and clubs of the institute for better outputs.
- Enhancing Research Skills among students and teachers
- Strengthening the teaching-learning process through students' engagement in the field with different tasks in the school and with the community.
  - Finalizing various activities to be organized in the months of December and January.
  - To organize Swachhta Campaign in the adopted village Samargopalpur.
- Inculcate human values and professional ethics, critical thinking among the students and promote avenues for display of these talents.
  - Tree Plantation and Cleanliness Campaign in College Campus.
- Discussion on the Practical Work of 2<sup>nd</sup> Year after rejoining the college from Internship.
- Discussion on Internship Programme of B.Ed. 2<sup>nd</sup> year.
- Students are encouraged to participate in various activities of Youth Festival organized by Vaish College of Engineering, Rothak.

Meeting ended with a vote of thanks to all esteemed guests for actively participated in the meeting by the IQAC Co-ordinator.

## Minutes of Meeting of IQAC

The third IQAC meeting was held on Feb. 27, 2023. The meeting started with a welcome note by chairperson Dr. Taruna Malhotra, who formally extended the welcome to all the members of IQAC. During the meeting all the members actively discussed for quality improvement in teaching-learning process.

Following points /agenda were discussed in the meeting.

1. Planning of House Examination for B.Ed. 1<sup>st</sup> & 2<sup>nd</sup> Year students.
2. Activities planned under NCTE and Outreach Programme of college.
3. Compost Bin was prepared under 'Eco Club' to aware students about waste management.
4. Schedule for Mega and Micro teaching are prepared and guide the students for take it seriously as it is very important part of Skill in Teaching.
5. B.Ed. 2<sup>nd</sup> Year students are doing well in internship programme. Mentors are in constant touch with interns and school authorities. Mentors encouraged the 2<sup>nd</sup> year students to work actively in different curricular and co-curricular activities of school.

Meeting ended with a vote of thanks to and from chair.

## Minutes of Meeting of IQAC

The fourth IQAC meeting was held on June 16, 2023. Dr. Taruna Malhotra, Chairperson of IQAC extended the warm welcome to all the members of IQAC. Feedback regarding previous meeting was taken.

Following points /agenda were discussed in the meeting.

1. AQAR of 2022-23 were discussed among all the members of IQAC and timely submission of AQAR was identified.
2. To strengthen IQAC Alumni, Stakeholders and Management members give their suggestions.
3. Remedial teaching was provided to weak students and good students were identified and motivated to perform well in final examination.
4. Preparation for final Examination came into force and teachers & students were asked to complete their practical work and prepare for their final examination.
5. Student's feedback form was discussed for monitoring teaching learning process during the session. It was proposed that documentation of all the activities included teaching and Co - curricular should be maintained with geo tagged photographs. The college is conducting a lot of activities and the desired documentation will highlight the diligent effort of faculty and also fulfill NAAC requirements.
6. Committee also endorsed the view point that sub committees need to facilitate core committee of NAAC with desired data as per the allocated Criterion for timely submission of AQAR.

The meeting ended with the formal vote of thanks by IQAC coordinator and appreciated the suggestion and inputs of IQAC members in making the meeting fruitful.