

Shaheed Smarak Government P.G College, Tigaon, Faridabad

Minutes of the IQAC Meeting held on 3rd July 2023

A meeting of the IQAC was convened on 3rd July 2023 at 1:00 p.m. in the IQAC Room. The Principal, Chair Person IQAC chaired the meeting and the following members were present in the meeting:

1.	Dr. Sunita Malik, Principal	Chair Person
2.	Dr. Sandhya Sood, IQAC Coordinator	Member
3.	Ms. Seema	Member
4.	Ms. Kavita	Member
5.	Ms. Anju	Member
6.	Ms. Shashi Bala	Member

Agenda

1. To carry the admission process and prepare departmental activity calendar.
2. To evaluate the work-load and prepare time-table.
3. To take initiatives towards human welfare through NSS activities.

1. To carry the admission process and prepare departmental activity calendar.

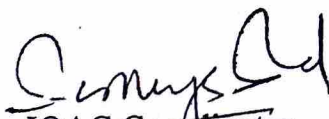
The IQAC Coordinator apprised the Chair about the mechanism adopted for the admission process in accordance with the guidelines provided by the University. It was decided to carry out the admission process by following the stated guidelines. Furthermore, all HoD's of respective departments were requested to prepare the departmental activity calendar for the upcoming semester.


2. To evaluate the work-load and prepare time-table.

The IQAC Coordinator emphasized on the evaluation of the work-load of faculties. It was decided that the Time-table committee will ensure the preparation of department and teacher-wise time table for proper conduction of classes.

3. To take initiatives towards human welfare through NSS activities.

The IQAC Coordinator apprised the Chair about the need of special attention required to be given for the enhancement of Institutional social responsibilities. The members gave various ideas to conduct activities for social welfare. The Chair Person appreciated the efforts and advised to organize such programs for human welfare.


IQAC Coordinator
Dr. Sandhya Sood


Principal
S.S Govt. P.G College Tigaon

Shaheed Smarak Government P.G College, Tigaon, Faridabad

Minutes of the IQAC Meeting held on 6th September 2023

A meeting of the IQAC was convened on 6th September 2023 at 1:0 p.m. in the IQAC Room. The Principal, Chair Person IQAC chaired the meeting and the following members were present in the meeting:

1.	Dr. Sunita Malik, Principal	Chair Person
2.	Dr. Sandhya Sood, IQAC Coordinator	Member
3.	Ms. Seema	Member
4.	Ms. Kavita	Member
5.	Ms. Anju	Member
6.	Ms. Shashi Bala	Member

Agenda

1. To formulate a committee for the preparation of events for the upcoming Youth Festival.
2. To conduct remedial classes for slow learners.
3. To evaluate the record of mentor-mentee sessions.
4. To conduct house tests for better results.

1. To formulate a committee for the preparation of events for the upcoming Youth Festival.

The IQAC Coordinator apprised the Chair about the upcoming Youth Festival to be conducted by Maharshi Dayanand University, Rohtak. To upgrade the holistic development of students, the Chair Person advised to comprise a committee of members who would train students for the events to be conducted for Youth Festival. It was also decided to organize activities like Talent Hunt to motivate students for maximum participation.

2. To conduct remedial classes for slow learners.

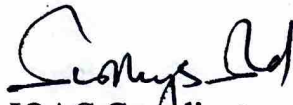
The IQAC Coordinator along with the members highlighted the need of remedial classes for the slow learners. The process to identify the slow learners in the class was also discussed which comprised of minimum participation in class activities, irregular attendance, less comprehension etc. The Chair Person appreciated the initiative and suggested to conduct remedial class for slow learners. It was also directed to the maintain the record of attendance for the same through the HoD's of respective departments.

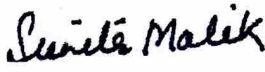
3. To evaluate the record of mentor-mentee sessions.

The IQAC Coordinator emphasized on the need to evaluate the record of mentor-mentee sessions to track the progress of the mechanism to cater the solutions for students' concerns. It was discussed that every faculty member has been designated as mentor and for the same, the list is maintained by the respective faculties of their departments. The Chair Person suggested to increase the number of mentor-mentee sessions for better functioning and also advised to continue the same practice of conducting sessions.

4. To conduct house tests for better results.

The members along with the IQAC Coordinator suggested to the Chair Person to conduct in house tests as a quality initiative to assess the students' comprehension of syllabus taught so far. The Chair Person appreciated the idea and advised HoD's to conduct house test at departmental level to assess students' progress.


IQAC Coordinator
Dr. Sandhya Sood


Principal
S.S Govt. P.G College Tigaon

Shaheed Smarak Government P.G College, Tigaon, Faridabad
Minutes of the IQAC Meeting held on 5th January 2024

A meeting of the IQAC was convened on 5th January 2024 at 1:00 p.m. in the IQAC Room. The Principal, Chair Person IQAC chaired the meeting and the following members were present in the meeting:

1.	Dr. C.S Vasisth, Principal	Chair Person
2.	Dr. Lokesh Sharma	Member
3.	Dr. Sandhya Sood, IQAC Coordinator	Member
4.	Ms. Seema	Member
5.	Ms. Kavita	Member
6.	Ms. Anju	Member
7.	Ms. Shashi Bala	Member
8.	M.s Priyanka	Member

Agenda

1. To conduct Athletic Meet.
2. To resolve issues related to electricity.
3. To discuss feedback mechanism.

1. To conduct Athletic Meet.

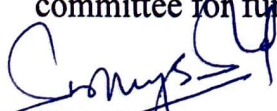
The members along with the IQAC Coordinator proposed the idea of conducting Athletic Meet. In same regard, the Chair Person suggested to frame a committee of members to conduct the aforementioned event by finalizing the list of sports along with ensuring the maximum participation of students.

2. To resolve issues related to electricity.

It was observed that the College was addressing issues related to electricity lately. The IQAC Coordinator highlighted the Chair Person about the same. As a result, it was decided to get the old wires changed (wherever required) and get a proper evaluation on electric fittings.

3. To discuss feedback mechanism.

The IQAC Coordinator apprised the Chair about the mechanism adopted for the feedback from different stakeholders. It was also put forward to get the feedback from the stakeholders by the end of the Academic Year for which it was decided to constitute a committee for further course of action.


IQAC Coordinator
Dr. Sandhya Sood


Principal
S.S Govt. P.G College Tigaon