

# **MANOHAR MEMORIAL (P.G.) COLLEGE, FATEHABAD (HARYANA)**

## **Minutes of 1<sup>st</sup> Meeting held on 14.07.2017**

### **Members Present:**

1. Prof. Mahesh Mehta, Associate Prof. of English
2. Dr. Minakshi Kohli, Associate Prof. of Hindi
3. Dr. Seema Sharma, Associate Prof. of Music (Inst.)
4. Mrs. Jyoti Nagpal, Associate Prof. of Home Science
5. Mr. Vinod Kumar, Assistant Prof. of Commerce
6. Dr. Vijay Goyal, Assistant Prof. of Mathematics
7. Sh. Pawan Rukhaya, Deputy Supdt.
8. Mrs. Anu Jindal, Clerk
9. Mr. Naveen Kumar, Alumni
10. Ms. Preet Kaur, Student
11. Prof. Pratibha Makhija, Stakeholder
12. Dr. Vikesh Sethi, Alumni
13. Mrs. Deepika Sethi, Alumni
14. Dr. Robin Anand, Coordinator, IQAC

### **Minutes:**

IQAC Chairperson Dr. Sanjeev Trikha, Offg. Principal, Manohar Memorial (PG) College welcomed all members of the IQAC. He informed the members present that the agenda and minutes of the meeting were being documented with official signatures as per the guidelines of the UGC.

Items on Agenda were discussed as under:-

#### **1 - Discussion on Introduction of Certificate Course in Web Designing for Students**

It was decided in the meeting that college should start at least one Certificate Course for the students with the prior permission of the Management.

#### **2 - To set up a student Grievance redressal cell.**

The members felt that there is a need to establish a Students Grievance Redressal Cell in the college.

#### **3 -To discuss the publishing of college Magazine "Manohar Samriti"**

It was decided that any senior faculty be appointed as Chief Editor and other faculty members be appointed as Member of Editorial Board.

#### **4 - Any other point(s) with the permission of the Chair.**

Chairman IQAC informed the House that the process of appointment of Regular Principal is in progress.

  
Chairperson, IQAC Cell

### Action Taken Report

To implement the decisions of the IQAC meeting held on 14.07.2017, the following actions were taken

Sr. No.	Decision	Action Taken
1	To start of Certificate Course	The Coordinator for Certificate Course in "Web Designing" has been appointed and the course will be started from August 1, 2017.
2	To set up a Student Grievance Redressal cell	A separate Students Grievance Redressal cell has been established in the college
3	To publish College Magazine "Manohar Samriti"	One Chief Editor and Members of Editorial Board have been appointed for this purpose.

  
Chairperson, IQAC Cell

**Minutes of 2<sup>nd</sup> Meeting held on 12.09.2017**

**Members Present**

1. Dr. Sanjeev Trikha, Associate Prof. of Commerce
2. Prof. Mahesh Mehta, Associate Prof. of English
3. Dr. Minakshi Kohli, Associate Prof. of Hindi
4. Dr. Seema Sharma, Associate Prof. of Music (Inst.)
5. Mrs. Jyoti Nagpal, Associate Prof. of Home Science
6. Mr. Vinod Kumar, Assistant Prof. of Commerce
7. Dr. Vijay Goyal, Assistant Prof. of Mathematics
8. Sh. Sunil Choudhary, Member, M.M. Education Society, Fatehabad
9. Sh. S.S. Malhotra, Administrative Officer
10. Sh. Pawan Rukhaya, Deputy Supdt.
11. Mrs. Anu Jindal, Clerk
12. Mr. Naveen Kumar, Alumni
13. Ms. Preet Kaur, Student
14. Dr. Vikesh Sethi, Alumni
15. Mrs. Deepika Sethi, Alumni
16. Sh. Naresh Sardana, Industrialists
17. Sh. Ramesh Jindal, , Industrialists
18. Prof. Pratibha Makhija, Stakeholder
19. Mr. Pankaj Sethi, Stakeholder
20. Dr. Robin Anand, Coordinator, IQAC

**Minutes:**

IQAC Chairperson, Dr. Gurcharan Dass, Principal welcomed all members of the IQAC. He informed the members present that the agenda and minutes of the meeting were being documented with official signatures as per the guidelines of the UGC.

Items on Agenda were discussed as under:-

**1 -To consider and approve Minutes and Action Taken Report on the decisions taken in the previous meeting of IQAC held on 14.07.2017.**

Considered the Minutes of IQAC held on 14<sup>th</sup> July, 2017. Resolved that the minutes and Action Taken Report of the meeting be confirmed.

**2 To celebrate "Swachhata Pakhwara"**

It was decided that NSS, NCC and Eco Club of the college will organize "Swachhata Pakhwara" in collaboration with public organizations like Civil Hospitals, Govt. Institutions.

**3 To organize a cultural program by Dept. of Music.**

It was decided that A Cultural programme should be organized by the Department of Music in the evening time at any weekend.

**4 To consider the new Initiatives and Best Practices in the college**

It was decided that on every Saturday of the week, the staff and students will use minimum Vehicle for transportation to reach college from their residence and adopt the practice to use of Vehicle on pool basis/rotation basis to minimize the consumption of Petrol/Diesel and improve the environmental atmosphere.

**5 To approve the Promotion cases of Teachers under CAS**

All members of IQAC approved the following promotion cases:

- (i) Mrs. Tripta Mehta, Assistant Professor in English w.e.f. 02.01.2017
- (ii) Mrs. Daljeet Kaur, Assistant Professor in English w.e.f. 10.01.2017
- (iii) Dr. Rajni, Assistant Professor in Punjabi w.e.f. 15.07.2017
- (iv) Dr. Sumangla Vashisht, Assistant Professor in Hindi w.e.f. 15.07.2017
- (v) Dr. Ram Gopal, Assistant Professor in Physical Education, w.e.f. 15.07.2017

**6 To start Science in P.G. Classes**

All members of IQAC approved the proposal to start new PG courses of M.Sc. Chemistry, M.Sc. Physics and M.Sc. Mathematics.

**7 To organise Educational Tour**

It was decided that an Educational Tour be organized in the month of September.

**8 To start Earn While Learn Scheme for needy students**

All members of IQAC approved to start Earn While Learn Scheme for needy students

**9 To organize an extension lecture on CBCS introduced in PG Classes**


The Members unanimously decided that there should be an extension lecture on CBCS Pattern for the faculty members so that they could get awareness on CBCS Pattern.

  
Chairperson, IQAC Cell

### ***Action Taken Report***

To implement the decisions of the meeting of the IQAC held on 12.09.2017, the following actions were taken

Sr. No.	Decision	Action Taken
1	To celebrate "Swachhata Pakhwara"	NSS, NCC and Eco Club of the college organized "Swachhata Pakhwara" in institution in collaboration with public organizations like Civil Hospitals, Govt. Institutions in the month of September, 2017
2	To organize a cultural programme by Dept. of Music	A Cultural programme "Manohar Prastuti" should be organized by the Department of Music in the evening time in the month of October, 2017
3	To consider the new Initiatives and Best Practices in the college	There is a best practice which started in the college on every Saturday of the week. In this Best Practice, the staff and students will use minimum Vehicle for transportation to reach college from their residence and adopt the practice to use of Vehicle on pool basis/rotation basis to minimize the consumption of Petrol/Diesel and improve the environmental atmosphere.
4	To approve the Promotion cases of Teachers under CAS	It was resolved that the Chairman IQAC should send the cases to College Governing Body.
5	To start Science and Mathematics in P.G. Classes	It was resolved that the Chairman IQAC should send the Proposal to College Governing Body
6	To Organise Educational Tour	It was decided that an Educational Tour of One/Two day for Science students of 3 <sup>rd</sup> year be organized under the supervision of Regular Teaching staff member.
7	To start Earn While Learn Scheme for needy students	It was decided to motivate students to take part in this Scheme.
8	To organize an extension lecture on CBCS introduced in PG Classes	Organised extension lecture on CBCS introduced in PG Classes dated 23.10.2017

  
Chairperson, IQAC Cell

**Minutes of 3<sup>rd</sup> Meeting held on 03.11.2017**

**Members Present**

1. Dr. Sanjeev Trikha, Associate Prof. of Commerce
2. Prof. Mahesh Mehta, Associate Prof. of English
3. Dr. Minakshi Kohli, Associate Prof. of Hindi
4. Mrs. Jyoti Nagpal, Associate Prof. of Home Science
5. Mr. Vinod Kumar, Assistant Prof. of Commerce
6. Dr. Vijay Goyal, Assistant Prof. of Mathematics
7. Sh. Sunil Choudhary, Member, M.M. Education Society, Fatehabad
8. Sh. S.S. Malhotra, Administrative Officer
9. Sh. Pawan Rukhaya, Deputy Supdt.
10. Mrs. Anu Jindal, Clerk
11. Mr. Naveen Kumar, Alumni
12. Ms. Preet Kaur, Student
13. Dr. Vikesh Sethi, Alumni
14. Mrs. Deepika Sethi, Alumni
15. Sh. Naresh Sardana, Industrialists
16. Sh. Ramesh Jindal, Industrialists
17. Mrs. Pratibha Makhija, Stakeholder
18. Dr. Robin Anand, Coordinator, IQAC

**Minutes:**

IQAC Chairperson, Dr. Gurcharan Dass, Principal welcomed all members of the IQAC. He informed the members present that the agenda and minutes of the meeting were being documented with official signatures as per the guidelines of the UGC.

Items on Agenda were discussed as under:-

**1 To consider and approve Minutes and Action Taken Report on the decisions taken in the previous meeting of IQAC held on 12.09.2017.**

Considered the Minutes of IQAC held on 12.09.2017 alongwith Action Taken Report. Resolved that the minutes and Action Taken Report of the meeting held on 12.09.2017 be confirmed.

**2 To launch a College Mobile App**

It was decided that with the help of an eminent Software Company A Mobile App. Should be started/launched for fast convey of messages/notices to students and staff.

**3 To organize Faculty Development Programme for Teaching as well as Non teaching staff to improve their IT Skills.**

It was decided that after the completion of Theory Exams. in December, 2017, workshops for Teaching staff as well as Non-Teaching staff be organised to train them in IT Skills and to make them familiar with Google Applications.

**4 To organize State/National level Seminars.**

A proposal may be sent to Director Higher Education, Haryana, Panchkula for organizing a Two - Day National Level Seminar for betterment in research area and innovations in this college.

**5 Any other point (s) with the permission of the Chair**

To make the Campus Green and Eco-Friendly, it was decided frequent Tree Plantation programmes should be organized by NSS /NCC/Eco-Club of college.

  
Chairperson, IQAC Cell

### ***Action Taken Report***

To implement the decisions of IQAC Meeting held on 03.11.2017, the following actions were taken

<b>Sr. No.</b>	<b>Decision</b>	<b>Action Taken</b>
<b>1</b>	<b>To launch a College Mobile App</b>	Launch of Online Mobile Application by Hon'ble Vice Chancellor Prof. Vijay Kumar Kayat, Ch. Devi Lal University, Sirsa dated 02-12-2017
<b>2</b>	<b>To organize Faculty Development Programme for Teaching as well as Non teaching staff to improve their IT Skills.</b>	Organised two Faculty Development Programme for Teaching and Non-Teaching staff in collaboration with Zimong Software Pvt. Ltd. Dated 12.01.2018 and 15.01.2018.
<b>3</b>	<b>To organize State/National level Seminars.</b>	It was resolved that the Department of Chemistry should send the proposal to Director, Higher Education
<b>4</b>	<b>Frequent Tree Plantation programmes to be organized by NSS/NCC/Eco Clubs of the College</b>	It was resolved that NSS/NCC/Eco clubs of college should organize Tree Plantation Programme to make the campus Green and Eco-Friendly

  
Chairperson, IQAC Cell

**Minutes of 4<sup>th</sup> Meeting held on 01.02.2018**

**Members Present**

1. Dr. Sanjeev Trikha, Associate Prof. of Commerce
2. Prof. Mahesh Mehta, Associate Prof. of English
3. Dr. Minakshi Kohli, Associate Prof. of Hindi
4. Dr. Seema Sharma, Associate Prof. of Music (Inst.)
5. Mr. Vinod Kumar, Assistant Prof. of Commerce
6. Dr. Vijay Goyal, Assistant Prof. of Mathematics
7. Sh. Sunil Choudhary, Member, M.M. Education Society, Fatehabad
8. Sh. S.S. Malhotra, Administrative Officer
9. Sh. Pawan Rukhaya, Deputy Supdt.
10. Mrs. Anu Jindal, Clerk
11. Mr. Naveen Kumar, Alumni
12. Ms. Preet Kaur, Student
13. Dr. Vikesh Sethi, Alumni
14. Mrs. Deepika Sethi, Alumni
15. Sh. Naresh Sardana, Industrialists
16. Mrs. Pratibha Makhija, Stakeholder
17. Mr. Pankaj Sethi, Stakeholder
18. Dr. Robin Anand, Coordinator, IQAC

**Minutes:**

IQAC Chairman Dr. Gurcharan Dass, Principal welcomed all members of the IQAC. He informed the members present that the agenda and minutes of the meeting were being documented with official signatures as per the guidelines of the UGC.

Items on Agenda were discussed as under:-

**1 To consider and approve Minutes and Action Taken Report on the decisions taken in the previous meeting of IQAC held on 03.11.2017.**

Consider the Minutes of IQAC held on 03.11.2017 alongwith Action Taken Report. Resolved that the minutes and Action Taken Report of the meeting held on 03.11.2017 be confirmed.

**2 To organize an Annual Athletic Meet.**

The members of the Committee unanimously decided that an Annual Athletic Meet should be organized in the last week of February, 2018 in the College Campus. The Refreshment/Lunch for participants and staff members be given by the college.

**3 To Celebrate National Science Day on 28.02.2018**

It was decided that National Science Day should be celebrated in the college campus. Model Exhibitions, Poster Making Competitions can be organised by the Science Department.

**4 To organize NSS Special Camp for 7 days regarding cleanliness**

It was decided that as per permission of CDLU University NSS Coordinator, Seven Days Special Camp in Village Matana or near Slum Area be organized by NSS Units of the College.

**5 To organize College Convocation**

Efforts be made to organize Convocation for the sessions 2014 to 2017 passed students. For this a letter must be sent to University to send Degrees for the sessions 2014-15 to 2016-2017.

**6 Any other point (s) with the permission of the Chair**

An Educational Trip for History and Literature students can be organized under the supervision of a Regular staff member.

  
Chairman, IQAC Cell

### ***Action Taken Report***

**On the decisions of the IQAC meeting held on 01.02.2018**

**To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken**

<b>Sr. No.</b>	<b>Decision</b>	<b>Action Taken</b>
<b>1</b>	<b>To organize an Annual Athletic Meet.</b>	It was resolved that an Annual Athletic Meet should be organized in the last week of February, 2018.
<b>2</b>	<b>To Celebration of National Science Day on 28.02.2018</b>	National Science Day had been celebrated on 28.02.2018
<b>3</b>	<b>To organize NSS Special Camp for 7 days regarding cleanliness</b>	NSS Seven Days Special Camp should be organised in Village Matana or near Slum Area.
<b>4</b>	<b>To organize College Convocation</b>	Efforts can be made to organize Convocation for the session 2014 -2017 students, for this a letter must be written to University to bring Degrees for this Batch.
<b>5</b>	<b>Any other point (s) with the permission of the Chair</b>	An Educational Trip for History and Literature students can be organized.

  
Chairman, IQAC Cell