



Manohar Memorial (P.G.) College, Fatehabad-125050

मनोहरमैमोरियलस्नातकोत्तरमहाविद्यालय, फतेहाबाद-125050

Recognised by Higher Education Department, Haryana
Govt. Aided College Affiliated to C.D.L.U., Sirsa

MMC-

Dated: 10.07.2019

Minutes of Meeting held on 10.07.2019

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. Sunil Choudhary, Member of 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. Mr. Sunil, Student
13. Prof. Pratibha Makhija, Stakeholder
14. Dr. Vikesh Sethi, Alumni
15. Mrs. Deepika Sethi, Alumni
16. Sh. Ramesh Jindal, Industrialists
17. Dr. Robin Anand, Coordinator, IQAC

Minutes:

IQAC Chairperson Dr. Gurcharan Dass, 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 - To organize different kind of skill development activities under Career Guidance and Placement Cell

The members felt that there is a need to organize different kind of Skill development activities for students. So keeping in view, it was recommended that career and counselling cell of the college be asked to make efforts to organize such kind of activities.

2 - To organize Competition Exam Classes specially CSIR UGC NET

The members felt that there is a need to organize CSIR UGC NET coaching classes for M.Sc. students. So, keeping in view, it was recommended that Department of Chemistry be asked to make efforts to organize such competition classes for aspirants.

3 -To Discuss about Seminar, Workshop, Events of National and International Importance

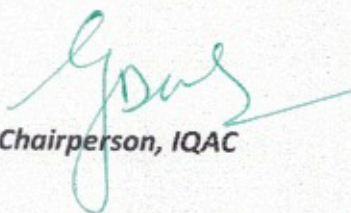
For adequate improvement in the knowledge and suitable updation, the members felt that there is a need to organize National Seminar. So, keeping in view, it was recommended that departments be asked to make efforts to organize National Seminar.

4 -Introduction of New Certificate Courses in various Departments.

It was decided in the meeting that college should start Certificate Courses and Value Aided Courses in subjects offered by college for the students with the prior permission of the Management.

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

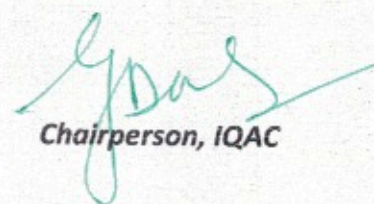
It was resolved that College shall make efforts to host University Youth Festival (Literary and Fine Arts).


Chairperson, IQAC

Action Taken Report

To implement the decisions of the IQAC meeting held on 10.07.2019 the following actions were taken

Sr. No.	Decision	Action Taken
1	To organize different kind of skill development activities under Career Guidance and Placement Cell	<ul style="list-style-type: none">Organized Extension Lecture on the topic Importance of Skill Development dated 21.01.2020Organized Extension Lecture on Career in Mathematics after U.G./P.G. classes on 20.02.2020
2	To organize Competition Exam Classes specially CSIR UGC NET	Department of Chemistry organized competition classes specially CSIR UGC NET on 5 February, 2020 to 5 March, 2020.
3	To Discuss about Seminar, Workshop, Events of National and International Importance	Organized National Seminar on the topic Water Conservation: Need of the Hour dated 28-29 February, 2020
4	Introduction of New Certificate Courses in various department	Three New Certificate Courses for Students has been started.
5	<i>Any other point(s) with the permission of the Chair</i>	College hosted 8 th University Youth Festival (Literary and Fine Arts) of Ch. Devi Lal University, Sirsa.


Chairperson, IQAC

Minutes of Meeting held 18.10.2019

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. Sunil, Student
12. Dr. Vikesh Sethi, Alumni
13. Mrs. Deepika Sethi, Alumni
14. Sh. Ramesh Jindal, Industrialists
15. Prof. Pratibha Makhija, Stakeholder
16. Mr. Pankaj Sethi, Stakeholder
17. 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 10.07.2019.

Considered the Minutes of IQAC held on 10.07.2019, Resolved that the minutes and Action Taken Report of the meeting be confirmed.

2 -- To approve the Promotion Cases of Regular Teaching Staff under CAS

All members of IQAC approved the following promotion cases:

1. Dr. Geetu, Assistant prof. of Hindi, AGP Rs. 7000/- w.e.f. 25.11.2017
2. Dr. Tripta Mehta, Assistant Prof. of English, AGP 9000/- w.e.f 02.01.2020
3. Dr. SumanglaVashissht , Assistant Prof. of Hindi, AGP 9000/- w.e.f. 15.07.2020
4. Dr. Rajni, Assistant Prof. of Punjabi, AGP 9000/- w.e.f. 15.07.2020
5. Dr. Ram Gopal, Assistant Prof. of Phy Education, AGP 9000/- w.e.f 15.07.2020

3-Principal Residence in College Campus

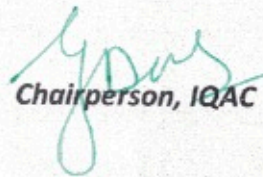
It was resolved that Principal Residence should be provided in College Campus. A proposal may be sent to College Governing Body.

4- FDP/Workshop for Teaching and Non-Teaching Staff

It was decided that experts can be hired for one week FDP, Workshop for training of Teaching staff on ICT uses of teaching and online data submission for Non-Teaching staff members.

5 –Renovation of Fee Section and Exam Branch

It was resolved by Committee members that exam branch and Fee section should be renovated and aluminum partition work should be done to improve facility for students.


Chairperson, IQAC

Action Taken Report

To implement the decisions of the meeting of the IQAC held on 18.10.2019, the following actions were taken

Sr. No.	Decision	Action Taken
1	Minutes and Action Taken Report on the decisions taken in meeting of IQAC held on 10.07.2019.	All members resolved that Action Taken Report of previous meeting was satisfactory.
2	To approve the Promotion Cases of Regular Teaching Staff under CAS	It was resolved that the Chairman IQAC should send the cases to College Governing Body.
3	Principal Residence in College Campus	The above said was discussed in meeting of College Governing Body.
4	Workshop for Teaching and Non-Teaching Staff	IQAC of College with department of Computer science organized two workshops for teaching and Non-Teaching staff members
5	Renovation of Fee Section and Exam Branch	As decided in the meeting of IQAC, required work of Cupboards and Aluminum partition done.


Chairperson, IQAC

Minutes of Meeting held on 10.01.2020

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(I)
5. Mrs. Jyoti Nagpal, Associate Prof. of Home Science
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. Mrs. Anu Jindal, Clerk
10. Mr. Naveen Kumar, Alumni
11. Mr. Sunil, Student
12. Dr. Vikesh Sethi, Alumni
13. Mrs. Deepika Sethi, Alumni
14. Sh. Naresh Sardana, Industrialists
15. Mrs. Pratibha Makhija, Stakeholder
16. 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 on the decisions taken in the previous meeting of IQAC held on 18.10.2019.

Consider the Minutes of IQAC held on 18.10.2019, Resolved that the minutes of the meeting held on 18.10.2019 be confirmed.

2- Process to Start of new subject i.e., Geography in BA I

The members felt that there is a need to start of new subject i.e., Geography in BA I. Keeping in view, it was recommended that from the session 2020-21, the college should start the process of applying Chaudhary Devi Lal University, Sirsa to start of new subject i.e., Geography

3- To Co-ordinate the activities of different cells of the college

The members appreciated the activities of different cells of the college including Women Cell, NSS cell, Youth Red Cross during the odd Semester.

4. To Implement the Suggestions received from students through suggestion box

The members recommended that the suggestions which was received through Suggestion boxes should be implemented keeping in view their feasibility to implement.

5. To Upgrade the College Canteen maintain cleanliness in the canteen.

The members felt that Canteen arrangements should improve in quality and cleanliness sector. Keeping in view, it was recommended that the canteen committee instruct the canteen contractor to improve their quality and maintain cleanliness in the canteen.

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

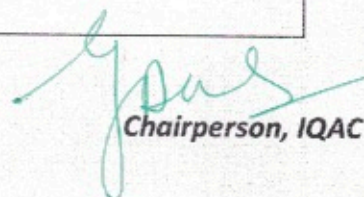
All the member of IQAC recommended that students/staff should be motivated to participate in FDP, Workshop organized by MHRD/UGC.


Chairman, IQAC Cell

Action Taken Report

To implement the decisions of IQAC Meeting held on 10.01.2020, the following actions were taken

Sr. No.	Decision	Action Taken
1	To consider and approve Minutes and Action Taken Report on the decisions taken in the previous meeting of IQAC held on 18.10.2019	All members resolved that Action Taken Report of previous meeting was satisfactory.
2	Process to Start of new subject i.e., Geography in BA I	The college Start the process to apply new subject i.e., Geography in BA I to Chaudhary Devi Lal University, Sirsa vide letter no. MMC/01/4005 dated 19.3.2020
3	To Coordinate the activities of different cells of the college	Women Cell- 03activities organized NSS Cell- 17 activities organized Youth Red Cross-06activities organized NCC Cell- 09 activities organized
4	To Implement the Suggestions received from students through suggestion box	The suggestions obtained from the suggestion boxes were implemented e.g., canteen facility was improved, water purifier was improved etc.
5	To Upgrade the College Canteen improve their quality and maintain cleanliness in the canteen	Instructions were given to the canteen contractor by the canteen committee to pay special attention to the cleanliness of the canteen and also to pay special attention to the seating arrangement of the students.
6	Other point with the permission of the Chair	Teachers of College participated in FDP, Workshops and Conferences organized by MM College and other institutions.


 Chairperson, IQAC