

# SNRL JAIRAM GIRLS COLLEGE,

LOHAR MAJRA, KURUKSHETRA

2017-18

## NOTICE

Dated: 03-07-2017

Following shall be the members of the IQAC for the session 2017-18. The meeting of IQAC will be held on **5<sup>th</sup> July, 2017** in the office of Principal at 9:30 a.m.

### **Teacher Member:-**

1. Mrs. Poonam Chaudhary, Asst. Prof. in English
2. Dr. Sarojini Jamadagni, Asst. Prof. in Home Science
3. Dr. Sunita Sharma, Asst. Prof. in Punjabi
4. Dr. Anita Sharma, Asst. Prof in Music vocal

### **Administrative/ Technical Staff:**

1. Sh. S.D. Pandey, Head Clerk
2. Sh. Gopal Kumar, Clerk

### **Almunus:**

1. Ms. Kavita Sharma ( B.Sc. Non-Medical )

### **Stakeholders:**

1. Sh. Tek Chand

### **Member management:**

1. Sh.S.N.Gupta, Director, Shri Jairam Group of Institutions (LoharMajra)

### **External Expert:**

1. Ms. Manpreet Kaur, Principal, Seth HaribakshLohia Jairam Mahila Polytechnic (LoharMajra)

### **Student:**

1. Ms. Neeru, B.Sc.II (Non-Medical)

  
Dr. Neeta Sharma  
Coordinator

cc: All Members

  
Principal

# **SNRL JAIRAM GIRLS COLLEGE,**

**LOHAR MAJRA, KURUKSHETRA**

**2017-18**

**05-07-2017**

IQAC meeting with Principal & members of Advisory Committee was held on 05<sup>th</sup> July, 2017 as per agenda.

**Agenda:**

1. Academic calendar of the year 2017-18.
2. Identification of Staff Secretary & conveners of committees & cells.
3. Regarding Hawan Ceremony & Induction Program.
4. Preparation of Time Table
5. Maintenance of infrastructure
6. Library upgradation .
7. Upgradation of transportation.
8. Any other item with the permission of chair.

**Members Present:**

1. Dr. Sarojini Jamadagni (Off. Principal)
2. Dr. Neeta Sharma (Coordinator IQAC)
3. Dr. Rita Dutta
4. Mrs. Poonam Chaudhary
5. Dr. Anita Sharma
6. Dr. Sunita Sharma
7. Mrs. Deepti Sharma
8. Dr. Sunita Rani

## Minutes:

### 1. Academic Calendar of the year:

It was decided to prepare academic calendar as per university guidelines & same should be uploaded on college website.

### 2. Identification of staff secretary & conveners of committees & Cells:

Staff Secretary & conveners/members were decided for various cells and committees.

### 3. Regarding Hawan Ceremony & Induction Programme:

It was decided to organize Hawan & Induction program for first year students on 7<sup>th</sup> July, 2017 & 9<sup>th</sup> July, 2017 respectively.

### 4. Preparation of Time Table:

It was decided that time table committee will prepare time table and same must be uploaded on college website.

### 5. Upliftment of Infrastructure :


Proposal was prepared to be discussed with management for the augmentation & maintenance of existing infrastructure.

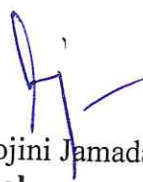
### 6. Library Upgradation:

It was decided a meeting will be arranged with library committee for enhancing library facilities & purchase of books.

### 7. Upgradation of Transportation:

It was decided to place agenda for upgradation transportation in upcoming governing body meeting.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Sarojini Jamadagni  
Principal



# SNRL JAIRAM GIRLS COLLEGE,

LOHAR MAJRA, KURUKSHETRA

## Proceedings of the meeting of IQAC held on 17 th August, 2017

The meeting of the IQAC was held on 17<sup>th</sup> August, 2017. Following members were present:

### **Teacher Member:**

1. Mrs. Poonam Chaudhary, Asst. Prof. in English
2. Dr. Sarojini Jamadagini, Asst. Prof. in Home Science
3. Dr.Sunita Sharma (Asst. Prof. in Punjabi )
4. Dr.Anita Sharma ( Asst.Prof in Music vocal )

### **Administrative/Technical Staff:**

1. Sh.S.D.Pandy (Head Clerk)
2. Sh.Gopal (Clerk)

### **Almunus:**

- 1 Ms. Kavita Sharma ( B.Sc Non-Medical )

### **Stakeholders:**

1. Sh.Tek Chand

### **Member management:**

1. Sh.S.N.Gupta, Director , Shri Jairam Group of Institutions ( LoharMajra)

### **External Expert:**

1. Ms.Manpreetkaur , Principal , Seth HaribakshLohia Jairam Mahila Polytechnic (LoharMajra)

### **Students:**

1. Ms. Neeru, B. Sc. II (NM)
2. Ms. Komal, B.Sc. I (CS)

1. It was decided that faculty members should be motivated for the implementation of Academic Calendar in letter and spirit.
2. Department of Home Science and Mathematics would take necessary steps for organizing DGHE sponsored inter-disciplinary seminar.
3. It was decided that teacher-wise time table would be displayed at the entrance of class rooms to ensure proper engagement of classes. Proctorial duties will be assigned to teachers in order to maintain discipline and ensure that maximum number of students attend classes.
4. It was decided that the seminar room be suitably furnished to make it ICT enabled so that it may be used as a central facility for all teaching departments.
5. It was decided that efforts be made to complete the process of accreditation of the college by NAAC at the earliest.
6. Subject societies be constituted with active involvement of students to promote student-centric activities. Wall magazines and notice boards be installed in each block.
7. It was decided that extra classes for weak students be organized systematically in the session.
8. It was decided to collect feedback from different stake holders i.e. final year students, Alumni & Parents of final years students.

  
Dr.Neeta Sharma  
Coordinator

  
Dr.Geeta Goyal  
Principal

# SNRL JAIRAM GIRLS COLLEGE,

LOHAR MAJRA, KURUKSHETRA

The following were the members present for the meeting held on 09-09-2017 in IQAC room at 01: 00 p.m. with examination committee along with IQAC co-ordinator & Principal.

Designation	Name	Status
Chairperson (IQAC)	Dr. Geeta Goyal	Present
Coordinator (IQAC)	Dr. Neeta Sharma	Present
Member	Mrs. Poonam Chaudhary	Present
Member	Mrs. Meenu	Present

## Meeting of IQAC with Examination Committee

### Agenda:

1. Planning of odd & even semester and internal test with examination committee.
2. Dates for submission of Assignments by students.
3. Transparency in internal assessment procedure.
4. Any other matter with permission of chair.

### Minutes:-

1. Exam committee convener informed that order for examination sheets and other stationery had been placed and stock of the same has been taken.
2. It was decided that odd semester internals test would be conducted between October, 23-28, 2017 & even semester will be held between 23-28 March, 2018.
3. Timing of test was decided as follows:-  
1<sup>st</sup> session : 10:00 a.m. to 12 : 00 p.m. and  
2<sup>nd</sup> session : 12:30 p.m. to 2 : 30 p.m.
4. Exam committee convener informed that rooms have already been inspected and seating capacity has been calculated for allotting students for internals.
5. It was decided that internal assessment will be shown to all the students by their respective teachers.
6. It was decided that assignments will be collected in the month of Sept. & Oct. for odd semester and Feb. & March for even semester.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Geeta Goyal  
Principal



# SNRL JAIRAM GIRLS COLLEGE,

## LOHAR MAJRA, KURUKSHETRA

The following members were present for the meeting held on 16-09-2017 held in IQAC room at 12: 45 p.m. with IQAC members and cultural Committee.

Designation	Name	Status
Chairperson (IQAC)	Dr. Geeta Goyal	Present
Coordinator (IQAC)	Dr. Neeta Sharma	Present
Member	Mrs. Poonam Chaudhary	Present
Member	Dr. Anita Sharma	Present
Member	Dr. Sunita Rani	Present
Member	Dr. Sarojini Jamadagni	Present
Member	Ms. Jyoti Rani	Present
Member	Ms. Kamita Chugh	Present

### Meeting of IQAC with Cultural Committee

#### Agenda:

1. Finalisation of participation in Zonal & Inter Zonal Youth Festival, Fine Arts Workshop, Ratnawali.
2. Finalisation of date of Talent show, Fresher party, Farewell party.
3. Any other matter with permission of chair

#### Minutes:-

1. It was decided to participate in the Zonal & Inter Zonal Youth Festival and Ratnawali according to Schedule as per K.U.K.
2. It was decided that Talent show will be held on 19-09-2017.
3. Fine arts workshop sponsored by Kurukshetra University, Kurukshetra will be organized according to schedule as per K.U.K.
4. Principal and convener of cultural committee proposed the name of a few distinguished personalities who could be invited as Chief Guest.
5. Cultural committee convener requested the members present to suggest name of achievers who could be invited.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Geeta Goyal  
Principal

# **SNRL JAIRAM GIRLS COLLEGE,**

**LOHAR MAJRA, KURUKSHETRA**

## **Proceedings of the meeting held on 25 November, 2017**

The meeting of IQAC was held on 25<sup>th</sup> November, 2017. Following members were present:

### **Teacher Member**

1. Mrs. Poonam Chaudhary, Asst. Prof. in English
2. Dr. Sarojini Jamadagini, Asst. Prof. in Home Science
3. Dr. Sunita Sharma, Asst. Prof. in Punjabi
4. Dr. Anita Sharma, Asst. Prof. in Music vocal

### **Administrative/ Technical Staff:**

1. Sh. S. D. Pandey, Head Clerk
2. Sh. Gopal Kumar, Clerk

### **Alumnus:**

1. Ms. Kavita Sharma, B.Sc. Non-Medical

### **Stakeholders:**

1. Sh. Tek Chand

### **Member management:**

1. Sh. S. N. Gupta, Director, Shri Jairam Group of Institutions, Lohar Majra

### **External Expert:**

1. Manpreet Kaur, Principal, Seth Haribaksh Lohia Jairam Mahila Polytechnic, Lohar Majra


### **Students:**

1. Ms. Neeru, B. Sc. II (NM)
2. Ms. Komal, B.Sc. I (CS)

### **Minutes**

1. On the basis of students' feedback, the house strongly felt the need for developing transport facilities. The principal was requested to take up the matter with the management for purchase of buses.
2. It was decided that the college shall apply for NAAC Accreditation by the end of July, 2022. Therefore, it was decided to get different criteria distributed among the faculty. Further they were requested to go through the document carefully.
3. All the members recommended that Rain Water Recharge System should be installed in the campus.

4. It was suggested that all the teachers will present power point presentation of the topics relevant to their respective subjects to make ICT as an integral part of teaching leaning process of the college.
5. To motivate NSS volunteers for undertaking community service and awareness drive in villages through street plays in order to promote the government policies like Beti Bachao Beti Padhao Abhiyan, Swachata Abhiyan etc.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Geeta Goyal  
Principal



# SNRL JAIRAM GIRLS COLLEGE,

## LOHAR MAJRA, KURUKSHETRA

The following were the members present for the meeting held on 12-12-2017 in IQAC room at 1: 00 p.m. with IQAC members HOD's of all department.

Designation	Name	Status
Chairperson	Dr. Geeta Goyal	Present
Coordinator	Dr. Neeta Sharma	Present
Member	Dr. Rita Dutta	Present
Member	Mrs. Poonam Chaudhary	Present
Member	Dr. Sheela Bathla	Present
Member	Dr. Anita Sharma	Present
Member	Dr. Sunita Sharma	Present
Member	Dr. Sunita Rani	Present
Member	Mrs. Deepti Sharma	Present
Member	Dr. Sarojini Jamadagni	Present

### Meeting of IQAC with Heads of Department

#### Agenda:

- 1.Review of activities/Events conducted during odd semester .
- 2.Planning of events and activities for even semester .
- 3.Any other matter.

#### Minutes:-

1. Performance in Internal Assessment test for odd semester was discussed. It was agreed that steps should be taken to ensure that students take test seriously.
2. Principal expressed satisfaction at increasing use of ICT by all departments.
3. HOD's were asked to prepare perspective plan for the next semester.
4. It was decided to recommend up to date quality reference books for library.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Geeta Goyal  
Principal

# SNRL JAIRAM GIRLS COLLEGE,

LOHAR MAJRA, KURUKSHETRA

## Proceedings of the meeting held on 24 April, 2018

The meeting of IQAC was held on 24<sup>th</sup> April, 2018. Following members were present:

### **Teacher Member:**

1. Mrs. Poonam Chaudhary, Asst. Prof. in English
2. Dr. Sarojini Jamadagini, Asst. Prof. in Home Science
3. Dr. Sunita Sharma, Asst. Prof. in Punjabi
4. Dr. Anita Sharma, Asst. Prof. in Music vocal

### **Administrative/ Technical Staff:**

1. Sh. S.D. Pandey, Head Clerk
2. Sh. Gopal Kumar, Clerk

### **Almunus:**

1. Ms. Kavita Sharma ( B.Sc. Non-Medical )

### **Stakeholders:**

1. Sh. Tek Chand

### **Member Management:**

1. S.N. Gupta, Director, Shri Jairam Group of Institutions, Lohar Majra

### **External Expert:**

1. Ms. Manpreet Kaur, Principal, Seth Haribaksh Lohia Jairam Mahila Polytechnic, Lohar Majra

### **Students:**

1. Ms. Neeru, B. Sc. II (NM)
2. Ms. Komal, B.Sc. I (CS)

### **Minutes**

1. NAAC work is in progress upto satisfaction of the house.
2. To start scholarship by the faculty to promote deserving and meritorious students.
3. To conduct canvassing in different schools and villages, to collect data from schools and to contact sarpanches of villages to spread the message of higher education among villagers.

  
Dr. Neeta Sharma  
Coordinator

  
Dr. Geeta Goyal  
Principal



# SNRL JAIRAM GIRLS COLLEGE,

LOHAR MAJRA, KURUKSHETRA

Action Taken Report (ATR)

Session (2017-18)

1. The Seminar Hall got equipped with multi-media projector. Yoga and Gym Hall has also been started in the college campus.
2. The faculty members of all the departments delivered lectures through power point presentations on topics relevant to their respective subjects to make ICT an integral part of teaching-learning process in the college in February and March, 2018.
3. The Computer Department organized training programme for teaching and non-teaching staff of the college. The college website is updated and maintained properly. INFLIBNET for library has also been subscribed.
4. A DGHE sponsored Inter-disciplinary National Seminar on "Skill India: Challenges and Reforms" was organised by Department of Mathematics and Home-Science on 19.01.2018.
5. Fine Arts workshop, sponsored by Youth and Cultural Affairs Department, Kurukshetra University was organised from 07.03.2018 to 09.03.2018.
6. More than 60 student-centric activities such as poster making competitions, slogan writing, chart making, power point competitions, essay writing competitions, extension lectures were organized during the session 2017-18.
7. The college got recommended in 03 and commended in 13 items in Zonal Youth Festival held at Govt. College, Bherian, Pehowa.
8. All the teachers voluntarily contributed an amount of Rs. 38000/- for constituting scholarships which was a strong initiative and remarkable contribution for promoting girls' education in rural area.
9. NSS volunteers of both the units organized street plays in Gadi-Rodan, Kamoda, LoharMajra villages to spread awareness among villagers. The college bagged first prize for performing a skit on road safety in district level competition organized by Legal literary Cell, Govt. College, Bherian, Pehowa on 30.03.2018.
10. The Principal discussed the matter of transport in the meeting of Governing Body with the management after which the purchase of two buses has been approved.
11. To enhance the strength of students, a canvassing committee was constituted and a convener was also appointed who allotted different areas to the teachers for canvassing. Area wise duty chart was prepared to collect data from different schools. The teachers went to villages to motivate students regarding higher education and also contacted Sarpanches to help them in spreading the message of higher education among villagers.

*Geeta Goyal*  
Dr. Geeta Goyal

Principal