

# ACTION TAKEN REPORT OF INTERNAL QUALITY ASSURANCE CELL MEETING

HELD ON 07/02/25 AND 07/08/25

| Sr. No. | Agenda                                                                              | Action Taken                                                                                                                                                                    |
|---------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | To initiate the process of registration of Alumni Association                       | Required documents were prepared and the process for registration of the Alumni Association was initiated.                                                                      |
| 2       | To initiate the process of Green Audit.                                             | Eco club and EVS committee collected the required data regarding plantation .The Green Audit process was initiated and documentation prepared.                                  |
| 3       | Herbal Garden to be set up in the college campus.                                   | Herbal Garden was established in the college campus with medicinal plants. Proper labelling and maintenance arrangements were made for educational and environmental awareness. |
| 4       | To facilitate cleanliness in the college premises by arranging additional manpower. | Regular cleanliness drives were conducted. Additional housekeeping support was arranged whenever required to maintain hygiene and cleanliness throughout the campus.            |
| 5       | To follow up correspondence with DHE regarding demand for additional faculty.       | Regular correspondence was made with the Directorate of Higher Education (DHE) requesting sanction/appointment of additional teaching staff to meet academic requirements.      |
| 6       | To make correspondence regarding the post of Librarian.                             | Necessary correspondence was sent to the DHE for filling the vacant post of Librarian. The matter was pursued through official communication.                                   |
| 7       | To update the College Website regularly.                                            | The college website was updated periodically with notices, achievements, academic activities, admissions, examination information, IQAC activities and important circulars.     |
| 8       | To initiate setting up of Incubation Centre in coordination with Placement Cell.    | Initial planning for establishing an Incubation Centre was undertaken by the Placement Cell for future collaboration.                                                           |
| 9       | To address complaints and suggestions received in the Complaint/Suggestion Box.     | Complaints and suggestions received were reviewed by the concerned committee and necessary corrective measures were taken wherever required.                                    |
| 10      | To conduct regular classes.                                                         | Classes were conducted as per the academic timetable. Teaching progressed according to the lesson plans and syllabus completion was regularly monitored.                        |
| 11      | To conduct Mid-Semester House Examinations with                                     | Mid-Semester House Examinations were conducted smoothly. Transparent evaluation practices were followed                                                                         |

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|    |                                                                                                        |                                                                                                                                                                                                           |
|----|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | transparency.                                                                                          | and answer sheets were shown to students for feedback.                                                                                                                                                    |
| 12 | To collect feedback from stakeholders.                                                                 | Online feedback was collected from students, teachers, alumni, and parents.                                                                                                                               |
| 13 | To utilize grants received from DGHE for student welfare.                                              | Grants received from DGHE were utilized as per government guidelines for student welfare, infrastructure development, learning resources and academic activities. Utilization certificates were prepared. |
| 14 | To organize programmes/events as per directions from Kurukshetra University and Government of Haryana. | The college organized awareness programmes, competitions, extension activities and other events as per the directions of Kurukshetra University and the Government of Haryana.                            |
| 15 | To conduct Mentor–Mentee meetings during the Even Semester                                             | Mentor-Mentee meetings were conducted .Student issues were addressed and meeting reports/minutes were prepared.                                                                                           |
| 16 | To undertake collaborative activities with institutions having signed MoUs.                            | Collaborative academic activities including expert lectures, student interactions ,awareness lectures were conducted with partner institutions and NGOs.                                                  |
| 17 | To enter into new MoUs with industries and industrial experts.                                         | New MoUs were explored and discussions held with industries and institutions to strengthen academic-industry collaboration and internship opportunities.                                                  |
| 18 | To make correspondence regarding transportation problems of students.                                  | Correspondence was made with the concerned authorities regarding transportation facilities. Student transportation issues were highlighted and follow-up was undertaken for improvement.                  |
| 19 | To verify the APAR for the session 2025-26.                                                            | APAR of assistant/associate professor were timely verified by IQAC.                                                                                                                                       |

**Remarks-**

All agenda were implemented successfully through the coordinated efforts of IQAC, teaching staff, administrative staff and various committees. The progress was reviewed periodically, and necessary follow-up actions were taken to ensure continuous quality enhancement in the institution.

1. Prof. (Dr.) Meenakshi, Chairperson cum Principal
2. Dr Anju Manocha (Joint Director, DHE)

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3. Dr Urmil Sangwan (Retd Prof. in English)
4. Mr Rajiv Saini (Industrialist) Rajiv
5. Dr Kashmir Singh (Special Invitee) KS
6. Dr. Priyanka (Convener, Asstt. Prof. in commerce) Priyanka
7. Mrs. Monika (co-convener, Asstt Prof. in commerce)
8. Dr. Pankaj (Associate Prof. in Computer science) PK
9. Mrs. Vaneeta Sharma (Asstt Prof in ~~Public Administration~~ <sup>Pol-Science</sup>) Vaneeta
10. Ms Monika Sharma (Asstt. Prof. in Commerce)
11. Dr. Rajesh (Asstt Prof. in History)
12. Mrs Manisha Arora (Asstt. Prof. in commerce) MAA
13. Mrs Manisha (Office Clerk) Manisha
14. Mrs Neha (Restorer) Neha
15. Ms Sunita (Alumni)
16. Ms Manpreet (Alumni) MP
17. Ms Manvinder (student, science) Manvinder Kam
18. Ms Diksha (Student, Commerce) Diksha
19. Ms Kulvir (Student, Arts) Kulvir Kam.

Principal

M.C. Sharma

Shahzadpur (Ambala)