



कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

Ph.: 01572-248204

सुखवीर सिंह बाटड़ मार्ग, शिवसिंहपुरा (सीकर)
पोस्ट - कुड़ली, वाया कटराथल, जिला- सीकर (राज.) 332024

पत्रांक ग्रा.म.म./2018-19/16C

दिनांक 02-07-2018

Internal Quality Assurance Cell NOTICE

(2018-2019)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 2nd July 2018 at 12:00 PM in Conference hall, Gramin Mahila P.G College, Sikar.

All the members are requested to attend the meeting on given time and decided venue.


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AGENDA

1. To conformation the minutes of last meeting.
2. To inform students about ongoing scholarship programs/schemes.
3. To Inform students regarding upcoming selection procedure of NSS and Scout Guide.
4. To organize conversation programme on "Importance of Voting In Democracy".
5. Registration process regarding the upcoming competitive exams coaching classes batch.
6. About eassy writing competition on title "A mind all logic is like a knife blade. It makes the hand bleed that uses it" by Ravindranath Tagore.
7. Eassy writing competition on 76th Anniversary of "Quit India Movement".
8. To organize Cleanliness Fortnight program in college campus.
9. College magazine "PRAYAS" Publication.
10. To conduct Student Union Election.
11. An extension lecture on Yoga and Meditation.
12. To organize various activities on "Hindi Divas".
13. For proper conduction of "Cleanliness is Service" campaign.
14. Regarding blood donation camp on the occasion of 150th birth anniversary of Mahatma Gandhiji.
15. Next meeting date and Adjournment.

Minutes of Meeting:

1. **To conformation the minutes of last meeting:** The committee discussed about the minutes of IQAC meeting conducted on 2nd July 2018 to associate and finalize the various activities of institution for academic year 2018-19 and reviewed the action taken of the previous year IQAC meeting.
2. **To inform students about ongoing scholarship programs/schemes:** All the students of college are informed that application process for various scholarship programmes get started. So, those who are interested, before applying, first visit the site "hte.rajasthan.gov.in" of Commissionerate of College Education ,Rajasthan, Jaipur to gather important information regarding the application process.
3. **Informing students regarding upcoming selection procedure of NSS and Scout Guide:** It is to notify students that selection procedure of **NSS and Scout Guide** in our campus is being started. So, those students are interested to take part, should have to register their names before 30th July 2018 to following Incharges.

Dr Sangeeta Garva

NSS Unit

Mrs Saroj

NSS Unit

Mrs Kalpana Kedia

NSS Unit

Ms Rashmi Choudhary


Rangering((Guide))

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4. **To organize conversation programme on "Importance of Voting In Democracy":** It is hereby notify to all staff members to inform the students that our college is going to organize a conversation programme on "Importance of Voting In Democracy" on 27th July 2018.
5. **Registration process regarding the upcoming competitive exams coaching classes batch:** This is to inform you all students that our College is going to be start regular coaching classes of subject Mathematics, Reasoning, English and G.K. for different competitive exams. So interested students have to register their names as soon as possible
6. **About essay writing competition on title "A mind all logic is like a knife blade. It makes the hand bleed that uses it" by Ravindranath Tagore:** It is hereby notify to all the NSS Officers to inform the students that our college is going to organize an essay writing competition on title "A mind all logic is like a knife blade. It makes the hand bleed that uses it" by Ravindranath Tagore.
7. **Essay writing competition on 76th Anniversary of "Quit India Movement":** On 9th August 2018 a essay writing competition will be organized on the occasion of 76th Anniversary of "Quit India Movement" and the title is "Status of Refugees in the Indian National Register of Citizens".
8. **To organize Cleanliness Fortnight programme in college campus:** As per the guidelines of the Commissionerate of College Education Rajasthan and the Sate liaison Officer, the Ministry of Youth Affairs of the Government of India celebrating Swachhta Pakhwada from 01-15 August 2018 under the National Service Scheme. Therefore, in this sequence, all the program officers are directed to celebrate "Cleanliness Fortnight" as per the programs agenda.
9. **College magazine "PRAYAS" Publication:** IQAC committee discussion with the editors of college magazine ' PRAYAS' to enhance the participation of students.
10. **To conduct Student Union Election:** A committee was constituted for upcoming student union election and all the members of committee have to ensure their own responsibility for successful completion of the Election's.
11. **An extension lecture on Yoga and Meditation:** All the students, faculty members and staff of the college are directed to organize a lecture on Yoga and Meditation in the college premises on 05 December 2018 at 8.00 am. In which group yoga practice and training will be given by the yoga teachers of Patanjali Hospital. Therefore, all the students and staff would be present at the fixed time. The operation and management of the said program should be ensured by the following committee members under the direction of the coordinator:

Mrs. Saroj	Coordinator
Mrs. Nirupama Gupta	Co-coordinator
Mrs. Manoj Jat	Member
Dr. Sangeeta Garwa	Member
Mr. Bhanwarlal	Member
Mr. Manish Saini	Member
Mrs. Kalpana kedia	Member
Mr. Ramlal Singh	Member


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12. **To organize various activities on "Hindi Divas":** Dr. Sangeeta Garwa, Asst. Prof. of Hindi literature is directed to prepare a detailed outline and schedule of various activities and programs to be organized during the Hindi Week 2018 organized on the occasion of Hindi Diwas. Ensure to organize Hindi related seminars, writing poetry sessions, debates, dictation, Hindi typing competition and other similar adventurous programs during the Hindi week.
13. **For proper conduction of "Swachhata Hi Seva" campaign:** The program officers of the NSS units of the college are directed to run the "Swachhata Hi Seva (SHS)" 2018 campaign across India from 15 September to 12 October 2018 as per the guidelines received from the Commissionerate of College Education, Rajasthan. In this sequence, "Swachhata Hi Seva" (SHS) program is to be organized on 24th September 2018, on the occasion of National Service Scheme Day. Therefore, while ensuring complete compliance of the said program, the program officers of all the units should organize programs related to cleanliness during the said period and inform the Commissionerate with the report.
14. **Regarding blood donation camp on the occasion of 150th birth anniversary of Mahatma Gandhiji:** As per the instructions of the Commissionerate of College Education, Rajasthan Government, blood donation camps are being organized on 02nd October 2018 on the 150th birth anniversary of Mahatma Gandhi. Therefore, the program officers of the local units of the National Service Scheme are directed to take their volunteers to S.K. Mahila Mahavidyalaya, Sikar for blood donation and ensure to inform the Commissionerate of College Education by mail about the girl students who donate blood.
15. **Next meeting date and Adjournment:** Set the date for the next IQAC meeting and concluded the current one.



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पत्रांक ग्म.म.म. | 2018-19/43A

दिनांक 21-11-2018

Internal Quality Assurance Cell

NOTICE

(2018-2019)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 21st Nov.2018 at 12:00 PM in Conference hall, Gramin Mahila P.G College, Sikar.

All the members are requested to attend the meeting on given time and decided venue.

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AGENDA

1. To conformation the minutes of last meeting.
2. To report action taken on minutes of the last meeting.
3. Committee constitution for University examination forms.
4. To organize cultural, literary and sports competition "SARGAM-2019".
5. To organize extension lecture on "Advancement in Renewable Energy Technologies".
6. To conduct extension lectures in all P.G. Departments.
7. For successful organization of Republic Day and Annual Fest celebration.
8. Committee's constituted for physical verification.
9. To decide incorporate extension activities under the program of NSS.
10. Next meeting Date and Adjournment.

Minutes of Meeting:

1. **To conformation the minutes of last meeting:** Confirmation of the minutes of the meeting of IQAC held on 2nd July 2018 were presented and approved by IQAC.
2. **To report action taken on minutes of the last meeting:** The action taken report of the minutes of the meeting of IQAC held on 2nd July 2018 were placed and approved by the IQAC.
3. **Committee constitution for University examination forms:** It is hereby notify to all the faculty members that committees is being constituted for university main examination forms to provide guidance to students regarding this and along with it members of committees also have to verify the forms with attached documents for academic session 2018-19.
4. **To organize cultural, literary and sports competition "SARGAM-2019":** Cultural, literary and sports competition "Sargam-2019" is being organized in the college from 2nd to 5th January 2019. The said program will be conducted under the direction of Dr. Priya Mathur, Coordinator. Coordinators and co-coordinators will prepare the detailed timetable of the said program as per the date and outline of the program and ensure that it is pasted on the notice board for the students.
5. **To organize extension lecture on "Advancement in Renewable Energy Technologies":** Head of the Department of Physics and Mathematics, faculty members and students of postgraduate classes are informed that on


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8th January 2019 at 10.00 am in the seminar hall an extension lecture has been organized on the title "Advancement in Renewable Energy Technologies", all of which are mandatory. A committee is formed to ensure the successful organization of the said lecture.

Mr. Sunil Kumar Kumawat	Coordinator
Ms. Sunita Choudhary	Member
Mr. Sanjay Kumar	Member
Mr. Kapil Kumar	Member
Ms. Sangeeta Chhabarwal	Member
Ms. Babita Choudhary	Member
Ms. Priyanka Narwal	Member
Ms Anjuman Bano	Member

6. **To conduct extension lectures in all P.G. Departments:** The Head of all Departments, Faculty members and P.G. students are informed that extension lectures will be organized in the seminar hall in which all Subcommittee is mandatory.
7. **For successful organization of Republic Day and Annual Fest celebration:** For the successful organization of Republic Day 26th January 2019 and Annual Celebration 26th to 27th January 2019, the following committees are formed which should complete their work with full responsibility and ensure that they play their important role in making the function successful.
8. **Committee's constituted for physical verification:** It is hereby notify to all the faculty members that following committees has been formed for the physical verification of different /various departments of college for academic Session 2018-19. Coordinators of committees have to submit their report and suggestions.
9. **To decide incorporate extension activities under the program of NSS:** The committee asked reports regarding the activities of NSS (regular and special camp) to respected NSS coordinators of the institution.
10. **Next meeting Date and Adjournment:** Set the date for the next IQAC meeting and concluded the current one.


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