



Ph.: 01572-248204

कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

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

पत्रांक शा.म. नं./2019-20/14A

दिनांक 28 June 2019

Internal Quality Assurance Cell

NOTICE

(2019-2020)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 28th June 2019 at 12:00 PM in Conference hall, Gramin Mahila Mahavidhalaya, Sikar.

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

प्राचार्य

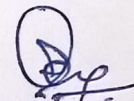
ग्रामीण महिला महाविद्यालय
शिवसिंहपुरा, सीकर (राज.)

AGENDA

1. To conformation the minutes of last meeting.
2. Admission committee for B.A., B.Sc., B.A. B.Ed. /B.Sc. B.Ed. Session 2019-2020.
3. Committee's constitution for physical verification.
4. Discussion on conduction of career guidance program.
5. To inform students for upcoming selection procedure of NSS and Rangring.
6. Discussion on conduction of student orientation program.
7. To conduct Student Union Election.
8. To organize an extension lecture on Yoga and Meditation.
9. To organize 'Cleanliness Fortnight Program' in college campus.
10. To organize various activities on "Hindi Divas".
11. To conduct Inter College Sports Tournaments.
12. To organize an extension lecture on "Menstrual Hygiene Management (MIIM)".
13. 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 28th June 2019 to associate and finalize the various activities of institution for academic year 2019 and review the action taken of the previous year IQAC meeting.
2. **Admission committee for B.A., B.Sc., B.A. B.Ed. /B.Sc. B.Ed. Session 2019-2020:** For working out the mechanism, for ensuring timely efficient and periodic progressive performance of academic, administrative and extension activities on regular basis different standing committees are constituted and they have to report to principal.
3. **Committee's constitution 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 2019-20. Coordinators of committees have to submit their report and suggestions.
4. **Discussion on conduction of career guidance program:** The in-charge/convenor of the Career Guidance Cell operating in the college, Mr. Bhanwarlal, Head of the Department of Public Administration and all the members are directed to guide the students regarding their career.
5. **To inform students for upcoming selection procedure of NSS and Rangring:** It is notified that all the faculty members have to inform the students of our college that the selection procedure for NSS and Rangring will be on 30th July 2019. So, those students who are interested in participating in NSS and Rangring, should register their names as soon as possible to the constituted committee.
6. **Discussion on conduction of student orientation program:** After the admission to U.G and P.G. classes are completed, one induction program is conducted for all students to



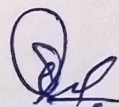
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aware of the pros and cons of the course pattern, syllabi, question pattern, number of internal examinations and its importance and way of communicating their problems to the college authority.

7. **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.
8. **To organize 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 28th August 2019 at 7:30 am. In which group yoga practice and training will be given by the yoga trainers. 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	Member
Mrs. Manoj Jat	Member
Dr. Sangeeta Garwa	Member
9. **To organize 'Cleanliness Fortnight Program' in college campus:** As per the instructions received from the Ministry of Human Resources, Department of Higher Education, Government of India, a "Cleanliness Fortnight" should be organized in the college from 1-15 September 2019. All Program Officers of the National Service Scheme are directed to organize "Jal-Shakti Abhiyan" and "Make India free from Single Use Plastic" and other programs during the said fortnight.
10. **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 2019 organized on the occasion of Hindi Divas. Ensure to organize Hindi related seminars, writing poetry sessions, debates, dictation, Hindi typing competition and other similar adventurous programs during the Hindi week.
11. **To conduct Inter College Sports Tournaments:** All the faculty members and staff of the college are directed to inform that Pandit Dcendayal Upadhyaya Shekhawati University, Sikar is organizing Inter College Sports Tournaments in our college. Various committees have been formed for the successful organization of the said competition.
12. **To organize an extension lecture on "Menstrual Hygiene Management (MHM)":** All faculty members are informed that on 5th October 2019, a lecture will be conducted on the topic of "Menstrual Hygiene Management" prevention of other diseases related to women in silver jubilee hall.
13. **Next meeting date and Adjournment:** Set the date for the next IQAC meeting and concluded the current one.


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पत्रांक ग्रा.म.म./2019-20/54A

दिनांक 06.11.2019

Internal Quality Assurance Cell

NOTICE

(2019-2020)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 6th November 2019 at 12:00 PM in Conference hall, Gramin Mahila Mahavidhalaya, Sikar.
All the members are requested to attend the meeting on given time and decided venue.

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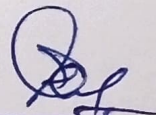
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AGENDA

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. Discussion on conduction of workshop by Science Department.
5. To conduct extension lectures in all P.G. Departments.
6. To organize cultural, literary and sports competition "SARGAM 2019-20".
7. For successful organization of Republic Day and Annual Fest "DIKSHANT-2020" celebration.
8. College magazine "PRAYAS" Publication.
9. Organization of Motivational lecture.
10. Discussion on regarding conduction of Pre-university exams.
11. Next meeting Date and Adjournment.

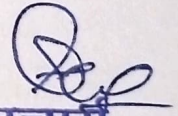
Minutes of Meeting:

1. **To conformation the minutes of last meeting:** Confirmation of the minutes of the meeting of IQAC held on 28th June 2019 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 28th June 2019 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 2019-20.
4. **Discussion on conduction of workshop by Science Department:** All faculty members are directed that a two-day workshop is being organized by the Faculty of Science on 27-28 November 2019 in the seminar hall. Therefore, all the support staff will ensure that the successful organization of the workshop.
5. **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.


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6. **To organize cultural, literary and sports competition "SARGAM 2019-20"**: Cultural, literary and sports competition "Sargam-2019" is being organized in the college from 4th to 7th January 2020. The said program will be conducted under the direction of Mrs. Saroj, 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.
7. **For successful organization of Republic Day and Annual Fest "DIKSHANT-2020" celebration**: For the successful organization of Republic Day 26th January 2020 and Annual Celebration 26th to 27th January 2020, 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. **College magazine "PRAYAS" Publication**: IQAC committee discussion with the editors of college magazine 'PRAYAS' to enhance the participation of students.
9. **Organization of Motivational lecture**: All the students, faculty members and staff of the college are informed that on Friday, 17th January 2020, at 10.00 am, a Motivational Lecture has been organized on the basketball ground of the college, in which a lecture will be given by the team of Nikesh Bharatiya Positive Learning Center. Therefore, all the students and staff should be present at the stipulated time.
10. **Discussion on regarding conduction of Pre-university exams**: All the faculty members of the college are directed that according to the academic calendar issued by the Commissionerate of College Education, the pre-university examination will be held in the college from 29th January to 2nd February 2020. Therefore, all the faculty members should complete the entire syllabus of their subject and prepare all the papers according to the entire syllabus and submit it by 25th January 2020.
11. **Next meeting Date and Adjournment**: Set the date for the next IQAC meeting and concluded the current one.



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