

**Maharani Kishori Memorial
(P.G.) Kanya Mahavidyalay
HODAL-121106 (Palwal) Hr.**

Phone : 01275-236222

Website: www.mkmgroupofcolleges.com

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**महाराणी किशोरी मैमोरियल
(पी.जी.) कन्या महाविद्यालय**

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AFFILIATED TO M.D. UNIVERSITY, ROHTAK

Ref. No. ...M.K.M./24/208

Dated.....

Maharani Kishori Memorial Kanya Mahavidhyalay, Hodal

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated : 17/08/2023

The meeting of the Internal Quality Assurance Cell (IQAC) of Maharani Kishori Memorial Kanya Mahavidhyalay Hodal held on dated 17/08/2023 at the college campus: -

Following members were present: -

1. Dr. Gargi Sharma	Principal (HOI)	Chairperson	Head of Institution
2. Sh. Arun Kumar	Member of Society	Member	Society Member
3. Dr. Uttama Sorout	CEO	Member	Administrator
4. Dr. Dinesh Tiwari	Member Gov. Body	Member	Administrator
5. Ms. Anuradha	Asstt. Prof. Comm	Member	Asstt. Professor
6. Ms. Ritu	Asstt. Prof. Biotech	Member	Asstt. Professor
7. Dr. Anu	Asstt. Prof. Zoology	Member	Asstt. Professor
8. Dr. Arti	Asstt. Prof. Botany	Member	Asstt. Professor
9. Ms. Priyanka Arora	Asstt. Prof. Maths	Member	Asstt. Professor
10. Ms. Archana Dagar	Asstt. Prof. Physics	Member	Asstt. Professor
11. Dr. Manju	Asstt. Prof. Chemistry	Member	Asstt. Professor



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12. Dr. Priyanka	Asstt. Prof. Hindi	Member	Asstt. Professor
13. Ms. Neelam Shrama	Asstt. Prof. English	Member	Asstt. Professor
14. Ms. Bimlesh	Asstt. Prof. History	Member	Asstt. Professor
15. Ms. Keerti Dagar	Asstt. Prof. Computer	Member	Asstt. Professor
16. Dr. Seema	Asstt. Prof. Education	Member	Asstt. Professor

Following Decisions taken: -

Agenda/ Sr. No.	Agenda	Decision
Agenda No. 1	Implementation of Academic Calendar/Lesson Plan.	The Chairperson Dr. Gargi Sharma advised all the Departments Heads and faculties that proper academic calendar & Lesson Plan should be prepared before the commencement of the session 2023-24. It is also requested to all the faculties that alongwith academic calendar, activities and Festival celebration calendar should also be prepared for the session.
Agenda No. 2	Organization of different Seminars/Conferences/Workshops.	All the Department heads are being requested to organize at least 02 seminars/conference/workshops in each semester according to the requirement of the syllabus so that students may get the exposure of different experts simultaneously of the subject.

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Agenda No. 3	Organization of Guest Lectures from Eminent Professors /Subjects Experts/ Industries.	Dr, Manju Panwar Assistant Professor Department of Chemistry and Dr. Priyanka Department of Hindi are being requested to organize a guest lectures in the department of science and Humanities. The required TA/DA of the Guest Lectures will be paid from the college.
Agenda No. 4	Digitalization of the Library.	Mrs. Savita Chauhan Librarian & Ms. Kirti Dagar Assistant Professor Department of Computer Science are being instructed to initiate the process of digitalization of the library with required computer systems, software and other tools will be procure and installed in the library.
Agenda No. 5	Adequate software training facilities.	Ms. Kirti Dagar Assistant Professor Department of Computer Science alongwith Sh. Irshad Khan Technical Assistant are being instructed to arrange all the required Softwares, Hardwares such as computers, printers, Internet connection, requirement if any for the academic session 2023-2024.
Agenda No. 6	Infrastructural Adjustment & New Development for the Smart Class Room.	Sh. Arun Kumar member of the society is being requested to arrange the infrastructural requirement like building, Rooms Laboratory and smart classes as required.
Agenda No. 7	Maintenance of the records related to Sessional/Annual examination and analysis thereof.	All the department heads are being instructed to maintain the entire data of the Sessional/Annual examination of the students as per the norms of the examination university and keep the record

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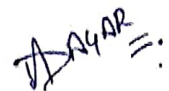
Agenda No. 8	Remedial Classes for Hindi medium Students.	for further use as and when required. All the department heads are being instructed to maintain the record of weaker students of every class and arrange the remedial classes for them twice in a week and keep the record for further use.
Agenda No. 1	Any other item with the permission of the chair.	Not Applicable

This is the end of the meeting after thanks to all the members of Internal Quality Assurance Cell (IQAC) -2023.

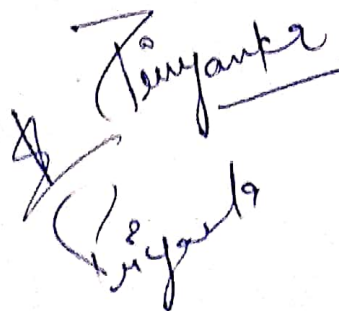

Principal,

M.K.M. Kanya Mahavidyalay,
MKMKM Hodal
Hodal (Palwal)


Quilobur


Agar


Panwar


Tanyanka



