

Fateh Chand College for Women, Hisar
Internal Quality Assurance Cell
(Minutes of the Meeting)

Date: June 5, 2023

Time: 1:30 PM

Attendees:

1. Ms. Sunita Bhargava (Co-ordinator)
2. Ms. Maneesha Bansal
3. Dr. Pallavi Arya
4. Dr. Kailash
5. Ms. Alpana Gupta
6. Mr. Manoj Kumar
7. Mr. Gulshan Kumar
8. Mr. Munish Kumar

Agenda:

1. Presenting the Action Plan for the Year 2023- 24
2. Devising Strategy for recruitment of Staff
3. Preparation of workload for the Odd Semester
4. Discuss and work for the formation of various Cells and Committees
5. New admissions shall be carried out for the Academic Year 2023-24

Commencement of the Meeting: The meeting was called to order on June 5, 2023 at 1:30 PM by Co-ordinator Mrs. Sunita Bhargava.

Minutes of Meeting:

1. Confirmation of the Minutes of the Meeting of the IQAC held in the Session 2021-22

The Co-Ordinator announced the minutes of the previous meeting, and the house confirmed the same. The Co-Ordinator Mrs. Sunita Bhargava, F.C. College for Women, Hisar welcomed the members in the new session.

2. Presenting the Action Plan for the Year 2023-24

The Co-ordinator presented the Action Plan for the Academic Session 2023-24 before the members to discuss and give their inputs. The plan was as follows:

Action Plan 2023-24

1. Recruitment of New Staff

The need for new staff members was discussed due to increasing workload and upcoming projects. Departments facing staff shortages were identified, and a proposal for the required number of positions was reviewed. The recruitment timeline and process, including advertisement, interviews, and onboarding, were discussed. It was unanimously decided that the recruitment committee will finalize the interview schedule and hiring criteria.

2. Workload for Odd Semester


A detailed discussion was held regarding the workload for the upcoming odd semester. Department Heads and Incharges presented the anticipated course load, and a plan to balance responsibilities among faculty members was discussed. Faculty members will be assigned courses and responsibilities accordingly, ensuring equal distribution.

3. Formation of various Cells and Committees

The formation of several important cells and committees was proposed to ensure smooth academic and administrative operations.

Next Meeting: The Co-ordinator, Mrs. Sunita Bhargava, informed the house that the next meeting of IQAC shall be held on August 1, 2023 to review the progress made and to discuss the plan forward.

Adjournment: The Meeting was adjourned by the Co-ordinator at 2:30 PM.


Principal
F.C. College for Women
Dr. Anita Sehrawat
Principal, F.C. College

Fateh Chand College for Women, Hisar
Internal Quality Assurance Cell
(Minutes of the Meeting)

Date: August 1, 2023

Time: 12:30 PM

Attendees:

1. Ms. Sunita Bhargava (Co-ordinator)
2. Ms. Maneesha Bansal
3. Dr. Pallavi Arya
4. Dr. Kailash
5. Ms. Alpana Gupta
6. Mr. Manoj Kumar
7. Mr. Gulshan Kumar
8. Mr. Munish Kumar

Agenda:

1. Reviewing the action taken on the agenda discussed in the previous Meeting
2. Beautification of Campus and undertake Infrastructural Development
3. Upgradation of equipments for Labs
4. Boosting the participation of students in Social Awareness activities
5. Enhancing Spirit of Participation among Faculty Members and conducting various Seminars, Workshops, Extension lectures. Visits, or Exhibitions
6. Organising Recreational Activities like Sports oriented or Educational trips for the students
7. Discuss and organise a Talent Search Competition

Commencement of the Meeting: The meeting was called to order on August 1, 2023 at 12:30 PM by Co-ordinator Mrs. Sunita Bhargava.

Minutes of Meeting:

1. Confirmation of the Minutes of 1st Meeting of the IQAC held in the Session 2023-24

The Co-Ordinator, Mrs. Sunita Bhargava, announced the minutes of the previous meeting and the house confirmed the same. The Co-ordinator began by presented the agenda items for discussion.

2. Beautification of Campus and undertake Infrastructural Development

As was discussed in the action plan, the members reviewed the actions taken for the same. The renovation of Hostel rooms, Corridors, Kitchens etc. was completed in June 2023. It was further

agreed upon that construction of a 'Yog Bhawan' shall be undertaken and should be completed by the end of the year 2023.

3. Upgradation of equipments for Labs

Recognising the need for good equipments in the labs for more holistic learning, it was decided that new Refrigerators shall be acquired for the Home Science lab. The Purchase Committee shall be formed in the coming days and the action taken towards the same shall be discussed in the forthcoming meetings.

4. Boosting the participation of students in Social Awareness activities

As was discussed in the action plan to promote better social awareness amongst the students, various steps were decided upon. It was agreed upon that 'Kaimari Village', District Hisar shall be adopted and supported by F.C. College for Women, Hisar. A drive to increase the 'Polio Drops Awareness' shall be carried out by the students. A campaign focused on 'Save Water' shall be initiated and student participation for the same shall be encouraged. It was also agreed upon that a 'Blood Donation Camp' shall be organised working in collaboration with the NCC, F.C. College for Women, Hisar.

5. Enhancing Spirit of Participation among Faculty Members and conducting various Seminars, Workshops, Extension lectures, Visits, or Exhibitions

The **Yog Department** proposed participation in the 'Fit India Week Lecture Series' from November 22 to 25. It was noted that this series aligns with the institution's commitment to promoting wellness and physical education among students and staff. A book exhibition would be organised on **November 21-22** to promote reading culture among students and faculty.

6. Organising Recreational Activities like Sports oriented or Educational trips for the students

An educational trip to **Ponta Sahib, Dehradun, and Mussoorie** was proposed, scheduled from **October 24 to October 29, 2023**. The introduction of new sports, including the **Pencak Silat** game (a traditional Indonesian martial art) and the **Gatka** game (a traditional Sikh martial art), was proposed to diversify the students' exposure to physical education and encourage broader participation in sports.

7. Discuss and organise a Talent Search Competition

Continuing the tradition of the college of enriching the cultural and artistic inheritance, it was proposed to organise a **Talent Search Competition** on **September 20 and 21, 2023**. In recognition of the cultural significance of Diwali, a **3-day workshop cum exhibition** was proposed to be held from **October 25 to 27, 2023**. This event will focus on the **celebration of Diwali** through artistic workshops, DIY decorations, and an exhibition showcasing traditional crafts, rangoli designs, and festive artwork.

Next Meeting: The Co-ordinator, Mrs. Sunita Bhargava, informed the house that the next meeting of IQAC shall be held on January 1, 2024 to review the progress made and to discuss the plan forward.

Adjournment: The Meeting was adjourned by the Co-ordinator at 2:00 PM.


PRINCIPAL
College for Women
Dr. Anifa Sehrawat
Principal, F.C. College

Fateh Chand College for Women, Hisar
Internal Quality Assurance Cell
(Minutes of the Meeting)

Date: January 1, 2024

Time: 12:30 PM

Attendees:

1. Ms. Sunita Bhargava (Co-ordinator)
2. Ms. Maneesha Bansal
3. Dr. Pallavi Arya
4. Dr. Kailash
5. Ms. Alpana Gupta
6. Mr. Manoj Kumar
7. Mr. Gulshan Kumar
8. Mr. Munish Kumar

Commencement of the Meeting: The meeting was called to order on January 1, 2024 at 12:30 PM by Co-ordinator Mrs. Sunita Bhargava.

Minutes of Meeting:

1. Confirmation of the Minutes of previous meeting of the IQAC

The Co-Ordinator, Mrs. Sunita Bhargava, announced the minutes of the previous meeting and the house confirmed the same. The Co-ordinator began by recapping the agenda items for discussion.

2. Formation of NIRF Committee

It was unanimously agreed upon that the NIRF Committee shall be formed and the process for the formation of the same was discussed.

3. Revised Workload for Even Semester

A detailed discussion was held regarding the workload for the upcoming even semester. Department heads presented the anticipated course load, and a plan to balance responsibilities among faculty members was discussed.

4. Departmental Activities

To promote student participation, various events were planned and scheduled to be organised like National Voters Day, National Youth Day, Republic Day and National Science Day. Respective departments and staff members were assigned the duties for each event.

5. Organisation of Assembly and Prayer Committee

Recognising the need for the same, it was unanimously agreed upon by all the members that an Assembly and Prayer Committee must be formulated.

6. Organising 64th Athletic Meet

All members unanimously resolved to organise the 64th Athletic Meet in the coming months. Decisions and responsibilities regarding the purchase of medals and prizes shall be distributed in due time.

7. Organisation of various Workshops/ Seminars/ Lectures

To promote a more holistic development of students, it was collectively decided that various Workshops/ Seminars/ Lectures may be conducted by the departments in the college. It was proposed that the NCC unit shall be organising an extension lecture in January 2024 and has invited Col. Gyan Prakash Pandey, Commanding Officer, 3 Har, Girls Bn. NCC, Hisar as the key-note speaker. Furthermore, other proposed events like exhibitions, lectures, and skill development programmes were also discussed.

8. Organising Recreational Activities like Educational trips/ Field visits for the students

Proposed by the Psychology Department were 2 visits scheduled for the students. The proposed visits were to the Global Neuro Psychiatrist and the Dental Care hospital in the month of February 2024.

9. Zonal Level Science Quiz


All members unanimously resolved to organise a Zonal Level Science Quiz sponsored by the Haryana State Council for Science and Technology at the end of January 2024.

10. SVEEP Activity

Members decided that certain SVEEP activities need to be undertaken like competitions etc. It was agreed upon that the same shall be conducted in the upcoming months.

Next Meeting: The Co-ordinator, Mrs. Sunita Bhargava, informed the house that the next meeting of IQAC shall be held on April 18, 2024 to review the progress made and to discuss the plan forward.

Adjournment: The Meeting was adjourned by the Co-ordinator at 1:30 PM.


Principal
F.C. College for Women
Dr. Anita Sehrawat
Principal, F.C. College

Fateh Chand College for Women, Hisar
Internal Quality Assurance Cell
(Minutes of the Meeting)

Date: April 18, 2024

Time: 1:30 PM

Attendees:

1. Ms. Sunita Bhargava (Co-ordinator)
2. Ms. Maneesha Bansal
3. Dr. Pushpa Garg
4. Dr. Seema Gupta
5. Dr. Pallavi Arya
6. Dr. Kailash
7. Ms. Alpana Gupta
8. Ms. Piyusha Sharma

Commencement of the Meeting: The meeting was called to order on April 18, 2024 at 1:30 PM by Co-ordinator Mrs. Sunita Bhargava.

Minutes of Meeting:

1. Confirmation of the Minutes of the previous meeting of the IQAC

The Co-Ordinator, Mrs. Sunita Bhargava, announced the minutes of the previous meeting and the house confirmed the same. The Co-ordinator began by recapping the agenda items for discussion.

2. Appointment of next Co-ordinator and also a Co-ordinator

Appointment of Co-ordinator and Co-Co-ordinator was discussed and deliberated upon by the members.

3. New Accreditation System

All members unanimously resolved to the implementation of a Binary System in the institute.

4. Implementation of NEP 2020 from Academic Session 2024-25

It was unanimously agreed upon that from the Academic Session 2024-25, NEP 2020 shall be implemented. College NEP Committee shall be formed and the members of the committee shall attend and participate in any and all workshops/ seminars conducted regarding the same.

5. Subject Combination under NEP 2020

Furthering the implementation of NEP 2020 in the Academic Session 2024-25, it was requested from various departments that subjection combination/ consolidations be submitted to IQAC and NEP Committee in due time for deliberation and further action.


6. Staff Salary Increment

The discussion regarding the increment of staff salary was initiated and deliberated upon by the members.

Proposed Action Items:

1. Fire Extinguishers shall be procured and installed at various appropriate locations throughout the College Campus.
2. Rechargeable LED bulbs shall be replacing the existing light fixtures at the College Gate and Canteen in an effort to make the campus more sustainable.
3. Biometric attendance for the staff members shall be implemented and the machine fixtures required for the same shall be procured and installed.
4. Sanitizers along with the dispensing stands shall be affixed at various locations around the College campus.
5. 3 interactive 65 inches digital screens to be purchased.

Adjournment: The Meeting was adjourned by the Co-ordinator at 2:30 PM.


Principal
F.C. College for Women
Dr. Anita Sehrawal
HISAR
Principal, F.C. College