


Notification of formation of IQAC  
Session: 2019-20  
IQAC Committee Composition

1. Chairperson : Dr. Bimla Parmar
2. Co-ordinator : Dr. Neerja Sachdeva
3. Teacher Representatives : (i) Dr. Vineeta  
(ii) Dr. Sudesh  
(iii) Dr. Nishi  
(iv) Ms. Bhawna  
(v) Mrs. Varkha Khanchi
3. Member from Management : Lala Desh Raj
4. Administrative Officer : Mr. Ram Kumar
5. Nominee from Local Society : Mr. Ram Chander
- Nominee from students : Ms. Bateri (B.A.III)
- Nominee from Alumni : Dr. Anita

  
Co-ordinator - IQAC  
C.I.S. KMV  
DHAND - BAO/WA/11  
KAITHAL - 136020

## IQAC

### Agenda for 1<sup>st</sup> meeting of IQAC

A meeting of IQAC will be held on 3<sup>rd</sup> July 2019 at 1.30 PM in the Principal's office to discuss the following agenda items related to academic and other developments of the institute.

1. To discuss about time-table.
2. To make academic calendar.
3. To discuss about admission of UG & PG.
4. To discuss about the activities to be conducted by departmental societies.
5. To form various committees for proper functioning of the Institute.
6. To form mentor-mentee groups.
7. To organize extension activities.
8. Any other item with the permission of chair.

*Neeje Sachdev*  
Co-ordinator - IQAC  
C.I.S KMV  
DHAND-DARWANA  
KATHAL - JALANDHAR  
01/07/2019

## IQAC

### Minutes of 1st meeting OF IQAC (2019-20)

In the 1st meeting of IQAC held on 3<sup>rd</sup> July 2019 at 1.30 pm the following decisions were taken :-

1. It was decided that time-table of the institute will be prepared by 13th July 2019. Dr. Sudesh Rawal will act as Co-ordinator of the time table committee. Dr. Neerja will act as co-coordinator. Dr. Nishi, Mrs. Anu Dhunna, Dr. Vineeta and Mrs. Saroj Bala will be members.
2. It was discussed that Academic calendar of the institute will be prepared keeping in mind the calendar of KUK/DHE. Dr. Meena and Dr. Poonam were made in-charges of academic calendar committee.
3. Plan of Online admission was discussed and Dr. Vineeta was appointed as Nodal officer for the admission. Mr. Surinder Kumar, Mr. Nasib Singh and Mr. Balraj were deputed for the smooth conduct of Online admissions. Dr. Nimisha, Dr. Neerja, Dr. Meena, Dr. Poonam, Dr. Shubh Lata, Dr. Suman Bala, Mrs. Saroj Bala, Mrs. Bhawna, Mrs. Anu Dhunna and Mrs. Varkha will be committee members.
4. It was decided that various departments will conduct activities for holistic development of the students.
5. It was decided that various committees such as advisory, cultural, admission, NAAC, IQAC, tour, discipline etc. will be formed by the Principal of the Institute by 8th July 2019.
6. It was decided that Mentor Mentee groups will be formed after the admission process is over. Dr. Anupma will act as co-ordinator of Mentor Mentee group.
7. It was decided that various departments will conduct lectures, webinars etc. under extension activity.
8. No other item was discussed.

The meeting ended with a vote of thanks.

*Neerje Saurdani*  
Co-ordinator - IQAC  
C.I.S. KMV  
DHAND - DADWANA  
KAITHAL - 136020  
08/07/2019

The following members attended the meeting :-

- I. Dr. Birmla Parmar, Principal (in chair)
- II. Dr. Neerja, Co-ordinator.
- III. Dr. Vineeta, Co-coordinator.
- IV. Dr. Sudesh, Member.
- V. Dr. Nishi Tuli, Member.
- VI. Ms. Bhawna, Member.
- VII. Mrs. Varkha, Member.
- VIII. Mr. Ram Kumar, Member.
- IX. Lala Des Raj, Management Member.
- X. Ms. Bateri, Student Representative.

*Neerje Saindore*  
Co-ordinator IQAC 28/07/2019  
C.I.S KMV  
DHAND- P  
KAITHAL-

## IQAC

### Agenda for the 2<sup>nd</sup> meeting of IQAC to be conducted on 1<sup>st</sup> october,2019.

All the members of IQAC committee are hereby informed that 2<sup>nd</sup> meeting of IQAC will be held on 1<sup>st</sup> oct,2019 at 2.20 in the Principals office regarding the implementation of plans chalked out in 1<sup>st</sup> meeting and to discuss some other items. Agenda for the meeting is as follows:

1. To have an overview of the works completed which were discussed in first meeting.
2. To make a list of slow learners for remedial classes.
3. Lectures by resource persons.
4. To discuss infrastructure development.
5. To discuss about the result of all the Programmes.

*Neha Sachdev*  
26/09/19  
Co-ordinator IQAC  
C.I.S. KMV  
DHAND- DAP  
KAITHAL - 191021

## I Q A C

### Minutes of 2<sup>nd</sup> Meeting of IQAC(2019-2020)

2<sup>nd</sup> Meeting of IQAC was conducted on 1<sup>st</sup> October 2019 at 2.20 in Principal office. The following decisions were taken:

1. In the very beginning items discussed in 1<sup>st</sup> meeting of IQAC were discussed. Lesson plan, Academic calendar time table were prepared will in time. Work of admission ran smoothly. Various committees were formed. Mentor-mentee groups were divided.
2. It was decided that all the faculty members will make list of students who are slow learners in their subjects and their remedial classes will be engaged in October and mid November.
3. It was decided that faculty members will arrange for experts lectures in their subjects.
4. It was decided that B.Sc block will be renovated. Ground floor tiling work will be done. Staircase will get a facelift by using marble.
5. Results of even semester was discussed and emphasis was laid on engaging remedial classes for slow learners.
6. No other item was discussed.
7. The following members attended the meeting:

1. Dr. Bimla Parmar , Principal(inchair)
2. Lala Des Raj(Management member)
3. Dr. Neeraja, IQAC co-ordinator
4. Dr. Vineeta , co-ordinator
5. Dr. Sudesh, member
6. Dr. Nishi, member
7. Ms Bhawana, member
8. Mrs. Varkha, member
9. Mr. Ram kumar , member administration
10. Bateri, student representative

*Neeraj Sudesh*  
Co-ordinator IQAC 28/10/2019  
C.I.S. KMV  
DHAND- DADIWANA  
KAITHAL - 133020