



# Adarsh Mahila Mahavidyalaya, BHIWANI-127021

**Affiliated to Chaudhary Bansi Lal University, Bhiwani** (NAAC Accredited B+)

Best College declared by Govt. of Haryana. A Prestigious multi faculty Institution for quality education for women

Email: info@adarshcollegebhiwani.com

Website: www.adarshcollegebhiwani.com

Ref. No. **AMMB/ 1642-1645A**

Dated **06/09/2019**

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Harkesh Gupta, Administrative Officer, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. V.K. Sharda, Industrialist, Bhiwani
- 5) Dr. Rashmi Bajaj, Associate Professor, Vaish College, Bhiwani

**Subject: Meeting of Internal Quality Assurance Cell**

Sir/Madam,

Hope all is well at your end. You are requested to attend the meeting of IQAC on 10-09-19 at 11.00 A.M. in Management Block to give us your valuable ideas for quality enhancement of our College. Your guidance is highly appreciable.

Thanking you,

Yours sincerely,

Principal

Adarsh Mahila Mahavidyalaya,

Bhiwani

N. Gupta

**ADARSH MAHILA MAHAVIDYALAYA, BHIWANI**  
**Internal Quality Assurance Cell (IQAC)**

**Agenda of meeting on 10-09-2019**

1. Approval of minutes of last meeting.
2. Report of work done since last meeting.
3. To discuss about further suggestions for development of Teaching as well as Non-Teaching staff.
4. Activities to be conducted in next three months with special emphasis to maintain pollution free green campus & other social issues.
5. NSS, NCC, Women Cell, Legal Literacy Cell, Red Ribbon Club, Youth Welfare Club etc. to be more particular in following Govt. guidelines to celebrate various days and weeks of National & Social importance.
6. Proposal of Gym Platform Construction and purchase of Gym Machines for students residing in hostel.
7. Any other point with the consent of the committee.

*N Gupta*

## Minutes of the meeting on 10-9-2019

A meeting of IQAC was held on 10-9-2019 at 11 a.m. in management block. The Proceedings were -

- Welcome of New chairperson Dr. Rajni Raghav, Principal, AMM, Bhiwani and Mrs. Neelam Gupta Co-ordinator of IQAC committee by Sh. Ashok Buhaniwalaji Secretary managing committee AMM. Bhiwani.
- Mrs. Neelam Gupta, co-ordinator of IQAC read the report of the works done since last meeting. She told about various activities conducted by different departments viz. Education talk on water conservation celebration of Independence Day, National Sports Day, Sanskrit Day, Teachers Day, Induction programme for PG students, Kargil Vijay Diwas, Swachh Bharat Diwas, Quiz Competition, Slogan writing competition and extension lectures on current social issues. To increase students' strength in various courses, more & more information is being uploaded on website and facebook. Also during admission days, help desks for guiding new students

were set up in the college premises.

- Today's agenda was discussed and following suggestions were given -
  - Teaching and Non-teaching staff members to be trained by computer experts by organising training programme or workshop etc.
  - Days of National Importance viz. National Unity Day, National Education Day etc. to be celebrated with more & more participation of students.
  - Road Safety club, Red-Ribbon club, NSS, NCC, Women cell and different subject societies to plan for activities as per guidelines and implement it soon.
  - Seminars, workshops, Extension lectures to be conducted to develop students interaction with subject experts.
  - Regular checking to be done for maintenance of pollution free, Plastic free green campus by the concerned committee members.
  - Proposal for Gym platform construction and purchase of Gym machines was accepted by our management representative and he instructed to start

the work soon.

- The meeting was ended with a vote of thanks by IAAC Co-ordinator, Mrs. Neelam Gupta, H.O.D., Deptt. of Physics, AMM, Bhiwani.

Meeting was attended by

1. Dr. Rajni Rafter - Chairperson - Rafter
2. Sh. Ashok Bhanuwal - Management Representative - Ashok
3. Mrs. Neeta Chawla - Nominee (Local Society) - Neeta
4. Shri. V.K. Sarda - Industrialist - Sarda
5. Dr. Reehmi Bajaj - Nominee (Alumni) - Reehmi
6. Mrs. Neeru Chawla - Teacher Member - Neeru
7. Dr. Manjeet Meen - do - Manjeet
8. Mrs. Nisha Sheline - do - Nisha
9. Mrs. Rinku Aggarwal - do - Rinku
10. Dr. Sumen Tangle - do - Sumen
11. Sh. Baljeet Singh - Asstt. AMMB - Baljeet
12. Mrs. Neelam Gupta - Co-ordinator - Neelam Gupta  
IAAC

Minutes Approved - Rafter

Principal

AMMB

Email: principalammb@gmail.com

Website: www.ammb.ac.in

Phone No. 01664-242414 & 240422



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Ref. No. ....AMMB/ 2296 - 2300

Dated 17/12/2019

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Harkesh Gupta, Administrative Officer, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. V.K. Sharda, Industrialist, Bhiwani
- 5) Dr. Rashmi Bajaj, Associate Professor, Vaish College, Bhiwani

**Subject: Meeting of Internal Quality Assurance Cell**

Sir/Madam,

It is our privilege to receive your valuable suggestions & guidance to establish quality in the context of higher education in general and our college in particular.

A meeting in this regard has been scheduled for 20-12-2019 at 2.00 P.M. in Management Block. Kindly make it convenient to attend the same. Your valuable guidance is always welcomed for the development of the college.

Thanking you,

Yours sincerely,



Principal  
Adarsh Mahila Mahavidyalaya,  
Bhiwani

N. Gupta

**ADARSH MAHILA MAHAVIDYALAYA, BHIWANI**  
**Internal Quality Assurance Cell (IQAC)**

**Agenda of meeting**

**Dated: 20-12-2019**

1. Last meeting's minutes to be approved.
2. Brief report of work done as suggested in previous meeting.
3. Lesson plans and Time Table for each semester to be prepared and displayed well in time.
4. Sports incharges, Subject society incharges to plan for 50<sup>th</sup> Anniversary of the college and to implement it soon.
5. NCC and NSS incharges to follow Govt. guidelines strictly in organizing activities relating to Awareness regarding Environmental and other important Social issues.
6. Any other point with the consent of the committee.

*N. Gupta*

## Minutes of Meeting on 20-12-19

A meeting of QAAC was held on 20-12-19 in Management Block at 2:00 P.M. The proceedings of the meeting were -

Mrs. Neelam Gupta, Co-ordinator QAAC welcomed all the members. A brief report of work done in the college as per suggestions given by QAAC Committee in previous meeting was presented in the house by co-ordinator.

She told that one day's workshops for teaching and non-teaching staff will be organised shortly. One day Talent show Competition was being organised for students to show their hidden talents. Various activities were organised by different departments and cells viz. competition like PPT, Quiz, Cookery, Ad-making, Painting, collage-making, Best out of waste, Project exhibition etc. Extension lecture on Road Safety, Workshop on Skill Development, Seminar on Career opportunities, Net-Banking & online payment etc. were also organised.

NSS' volunteers organised rally & door to door campaign on Ban of Plastic, Role of education, Shram Daan etc.



- Today's agenda was discussed one by one. All departmental heads and co-ordinators do be strict for preparation of lesson plans as per syllabus and teaching days in Academic Calendar issued by CBLU and also to display them well in time.
- For celebration of 50<sup>th</sup> anniversary of college, inter college activities to be planned by various incharges especially a Food Fest and some sports event were suggested.
- Suggestion was also given to change amount of prizes to be given to winners during 50<sup>th</sup> anniversary celebration.
- NCC and NSS incharges are following all govt. guidelines but suggestions were given to be more particular in organising activities in the college to maintain green campus and also to guide students to spread their environmental awareness and consciousness in the society also.

- Construction & Establishment of Gym work has been started but the committee suggested to complete it soon for the benefit of students
- The meeting was ended with a vote of thanks by the chairperson Dr. Rajni Raghav Principal, A.M.M., Bhiwani.

Today's Meeting was attended by -

1. Chairperson - Dr. Rajni Raghav - *Rajni*
2. Management - Sh. Ashok Biseniwal - *AMM*
3. Representative  
Nominee (Society) - Mrs. Neeta Chawla - *Vice*
4. Nominee (Alumni) - Dr. Rashmi Bajaj - *Rajni*
5. Industrialist - Sh. V. K. Sharda - *UP*
6. Dr. Indusheer - Teacher Member - *Dr. Indusheer*
7. Dr. Amite Gheba - " - *Amity*
8. Mrs. Rinku Aggarwal - " - *Rinku*
9. Dr. Sumen Jangke - " - *Sum*
10. Sh. Baljeet Singh - Administrative staff (College) - *BJS*
11. Mrs. Neelam Gupta - Co-ordinator  
I O A C - *Neelam Gupta*

Minutes approved - *Rajni*

Principal

A.M.M. Bhiwani



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Ref. No. AMMB/948-951A

Dated 16/03/2020

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Harkesh Gupta, Administrative Officer, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. V.K. Sharda, Industrialist, Bhiwani
- 5) Dr. Rashmi Bajaj, Associate Professor, Vaish College, Bhiwani


**Subject: Meeting of Internal Quality Assurance Cell**

Sir/Madam,

Hope all is well at your end. You are requested to attend the meeting of IQAC on 19-03-2020 at 12.00 o'clock A.M. in Management Block to give us your valuable ideas for quality enhancement of our College. Your guidance is highly appreciable.

Thanking you,

Yours sincerely,

  
Principal  
Adarsh Mahila Mahavidyalaya,  
Bhiwani

N. Gupta

**ADARSH MAHILA MAHAVIDYALAYA, BHIWANI**  
**Internal Quality Assurance Cell (IQAC)**

**Agenda of meeting on 19-03-2020**

1. Last meeting's minutes to be approved.
2. Work done after last meeting to be reported to house.
3. Preventive measures suggested for Covid-19 to be strictly followed as it is being spread in other countries.
4. Planning of activities to organise on-line if possible.
5. Teachers to be directed to get syllabus completed by conducting online classes by sending PDFs of related topics on students groups.
6. Any other point with the consent of the committee.

*N. Gupta*

## MINUTES OF MEETING ON 19-3-2020

A meeting of IOAC was held on 19th March, 2020 at 12 o'clock in Management Block under the chairpersonship of Dr. Rajni Raghav, Principal, AMM, Bhiwani. The proceedings of the meeting were as follows-

- First of all, Mrs. Meelam Gupta, IOAC co-ordinator welcomed all members in today's meeting. She presented a brief report of the work done in the college since last meeting. She told that lesson plans were timely prepared and displayed on notice boards. Academic calendar of CBLU was displayed on Notice Boards and uploaded on website also. Celebration of 50th Anniversary of college has already been started by organising two mega events - Food Carnival and All India Open Basketball Tournament. Some plans have been postponed due to fear of spread of Covid-19 in India. Gym work has been completed. NCC and NSS incharges have strictly followed Govt. guidelines in conducting activities especially on themes such as Sanitisation, Ban of Plastic bags, Yoga benefits, Beti

Backho Beti Padao, Maintenance of Pollution free and green campus, Maintenance of Hygiene in College, First aid and Home Nursing etc.

- Today's agenda was discussed in detail focussing on current problem of Covid-19 spreading in India. For it, the Committee suggested to take strict and immediate action to get campus and surrounding areas fully sanitised. Govt. guidelines to be completely followed. Teachers to be directed to complete their syllabus of each subject using ICT techniques such as what'sapp, You tube etc. by preparing power files and videos of their lectures and sharing with their students.

Suggestion was also given to spread messages on groups to remain calm and not to be panic in this situation by sharing Covid-19 precautions online.

The meeting was ended with a vote of thanks by the chairperson Dr. Rajni Raghav, Principal, AMM, Bhowani.

Meeting attended by -

1. Chairperson - Dr. Rajni Raghav - Rajni
2. Management Representative - Sh. Ashok Bhusriwal - Ashok
3. Mrs. Neeta Chawla - Nominee (Society) - Neeta
4. Dr. Rashmi Bajaj - Nominee (Alumni) - Rashmi
5. Sh. V.K. Sharda - Industrialist - V.K. Sharda
6. Mr. Neeru Chawla - Teacher Member - Neeru
7. Dr. Indu Sharma - " - Indu
8. Dr. Amite Gaba - " - Amite
9. Dr. Manjeet Maan - " - Manjeet
10. Mrs. Nisha Sharma - " - Nisha
11. Mrs. Rinku Aggarwal - " - Rinku
12. Dr. Suman Tanka - " - Suman
13. Sh. Baljeet Singh Administrative Staff (College) - Baljeet
14. Mrs. Neelam Gupta - Co-ordinator IOAC - Neelam Gupta

Minutes Approved - Rajni

Principal

AMMB



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Ref. No. AMMB/1150-53A

Dated 19/08/2020

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Harkesh Gupta, Administrative Officer, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. V.K. Sharda, Industrialist, Bhiwani
- 5) Dr. Rashmi Bajaj, Associate Professor, Vaish College, Bhiwani

**Subject: Meeting of Internal Quality Assurance Cell**

Sir/Madam,

It is our privilege to receive your valuable suggestions & guidance to establish quality in the context of higher education in general and our college in particular.

A meeting in this regard has been scheduled for 21-08-2020 at 12.00 noon in Management Block. Kindly make it convenient to attend the same. Your valuable guidance is always welcomed for the development of the college.

Thanking you,

Yours sincerely,

*R. D. Phar*

Principal

Adarsh Mahila Mahavidyalaya,

Bhiwani

*N. G. Phar*



**ADARSH MAHILA MAHAVIDYALAYA, BHIWANI**  
**Internal Quality Assurance Cell (IQAC)**

**Agenda of meeting on 21-08-2020**

1. Approval of last meeting's minutes.
2. Brief detail of work done after last meeting.
3. Regular medical camps to be organized with the help of CMO, Bhiwani for Covid-19 tests.
4. Regular precautionary measures to be followed for Covid-19 as per SOP issued by Govt. of Haryana.
5. Teachers to conduct online classes as well as online activities such as Webinars etc.
6. College Website and Facebook page to be more used for providing information to students.
7. Any other point with the consent of the committee

*N. Gupta*

## MINUTES OF MEETING ON 21-8-2020

A meeting of IQAC was held on 21-8-2020 in Management Block at 12.00 noon under the chairpersonship of Dr. Rejni Raghav, Principal, AMM, Bhiwani. Following were the proceedings of the meeting -

- Warm welcome of all members by IQAC Co-ordinator Mee. Neelam Gupta. After that she reported that College management, Principal and staff members are strictly following the guidelines issued by Govt. for preventing spread of Covid-19. The college campus was fully sanitised before opening. Wearing of Mask has been made compulsory for entering in college and all are being sanitised at college gate for coming in college campus. Online classes were conducted by all teachers to complete the syllabus. In addition to classes, an Online Yoga Event was organised on International Yoga Day in June 2020 to boost up the morale of students and staff in this depressing situation.
- Further today's agenda was put

before the committee to give valuable suggestions on various issues. After a very healthy discussion on preventive measures for covid-19, first suggestion was given to constitute a committee to conduct covid-19 testing and also to maintain records for it. Further a very appreciable step was suggested for teachers to boost up morale of students in their online classes by conducting online activities such as dance video competition, Poetic recitation, essay-writing, slogan writing, PPTs etc. and also giving online prizes and e-certificates to the winners & participants. Suggestion was given for conducting webinar on different subjects and topics. Website in charge to be work more actively by updating every information on website and for it some senior members should be ~~appoi~~ assigned duty to check regularly. Management representative Sh. Ashok Buweniwelaji very kindly ~~enueed~~ that College management will provide all necessary help whether monetary or non-monetary.

to tackle covid-19 situation in the interest of college staff, students and the whole society.

The meeting was ended with a vote of thanks by the chairperson, Dr. Rajni Raghav, Principal, A M M, Bhiwani

Meeting was attended by -

1. Dr. Rajni Raghav - chairperson *Rajni*
2. Sh. Ashok Bhanuwal - Management Representative *AB*
3. Sh. Harkesh Gupta - Administrative office (Society) *Harkesh*
4. Mrs. Neeta Chawla - Nominee (Local Society) *Neeta*
5. Sh. V.K. Sharma - Industrialist *V.K.*
6. Dr. Reshmi Bajaj - Nominee (Alumni) *Reshmi*
7. Mrs. Neeta Chawla - Teacher Member *Neeta*
8. Dr. Indu Sharma - do - *Indu*
9. Dr. Amrita Gaba - do - *Amrita*
10. Mrs. Neeta Sharma - do - *Neeta*
11. Mrs. Rinku Aggarwal - do - *Rinku*
12. Dr. Suman Jangra - do - *Suman*
13. Sh. Baljeet Singh - Administrative office (College) *Baljeet*
14. Mrs. Neelam Gupta - Co-ordinator IQAC *Neelam Gupta*

Minutes approved - *Rajni*  
Principal  
A M M Bhiwani