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Adarsh Mahila Mahavidyalaya, BHIWANI-127021

Affiliated to Chaudhary Bansi Lal University, Bhiwani (NAAC Accredited B-1)

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/1614-1618.**

Dated 08/09/2021

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Harkesh Gupta, Administrative Officer, Bhiwani.
- 3) Mr. V.K. Sharda, Industrialist, Bhiwani
- 4) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 5) Mrs. Suman Bamal, Assistant Professor, Rajiv Gandhi Govt. College for Women, Bhiwani

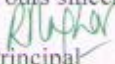
Subject: Meeting of Internal Quality Assurance Cell

Sir/Madam,

Hope all is well at your end. We request you to attend the meeting of IQAC on 18-09-2021 at 11.30 AM in Management Block to give us your valuable ideas and guidance for quality enhancement.

Thanking you,

Yours sincerely,


Principal
Adarsh Mahila Mahavidyalaya,
Bhiwani

N. Gupta

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

Agenda of meeting on 18-09-2021

1. Last meeting's minutes to be approved.
2. Report of work done in the college since last meeting.
3. More sample testing and vaccination camps to be organized in the college as prevention from second wave of covid-19.
4. Transparency in admissions for the new session.
5. Suggestions to increase No. of students in different courses.
6. Appointment of Competent teaching staff in the beginning of the session as per requirement.
7. Proposal to give minimum break in job to regular contract basis staff.
8. Any other point with the consent of the committee.

N Gupta

Minutes of the meeting on 18-9-2021

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A meeting of IOAC was held on 18th Sept. 2021 under the chairpersonship of Dr. Rajni Raghav, Principal AMM, Bhiwani in management Block at 11.30 a.m. The proceeding of the meeting were-

- Welcome address by Mrs. Neelam Gupta, Co-ordinator IOAC.

First of all, Mrs. Neelam Gupta informed the hoas about the work-done in the college since last meeting. Wi-fi facility in the college has been increased in more areas so as to facilitate online classes and exams. Career guidance cell organised Seminar on Job opportunities. A Webinar on challenges in preventing climate change was also organised.

Extra efforts were put by the teachers concerned to disclose internal assessment to students and also to clear their doubts. Staff was properly trained for online examination by Computer staff of the college and was conducted

Very smoothly.

* Hereafter, today's agenda was put for discussion and the Committee gave many suggestions such as -

Sample testing Camp and vaccination Camp to be regular organised in the college as it is the only measure to prevent spread of Covid-19

Online as well as offline publicity of college, its courses and results were suggested to increase strength of students in various courses.

Admission process to be strictly followed as per Directorate of Education and CBLU guidelines.

Management representative Sh. Ashok Bawaniwala ji very kindly accepted the proposal to give minimum break from job to regular contract basis staff.

Appointment process of new contract basis staff has been started and staff will join soon.

The meeting was ended with

a vote of thanks by the Chairperson
Dr. Rajni Raghav Principal, AMM,
Bhiwani.

The Meeting attended by -

1. Dr. Rajni Raghav - Chairperson *Rajni*
2. Sh. Ashok Baniwala - Management Representative *Ashok*
3. Mrs. Neeta Chawla - Nominee (Society) *Neeta*
4. Dr. Suman Barnal - Nominee (Alumni) *Suman*
5. Mrs. Neeru Chawla - Teacher Members *Neeru*
6. Dr. Indu Sharma - do - *Indu*
7. Dr. Amita Gupta - do - *Amita*
8. Mrs. Nisha Sharma - do - *Nisha*
9. Mrs. Rinku Aggarwal - do - *Rinku*
10. Dr. Suman Jangra - do - *Suman*
11. Sh. Baljeet Singh - Administrative Officer *Baljeet*
12. Mrs. Neelam Gupta - Co-ordinator
I@AC *Neelam*

Minutes approved - *Rajni*
Principal
AMMB

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Ref. No. AMMB/ 2-166 - 70

Dated 09/12/21

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Dharmesh Shah, Industrialist, Dharmesh Textile, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 5) Mrs. Anita Sharma, Assistant Professor, Rajiv Gandhi Govt. College for Women, Bhiwani

Subject: Meeting of Internal Quality Assurance Cell

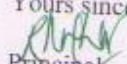
Sir/Madam,

It is our privilege to receive your consent for being a member of Internal Quality Assurance Cell. This Cell, as you know, works 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 11-12-2021 at 11.30 AM in Management Block. Kindly make it convenient to attend the same. Your valuable guidance is welcomed for the development of the college.

Thanking you,

Yours sincerely,


Principal

Adarsh Mahila Mahavidyalaya,
Bhiwani

N.C.P.K.

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

Agenda of meeting on 11-12-2021

1. Approval of last meeting's minutes.
2. Proposed Additions in Institutional Infrastructure viz Mat Lab, Conference Room, Vermi Compost, Solar Panel, Tissue Culture Lab etc.
3. Sanction of Academic leave and payment of Registration fees to encourage staff participation in seminar/workshop etc.
4. Collaboration with local Industry to be proposed.
5. Activities to be conducted with special emphasis to create more & more awareness regarding Covid-19 Safety Measures and Maintenance of Pollution Free Green Campus.
6. Providing platform to students to display & sell self-made items in the campus for generation of idea of Earn While You Learn.
7. Orientation / Training Programmes for Teaching and Non-Teaching staff in the college on Payment basis.
8. Any other point with the consent of the committee.

N. Gupta

Minutes of meeting on 11-12-2021

A meeting of IQAC was held on 11-12-2021 under the chairpersonship of Dr. Rajni Raghav, Principal AMM, Bhiwani in Management block at 11:30 a.m. The proceedings of the meeting were as follows -

- Mrs. Neelam Gupta, Co-ordinator, IQAC welcomed all the members.
- Dr. Rajni Raghav, Principal, AMM Bhiwani introduced new members Mr. Dharmesh Shah, Nominee - Industrialist, Mr. Ved Parkash, Nominee - Local society and Mrs. Anita Sharma - Nominee Alumni.
- Mrs. Neelam Gupta explained about objectives & functioning of IQAC in the college. She read out minutes of previous meeting and reported to the house that as per suggestions given in previous meeting, college staff is strictly following covid-19 protocol in the college. One vaccination camp was organised in the college on 26-10-2021 and one sample testing camp is being planned to be organised in this month. For increasing students' strength online publicity and display of merit lists have been started. Sufficient staff has been provided by the management and regular contract basis teachers were

given a short break of one month.

— Thereafter today's agenda was discussed one by one. Management representative Sh. Ashok Bhanuwalaji accepted the proposal of new labs as per requirement such as Mat lab, Tissue culture lab etc. and asked to prepare complete proposal with estimated expenditure and submit soon. Proposal of grant of Academic leave and payment of registration for encouraging staff to participate in Seminars & workshops was accepted by the committee. Mr. Dharmesh Shah, owner Dharmesh Textiles, Bhiwani accepted the proposal of visit of students to industries and he also offered financial aid for students as and when required. Mr. Ved Parkash, Associate Professor, Govt. college of Education, Bhiwani gave very valuable suggestions to conduct data base activities in the college. The proposals of SAAC for generation of Idea of Eap while you learn and conduct of training programmes for staff on payment basis were also accepted with high appreciation by the committee.

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

The meeting was attended by -

1. Dr. Rajni Raghav, Chairperson GAC *Rajni*
2. Sh. Ashok Bawanwala (Management Representative) *Ashok*
3. Mrs. Neelam Gupta, Co-ordinator of the GAC *Neelam*
4. Mr. Ved Parkash, Nominee Local Society *Ved*
5. Mrs. Neeta Chauha, Nominee From Local Society *Neeta*
6. Mr. Dharmesh Shah, Industrialist Nominee *Dharmesh*
7. Mrs. Neeru Chauha, Member GAC *Neeru*
8. Dr. Indu Sharma, " *Indu*
9. Dr. Amita Gaba, " *Amita*
10. Dr. Manjeet Maan, " *Manjeet*
11. Mrs. Rinku Aggarwal, " *Rinku*
12. Mrs. Anita Sharma, Nominee Alumni *Anita*
13. Sh. Baljeet Singh (Dy. Supdt.), AMMB *Baljeet*

Minutes
Approved

Rajni
Principal
AMMB

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Ref. No. **AMMB/741-745**

Dated **02/04/2022**

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Dharmesh Shah, Industrialist, Dharmesh Textile, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 5) Mrs. Anita Sharma, Assistant Professor, Rajiv Gandhi Govt. College for Women, 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 07-04-2022 at 11.30 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

O/C

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

Agenda of meeting on 07-04-2022

1. Approval of last meeting's minutes.
2. Brief report of work done since last meeting.
3. Proposed activities for next three months:-
 - Free Medical Camp
 - Inter class competitions on Tagore Jayanti on 5th May 2022.
 - Preparation and Display of Lesson plans for even semester.
 - Conduct of online and offline examination of odd semester.
 - Digitalisation of office Record.
 - Circulation of general guidelines for utilization of funds and maintenance of stock among college staff.
4. Health, Electricity, Green Audit etc. to be continued for evaluation of college quality in concerned fields.
5. Any other point with the consent of the committee.

NEPTA

Minutes of the meeting held on 7-4-2022

A meeting of T&AC was held on 7th April, 2022 at 11:30 a.m. in Management Block under the chairpersonship of Mrs. Rachna Arora, Principal, A.M.M., Bhinwani. The proceedings of the meeting were as follows-

- Mrs. Neelam Gupta, Co-ordinator T&AC welcomed all the members and introduced new principal, Mrs. Rachna Arora as today's chairperson.

- She gave a brief report of the work done in the college since last meeting. She told the house that survey for setting up of new labs has been started by the incharges. T&AC has been assigned work of approving proposals of staff to attend seminars, workshops etc. so that their fees may be paid by the college accordingly. Various incharges have started organising activities like vaccination camps, Covid test checking camps, webinars etc. Regarding Covid-19 precautions, measures and also morale boosting lectures etc. Some activities were also organised for awareness & maintenance of pollution free green campus. A project 'Ek Koshish' has been started in the campus on the concept of 'Learn while you learn' by organising workshop

& Exhibition, cum sale of self-made items.

Thereafter today's Agenda was discussed one by one and following suggestions were given -

Free Medical Camp to be organised in the college with data base information. For overall development of

students, various competitions and Exhibition cum sale type of activities to be organised in the college.

Proposal of digitalisation of office record was highly appreciated.

Sh. Ashok Bawaniwalaji assured for full co-operation for betterment of college functioning. A few committees

are already working for internal audits for energy, environment, laboratories, water quality, green audit etc. in college. The proposal

for continuing these types of audit at large scale was appreciated in the house and again Sh. Ashok Bawaniwalaji assured to provide financial

support for it. The circulation of general guidelines for utilisation of funds and maintenance of stock

among staff was proposed and recommended by the house for

better documentation and transparency.

The meeting ended with a vote of thanks by the chairperson, Mrs. Rachna Arora, Principal, A.M.M., Bhiwani.

The meeting was attended by -

1. Mrs. Rachna Arora, chairperson TOAC - *RAA*
2. Shri Ashok Bhowaniwal (Management Representative) - *Aus*
3. Mrs. Neelam Gupta, Co-ordinator TOAC - *Neelam*
4. Mr. Dharmesh Shah, Nominee - Industrialist - *DA*
5. Mr. Ved Parkash - Nominee - Local Society - *Chhabra*
6. Mrs. Anita Sharma - Nominee - Alumni - *Anita*
7. Mrs. Neeru Chawla - Teacher Member - *Neeru*
8. Dr. Indu Sharma - do - *Indu*
9. Dr. Amrita Gaba - do - *Amity*
10. Dr. Manjeet Maan - do - *Manjeet*
11. Mrs. Nisha Sharma - do - *Nisha*
12. Mrs. Rinku Aggarwal - do - *Rinku*
13. Dr. Suman Jangra - do - *Suman*
14. Ms. Keerti - Nominee Student - *Keerti*
15. Sh. A.S. Jain - Administrative Representative - *A.S. Jain*

Minutes approved - *RAA*
Principal
A.M.M.B



Adarsh Mahila Mahavidyalaya

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Website: www.amb.ac.in

Ref. No. **AMMB/1471-75**

Dated **07/07/22**

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Mr. Dharmesh Shah, Industrialist, Dharmesh Textile, Bhiwani
- 3) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 4) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 5) Mrs. Anita Sharma, Assistant Professor, Rajiv Gandhi Govt. College for Women, 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 18-07-2022 at 10.00 a.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

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

Agenda of meeting on 18-07-2022

1. Approval of last meeting minutes.
2. Report of work done since last meeting.
3. Planning about smooth Admissions for the session 2022-23.
4. Appointment of Contract basis staff for the session 2022-23.
5. Efforts for increasing student's strength in various courses for the new session
6. Continuous admission notices on Facebook, Website and News papers.
7. Beginning of Academic work in the college as per university calender.
8. Beginning of New Courses M.Sc. Physics & M.Sc. Chemistry w.e.f. 2022-23.
9. Any other point with the consent of the committee.

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MINUTES OF THE MEETING ON 18-7-2022

A meeting of I@AC was held on 18th July, 2022 at 10 a.m. in the Management Block under the chairpersonship of Mr. Rachna Arora, Principal, AMM, Bhiwari. The proceedings of this meeting were as follows -


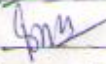

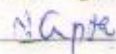
- Mrs. Neelam Gupta, Co-ordinator I@AC welcomed all the members and briefly explained the work done since last meeting. She told that various departments and cells organised lots of activities viz. Exhibition cum Sales, Essay writing, Slogan writing, Poster Making, Workshops, Orientation Programs, Health check-up Camp, Yoga Camp, Summer Camp for skill development, G.K. Quiz Competition etc. The efforts of staff engaged in internal audits have resulted in achieving ISO Certification for ISO 9001-2015 and ISO 21001-2018. As suggested in previous meeting, the guidelines for utilisation of funds and maintenance of stock have been circulated among staff members.

- Thereafter today's agenda was discussed one by one. Suggestions were given for more efforts to increase students' strength in college in especially self-finance courses.

by reducing some fees, providing complete and continuous information about these courses on website and newspapers. Also pamphlets were suggested to be put on College Gate and Active Help Desk to be there in college for clearing doubts about all courses. New Courses M.Sc. Chemistry and M.Sc. Physics to be started in the college w.e.f session 2021-22. For it Management Representative Sh. Ashok Bawanilalji Congratulated all members and assured full support to fulfil all requirements soon to start the courses in time. Suggestions were also given to start classes in new session in time as per University guidelines. The preparation of lesson plans to be done in time so that classes may be conducted strictly as per Academic Calendar of the University.

The meeting was ended with a vote of thanks by the chairperson Ms. Rachna Arora, Principal, A.M.M. Bhiwani.

The meeting was attended by -

1. Mrs. Rachna Arora, Chairperson IAAC 
2. Sh. Ashok Bawanilalji, Management Representative 
3. Mr. Dharmesh Shah, Nominee - Industrialist 
4. Mrs. Neelam Gupta, Co-ordinator IAAC 

5. Mrs. Neeru Chawla Teacher Member - *Neeru*
6. Dr. Indu Sharma - do - *Indu*
7. Dr. Amita Gabe - do - *Amita*
8. Dr. Nisha Sharma - do - *Nisha*
9. Mrs. Rinku Aggarwal - do - *Rinku*
10. Sh. A.B. Jain Administrative Representative

Minutes Approved *Amr*
 Principal
 AMMB