

Phone No. 01664-242414 & 240422

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 : principalammb@gmail.com

Website : www.ammb.ac.in



Ref. No. AMMB/5198-5203

Dated ..06/09/2023

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Sh. Parveen Garg, Rama Saree Palace, Bichla Bazar
- 3) Sh. Pawan Bhartia, Shivam Filament, Plot No.67, Sec-21, Bhiwani
- 4) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 5) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 6) 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 06-09-2023 at 12.00 o'clock 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

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

Agenda of meeting on 08-09-2023

1. Approval of last meeting minutes.
2. Planning about PEER team visit expected within next 2 months.
3. Speed up of construction work of Commerce block, Library, Common-room etc.
4. Conduct of interview for grant of financial aid to needy & meritorious students.
5. Suggestions for making further proposals for Rashtriya Uchchatar Shiksha Abhiyan (RUSA) grant.
6. Planning about Co-Curricular activities alongwith academic work for overall development of students.
7. Any other point with the consent of the committee.

N Gupta

MINUTES OF THE MEETING ON 8-9-2023

A meeting of Internal Quality Assurance Cell was held on 8th Sept., 2023 at 12 o'clock in Management Block. The proceedings of the meeting were as under.

Mrs. Neelam Gupte, Co-ordinator IQAC welcomed all members in the meeting. She introduced two new members Sh. Pawan Bhaeria and Sh. Parveen Garg as Industrialist Nominee & Local Society Nominee. She briefly told the new members about functioning of IQAC in the college. She told the house that college is pursuing for NAAC accreditation process and as discussed in previous meeting, the speed of ongoing projects of construction has been increased. She told that college is expecting visit of PEER team very soon. She rendered thanks to management representative Sh. Ashok Bhanuvelji to provide contract basis staff for completing SSR work and to make preparations for PEER Team visit.

Thereafter today's agenda was discussed one by one. Dr. Amite Gobe told the house about status of NAAC accreditation process and requested for speeding up the construction work as well as other requirements such as whitewash, paint,

New furniture etc. for new classrooms. For it Sh. Ashok Buweniwaleji readily accepted the proposal and Madam Principal Dr. Alka Mittal assured to get all works done soon. She also suggested to focus on research as well as National Seminars etc. so as to develop our faculty members. Dr. Anil Gebe told the house that college has the provision to grant financial aid to needy students for which a committee has been constituted to conduct interview etc. Interview date was suggested for next week. She also told that our college has submitted proposals for Incubation Centre, Repair of Hostel, Conduct of Self defence classes etc. to RUSA also to get grant from state Govt. The house appreciated all these efforts and suggested to continue such type of efforts to develop the institution.

Our General Secretary, Sh. Ashok Buweniwaleji suggested to conduct academic visits to Jindal Global University, Sonapat, Richhood University, Sonapat etc. to get more & more ideas for advanced technologies.

used in such type of institutions. His suggestion was appreciated whole heartedly by all the members. Sh. Ashokji also told the house that College Governing Body has decided to give prizes to Best Teacher, Best Students in B.A, B.Sc, B.Com. and B.CA every year and the amount would be Rs. 11,000 for each prize. All members rendered heartfelt thanks and appreciated whole management of the college for this step of motivating staff and students. The process of evaluation for Best teacher and Best students will be decided by TOAC members and Principal Dr. Atko Mittal, this was approved by all the members.

In the end, Dr. Atko Mittal, Principal AMMB rendered thanks to all members for attending the meeting and sharing valuable ideas for the development of the College as a whole.

The meeting was attended

1. Dr. Atko Mittal - Chairperson
2. Sh. Ashok Biseniwala - Management Representative
3. Sh. Pawan Bhattia - Nominee - Industrialist
4. Sh. Pawan Gang - Nominee - Local Society

Secretary

AMMB

Pawan Bhattia

Pawan Gang

- 5. Mr. Anil Sharma - Nominee - Alumni - Arita
- 6. Mrs. Neelam Gupta - IBCA-CO-ordinator - Neelam
- 7. Mrs. Neeru Chawla - Teacher Nominee - Neeru
- 8. Dr. Amite Ghebe - do - Amite
- 9. Dr. Nisha Sheema - do - Nisha
- 10. Dr. Rinku Aggarwal - do - Rinku
- 11. Dr. Suman Tenge - do - Suman
- 12. Sh. A.S. Jain - Administrative Representative - ASJ

Minutes Approved Neelam
 Principal
 AMM, Bhivani

Neelam



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Email : principalammb@gmail.com

Website : www.ammb.ac.in

Ref. No. **AMMB/6012-6017-**

Dated 23/11/2023

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Sh. Parveen Garg, Rama Saree Palace, Bichla Bazar, Bhiwani
- 3) Sh. Pawan Bhartia, Shivam Filament, Plot No.67, Sec-21, Bhiwani
- 4) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 5) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 6) 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 29-11-2023 at 12.00 o'clock 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

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

Agenda of meeting on 29-11-2023

1. Approval of last meeting minutes.
2. Analysis of House test, Results and conduct of Regular Remedial classes.
3. Regular revision of syllabus in classes.
4. Maintaining transparency in Internal Assessment marks calculation.
5. Preparation for PEER team visit.
6. Duty list to be revised as per requirement for PEER Team visit.
7. Conduct of regular meetings of Teaching staff, Non-Teaching staff, Incharge of cell/club etc. to guide for successful PEER team visit.
8. Any other point with the consent of the committee.

NGin/ptcc
23.11.23

MINUTES OF THE MEETING ON 29-11-2023

A meeting of J@AC was held on 29-11-2023 at 12 o'clock in Management block. The proceedings of the meeting were -

First of all Mrs. Neelam Gupta, J@AC co-ordinator welcomed all the members of J@AC. She presented a brief report of the work done since last meeting. She told that our college is going for NAAC Accreditation Cycle 2. In this process, IT@A and SSR have been submitted and process of DVV has also been done. Now PEER Team visit is being expected soon in the college. Now we have to prepare for it. She also told that college functioning is being done continuously as per the academic calendar. Now house tests have been over and teachers have started remedial classes on the basis of analysis of House Test Results. Thereafter today's agenda was discussed one by one.

The efforts for improving academic performance of students were discussed and the process of conducting house tests and analysis of the results resulting in finding of slow learners was appreciated.

by the house. Display of Internal marks evaluation scheme as well as marks assigned was being suggested to follow strictly.

Thereafter Dr. Amite Gaba, Co-ordinator, NAAC team of the college briefly explained the requirements for PEER Team Visit. As infrastructure development and updating of labs. etc. is going on, there is need to have systematized documents, PPTs, maintenance of existing facilities etc. The members suggested to have regular meetings and assign duties for all the work. All departmental incharges to prepare list of requirements and ^{get} approval from Head of the institution to implement the plans. In all the things, time Management was suggested by Principal Dr. Alka Mittal, for which all members appreciated their suggestion.

The meeting was ended with a vote of thanks by Principal Dr. Alka Mittal to all members for rendering best wishes for successful Peer Team Visit.

and getting good grade in NAAC Accreditation process.

The meeting was attended by following members -

1. Dr. Alka Mittal - Chairperson - Alka
2. Sh. Ashok Bhanuwal - Management - Ashok
3. Mrs. Neelam Gupta - Representative - Neelam
4. Mrs. Neeru Chawla - IAAC Co-ordinator - Neeru
5. Dr. Amita Gaba - Teacher Nominee - Amita
6. Dr. Nisha Shaema - do - Nisha
7. Dr. Rinku Aggarwal - do - Rinku
8. Dr. Suman Jangra - do - Suman
9. Sh. A.S. Jain - Administrative officer - A.S. Jain
10. Ms. Deepika Sharma - Student Nominee - Deepika
(B.Com. III ASM)

Minutes Appeared Alka
Principal
A.M.M., BHILWANI

OFFICE OF THE PRINCIPAL, ADARSH MAHILA MAHAVIDYALAYA, BHIWANI
Internal Quality Assurance Cell (IQAC)
Session 2023-24 (Revised)

Memo. No.

Dated..16/11/24

The following committee is reconstituted to thoroughly carry out various activities to develop a system for improving the academic and administrative performance of the institution with a view to ensure a quality culture as the prime concern for the HEI, as per the latest guidelines issued by NAAC from time to time.

1 Chairperson	:	Dr. Alka Mittal
2 Teacher Members	:	Dr. Suman Jangra
	:	Dr. Nisha Sharma
	:	Dr. Rinku Aggarwal
	:	Ms. Neerja Parmar
	:	Dr. Mohini
	:	Dr. Deepu Saini
	:	Dr. Gaytri
	:	Ms. Aastha Vats
	:	Dr. Mamta Wadhwa
3 Management	:	Sh. Ashok Buwaniwala
4 Administrative Office	:	Sh. A. S. Jain
	:	
5 Nominee from local Society	:	Mrs. Neeta Chawla
	:	Mr. Ved Parkash
Alumni	:	Mrs. Anita Sharma
Student	:	Deepika (B.Com III)
	:	(ASM - 4208)
6 Nominee from Stake holder/ Industrialist	:	Sh. Pawan Bhartia
	:	Sh. Parveen Garg
7 Co-ordinator of the IQAC	:	Mrs. Neeru Chawla
8 Co- Coordinator of the IQAC	:	Dr. Amita Gaba


Principal
Adarsh Mahila Mahavidyalaya,
Bhiwani



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Email : principalamb@gmail.com

Website : www.amb.ac.in

Ref. No. ...AMMB/837 - 842

Dated 13/2/24

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Sh. Parveen Garg, Rama Saree Palace, Bichla Bazar, Bhiwani
- 3) Sh. Pawan Bhartia, Shivam Filament, Plot No.67, Sec-21, Bhiwani
- 4) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 5) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 6) 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 17-02-2024 at 12.00 o'clock in Management Block to give us your valuable ideas for quality enhancement of our College. Your guidance is highly appreciable.

Thanking you,

Yours sincerely,

Deeelo
Principal 13/2/24
Adarsh Mahila Mahavidyalaya,
Bhiwani

Deeelo

17-02-2024

Meeting Notes
Brief discussion about minutes of last meeting held on 29-11-2023.

Agenda

Minutes

<p>2.1 Introduce new Add-on course such as digital marketing, Python, Artificial Intelligence, Cyber Security. Data Science and Data Encoding</p>	<p>It was decided to introduce some free of cost courses and to reduce the cost of existing short-term course and start some new courses. For our students fees would be Rs. 2000/- and for outsiders it would be Rs. 2500/-</p>
<p>2.2 To frame the policy for Research Grant and Project work.</p>	<p>i.) It was decided that college will reimburse the registration fees for attending/presenting papers in reputed National/International Conferences/ Seminars/Workshops/ FDPs/ STTP/ Refresher courses/ Orientation Programmes etc. in India & abroad Rs. 2000/- per year per faculty may be given. The fee may be given to faculty only twice in a year after the recommendations of IQAC and Principal. ii.) Incentives for publications in reputed journals (UGC care/ Scopus/ Web of Science or similar) Rs. 2000/- for UGC care and Rs. 5000/- for web of science/ scopes or similar for faculty per year only twice after the recommendation of IQAC and Principal. iii) Maximum Rs. 4000/- per year per faculty may be given for sampling/ testing etc. work of research purpose. iv) For research purpose a travel grant of maximum Rs. 25000/- may be given to faculty (in abroad) and second class railway fare along with local charges as per norms in the India. v) Rs. 5000/- per faculty per year may be given as (Best Researcher Award). This sum is to be utilized for research purpose only by the faculty. It could be claimed after submission of bills of that research purpose. vi) Seed Money / Research Grant / Corpus Funds:- Rs. 2,00,000/- for the session for all streams out of which a) Rs. 25,000/- may be granted to Arts/ Commerce faculty for research projects. b) Rs. 50,000/- for faculty of science/ BCA. The seed money to be granted by the institution could be reimbursed after the approval of grant by respective agency (AICTE, UGC, DST) etc.</p>

2.3 To focus on the placement of the students.	It was decided to arrange job fairs and motivate students to improve their skills for getting better placements.
2.4 Preparations of weekly lesson plans.	Earlier lesson plans were not signed by any authorized person so in this meeting it was decided that teachers will prepare lesson plans on daily basis and those will be checked and signed by the authorized person
2.5 To prepare the data of all students for the last five years in digital form.	For this, a committee was constituted to collect the data of last 5 years' students telephonically.
2.6 To purchase new All in One PC for Green BCA Lab	It was decided to purchase 100 new PCs- 60 for BCA Lab 20 for New Library 20 for Math Lab
2.7 To increase Wi-Fi facility in the college campus.	It was decided to fulfil the requirement of Wi-Fi in the campus but in less cost.
3. Any other point with the consent of the committee	It was discussed to do something under the banner of 'Earn while you learn'. So, it was decided to start some add-on courses or short term courses like Tally or to teach students how to apply PAN or GST return filling etc. so that students can earn something.

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Adarsh Mahila Mahavidyalaya, Bhiwani-127021

Recognized by UGC u/s 2(f) and 12(B)

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Ref. No. **AMMB/** 1504-09

Dated 30/4/24

- 1) Sh. Ashok Buwaniwala, General Secretary, Adarsh Mahila Mahavidyalaya, Bhiwani
- 2) Sh. Parveen Garg, Rama Saree Palace, Bichla Bazar, Bhiwani
- 3) Sh. Pawan Bhartia, Shivam Filament, Plot No.67, Sec-21, Bhiwani
- 4) Mrs. Neeta Chawla, Retired Associate Professor, AMM, Bhiwani
- 5) Mr. Ved Parkash, Associate Professor, Govt. College for Education, Bhiwani
- 6) 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 01-05-2024 at 12.00 o'clock 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

Agenda of the Meeting of IQAC Scheduled to be held on 01/05/2024 at 12 noon in the Management Block.

1. Approval of Minutes of last meeting of IQAC held on 17/02/2024.
2. To discuss about ways to increase Enrollment of students as some seats. Remained vacant in Self- Finance Courses.
3. Infrastructure Development.
 - a. Library Furniture.
 - b. Staff room Furniture.
4. Green Audit, Energy Audit, FSSAI etc. to be continued for evaluation of college quality in concerned fields.
5. To discuss Calendar of Events of the academic year 2024-2025.
6. Maintain academic records as per NAAC requirements.
7. Discussion on academic and administrative audit (AAA) related to NAAC.
8. To discuss innovative and industry oriented programs/value added programs/certificate courses.
9. Counseling session /Orientation for first year student.
10. Any other point with the consent of the committee.

[Handwritten Signature]

Minutes of Meeting held on 01-05-2024

For increasing the students' enrollment, it was suggested to motivate them and give them proper counselling for self-finance seats, if aided seats are not vacant. For infrastructure development, it was suggested to increase the furniture in library and staff room and reevaluate the various audits to increase their validity. In the meeting it was suggested to frame the academic calendar of the upcoming session in the beginning & maintain the academic records as per NAAC requirements. It was suggested to establish an internal committee for smooth conduction of AAA (Academic & Administrative Audit). It was suggested to start some innovative & industry oriented programs/ certificate courses during summer vacation and to setup stream wise help desks for better counselling of students.

Allee
22/5/24

Jeeva