

## Government College for Women, Bawali

### Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 25th July 2025

Time: 11:00 AM

Venue: Office of the Principal

#### Members Present:

1. Dr. Mamta Gupta – Principal & Chairperson, IQAC *(Signature)*
- 2.. Rajesh Kumar Gupta – Associate Professor & IQAC Coordinator
3. Dr. Dalip <sup>Kumar</sup> Singh – Assistant Professor
4. Smt Rekha Devi – Assistant Professor
5. Shri Mahesh Kumar – Assistant Professor
7. Ms. Priya <sup>ECT</sup> – Student Representative

#### Proceedings and Resolutions:

##### 1. Welcome Address:

The Principal, Dr. Mamta Gupta, welcomed all members and stressed the importance of structured planning, documentation, and timely execution of academic and extension activities.

##### 2. Review of Previous Meeting and Action Taken Report:

Dr. Rajesh Kumar Gupta, IQAC Coordinator, presented the Action Taken Report from the last meeting. Members appreciated the progress made and suggested further streamlining of recordkeeping processes.

##### 3. Preparation for NAAC and AQAR 2024-25:

The IQAC reviewed documentation under the seven NAAC criteria. Instructions were given to all departments to:

- Update their departmental records
- Submit evidence for curricular, co-curricular, and extension activities
- Ensure timely preparation and submission of data for AQAR

##### 4. Academic Calendar and Activity Planner:

It was unanimously resolved that:

- All departments will prepare their Department-wise Annual Academic Planner by 10th August 2025
- The IQAC Coordinator, Dr. Rajesh Kumar Gupta, will compile the College Annual Academic Calendar by 15th August 2025
- A separate Annual Activities and Extension Activities Planner will also be prepared
- Dr. Dalip <sup>Kumar</sup> Singh and Smt Rekha Devi will assist the Coordinator in both these tasks

##### 5. Enhancement of Teaching and Learning Practices:

Members emphasized the use of ICT tools, e-content development, and integration of Outcome-Based Education (OBE) practices. Faculty were encouraged to digitize course material and maintain teaching plans.

##### 6. Student and Alumni Engagement:

- Strengthening of the mentorship program was discussed
- A meeting of the Alumni Association will be scheduled in the current session

dent support activities including workshops, career counselling, and mental wellness initiatives  
in the planned

7. Cleanliness and Green Campus Drive:  
Members proposed:

- Campus cleanliness campaigns
- Procurement of cleaning supplies with proper documentation
- Tree plantation and eco-friendly initiatives through NSS, YRC, and Eco Club

8. General Instructions:

- All committee conveners are to submit activity reports, photographs, and attendance records to the IQAC after every event
- Documentation must be maintained in a format suitable for audit and NAAC verification

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Resolution Passed:

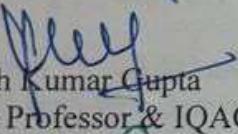
The IQAC resolved to complete and finalize the College Annual Academic Calendar and Extension Activities Planner by 15th August 2025 with the cooperation of all departments. Dr. Dilip Singh and Smt. Rekha Devi will assist the IQAC Coordinator in compiling the final versions. The house also reaffirmed its commitment to NAAC readiness, student engagement, and enhancement of academic processes.

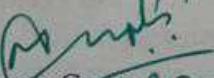
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Vote of Thanks:

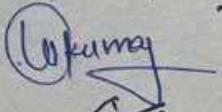
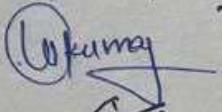
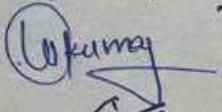
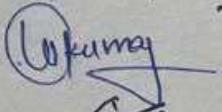
Dr. Rajesh Kumar Gupta, IQAC Coordinator, extended a vote of thanks to all members for their proactive participation and constructive inputs.

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Sd/-   
Dr. Rajesh Kumar Gupta  
Associate Professor & IQAC Coordinator

Sd/-   
Dr. Mamta Gupta 25-7-2025  
Principal & Chairperson, IQAC  
Government College for Women, Bawali

Member

1. Smt. Rekha Devi - 
2. Sh. Mahesh - 
3. Dr. Dilip Kumar - 
4. Ms. Priti - Alumnae 
- 5.