



कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

सुखवीर सिंह बाटड़ मार्ग, शिवसिंहपुरा (सीकर)
पोस्ट - कुड़ली, वाया कटराथल, जिला- सीकर (राज.) 332024

पत्रांक ग्हा.म.म./2021-22/140A

OFFICE ORDER

दिनांक 09-11-2021

Sub: Re-constitution of Internal quality Assurance committee (IQAC) – NAAC.

In continuation of this office order No. 1636 dated 09/11/2021 following IQAC committee is reconstituted-

S.No	Name of the official	Responsibilities of committee
01	Dr. Subhash Arya (Principal)	Chairperson
02.	Dr. Narendra Kumar	Co-ordinator
03.	Dr. Priya Mathur(HOD, Chemistry)	Member
04.	Mrs. Nirupama Gupta (HOD, Zoology)	Member
05.	Dr. Vikas Pareek (HOD, Botany)	Member
06.	Dr. Sushila Kumari (Asst. Prof. Chemistry)	Member
07.	Dr. J.P. Karwasara (Asst. Prof. Education)	Member
08.	Sh. O.P. Soni (Rtd. AGM, NABARD)	Member (Management)
09.	Prof. R.K. Singh Jakhar	Member (Employers' nominee)
10.	Sh. Birbal Singh Dhaka (Rtd. GM, BOB)	Member (Senior Adm. Officer)
11.	Sh. B.M. Bhamu (Retd. MD, AVVNL, Ajmer)	Member(Senior Adm. Officer)
12.	Sh. Mahaveer Prasad (Sarpanch, Shivsinghpura)	Member(Local Society)
13.	Miss Aakanksha	Member (Student Nominee)
14.	Miss Madhu Jaisal	Member (Student Nominee)
15.	Mrs. Sulochna Kumari (Principal, Govt. Sr. Sec. Sch., Gokulpura)	Member (Alumni nominee)



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पत्रांक ग्रा. म. नं./ 2021-22/ 140 B

दिनांक 9-11-2021

The responsibilities of the IQAC committee:

- Development and application of quality bench mark/parameters for various academic and administrative activities of the institute.
- Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, and other stakeholders on quality related institutional process.
- Dissemination of information on various quality parameters of higher education.
- Organisation of inter and intra institutional workshops; seminars on quality related themes and promotion of quality circles.
- Documentation of various programs / activities leading to quality improvement.
- Acting as a nodal agency of the institute for co-ordinating quality related activities, including adoption and dissemination of best practices.
- Development of quality culture in the institution.
- Preparation of annual quality assurance report (AQAR) as per guidelines and parameters to be submitted to NAAC.
- Any other associated duties and responsibilities as assigned by the competent Authority from time to time.

All the members are requested to take note of the above for compliance.


प्राचार्य
ग्रामीण महिला स्नातकोत्तर महाविद्यालय
Chairperson/Head of Institution

To,

1. All the members named above
2. External members of the committee named above – through the co-ordinator NAAC
3. All departments
4. Notice board and office copy

Ph.: 01572-248204



कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

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पोस्ट - कुड़ली, वाया कटराथल, जिला- सीकर (राज.) 332024

पत्रांक ग्रामम् | 2022-2023 | 87B

Internal Quality Assurance Cell

दिनांक 8/07/2022

NOTICE

(2022-2023)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 8 July 2022 at 12:00 PM in Conference hall, Gramin Mahila Mahavidhalaya, Sikar.

All the members are requested to attend the meeting on given time and decided venue.

प्राचार्य

ग्रामीण महिला स्नातकोत्तर महाविद्यालय
शिवसिंहपुरा, सीकर (राज.)

AGENDA

1. To conformation the minutes of last meeting.
2. Committee's organized for physical verification.
3. Assignment of duties to faculty members for university exams.
4. Coordinator appointment for university practical exams.
5. Flag Hoisting programme.
6. Appointment of Vice-Principal and HOD's of Physics and Mathematics department.
7. To conduct Student Union Election.
8. To inform students for upcoming selection procedure of NCC.
9. To inform students about ongoing competitive coaching classes.
10. Mahatma Gandhi Sarvodaya Vichar Exam 2022.
11. To inform students about upcoming Inter College Sports tournaments organized by University.
12. Next meeting date and Adjournment.

Minutes of Meeting:

1. **To conformation the minutes of last meeting:** The committee discussed about the minutes of IQAC meeting conducted on 08 July 2022 to associate and finalize the various activities of institution for academic year 2022 and review the action taken of the previous year IQAC meeting.
2. **Committee's organized for Physical Verification:** It is hereby notify to all the faculty members that following committees has been formed for the physical verification of different /various departments of college for academic Session 2022-23. Coordinators of committees have to submit their report and suggestions to undersigned latest by 8 July 2022.

A. Home Science Department:

1. Smt. Manoj Jaat Coordinator
2. Dr. Sangeeta Garwa Member
3. Smt. Alka Paliania

B. Geography Department:

1. Smt. Saroj Royal Coordinator
2. Sh. Taan Singh Member
3. Smt. Pooja Shivran
4. Dr. Subhash Arya

C. Chemistry Department:

- 1- Mrs. Nirupama Gupta Coordinator
- 2- Mrs. Suchitra Jakhar Member
- 3- Ms. Pratibha
- 4- Mrs. Sushila Kumari


प्राचार्य
श्रीमती महिला स्नातकोत्तर पदविद्यालय
शिवसिंहपुरा, सीकर (राज.)

D- Botany Department-

- | | |
|------------------------|-------------|
| 1- Mrs. Sushila Kumari | Coordinator |
| 2- Dr. Sushila Poonia | Member |
| 3- Dr. Vikash Pareek | |
| 4- Mrs. Mamta Garhwal | |

E. Zoology Department-

- | | |
|-------------------------|-------------|
| 1. Dr. Vikash Pareek | Coordinator |
| 2. Mr. Ravi Sharma | Member |
| 3. Mrs. Nirupama Gupta | |
| 4. Mrs. Suchitra Jakhar | |

F. Physics Department-

- | | |
|------------------------|-------------|
| 1. Mrs. Mamta Garhwal | Coordinator |
| 2. Mrs. Monika Sardana | Member |
| 3. Mr. Balram Yadav | |
| 4. Ms. Kamla Saran | |

G. Computer Science Department-

- | | |
|------------------------|-------------|
| 1. Mrs. Kalpana Kediya | Coordinator |
| 2. Mrs. Suman Kumari | Member |
| 3. Mrs. Manju Fageriya | |

H. Furniture-

- | | |
|-------------------------|-------------|
| 1. Dr. Subhash Arya | Coordinator |
| 2. Mrs. Vijaylaxmi | Member |
| 3. Dr. J. P. Karwasara | Member |
| 4. Mrs. Priyanka Kumari | Member |
| 5. Mrs. Subhita | Member |

I. Other Devices- (Light, Fans, Cameras, other Electronic items Etc.)

- | | |
|-----------------------------|-------------|
| 1. Dr. Narendra Kumar Bhamu | Coordinator |
| 2. Mrs. Suchitra Jakhar | Member |
| 3. Mrs. Pooja Shivran | Member |
| 4. Mr. Bhomaram | Member |
| 5. Mrs. Alka Pilaniya | Member |

J. N.S. S. Unit-I

- | | |
|-----------------------|-------------|
| 1. Dr. Sangeeta Garva | Coordinator |
| 2. Mrs. Subhita | Member |

N.S.S. Unit-II

- | | |
|-----------------------|-------------|
| 1. Mrs. Saroj Royal | Coordinator |
| 2. Mrs. Mamta Garhwal | Member |

N.S.S. Unit-III

- | | |
|-----------------------|-------------|
| 1. Mrs. Kalpana Kedia | Coordinator |
| 2. Mrs. Alka Pilania | Member |

K. Sports Department-

- | | |
|-----------------------|-------------|
| 1. Mrs. Manoj Jat | Coordinator |
| 2. Ms Khushboo Kumari | Member |
| 3. Mrs. Vijaylaxmi | Member |

4. Assignment of duties to faculty members for university exam: It is hereby notify to undermentioned faculty members that they have to give duty in university exam on 16th of July 2022. (Time – 3:00 P.M. to 4:30 P.M.).

1. Shree Narendra Dhaka
2. Dr. Sushila Poonia
3. Ms Pratibha
4. Smt. Mamta Gadhwal
5. Dr. Narendra Kumar Bhamu
6. Smt. Manoj Jaat
7. Smt. Nirupama Gupta
8. Smt. Pooja Shivran
9. Shree Taan Singh
10. Shree Ravi Sharma
11. Shree Jagdish Kumar Karwasara
12. Smt. Vijay Laxmi
13. Shree Kuldeep Singh
14. Ms Khusboo
15. Smt. Subhita
16. Smt. Priyanka Kumari

4. Coordinator appointment for university practical exams : Dr Vikas Pareek, HOD of Botany Department appointed as a coordinator for university practical exams for academic session 2021-22 and will organize all practical exams of U.G. and P.G. level.

5. Flag Hoisting Programme on 15th of August 2022 : On the occasion of Independence Day on 15th August, the Flag Hoisting Ceremony will be held at the College premises at 8:00 A.M.. All the faculty members and non-teaching staff of the college have to ensure their presence on that occasion.

6. Appointment of Vice Principal and HOD's of Physics and Mathematics Department: Mrs. Manoj Jaat (Assistant Professor of History) appointed as Vice –Principal, Mr. Ravi Sharma (Assistant Professor of Mathematics) as a working HOD of Mathematics Department and Mr. Amit Kumar (Assistant Professor of Physics) as a working HOD of Physics Department.

7. To conduct Student Union Election's: A committee was constituted for upcoming student union election's and all the members of committee have to ensure their own responsibility for successful completion of the Election's.

1. Dr. Priya Mathur	Coordinator
2. Mrs. Manoj Jaat	Co-coordinator
3. Mrs. Nirupama Gupta	Member
4. Dr. Sangeeta Garwa	Member
5. Mr. Taan Singh	Member
6. Dr. Vikash Pareek	Member
7. Dr. Subhash Arya	Member

8. To inform students for upcoming selection procedure of NCC: It is notify that all the faculty members have to inform the students of our college that selection procedure of NCC will be starts on 17th of September 2022 (Saturday). So, those students are interested to take part in NCC, should have to register their names as soon as possible to NCC Trainer Mr. Kuldeep Ji and Miss. Khusboo Ji .

9. To inform students about competitive coaching classes: This is to inform you all U.G. students that our College is going to start two regular coaching classes of subject Mathematics, Reasoning, English and G.K. for different competitive exams. Timing of first class is 10:00 A.M. -10:50 A.M. in morning and of second class is 3:00 P.M. - 4:00 P.M. These are free of cost.

10. Mahatma Gandhi Sarvodaya Vichar Exam 2022 : All the students of college are informed that last date of application for Mahatma Gandhi Sarvodaya Vichar Exam 2022 (organised by Board of Secondary Education) is 2nd October 2022. Application process is by online mode only. For detailed information, should contact with following faculty members :-

1. Mrs. Mamta Gadhwal (NSS Officer)
2. Mrs. Subhita (NSS Officer)
3. Mrs. Alka Pilonia (NSS Officer)

11. To inform students about upcoming Inter College Sports Tournaments organized by University: It is notify that all the faculty members have to inform students of our College that Pandit Deendayal Upadhyaya Shekhawati University is organizing Inter-College Sports Tournaments from 5th of October 2022. So, those students who are willing to take part in tournaments should register their names to Miss Khusboo. Last date of application is 30th September 2022.

12. Next meeting date and Adjournment: Set the date for the next IQAC meeting and concluded the current one.


प्राचार्य
कामीश महिला स्नातकोत्तर महाविद्यालय
फिजिकल एज्युकेशन, सीकर (राज.)



Ph.: 01572-248204

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पत्रांक ग्रामम 12022-23/131B

OFFICE ORDER

दिनांक 15/10/2022

Sub: Re-constitution of Internal quality Assurance committee (IQAC) – NAAC.

In continuation of this office order No. 1775 dated 15/10/2022 following IQAC committee is reconstituted-

S.No	Name of the official	Responsibilities of committee
01	Dr. Narendra Kumar (Principal)	Chairperson
02.	Dr. Sushila Kumari (Asst. Prof. Chemistry)	Co-ordinator
03.	Dr. Priya Mathur(HOD, Chemistry)	Member
04.	Mrs. Nirupama Gupta (HOD, Zoology)	Member
05.	Dr. Vikas Pareek (HOD, Botany)	Member
06.	Dr. Sangeeta Garva (Asst. Prof. Hindi)	Member
07.	Dr. J.P. Karwasara (Asst. Prof. Education)	Member
08.	Sh. O.P. Soni (Rtd. AGM, NABARD)	Member (Management)
09.	Prof. R.K. Singh Jakhar	Member (Employers' nominee)
10.	Sh. Birbal Singh Dhaka (Rtd. GM, BOB)	Member (Senior Adm. Officer)
11.	Sh. B.M. Bhamu (Retd. MD, AVVNL, Ajmer)	Member(Senior Adm. Officer)
12.	Sh. Mahaveer Prasad (Sarpanch, Shivsinghpura)	Member(Local Society)
13.	Miss Aakansha	Member (Student Nominee)
14.	Miss Madhu Jaisal	Member (Student Nominee)
15.	Mrs. Sulochna Kumari (Principal, Govt. Sr. Sec. Sch., Gokulpura)	Member (Alumni nominee)



कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

सुखवीर सिंह बाटड़ मार्ग, शिवसिंहपुरा (सीकर)
पोस्ट - कुड़ली, वाया कटराथल, जिला- सीकर (राज.) 332024

पत्रांक श.प्र.प्र./2022-23/131C

दिनांक 15-10-22

The responsibilities of the IQAC committee:

- Development and application of quality bench mark/parameters for various academic and administrative activities of the institute.
- Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, and other stakeholders on quality related institutional process.
- Dissemination of information on various quality parameters of higher education.
- Organisation of inter and intra institutional workshops; seminars on quality related themes and promotion of quality circles.
- Documentation of various programs / activities leading to quality improvement.
- Acting as a nodal agency of the institute for co-ordinating quality related activities, including adoption and dissemination of best practices.
- Development of quality culture in the institution.
- Preparation of annual quality assurance report (AQAR) as per guidelines and parameters to be submitted to NAAC.
- Any other associated duties and responsibilities as assigned by the competent Authority from time to time.

All the members are requested to take note of the above for compliance.

प्राचार्य

ग्रामीण महिला महाविद्यालय
Chairman/Head of Institution
शिवसिंहपुरा, सीकर (राज.)

To,

1. All the members named above
2. External members of the committee named above – through the co-ordinator NAAC
3. All departments
4. Notice board and office copy



Ph.: 01572-248204

कार्यालय, प्राचार्य, ग्रामीण महिला महाविद्यालय

सुखवीर सिंह बाटड़ मार्ग, शिवसिंहपुरा (सीकर)
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पत्रांक ग्रा.म.म./2022-23/132-A

Internal Quality Assurance Cell

दिनांक 17/10/22

NOTICE

(2022-2023)

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 17 Oct.2022 at 12:00 PM in Conference hall, Gramin Mahila Mahavidhalaya, Sikar.

All the members are requested to attend the meeting on given time and decided venue.


प्राचार्य

ग्रामीण महिला महाविद्यालय
शिवसिंहपुरा, सीकर (राज.)

AGENDA


1. To conformation the minutes of last meeting.
2. To report action taken on minutes of the last meeting.
3. To suggest ideas regarding teaching and time table.
4. Organize the Program of NSS.
5. About essay writing competition on the occasion of Constitution Day.
6. For submission of laboratories requirements.
7. Organization of Poster competition on World AIDS Day.
8. A rally program on the occasion of Human Rights Day.

Minutes of the meeting:

1. **To conformation the minutes of last meeting:** Confirmation of the minutes of the meeting of IQAC held on 8 July 2022 were presented and approved by IQAC.
2. **To report action taken on minutes of the last meeting:** The action taken report of the minutes of the meeting of IQAC held on 8 July 2022 were placed and approved by the IQAC.
3. **To suggest ideas regarding teaching and time table:** This is to inform all the staff members that there is a meeting to suggest ideas regarding teaching and time table.
4. **Organize the Program of NSS:** This is to inform all the students of NSS Unit I, II and III are requested to be present in the NSS one day camp on 19th October 2022 at 7:30 A.M. sharply. All concern incharges are also requested to arrange the necessary arrangements for the same.
 1. Mrs. Subita
 2. Mrs. Alka Pilonia
 3. Mrs. Mamta Garhwal
5. **About essay writing competition on the occasion of Constitution Day:** It is hereby notify to all the NSS Officers to inform the students that our college is going to organize an essay writing competition on the occasion of Constitution Day on 26th November 2022.
6. **For submission of laboratories requirements:** All the HOD's of various departments have to submit their laboratories requirements.
7. **Organization of Poster competition on World AIDS Day:** It is notify that all the faculty members have to inform the students that our college is going to organize a poster competition on the occasion of World AIDS Day on 1st December 2022. So, those students are willing to take part in competition should have to register their names as soon as possible to NSS Incharges.


मुख्य शिक्षक प्राथमिक विभाग
विश्वविद्यालय, दिल्ली (राज.)

8. **A rally program on the occasion of Human Rights Day:** On the occasion of Human Rights Day on 10th December 2022, a rally will be organized, so all the faculty members and students of the college have to ensure their presence and participation in that program.


प्रधाना
पंजीय नरिण पत्रावलेत नाविधा
विश्वविद्यालय (राज.)