



MARKANDA NATIONAL COLLEGE

Ph.: - 01744-240152


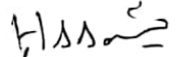






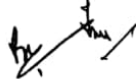




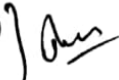
Shahabad – Markanda -136135 (Kuruksheetra)

Ref. No. MNC/16/.....

Date: 22/11/2016

NOTICE

A meeting of the IQAC will be held on 25.11.2016 at 12:00 noon. All are requested to make it convenient to attend.


- a) 1. Dr. Ashok Kumar, Principal – Chairperson 
- b) (i) Prof. Harpal Singh 
(ii) Dr. Sanjay Kumar 
(iii) Prof. S.S. Kajal 
(iv) Mrs. Kalpna 
(v) Dr. Shalini Sharma 
(vi) Dr. Tarun Kansal 
- c) (i) Sh. S.S. Ahuja (Alumni) 
(ii) Sh. Yash Pal Wadhwa (Management) 
(iii) Sh. Kesar Dass Gambhir (Management) 
(iv) Sh. Gian Chand, Head Clerk 
- d) 1. Dr. Jawahar Lal – Co-ordinator 
- e) (i) Harshdeep, B.A. III (Student) 
(ii) Jagmohan, B.Sc. III (Student) 


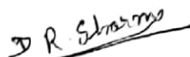




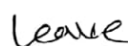









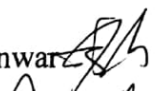
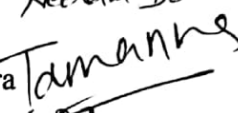
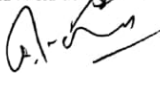










PRINCIPAL

M. N. College, Shahabad Markanda.
TEACHING STAFF CIRCULAR

Date: 13.02.17

All the staff members should note the minutes of the meeting of IQAC held on 25.11.16 at 12:00 noon in the office of the Principal which are circulated herewith for information and necessary action as per the contents in the minutes.


Principal

- | | | |
|---|----|--|
| 1. Mrs. Sadhna Kohli  | 17 | Dr. Dev Raj Sharma  |
| 2. Mrs. Manju Gupta  | 18 | Mrs. Bhawna  |
| 3. Sh. Harpal Singh Saini  | 19 | Ms. Pooja Rani  |
| 4. Dr. Sukhpal Varni  | 20 | Ms. Dolly Kush  |
| 5. Dr. Sanjay Kumar  | 21 | Ms. Mannu Sachdeva  |
| 6. Sh. S.S. Kajal  | 22 | Ms. Simran  |
| 7. Sh. Gurnam Singh  | 23 | Mrs. Sheffali  |
| 8. Mrs. Kalpna  | 24 | Ms. Neelam Devi  |
| 9. Dr. Bhupinder Tanwar  | 25 | Ms. Tamanna Arora  |
| 10. Dr. Jawahar Lal  | 26 | Ms. Shikha Mittal  |
| 11. Dr. Chuhar Singh  | 27 | Dr. Amit Verma  |
| 12. Dr.(Mrs.) Shalini Sharma | 28 | Mrs. Megha Manchanda  |
| 13. Sh. Suresh Kumar  | 29 | Ms. Monika Vats  |
| 14. Dr. Tarun Kansal  | 30 | Ms. Ritu Chhabra  |
| 15. Mrs. Bhavini Tejpal  | | |
| 16. Mrs. Prachi Arora | | |

A meeting of Internal Quality Assurance Cell (IQAC) was held at 12:00 noon on 25.11.2016 in the office of the Principal, Markanda National College, Shahabad Markanda.

The following members were present :

1.	Sh. Yash Pal Wadhwa	President, Governing Body	Management
2.	Dr. Ashok Kumar	Principal	Chairperson
3.	Dr. Jawahar Lal	Assistant Professor	Co-ordinator
4.	Sh. Harpal Singh	Associate Professor	Member
5.	Dr. Sanjay Kumar	Associate Professor	Member
6.	Sh. S.S. Kajal	Associate Professor	Member
7.	Mrs. Kalpna	Assistant Professor	Member
8.	Dr. Tarun Kansal	Assistant Professor	Member
9.	Dr. S.S. Ahuja	Principal, GSSS, Nalvi	Member, Alumni & Society
10.	Sh. Gian Chand	Head Clerk	Member
11.	Sh. Harshdeep	Student (B.A. III)	Member
12.	Sh. Jagmohan	Student (B.Sc. III)	Member

After the confirmation of the minutes of the last meeting held on 6.11.2015 at 2:15 p.m. by the chairperson, the following issues were discussed:

1. As accreditation by NAAC is mandatory for colleges and it is due since six years so it was suggested that college should apply for accreditation by NAAC. The task should be completed up to the end of March, 17. It was decided that all the staff should prepare the data of their respective departments as per the norms of NAAC.

Dr. Sanjay Kumar, Co-ordinator, NAAC apprised the Members of the progress for the preparation of SSR. It was resolved that the NAAC work should be expedited.

2. It was suggested that like alumni meet, meetings of parents (PTM), students should be arranged regularly to get feedback. The analysis of the feedback should be provided to the concerned faculty for necessary action.

A sub committee of the following members was constituted:

- a) Sh. S.S. Kajal, Incharge
- b) Sh. Harpal Singh
- c) Dr. Jawahar Lal
- d) Dr. Shalini Sharma

3. The members appreciated the work done in the college in the form of Smart Room and Herbal Park.

4. The members congratulated the teachers who have started regular teaching through Power Point Presentations. It was suggested that the use of audio visual aids by teachers should be further increased. Students should also be motivated to prepare their Power Point Presentations on specific topics of their interest and deliver before the class.

5. As in previous meeting, it was again suggested that expert counselors should be invited in the college from other Institutions/Universities from time to time to deliver extension lectures on important topics for improving the communication skills/soft skills of the students. It was decided that extra emphasis should be given on spoken English and on teaching of grammar.

Mrs. Kalpna, Assistant Professor of English will look after the work on organization of extension lectures by experts and workshops related to communication skills programmes.

6. To improve the technical and practical skills of the students, it was suggested that educational tours should be arranged to visit in the industries/workshops/scientific labs etc. so that students should gain the practical knowledge of the subject.

Sub-committee to organize educational-cum-industry bridge tours

- a) Dr. Sanjay Kumar
- b) Sh. S.S. Kajal
- c) Dr. Jawahar Lal

7. It was resolved that teachers should evaluate academically the students at the beginning of each session so that an extra classes for week and meritorious students are arranged.

8. It was suggested that the teachers who are non Ph.D. should be motivated to pursue their Ph.D. work to enrich the subject contents. The Ph.D. teachers should apply to UGC for Minor/Major Research projects in their concerned subject.

9. Dr. Jawahar Lal, Co-ordinator, IQAC informed that it is mandatory teachers to fill up the API performa every year to get next step promotion. They should submit the proforma with documents for proof at the earliest.

10. It was suggested that bookshelves should remain open in the library for students so that they may consult any reference or text book of their interest in the free period.

11. It was also suggested that at the time of admission a counselling committee should be formed so that students may opt for proper subject combinations taking into consideration the future aspects of the course.

The following committee was constituted for this purpose :

- i) Mrs. Kalpna Punia
- ii) Dr. Jawahar Lal
- iii) Dr. Tarun Kansal

12. Some more job oriented subjects/courses should be introduced keeping in view the demand of the society concerned.

13. It was suggested that more furniture should be provided in the college canteen.

14. College should prepare annual budget estimation for the expenditure for the financial year so that all the activities are conducted in a streamlined way.

15. It was suggested that names of the toppers/merit holders and blood donors be displaced on different boards so that the students may be inspired and may work hard for their study and social activities.

Dr. Tarun Kansal was appointed to collect the data concerned and for preparation of boards.

With a vote of thanks the meeting came to an end.



Chairperson



Co-ordinator