

A meeting of IQAC was held at 1pm on 27th July 2017 in IQAC room. The following members attended the same

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| 1. Dr. Bhogant Kau | <u>Chaperant</u> |
| 2. Dr. Rajiv Mitta | <u>Mitta</u> |
| 3. Dr. D. S. Sharma | <u>Sharma</u> |
| 4. Dr. Ashish Thomas | <u>Thomas</u> |
| 5. Dr. P. K. Mehta | <u>Mehta</u> |
| 6. Dr. Neeta Dhungia | <u>Mehra</u> |
| 7. Dr. Meena Singh | <u>Singh</u> |
| 8. G. K. ARORA | <u>Arora</u> |

1. IQAC decisions can be informed to Faculty members through ⁱⁿ staff council meetings.
2. Admission process and the follow up work such as Hall No. and I. cards availability need to be reviewed.
3. Emphasis was laid on planning and starting Add on courses.
4. Proposed IQAC plan was exhaustively discussed.
5. Changing external reports in IQAC to facilitate internships & placements was deliberated upon.
6. Organise Google Calendar session for administrative staff.
7. Student representatives in IQAC to assist Ms. Mehta in collection of reports and photographs of college events.
8. Process for Green audit and academic audit to be researched.

A meeting of the ICAC was held on 2nd November 2017 at 1 PM in the Principal's room and following members attended the same

- ① Dr. Neeta Khungie M. Shyja
- ② Dr. Daya Shanker Sharma D. S. Sharma
- ③ P. K. Mehta Pradyumn Mehta
- ④ Rajiv Mudra Ajinder
- ⑤ Anjan Bhatta Ajay
- ⑥ Dr. Gurnit. Winder Singh S. Singh
- ⑦ Indrajit. S. Basra Indrajit Singh
- ⑧ Dr. Gita Lekhanpal Gita
- ⑨ Dr. Ashish Thomas Thomas
- ⑩ Mrs. Meera Dhiri
- ⑪ Dr. Jaspal Singh

1. Members were informed about the activities undertaken in the odd semester
 - (i) FDP - Google Calendar for Administrative staff members.
 - (ii) FDP was organised by the Department of English on the topic / Paper 'Soft Skills'.
 - (iii) A Certificate Course on Soft Skills in collaboration with TELERANG.
 - (iv) The Counsellor had course wise interaction with students.
 - (v) The Counsellor also wrote uploaded short write ups on the college.

- website on topics relevant to students.
- (vi) Work on bringing out an e-Newsletter has been initiated.
 - (vii) Processes and procedures are discussed with the objective of improving administrative performance.
2. Students should be informed about the scope of the paper before they are asked to exercise their option.
 3. To improve the scope and process of placement, it has been suggested, to formulate a Placement Policy.
 4. From time to time talks should be organised to apprise students regarding the trends and practices in placement.
 5. It was suggested that programme officer should be appointed and he/she should have contact details of students to ensure smooth communication of information.
 6. Student Representative, Bryan, expressed an interest in Add-on-Course on 'Bit-Coin'.

Gita

9/11/17
02/11/17

A meeting of IQAC was held on 5 April 2018 at 12.30 pm in Room No. 116.

Following members attended the same:

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| 1. Dr. Jaspal Singh | |
| 2. D. S. Sharma | <i>[Signature]</i> |
| 3. Rajiv Mehta | <i>[Signature]</i> |
| 4. P. K. Mehta | Pradeep Mehta |
| 5. Meena Singh | Ms <i>[Signature]</i> |
| 6. Bhagwant Kaur | <i>[Signature]</i> |
| 7. Gita Lakhanpal | Gita |
| 8. Neeta Dhumra | Neeta |
| 9. G. K. Arora | <i>[Signature]</i> |
| 10. Abhishek Sharma | Abhishek |
| 11. Ashish Thomas | <i>[Signature]</i> |

A&AR 2018 was presented to the members. Following were the points discussed:

- Observations and suggestions were made to improve the A&AR 2018.
- Concern was expressed regarding students' unsatisfactory response to the Add on courses.
- Members were of the opinion that research activities in college need attention and that students should also be encouraged to do research.
- A&AR 2018 to be presented in the Staff Council meeting. Gita

[Signature]
05/04/18