

## **Minutes of the Meeting of IQAC**

**Date: 04-02-2020**

**Time: 2.15 P.M**

**Venue: Principal office**

The meeting was convened under the chairmanship of the Principal Mrs Madhu Mehta in Principal office.

### **AGENDA**

**(1) Lesson plan must be uploaded on the web portal for even semester.**

**Resolution:** Notice has already been displayed & lesson plan must be uploaded on web Portal.(Action & Follow by Mrs Sandhya & Mrs Veenu – Web Portal Incharge)

**(2) Reports of the activities should be maintained & must be uploaded on the web-portal & Facebook Page. The activity photographs are to be Geotagged.**

**Resolution:** Notice has already been displayed. (Action & Follow by Mrs Sandhya & Mrs Veenu & Mrs Ankur (Computer Instructor).

**(3) Collection & Data Maintenance for AQAR**

Annual Report of the college needs to be upload on web-portal.

**Resolution:**.. Action & Follow by Convenor of IQAC Dr. Isha Goyal, & Dr. Ashish Jolly.

**(4) Work towards Energy Conservation :**

Installation of LED Lights & Solar Panel

**Resolution:**.. Action & Follow by Convenor of Electricity Committee Dr. Nisha.

**(5) Work toward creating Green Campus:**

- For this rain water Harvesting Project is under WIP in college.
- Workshop on solid waste management to be conducted by Eco-Club in the month of March 2020.

**Resolution:** Action & Follow by Eco-Club Convenor Dr. Vinay Yadav.



**(6) Student Council & representation of students in academic & administrative activity**

- For this subject societies and student council are created in college.

**Resolution:** Action & Follow by all the HOD's of concerned Department & Convenor of Election Committee Dr. Kapoor Singh.

**(7) To revive alumni network**

- We must conduct alumni meet atleast once in a year.

**Resolution:**.. Action & Follow by Alumni Committee Convenor Dr. Kappor Singh.

**(8) All the faculty members are required to submit the certificates of various courses/seminar/workshops attended to IQAC.**

**Resolution:** Action & Follow by Faculty Members.

**(9) Separate common room for Girls& Boys.**

**Resolution:** Separate common room has already allocated.

**(10) Strengthening of Industrial linkage**

- Start up programmes to be organised by EDC cells.
- Promoting Industrial/Education tour in college.

**Resolution:**.. Action & Follow by ED Cell Convenor Mrs. Mamta & Tour Committee Convenor Dr. Daisy.

**(11) Feedback mechanism from students , teachers and parents.**

- Evaluation of feedback & action taken report.
- PTM's to be held in month of March 2020

**Resolution:** Action & Follow by Mentor – Mentee Incharge Dr. Vinay Yadav & Supported by all staff members, students, parents & teachers. Report of PTM's to be submitted to IQAC based on parents feedback.

**(12) Activity calendar for session 2019-2020.**

**Resolution:** Action & Follow by Incharge of different committee & HOD's of all departments.



(13) **The college should increase the rare/ref. books.**

- Encourage E-Books, E-Journals & E-Magazines to promote Digitalization.
- Grant of Rs. 1, 50000 has been demanded from DGHE to purchase E-Books, Magazines & Journals.

**Resolution:** Action & Follow by Library Committee Convenor Dr. Isha Goyal.

(14) **Every Faculty members is required to take one lecture through PPT to promote digitalization. It is to be shown in time-table.**

**Resolution:** Action & Follow by Time-Table Committee Convenor Dr. Nisha

(15) **Beautification of Campus:**

**Resolution:** Action & Follow by Convenor of Beautification Campus Committee Mr. Jagpal

(16) **Bus facility to girl students from their residence to college.**

**Resolution:** Action & Follow by Convenor of Bus Pass Committee, Mr Naveen

(17) **Reconstruction & maintenance of road inside the college.**

**Resolution:** Action & Follow by Convenor of Building Maintenance Committee, Mr Jagpal.

(18) **Enhancement of IT skills of faculty member**

- For ICT training/workshop, it was resolved that Deptt. of Computer Science will provide training to faculty members in month of March 2020.

**Resolution:** Action & Follow by HOD of Computer Science Dept, Dr. Sonika.

(19) **Sensitizing the faculty & students towards the benefit of exercise and health.**

For developing the habit of exercise, it was resolved that physical education department will conduct workshop in the month of March. 2020.

**Resolution:** Action & Follow by HOD of Physical Education, Dr. Daisy.



(20) Utilization of grant within stipulated period.

Resolution: Grant should be utilized upto 15 Feb 2020. No grant should lapse. Action & Follow by Dr. Harvandana, Bursar

(21) Increase the research activities & promote research culture.

Resolution: Staff is provided duty leave to attend diff. research activities & it is suggested that list of UGC approved Journals 2019 should be circulated among staff members. Initiative to take different types of grant from U.G.C & other Govt. bodies. Action & follow by UGC Convenor, Dr. Kalpana Hooda.

(22) Demand for opening the Post Graduation course i.e M.COM & PGDCA for students in commerce & Computer Sci. Dept respectively.

Resolution: It was decided that the proposal for addition of new courses i.e M.COM & PGDCA will be presented before DGHE in Principal Meeting.

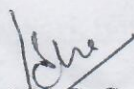
(23) Demand for budget for maintenance of building.

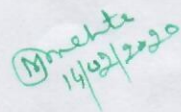
Resolution: It was decided that budget will be demanded for maintaining the existing building.

Action & Follow up by Building Maintenance Committee, Mr. Jagpal.

Meeting ended with vote of Thanks.

Minutes of meeting are uploaded on web portal with request to all Incharge of subject societies/cells/clubs & HOD's of various depts. to take up the different activities allotted to them so that outcome is positive.

  
IQAC Convenor

  
Principal  
(IQAC Chairman)