

**Details of the meetings of IQAC with action taken report.**

Session :2018-19

**Meeting 1 :**


A meeting of IQAC was held on 07/09/2018 in Principal's office, The following members attended.

1. Yasvir Singh Chairman IQAC  
(Principal)
2. Dr. P.K. Aggarwal Coordinator IQAC  
(Sr. Faculty)
3. Sh. Jaivir Singh Member  
(Sr. Faculty)
4. Mrs. Neena Bansal  
(Sr. Faculty)
5. Dr. Sunita  
(Sr. Faculty)
6. Dr. Neeraj Garg  
(Sr. Faculty)
7. Sh. Amarjeet Singh  
(Faculty)
8. Sh. Mohan Gupta  
(Dy. Supdt.)
9. Sh. A.K. Singhal  
(Community Representative)
10. Dr. Supriya Dhillon  
(External Expert)

**Minutes of the meeting :**

In the meeting following points were discussed.

1. AQAR 2017-18 was discussed in detail.
2. The teaching-learning and evaluation system adopted in the college was discussed and satisfaction was expressed over it .
3. Extension activities carried out in the college were viewed. Members expressed satisfaction over them and considered them necessary for the overall growth of the students and stressed on introducing some more activities.
4. The members discussed the environment of research development in the college and felt that faculty must be encouraged to undertake more and more research work.
5. Feedback system adopted in the college has been found working well. Still the stress was laid on conducting more student satisfaction surveys and contact with other stakeholders.

  
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6. It was stressed that the help of alumni association must be sought for the development of the institution and the growth of the students.
7. Students support services available in the college were discussed and was viewed that more support services be provided covering greater number of students.
8. The need for augmentation of physical infrastructure was discussed and decided that sports facilities be increased and washrooms for girls constructed.
9. AQAR 2017-18 was approved and recommended to be forwarded to higher authorities for approval.

**Action Taken Report :**

1. AQAR 2017-18 was sent to the administrator of the college for approval.
2. A meeting of the faculty with IQAC was called to ensure the imparting of quality education through proper learning teaching and evaluation system and to ensure that more and more extension activities are carried out.
3. Grievances Redressal Cell was instructed to take regular feedback from all the stakeholders and to conduct more students satisfaction surveys.
4. The matter of help from alumni was discussed with alumni association and it suggested to start free coaching classes for the students of the college after college hours.
5. Research Committee of the college stressed the faculty to ensure maximum participation in research activities.

**Meeting 2:**

A meeting of IQAC was held on 20.11.2018 in Principal's office. The following members attended.

1. Yasvir Singh Chairman IQAC  
(Principal)
2. Dr. P.K. Aggarwal Coordinator IQAC  
(Sr. Faculty)
3. Sh. Jaivir Singh Member  
(Sr. Faculty)
4. Mrs. Neena Bansal  
(Sr. Faculty)
5. Dr. Sushila Saini  
(Faculty)
6. Dr. Neeraj Garg  
(Sr. Faculty)
7. Sh. Amarjeet Singh  
(Faculty)
8. Sh. Mohan Gupta

  
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- (Dy. Supdt.)
9. Sh. A.K. Singhal  
(Community Representative)
  10. Dr. Supriya Dhillon  
(External Expert)

#### Minutes of the meeting :

In the meeting, the report of students satisfaction survey was discussed and stressed that the following suggestions/feedback received from the students must be taken up with the concerned departments at various levels.

- Introduction of some new PG and Add on courses.
- Cleanliness of toilets and construction of some more toilets.
- Issuance of library books for greater no. of days and free books to the needy students.
- Starting of local bus service form bus stand to college and back.
- Serving of good quality food items in the college canteen at subsidized rates.
- Organization of some more career counseling sessions.

#### Action Taken Report :

1. The matter of opening PG course in Rural Development, restarting of PG course in English and Add on courses in Accountancy, taxation and Computer was taken up with the administrator of the college and got his approval.
2. The issue of cleanliness of toilets, issuance of books for grater no. of days from the library, free books to the needy students and starting of local bus service was taken up with the concerned departments and were instructed/requested to do the needful at the earliest.
3. College canteen contractor was asked to ensure the serving of good quality food items. Rates of different items dully approved by college canteen committee must be displayed at the cash counter.
4. Career Counseling Cell was instructed to organize some more career counseling sessions and workshops.

#### **Meeting 3:**

A meeting of IQAC was held on 12.02.2019 in Principal's office. The following members attended.

1. Yasvir Singh Chairman IQAC  
(Principal)
2. Dr. P.K. Aggarwal Coordinator IQAC  
(Sr. Faculty)

  
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3. Sh. Jaivir Singh Member  
(Sr. Faculty)
4. Mrs. Neena Bansal  
(Sr. Faculty)
5. Dr. Sushila Saini  
(Faculty)
6. Dr. Neeraj Garg  
(Sr. Faculty)
7. Sh. Mohan Gupta  
(Dy. Supdt.)
8. Sh. A.K. Singhal  
(Community Representative)
9. Dr. Supriya Dhillon  
(External Expert)

**Minutes of the meeting :**

In the meeting following points were discussed.

- It was viewed how much of the plan of action 2018-19 has been executed.
- IQAC express satisfaction over teaching learning and evaluation process and the quality education being imparted in the college. However it was decided that the faculty be instructed to organize some field tours and industry tours to provide greater exposure to the students.
- The engagement of faculty in research activities was discussed and found satisfactory.
- It was also decided that career and placement cell be instructed to organize more career counseling sessions and other cells to organize more extension activities related to current issues.
- Delay in construction of washrooms for girls was discussed and viewed seriously. It was decided that the matter be discussed with the administrator and speeded up.
- Concern was expressed over the delay in getting NOC for starting new courses from DGHE Haryana and it was decided that the matter be taken up with concerned authorities.

**Action Taken Report :**

1. DGHE office was contacted for speeding up the matter of getting NOC.
2. The matter of getting approval for construction of more washrooms was taken up with the administrator and got his approval for starting the work.
3. Career guidance and placement cell and other cells were instructed to conduct more extension activities, so necessary for the growth of the students.
4. The faculty was instructed to organize field tours etc. and to cater the learning needs of the diversity of students by organizing doubt clearing classes for the weak and advanced students.

  
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#### Meeting 4:

A meeting of IQAC was held on 09.04.2019 in Principal's office. The following members attended.

1. Yasvir Singh Chairman IQAC  
(Principal)
2. Dr. P.K. Aggarwal Coordinator IQAC  
(Sr. Faculty)
3. Sh. Jaivir Singh Member  
(Sr. Faculty)
4. Mrs. Neena Bansal  
(Sr. Faculty)
5. Dr. Sushila Saini  
(Faculty)
6. Dr. Neeraj Garg  
(Sr. Faculty)
7. Sh. Mohan Gupta  
(Dy. Supdt.)
8. Sh. A.K. Singhal  
(Community Representative)
9. Dr. Supriya Dhillon  
(External Expert)

#### Minutes of the meeting :


In the meeting the plan of action 2019-20 was discussed in detail and the following decisions were taken.

- To introduce some value added courses.
- To organize a large no. of extension activities to groom the personality of the students and to promote the students work with the community.
- To emphasize more and more on interactive and participative methods of teaching through ICT catering the needs of the diversity of the students.
- Introduction of some new courses like B.Sc. in Actuarial Science, B.Sc. in Medical Lab. Technology, PG Diploma in Co-operation management and certain other courses which could not be started due to late arrival of NOC from DGHE Haryana.
- Augmentation in physical infrastructure by installing solar power plant, construction of firing range, administrative block and Updation of labs.
- To sign some MOU's and collaboration with certain institutions and corporate housed under student and faculty exchange program.

  
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Action Taken Report :

1. The Proposals discussed in the meetings were included in the plan of action to be executed in the session 2019-20.
2. The faculty was instructed to use interactive method of teaching ensuring the participation of all the students providing quality education.
3. The matter of augmentation of physical infrastructure was discussed in the meeting of managing committee and got its approval.
4. Introduction of some new PG and UG courses was approved in the meeting of the managing committee.
5. The proposal of signing some MOUs and collaborations with other institutions and industries is in pipeline.

  
Principal - cum. Chairman Co-ordinator  
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