

Minutes of IQAC Meeting dt 29/9/21

Timing: 11:00AM

Venue: Principal Office

- 1 IQAC coordinator, Dr. Surender Kumar, welcomed the members to today's meeting with special mention to need of regular meet of IQAC .
- 2 Resolved that the minutes of IQAC meeting dated 27/9 21 be confirmed .
- 3 Detail procedure for the verification of API score discussed and unanimously accepted & decided that API forms will be verified through proper channel via office of Principal .
- 4 All the minutes and activities of IQAC to be uploaded on college website and separate corner for IQAC to be maintained on website (Action to be taken by Sh Sharvan)
- 5 All departments should submit their proposal for starting & feasibility of value – added courses in their respective department (Action to be taken by All HOD)
- 6 All departments suggested to organize at least one national seminar or workshop or conference . (Action to be taken by Respected HOD s)
- 7 Alumni committee & students and parents feedback in proper format & submit the format of feedback before next meeting. (Action to be taken by convener of ALUMINI & STUDENTS feedback committee)
- 8 Library incharge was suggested to prepare the list of required infrastructure for updation and digitalization of library .(Action to be taken by Sh . Sahil, library incharge)
- 9 All the HOD of respective departments suggested to maintain proper record of their department activities in the register maintained at their department level (Action to be taken by all HOD's)
- 10 complaint box should be opened and checked at least once a month. (Action to be taken by convener of grievance committee)
- 11 Quarterly report of the budget for current session along with the expenditure of college funds should be prepared and maintained, showing detail usage of budget and funds (Action to be taken by bursar of college)
- 12 Best practices of tree plantation women empowerment and fitness camps should be encouraged & circulated between students and faculty.(action to be taken by incharge, women cell, NSS coordinator for both boys and girls)
- 13 steps should be taken toward publishing of college magazine and academic calendar (Action to be taken by convenor press & publicity committee)

14) Efforts should be made to install transparent complaint box (Action to be taken by convenor grievance committee)

15) Proper facilities should be made available for students to play both outdoor & indoor games effort to be made for preparing badminton and basket ball court. frequent inter- department . Games should be arranged for both student and faculty (Action to be taken by convenor sports committee)

16) From IQAC members, the following duties assigned to make the work of college committees more effective and smooth as per rules & regulation of department.

A	Library Committee	Dr. Neha Mittal will be incharge for monitoring these committee's work quarter wise
	API Verification Work	
	ITR	
	Girls Common Room and Staff Room	
	ACR Result	Ms. Meena will be incharge for monitoring these committee's work quarter wise
B	NSS	
	Cleanliness and Beautification	
	Red Ribbon and Traffic	
	IT And Computer	
	Press And Publicity	Dr. Jyoti will be incharge for monitoring these committee's work quarter wise
C	Women Cell	
	Beti Bachao Committee	
	Cultural Committee	
	Registrar Office	
	AQR Preparation	Dr. Vishal will be incharge for monitoring these committee's work quarter wise
D	Tutorial Group	
	Sports Committee	
	Purchase Committee	
	Alumini Committee	
	College Funds	Dr. Neeraj will be incharge for monitoring these committee's work quarter wise
E	Guidance and Placement	
	Recruitment Board	
	Earn While Learn	
	NAAC	
	Anti corruption and Anti Smoking	

17) incharges mentioned above from 16-A to 16-E will submit their quality report quarter wise that is work till 30/ 9/21 , 31/12/21, 31/03/ 22 and 30/06/22 respectively to undersigned.(action to be taken by incharges mentioned in 16-A to 16-E)

18) All correspondence regarding work of API will be done by DR. Jyoti , IOAC member (Action to be taken by Dr. Jyoti)

19) The meeting ended with thanks to all staff members and IQAC members.

Members of IQAC please note the above minutes from S.no. 1 to 19 and same will be sent on your email id.

1 Dr. Vishal Redhu



EMAIL : redhuvishal1951@gmail.com

2) Dr. Neha Mittal



EMAIL: NALHMMAIL1986@gmail.com

3) Dr. Neeraj Dhanra



Gmail : neerajdhanra 80@gmail.com

4 Dr. Jyoti Rani

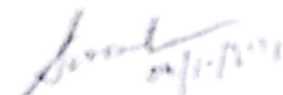



Gmail : jyoti(jyotirani@gmail.com

5 Mrs. Meena



Gmail : ranameena 908@gmail.com


Coordinator, IQAC


Principal cum Chairman, IQAC