

Minutes of First Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 17 July, 2018 at 12pm in the Principal's Office.

Members present

1. Dr. (Mrs.) Anita Arora (Chairperson Of the IQAC)
2. Mr. Vipul Makkar (Asst. Prof.)
3. Ms. Renu (Asst. Prof.)
4. Mrs. Kiran (Asst. Prof.)
5. Mr. Surinder Kumar Thakral (Management Member)
6. Mr. Rajpal (Senior administrative officer)
7. Mr. Bhart Bhushan (Senior administrative officer)
8. Miss. Aditi (Student)
9. Mr. Mandeep (Alumni)
10. Mr. Roshan Lal Thakkar (Employer)
11. Mr. Sat Pal Gupta (Employer)
12. Miss Renu (Coordinator of the IQAC)

Agenda

1. To Discuss the curricular and extension activities in the coming session (2018-19).
2. To encourage Faculty to Members to apply for Ph.D.
3. To encourage Faculty to deliver lectures with the help of ICT.
4. To assign duties for several cell, Committees which organize those activities.

Action taken

- 1) Organization of Different Curricular and extension Activities for the coming session were discussed and the nomenclature of most of cell & committees remain same.
- 2) Circular for nomination of students office bearers for houses, YWC and other cells has been issued for necessary action.
- 3) Principal encouraged Faculty members for Ph.D Programme.
- 4) For Effective Teaching, Faculty members were informed about the use of ICT.
- 5) One week workshop within the college faculties has been organised to prepare ICT based lessons in different subjects. Feedback and improvement for which given by peers.
- 6) Duties of staff members were assigned for several cells & Committees which organize those activities. List regarding duties for the session 2018-19:-

Sr. No	Name of Cell or Committee	Members
1	Admission Committee	Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Isha Member- Mr. Rajvinder Member-Mr. Pankaj Member- Ms. Sheenu Member-Mr. Gurpreet Member- Mr. karan
2	Examination Committee	Member - Ms.Renu Member- Mrs. Shaina Member- Mrs. Kiran (B.Ed & D.El.Ed.) Member - Mr. Gurpreet Member- Ms. Ritu
3	Skill-in- Teaching	Member - Mrs. Pawandeep Member-Mrs. Sunaina Member - Mr.Rajvinder Member- Mrs. Shaina
4	IQAC	Principal- Dr. Anita Arora Incharge-Mr. Vipul Makkar Member-Mrs. Kiran Member-Ms. Renu Management President Management Secretary Alumni
5	Faculty development and Research Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Kaur Member- Ms. Renu Member- Ms. Sapna
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mr. Vipul Makkar Member-Ms. Sheenu Member- Mr. Anil Member- Mr. Gurpreet Member- Mrs. Isha
7	Sports & Yoga Cell	Member - Mr. Pankaj Member- Mrs. Priyanka Member- Mr. Karan
8	House Co-ordinator	Mrs. Renuka
9	Institutional Calendar and Timetable committee	(B.Ed.)-Mrs. Swati (E.T.T.)- Mr. Rajvinder Singh
10	News Letter (Press Report) and Photograph Committee	Member- Ms. Sheenu Member- Mr. Karan

		Member-Mr. Anil Member- Mrs. Renuka (Photograph)
11	Scholarship	Member- Mr. Aman Member-Ms. Sapna Member- Mr. Karan
12	Educational tour and trip	Incharge- Mr. Vipul Member- Mr. Rajvinder Member- Ms. Renu Member- Mrs. Priyanka Member- Mrs. Sunaina
13	Magazine Committee/ Editorial Board	Editor in chief- Dr. Anita Arora Editor Punjabi(B.Ed.)- Mrs. Pawandeep Editor Punjabi(E.T.T)- Mr. Rajvinder Editor Hindi (B.Ed.)- Ms. Sheenu Editor Hindi (E.T.T.)- Mr. Karan Editor English(B.Ed.) – Ms. Sapna Editor English(E.T.T.)- Ms. Isha Member- Ms. Swati
14	Community work (NSS, Survey,Rally etc.)	Incharge- Mrs. Sunaina Member- Mr.Gurpreet Member- Mrs. Neetu Member- Mr. Anil Kumar
15	Discipline Committee	Member - Mr. Pankaj Member- Mr. Rajvinder Member- Mrs. Isha Member- Mrs. Sunaina
16	Placement and Alumni Association	Incharge- Mrs. Renuka Member- Mrs. Neetu Member- Mrs. Swati Member-Mrs.Kiran
17	Library Committee	Incharge- Mrs. Renuka Member- Mr.Karan Member- Ms. Sheenu Member- Ms. Swati Member- Mr. Anil Member-Ms. Sapna
18	Maintenance and campus Beautification Committee	Incharge-Mr. Anil Members- Mrs. Isha Member- Mrs. Priyanka Member- Mrs. Neetu
19	Guidance and counseling Cell	Member- Ms. Renu Member-Mrs. Sunaina Member- Mrs. Neetu
20	Faculty Welfare Committee	Incharge- Mr. Vipul Makkar Member- Mrs. Pawandeep Member- Mrs. Shaina

21	Social Awareness Committee Legal Literacy Club Voter Awareness Club Red Ribbon club Eco Friendly Club	Member- Mr. Vipul Makkar Member- Ms. Ritu Member- Mr. Pankaj Member- Ms. Ritu Member- Ms. Sheenu Member- Mrs. Priyanka
22	Grievance Redressal Committee	Member- Mrs. Sunaina Member- Mr. Pankaj Member- Mrs. Neetu Member- Ms. Renu
23	Website /Technical Upgrading.	Member - Mr. Vipul Makkar Member- Mrs. Renuka Member- Mr. Aman Member- Mrs. Kiran
24	Attendance Record	Member- Mr. Pankaj Member- Mrs. Kiran Member- Mrs. Neetu
25	Anti Ragging Committee	Member -Mr. Rajvinder Member -Mr. Pankaj Member -Mrs. Priyanka Member -Mrs. Renuka
26	Survey (D.El.Ed.)	Member- Mrs. Priyanka Member- Mrs. Isha
27	Purchase Committee	Member- Mr. Rajpal Sharma Member- Mr. Bharat Bhushan

The meeting ended with thanks

Dr.(Mrs.)Anita Arora
Principal

Minutes of Second Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 12.11.2018 at 1 pm in the principal's Office.

Members present

1. Dr. (Mrs.) Anita Arora (Chairperson Of the IQAC)
2. Mr. Vipul Makkar (Asst. Prof.)
3. Ms. Renu (Asst. Prof.)
4. Mrs. Kiran (Asst. Prof.)
5. Mr. Surinder Kumar Thakral (Management Member)
6. Mr. Rajpal (Senior administrative officer)
7. Mr. Bhart Bhushan (Senior administrative officer)
8. Miss. Aditi (Student)
9. Mr. Mandeep (Alumni)
10. Mr. Roshan Lal Thakkar (Employer)
11. Mr. Sat Pal Gupta (Employer)
12. Miss Renu (Coordinator of the IQAC)

Agenda

1. Feedback and Review of actions taken after previous meeting .
2. Organization of National Seminar
3. Remedial Coaching
4. Personal counselling
5. Faculty development programmes
6. Evaluation process
7. Feedback from Teachers regarding Curricular & Extension activities.

Action taken

1. Minutes of previous Meeting was read & passed and feed back for "work done" has been discussed.
2. Duties were assigned to staff members regarding National seminar.
3. Discussion on Remedial coaching for Weak students & slow learners in separate meetings of subject wise faculties.
4. Personal Counselling for those students who have their personal problems. Miss Renu, Mrs. Sunaina & Mrs. Neetu handle such Cases, a brief of such work has been given to the principal.
5. A Committee was formed for FDP's who conduct Research & Faculty Development programmes for teacher's Growth.
6. Evaluation process was discussed in terms of Class test, House test, assignments, sessional work seminars etc;
7. Teachers were informed to give timely feedback regarding Curricular & Extra curricular activities held in an institution.

The meeting ended with thanks.

Dr.(Mrs.)Anita Arora
Principal

Minutes of third Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 11.02.2019 at 1pm in the Principal's office.

Members Present

1. Dr. (Mrs.) Anita Arora (Chairperson Of the IQAC)
2. Mr. Vipul Makkar (Asst. Prof.)
3. Ms. Renu (Asst. Prof.)
4. Mrs. Kiran (Asst. Prof.)
5. Mr. Surinder Kumar Thakral (Management Member)
6. Mr. Rajpal (Senior administrative officer)
7. Mr. Bhart Bhushan (Senior administrative officer)
8. Miss. Aditi (Student)
9. Mr. Mandeep (Alumni)
10. Mr. Roshan Lal Thakkar (Employer)
11. Mr. Sat Pal Gupta (Employer)
12. Miss Renu (Coordinator of the IQAC)

Agenda

1. Purchase of equipment for laboratory development.
2. Upgradation of library services.
3. Publication of Newsletters.
4. To appoint Counsellor at institute level for Students.
5. Strengthening training & placement Cell.

Action Taken

1. The Efforts made by institution are appreciable in purchasing the new equipments for various laboratories.
2. The library will be updated with e-books.
3. Discussion on Newsletters publication.
4. It was decided to appoint Counsellor to perform personal level Counselling as well as academic Counselling. Miss Renu, Mrs.Sunaina, Mrs.Neetu is appointed as institute level counsellor for the academic year 2018-19.
5. Assistant professor Mrs.Renuka updated the placement activities nd updates .It was decided to strength the placement Cell through Career Oriented training to the students.

The meeting ended with thanks.

Dr.(Mrs.)Anita Arora
Principal

