

### Minutes of the IQAC meetings

The 16th meeting of the IQAC was held on 19<sup>th</sup> July, 2019 in the management room at 2:30 pm. The agenda for the meeting was:

- to organize Workshops for Empowering the Faculty and the students like workshop on “How to use e-resources available in the library”.
- to organize Talent Search Program
- to start with Remedial Coaching in a structured way as it is one of the best practice of the session 2019-20
- to organize already scheduled activities dedicated to 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji
- Enrollment of students in various co-curricular departments like NCC, NSS, LLC and YRC etc.
- Any other matter

The Principal welcomed the members of the IQAC present for the meeting.

#### **Proceedings:**

The minutes of previous IQAC meeting were read and approved.

As per the demand of the faculty members, It was resolved to organize a workshop on “How to use e-resources available in the library” for the faculty and PG students.

It was discussed about organizing ‘Talent Search Program’, to identify the hidden talent in the students (For music, dance, fine arts, folk and literary items)& team can be prepared on the basis of the results for participation in Youth Festival. Item was duty was assigned to various teachers to guide the selected students.

It was also discussed about Remedial Coaching. It was explained that all the teachers must identify the slow and advanced learners in their classes, provide remedial and give special attention to the academic problems of the slow learners and to further improve the performance of the good performers and give them a motivational boost-a step towards academic excellence.

It was also resolved to organize the remaining activities (already decided in the session 2018-19) dedicated to 550<sup>th</sup> birth anniversary of Sri Guru Nanak Dev Ji.

It was resolved to plan for enrollment of students in NCC, NSS, LLC and YRC.

It was resolved to organize induction/orientation program to familiarize the new comers with the faculty members and rules & regulations that they are to follow during their stay in the college.

To remind all, It was again resolved that we must adhere to the decision already taken regarding observance of days/events of national/international importance.

Lastly, It was decided to observe 72<sup>nd</sup> Independence Day on 15 August, 2019 and Teachers' Day on 5<sup>th</sup> Sept., 2019.

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The 17<sup>th</sup> meeting of the IQAC was held on 11th Oct., 2019 in the management room at 2:30 pm. The agenda for the meeting was:

- Inauguration of New Vermi compost Unit.
- Organizing activities based on anti drug theme under buddies program.
- Organizing lectures on Environment and Health issues etc.
- Organizing competitions based on theme of various festivals, quiz, debate/declamation and essay writing etc. to develop skills, confidence and poise in speaking to groups.
- Organizing lecture on IPR.
- Extension activities by respective departments.
- Any other matter.

The Principal welcomed the members of the IQAC present for the meeting.

#### **Proceedings:**

The minutes of previous IQAC meeting were read for approval and will be complied in the session as and when required.

As the site of Vermicompost Unit was changed and newly built up therefore the issue of its inauguration was discussed and resolved.

It was discussed and resolved that all departments will participate in buddy's program and plan for activities based on anti drug theme.

It was discussed and resolved to organize lectures on Environment, Health and any other issue on demand.

Organizing competitions based on theme related to festivals(to keep the students closer to religion & traditions and to promote communal harmony and other competitions like quiz, debate, declamation, essay writing and paper reading etc. so as to develop reading and writing skills, confidence and poise in speaking to groups.

It was discussed and resolved to organize lecture on IPR.

It was discussed and resolved that extension activities be organized by respective departments for the fulfillment of their social responsibility towards the community.

It was discussed and resolved to plan program on yoga on demand by the faculty member.

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The 18<sup>th</sup> meeting of the IQAC was held on 16th Dec., 2019 in the management room at 2:30 pm. The agenda for the meeting was:

- To conduct Academic Administrative Audit
- Organizing NSS Camp
- Organizing FDP on research methodology
- Organizing various annual functions

The Principal welcomed the members of the IQAC present for the meeting.

#### **Proceedings:**

The minutes of previous IQAC meeting were read for approval and will be complied in the session as and when required.

It was discussed and resolved to conduct Academic Administrative Audit as it is one of the quality initiative by IQAC and all the heads of respective departments were directed to prepare for the same.

It was discussed and resolved to organize NSS Camp from 14<sup>th</sup> Jan., 2020 to 20<sup>th</sup> Jan., 2020 to develop social and civic responsibility amongst the students.

It was discussed and resolved to organize FDP on research methodology.

It was discussed and resolved to organize Convocation on 21<sup>st</sup> March, 2020, Sport Day on 28<sup>th</sup> March, 2020, Annual Prize Distribution Function on 30<sup>th</sup> March, 2020 and Alumni Meet on 4 April, 2020

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The 19<sup>th</sup> meeting could not be held as scheduled by the end of April in which issue of admission, academic calendar and future plans was to be discussed. Any how the issue of admission was already under discussion since December, 2019 and admission committee was reformed and started working from December, 2019 itself, even in the lockdown period the work was in progress through telephone/whatsapp etc. and it worked well.

As the college reopened on June 16, 2020 after the lockdown and summer vacations the meeting was organized on 18<sup>th</sup> June, 2020 and the issue of future plans and academic calendar was discussed and it was resolved as under for the future plan:

- To conduct greater no. of seminars and workshops of National and International Importance at our campus.
- To arrange special programs for teaching/non teaching/support staff
- To protect the environment, we shall plan to conduct an Environmental Audit.
- To prepare and publish yearly academic calendar before the beginning of the academic year.
- To enhance outreach programs for the members of the backward community.
- We think of starting value added courses
- Giving adequate thrust in faculty development activities particularly in latest pedagogy and e-content preparation.
- Organizing entrepreneurship and skill development programs.
- Strengthening ICT thrust in teaching/learning

To prepare the academic calendar, all HODs were asked to give the proposed dates for their respective departmental activities so that the academic calendar could be prepared at the earliest possible as the new session(2020-21) had already commenced.

Already planned programs like course on 'Baking' and computer course on 'Use of Computer in day to day life for senior citizens' could not be complied because of COVID-19 pandemic. We will try to comply the same in the session 2020-21 if possible.