

Minutes of the IQAC meetings

The first meeting of the IQAC was held on 20th Aug. 2016 in the management room at 2:00 pm. The agenda for the meeting was :

- to discuss the compliance of the previous meeting.
- to invite suggestions for further improvement.
- formation of hospitality committee.
- to get the college white washed.
- any other with the permission of the chair.

All the recommendations of the IQAC in the previous meeting were complied with. In addition to the repair and maintenance work and construction of Science Block, IQAC suggested the renovation of Principal's office and white wash of the entire college. It was also suggested to get the staff room renovated in the summer vacations.

Temporary arrangement of separate room for social sciences like Political Science, Sociology and Psychology was suggested and decided to allot the room finally only after the construction work is over.

As the chairs used in the Auditorium are not in proper order and also not very impressive, therefore, it was suggested to get new chairs for the auditorium and that will become the permanent asset of the college and will cut of the recurring rental expenditure for various functions.

As the NAAC inspection is expected in the very near future, therefore, the IQAC suggested to form hospitality committee, the composition of which is as follows:

1. Mrs. Isha Sareen
2. Mrs. Tripta Gupta
3. Mrs. Vandana
4. Mrs. Sukhwinder
5. Mrs. Shikha

Though we are having Grievance Redressal cell in the college and hostel separately, IQAC recommended to form "Women security cell" so that complaints concerning sexual harassment at work place be addressed and healthy work culture be created.

Minutes of the IQAC meetings

The second meeting of the IQAC was held on 24th Oct. 2016 in the management room at 2:00 pm. The agenda for the meeting was :

- to discuss the Best Practices the college will follow in the session 2016-17
- to discuss the ways and means to achieve Academic Excellence
- to discuss the innovative practices in Teaching and Learning
- to discuss organization of National Seminar

All the recommendations of the IQAC in the previous meeting were complied with. As the IQAC is to submit AQAR for the session 2016-17 in which the two best practices followed by the college are to be mentioned. Therefore, it was put in the agenda of the meeting. The IQAC proposed “Joy of Giving” and starting of “Women Development Cell” as the two best practices. The aim of starting “Women Development Cell” will be to train the girl students for their overall development and training of women from lower economic strata and needy women (Class IV employees from the college and unemployed mothers of the students) for income generation/self employment.

The purpose of “Joy of Giving” is to take the focus away from oneself on to others and promote random acts of kindness to the needy people of the community.

The proposed issue of best practices was resolved. Department of Home Science & Home Management volunteered to initiate and work for “Women Development Cell”.

“Joy of Giving” will require the involvement of students. Therefore, it was decided to float these practices amongst the students for their successful execution.

The observations of the Peer Team in their visit pointed out that only a few students are placed in the University merit list. Therefore, it was put in the agenda and it was proposed to give extra coaching to the slow learners so that the pass percentage is improved. Extra coaching/guidance was also proposed for the advance learners so

that they can further improve their performance and more number of students are placed in the University merit list.

The cell discussed about the innovative practices being followed in Teaching and Learning like ICT based teaching, Extension Lectures/Guest Lectures, Assignments, PPT Presentations and peer learning etc. The cell proposed to organize field visits and classrooms seminar for better understanding of the concepts.

The members of college management who are also the members of IQAC motivated the faculty members to organize National/International Seminars/Workshops as the college now after accreditation is eligible to get UGC grants for organizing such events. It was also proposed to take up research projects (Major/Minor) as lot of financial support can be received from various funding agencies like UGC, ICSSR and DST etc.

Minutes of the IQAC meetings

The third meeting of the IQAC was held on 28th Jan. 2017 in the management room at 2:00 pm. The agenda for the meeting was :

---- Computerization of Administration and Library

---- Proposal for cashless mode of payment of fee

---- Proposal to prepare institutional budget and allocating funds for
research/research related activities

---- to discuss about the research proposals

All the recommendations of the IQAC in the previous meeting were complied with i.e. The best practices to be followed came into existence in spirit. Some departments started extra coaching for slow and advance learners. The practice of organizing class seminars also came into existence. Dr. Neeru Garg (Head PG Department of Commerce) and Department of Economics jointly decided to organize a National Seminar and also applied for the same. The issue to take up research projects is still pending.

As per the observations of the Peer Team in their visit, computerization of administration and library was proposed. In the library only issue and return system is done through newly installed software “ E-Granthalya” But as per the observations of the Peer Team, the office and the library be fully computerized. Therefore, to put up barcode on the books was proposed which is an initial step to computerization of library. For office, online admission and payment of fee was proposed in addition to already available system of online registration of students return and submission of internal assessment etc. Gradually, the other administrative work like maintenance of records etc. will also be computerized.

Due to Demonetization, it was proposed to accept fee in cheques and the practice will continue to promote cashless payment.

The issue of institutional budget and allocating some funds for research/research related activities was proposed and discussed as per the observational directions of the Peer Team and it was resolved to prepare budget from the next session i.e. 2017-18.

The pending issue to take up major/minor research projects was also discussed and received poor response due to the busy academic schedule in the existing semester system. Anyhow, Dr. Neeru Garg (Head PG Department of Commerce) decided to take up initiative for the same.

Minutes of the IQAC meetings

The fourth meeting of the IQAC was held on 10th April 2017 in the management room at 2:00 pm. The agenda for the meeting was :

- to discuss the issues of strengthening Sports**
- to discuss about the welfare schemes for employees and students (Health and Financial)**
- to discuss the release of Souvenir to mark the Golden Jubilee Celebrations**
- to discuss about the Best Practices to be followed in the next session (2017- 18)**
- to discuss the plan of action for the next session (2017-18)**

All the recommendations of the IQAC in the previous meeting were complied with except acceptance of fee through cheque due to some problems.

The issue of strengthening sports was discussed and it was resolved to give 25% fee waiver for new entrants having distinction in sports at plus two level (atleast State Level). It was also resolved to admit students who are good at sports/games at school level and want to excel in sports.

In addition to the welfare schemes already prevalent it was resolved to organize health check up camps for its employees and students.

It was discussed and resolved to release Souvenir to mark the Golden Jubilee Celebrations. All the heads of departments were asked to provide information about their departments since their inception. Heads were also asked to arrange one advertisement from any industrialist/professional to be printed in the Souvenir.

The issue of best practices to be followed in the next session was discussed and it was resolved to start common weekly assembly for the students and pooling of transport as the best practices.

Plan for the next session was discussed which is as under :

- Department of Home Science and Home management is planning to organize workshops on “Stitching of Lady’s Suit” and “Art and Craft”
- Department of English is planning to organize a workshop on Communication Skills
- PG Department of Mathematics and Department of Computer Science are jointly planning to organize a National Seminar
- College is planning to organize an expert talk on Career Options after graduation in different streams
- College is planning to computerize the library
- College is planning to furnish the first floor of new building