

Minutes of the Internal Quality Assurance Cell Meeting held on
12.12.2018

A meeting of the members of the Internal Quality Assurance Cell (IQAC) of the College was held on 12-12-2018 in the conference room. The sub-committee members (inducted during the last meeting) were also invited.

The following business was transacted:

1. Dr. Harinder Sandhu from the Department of Psychology was formally inducted as a member of the IQAC.
2. The Action Taken Report of the IQAC meeting held on 13-11-2018 was discussed in detail.
3. The first item on the agenda was a discussion of the proposed Gender Sensitization Workshop for Non Teaching Staff. It was decided that the workshop would be organized by the Internal Complaint Committee (ICC) of the College during the forthcoming semester.
4. It was also decided that the IQAC would organize a Faculty Development Programme on Research Methodology during the upcoming semester. Dr. Garima Kumar and Dr. Harinder Sandhu from the Psychology Department were entrusted with this task. They agreed to work out the modalities.
5. The House was informed that the process of installation of solar panels in a few areas of the College as suggested by the Eco Club would be taken forward. The Principal stated that the details of the proposal would need to be worked out. Dr. Renu Arora informed the House about the initiative of the Government for providing free solar panels and agreed to gather information regarding the same. As a part of making the

College environment friendly, it was suggested that a Green House be set up on the Sports Ground.

6. It was suggested that a Certificate Course on Communication be introduced by the College. The Course would be of 45 hours duration with 24 credits.
7. The next item on the agenda, a proposal for a renewal of tie ups for disposal of paper waste, e waste and solid waste was taken up for discussion . It was decided that modalities for renewal would be worked out during the forthcoming semester.
8. The IQAC suggested that a Language Lab be set up for Vocational Courses since this was important for the practical knowledge of languages being taught. It was decided that the cost effectiveness of the proposal would have to be worked out before setting up the Lab.
9. The matter of remedial classes was taken up next for discussion. The House was informed that the IQAC has suggested to various departments to organize remedial classes to help academically weak students. This was also a NAAC requirement.
10. The House was further informed that the IQAC had suggested to the English Department to introduce English Language Remedial Classes. The Coordinator stated that the Department had already worked out details regarding the same and the course would begin shortly.
11. It was brought to the notice of the House that in accordance with the suggestion made by IQAC, the Philosophy Department was organizing a periodic lecture series on value education.
12. The next item on the agenda was issuing of books in the Library. It was suggested that books be issued from 9.00 am to 4pm. The Principal stated that while this was a matter of concern, the library was short staffed and perhaps would be unable to do so. Dr. Lokesh Kumar Gupta said that given this

constraint, help of student volunteers may be taken for the purpose. A few members also expressed a concern about the time taken for renewal of I Cards for issuing of books.

13. It was suggested that the Sports Department make the College gymnasium functional for the use of staff members as well as students.
14. Dr. Daljit Kaur suggested that the help of Dr. Meena Gautam, the Resource Person for the upcoming talk on "Archives and Research" could be enlisted for the Library Archives. Mr. Satveer Singh was inducted as a part of Library Archives Committee. Further, the Principal suggested that sending of research papers for the Library Archives may be made mandatory for all faculty members.
15. Taking up the matter of Counseling session for students, the Principal said that members of the Student Union may be engaged for the purpose. She also stated that a meeting of Teacher In Charges should be convened for a discussion on the modalities of the Counseling session.
16. Dr. Sandhu informed the House that NAAC had clearly outlined the definition of Outreach and Extension activities. Outreach activities were those that the institution would organize for the welfare of the community, while Extension activities were those that would benefit the institution. NAAC was giving a lot of weightage to both these activities. She stated that such activities should be conducted with the help of NSS. Further, Dr. Lokesh suggested that medical kits could be distributed by College students to people living in the slum areas around College.

The meeting came to an end with a Vote of thanks to the Chair.

M. Mathur

Dr. Manisha Mathur

Coordinator

Harpreet Kaur

Dr. Harpreet Kaur

Chairperson

Members

1. Dr Harinder Sandhu
2. Dr. Daljit Kaur
3. Dr. Renu Arora
4. Dr. Hemlata Krishnani
5. Dr. Lokesh Kumar Gupta
6. Dr. Rouble Rani Sharma
7. Dr. Garima Kumar
8. Ms. Gurpreet Kaur
9. Ms. Taruna Jain
10. Ms. Iqbal Kaur
11. Mr. Manjit Singh
12. S. Harinder Pal Singh
13. S. Prithipal Singh Sahney
14. Captain L.S. Bahl
15. Prof. A.K. Singh
16. Prof. Rajesh Tandon
17. Prof. Ajay Kumar
18. Mr. Rajesh Singh
19. Ms. Upasana

Harinder Sandhu
Daljit Kaur
A. Renu
Hemlata Krishnani
Rouble Rani Sharma
Garima Kumar
Gurpreet Kaur
Taruna Jain
Iqbal Kaur
Manjit Singh
S. Harinder Pal Singh
S. Prithipal Singh Sahney

Rajesh Singh
Upasana