

Minutes of the IQAC Meeting held on 7 August 2019

A meeting of IQAC was held on 7 August 2019 at 3 P.M. in the Principal Office. Sh. Ajay Kapoor, the Principal, chaired the meeting.

The following members were present:

1.	1.	Sh. Sanjay Sharma	Member
2.		Dr. Latesh Kapoor	Member
3.		Dr. Manju Garg	Member
4.		Dr, Sukhvir Singh	Member
5.		Sh. Dharmender Rana	Member
6.		Ms. Vandana Sethi	Member
7.		Dr. Ranjeet Singh	Member
8.		Sh. Hem Raj	Administrative Officer
9.		Ms. Ambika Sharma	Member, Alumni
10.		Sh. Anil Guleria	Member, Local Society
11.		Dr. Mukesh Verma	Coordinator

After the formal welcome by the Principal, Sh. Ajay Kapoor, the minutes of the last meeting held on 16 June 2017 were read and confirmed in the meeting. Action taken report on the decisions taken in the previous meeting of the IQAC dated ¹⁶ June 2019 was presented by the Dr. Mukesh Verma.

The following decisions were taken up:

- Minutes and Action Taken Reports of the IQAC meetings shall be uploaded on the college website.
- Proper records of the notices of meetings circulated by the IQAC Coordinator and the minutes of the meetings convened by the Coordinator at its own shall be maintained.
- The principal asked the IQAC of the college to start preparations for the filling of AQAR of the academic session 2018-19 and work for the fulfillment of the suggestions and recommendations given by the NAAC Peer Team.
- The IQAC of the college proposed to develop ICT enabled class rooms in the institution to strengthen the teaching-learning process.

- The IQAC Coordinator requested the Principal to expedite the settlement of some issues/ anomalies with the UGC, Delhi at the earliest so that the process of getting financial support provided by UGC to strengthen the IQAC constituted in the college be initiated.
- The IQAC Coordinator proposed to explore the possibility of opening some useful UGC approved Add-on-Courses adopted by the Himachal Pradesh University, Shimla. The Principal suggested that Add-on-Courses Committee be asked to work on the same.

The meeting ended with the vote of thanks.

Shweta
HW
(Members)
Shweta
DSRama
Voy
Shankar

HW
(Coordinator)

Ajay Kumar
(Principal)

DSRama

Action Taken Report of the Previous Meeting held on 7 August 2019

IQAC keeps proper record of all the meetings convened by the IQAC Coordinator.


Preparation for online submission of AQAR for the session 2018-19 has started.

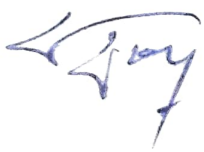

The matter of establishing ICT enabled class rooms will be placed before the Managing Committee of the college for approval.

The matter regarding the settlement of anomalies with UGC has been taken up with the concerned authorities.



(Member)
S.K.


(Coordinator)


(Principal)





Minutes of the IQAC Meeting held on 5 July 2019

A meeting of IQAC was held with Add-on-Courses committee (committee formed by IQAC) on 5 July 2019 in the NAAC room at 3:00 PM. The IQAC Coordinator presided over the meeting. Following members were present:

Dr Kameshwar Kumar	Convener
Ms Archana Kapoor	HOD Dept. of Bio-Sciences
Sh. Sanjay Sharma	Member IQAC
Dr Sudhir Sharma	Department of Chemistry
Dr. Manju Garg	Member IQAC
Dr. Sukhvir Singh	HOD Dept. of Computer Applications
Dr. Kuldeep Singh	Department of Physics
Dr. Narresh Verma	Department of Chemistry
Dr. Devender Sharma	Department of Education
Sh. Dharmender Rana	Member IQAC
Dr. Ranjeet Singh	Member IQAC
Sh. Anil Guleria	Member IQAC

After the formal welcome by the IQAC Coordinator, Dr. Mukesh Verma, to achieve academic excellence and to strengthen and promote IT literacy and skills among students, he requested all the members to sort out different add on programmes organized by NEPTEL/SWAYAM, and Spoken Tutorial Projects, IIT Bombay. He also suggested the members to motivate more and more students to participate in such courses

It was proposed to form a Nodal Committee to coordinate, to monitor and to ensure the smooth conduct of online examinations conducted by IIT Bombay.

It was also decided that online exams be scheduled for the enrolled students in such a way that the regular functioning of the computer labs of the college be not disturbed.

It was decided to appoint a teacher as faculty organizer to each course.

A proposal was made that the college should bear the expenses of the registration fee for the courses offered by Spoken Tutorial Projects, IIT Bombay.

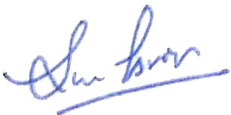
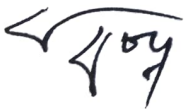
The meeting ended with vote of thanks.



Members



(IQAC Coordinator)



Action Taken Report of the Previous Meeting held on 5 July 2019

A Nodal Committee was formed to coordinate and to monitor the examinations. Dr. Kameshwar Kumar was appointed convener of the said committee.

The following teachers were appointed as faculty organizers:

Dr. Sukhvir Singh

Dr. Kuldeep Singh

Dr. Ashish Gautam

Dr. Naresh Verma

Dr. Rajni Malhotra

Dr. Sonika Sharma

Dr. Devender Sharma

The proposal to bear the expenses of registration fee was accepted.

The committee sort listed many courses such as Libra Office Suite, C+ and C++, G Gham Paint, Avogadro, SILAB, Python and some other courses being offered by NEPTTEL/SWAYAM.

Members

8/10/19

Dr. Kameshwar Kumar
Dr. Sonika Sharma

Dr. Devender Sharma

Prof. Kameshwar Kumar

(IQAC Coordinator)

Minutes of the IQAC Meeting held on 10 July 2019

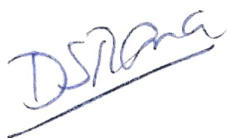
A meeting of the Nodal Committee (formed by IQAC) for the Add on Courses was held on 10 July 2019 in the IQAC room at 12 PM with IQAC Coordinator. The following members were present in the meeting:

Dr Kameshwar Kumar	HOD Dept. of Physics
Ms Archana Kapoor	HOD Dept. of Bio-Sciences
Sh. Sanjay Sharma	HOD Dept. of Commerce
Dr Sudhir Sharma	Department of Chemistry
Dr. Manju Garg	Department of Education
Dr. Sukhvir Singh	HOD Dept. of Computer Applications
Dr. Kuldeep Singh	Department of Physics

The committee proposed to organize a three day workshop on "Free and Open Source Software" in the college in collaboration with the Spoken Tutorial Team IIT Bombay, Sardar Vallabhbhai Patel Cluster University Mandi, IQAC of MLSM college and the Department of Physics to promote I T literacy and skills among students and teachers.

It was decided that a detailed proposal to organize the workshop be prepared and put forward to the concerned authorities for consideration and approval.

The meeting ended with vote of thanks.



Members



(IQAC Coordinator)

Action Taken Report of the Previous Meeting held on 10 July 2019

A detailed proposal was framed by the department of Physics and IQAC and presented before the Managing Committee of the college and was accepted.

Three Day Workshop on "Free and Open Source Software" (FOSS) was organized on 25, 26, and 27 July 2019.

Seventy-three teachers and students from different colleges of the state and outside the state participated in the workshop.



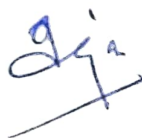
(Member)
8/7/19



(Coordinator)



(Principal)



Minutes of the IQAC Meeting held on 22 August 2019

A meeting of IQAC was held on 22 August 2019 at 3:00 PM in the Principal's Office.

The Principal chaired the meeting. The following were present in the meeting:

1. Sh. Sanjay Sharma (Member)
2. Dr. Latesh Kapoor (Member)
3. Dr. Manju Garg (Member)
4. Dr. Sukhvir Singh (Member)
5. Sh. Dharmender Rana (Member)
6. Ms. Vandana Sethi (Member)
7. Dr. Ranjeet Singh (Member)
8. Sh. Anil Guleria (Member)
9. Sh. Hem Raj Sharma (Member)
10. Ms. Ambika Sharma (Member)
11. Dr. Mukesh Verma (Coordinator)

To build a culture of research and to motivate the teachers, the IQAC proposed that the teachers and students should be provided with financial support to present papers or to attend conferences / seminars / workshops towards the membership fee / registration fee of professional bodies.

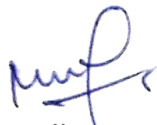
The Principal assured the members that the said proposal will be discussed with the Managing Committee.

The meeting ended with vote of thanks.

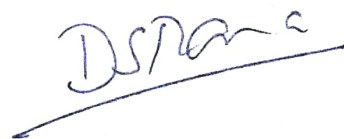
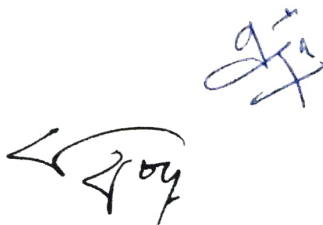
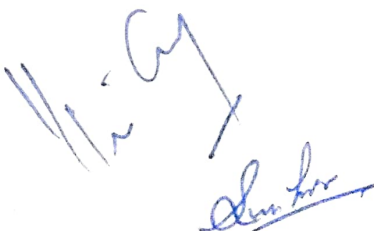
(Member)



(Coordinator)



(Principal)



Action Taken Report of the Previous Meeting held on 22 August 2019

The proposal of financial support towards the membership fee / registration fee was accepted.

It was decided that the fifty percent or Rs. 3000/- whichever is less of membership fee / registration fee paid by the teacher or student be borne by the college.

Each teacher will be provided this financial support only for attending maximum two conferences / seminars / workshops.

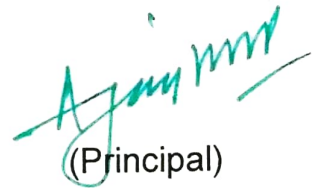


(Member)






(Coordinator)



(Principal)









Minutes of the IQAC Meeting held on 7 September 2019

A meeting of IQAC and the Feedback Council (formed by the IQAC) was held on 7 September 2019 at 2:30 PM in the Principal's Office. The following were present in the meeting:

1. Dr. Kameshwar Thakur	Convener Feedback Council
2. Sh. Sanjay Sharma	Member IQAC
3. Dr. Manoj Sharma	Member Feedback Council
4. Dr. Savitri Sharma	Member Feedback Council
5. Dr. Manju Garg	Member IQAC
6. Ms. Bhawana Thakur	Member Feedback Council
7. Dr. Sukhvir Singh	Member IQAC
8. Sh. Dharmender Rana	Member IQAC
9. Dr. Naresh Kumar Verma	Member Feedback Council
10. Dr. Kuldeep Singh	Member Feedback Council
11. Dr. Kavita Sharma	Member Feedback Council
12. Sh. Anil Guleria	Member IQAC
13. Dr. Kiran Chauhan	Member Feedback Council
14. Ms. Ambika Sharma	Member IQAC
15. Mr. Rajeev Katoch	Member Feedback Council
16. Dr. Mukesh Verma	Coordinator IQAC

After the formal welcome by the Principal, Sh. Ajay Kapoor, the minutes of the previous meeting held on 22 August 2019 were read and confirmed in the meeting.

The Principal, after highlighting the importance of the Feedback, advised the feedback committee to make the procedure of collection and analysis more effective.

It was suggested that number of feedback questions framed for PTA and Alumni be reduced and simplified for their convenience.

It was proposed that the questions framed for online feedback should be in both Hindi and English, so that a large number of stakeholders can respond.

It was suggested that the feedback from the outgoing students should be taken prior to their annual exams.

Some members suggested that besides the formal feedback online system developed by the feedback committee, the informal feedback received by the Principal or the staff time to time from various stakeholders be properly documented and handed over to the feedback committee for analysis.

The members were of the view that the college authorities must take prompt necessary actions to the reports submitted by the feedback committee.

The meeting ended with the vote of thanks.

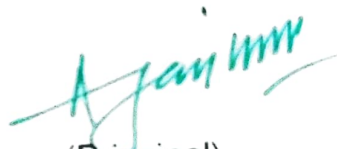
(Member)



(Coordinator)



(Principal)



DSPRANA



Action Taken Report of the Previous Meeting held on 7 September 2019

Number of feedback questions designed for PTA and Alumni have been reduced and simplified.

Questions have been framed both in Hindi and English language.

The proposal to collect feedback prior to annual exams of the outgoing students was accepted.

The documentation of informal feedback in addition to formal online system was accepted and the feedback committee was asked to prepare and submit a separate report of informal feedback received.

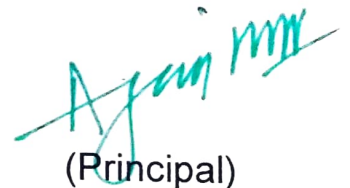
(Member)



(Coordinator)



(Principal)



DS Name

Signature

Minutes of the IQAC Meeting held on 15 October 2019

A meeting of IQAC and the Department of Chemistry was held on 15 October 2019 at 3:00 P.M. in the Principal's Office. The Principal, Sh. Ajay Kapoor, presided over the meeting.

The following were present:

- | | |
|------------------------|-------------------------|
| 1. Sh. Sanjay Sharma | Member IQAC |
| 2. Dr. Latesh Kapoor | Member IQAC |
| 3. Dr. Manju Garg | Member IQAC |
| 4. Dr. Sukhvir Singh | Member IQAC |
| 5. Sh. Dharmender Rana | Member IQAC |
| 6. Dr. Ranjeet Singh | Member IQAC |
| 7. Dr. C.P. Kaushal | HOD, Dept. of Chemistry |
| 8. Dr. Sudhir Sharma | Dept. of Chemistry |
| 9. Ms. Vandana Sethi | Dept. of Chemistry |
| 10. Dr. Vandana Sharma | Dept. of Chemistry |
| 11. Dr. Naresh Kumar | Dept. of Chemistry |
| 12. Dr. Sonika Sharma | Dept. of Chemistry |
| 13. Dr. Mukesh Verma | Coordinator IQAC |

Dr. C. P. Kaushal proposed that to foster knowledge of advance fields in Green Chemistry and to instill a spirit of responsibility in the minds of students (UG/PG) of Chemistry for solving serious global issue of polluted water, the department wants to organize an International one day workshop for the students in collaboration with Indio-US 21st

Century Knowledge Initiatives Partnership, a partnership developed by Florida Polytechnic University, US and Punjab University, India and is funded by UGC-USIEF.

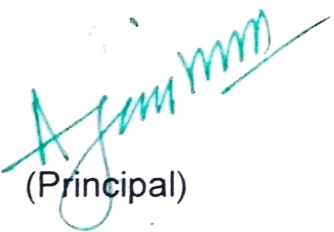
The proposal was discussed at length and the Principal agreed and asked the Department of Chemistry to expedite the possibilities to conduct such a workshop.

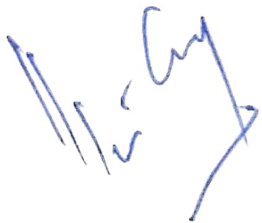
The meeting ended with vote of thanks.

(Member)



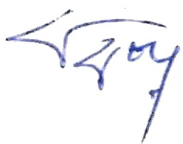
(Coordinator)


(Principal)

















Action Taken Report of the Previous Meeting held on 15 October 2019

The Department of Chemistry conducted one day International INDO-US WORKSHOP on "Green Chemistry/Engineering & Technologies" on 11-07-2019

168 Number of students and teachers participated in the workshop.

DSRana

(Member)
DSM

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(Coordinator)

Ajay Kumar

(Principal)

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John

Ajay

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Bm

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Minutes of the IQAC Meeting held on 5 December 2019

A meeting of IQAC with the Department of Physical Education was held on 5 December 2019 at 2:00 P.M. in the IQAC room. The meeting was presided over by Dr. Mukesh Verma, the Coordinator IQAC, MLSM College.

The following attended the meeting:

- | | |
|--------------------------|---|
| 1. Sh. Sanjay Sharma | Member IQAC |
| 2. Dr. Latesh Kapoor | Member IQAC |
| 3. Dr. Manju Garg | Member IQAC |
| 4. Dr. Sukhvir Singh | Member IQAC |
| 5. Sh. Lokesh Sharma | Coordinator, Department of Physical Education |
| 6. Ms. Kamlesh Sen | Department of Physical Education |
| 7. Sh. Anil Guleria | Department of Physical Education |
| 8. Sh. Dharmender Rana | Department of Physical Education |
| 9. Dr. Ranjeet Singh | Department of Physical Education |
| 10. Ms. Rajni Sharma | Department of Physical Education |
| 11. Sh. Dezu Ratan | Department of Physical Education |
| 12. Dr. Vikrant Bhardwaj | Department of Physical Education |

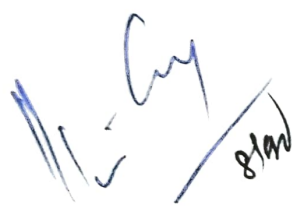
After the formal welcome by the IQAC Coordinator, Dr. Mukesh Verma, he appraised the faculty of the Department of Physical Education about the rich sports culture and facilities in the college and suggested that the Department must take some initiatives to conduct some Workshops/Conferences/Seminars to benefit the staff and students.

Sh. Anil Guleria, a senior faculty member, expressed his concern that most of the students do not know about the Officiating Techniques and New Rules involved in various games as such topics are not a part of their curriculum but are of great importance to the students of Physical Education.

Sh. Lokesh Sharma, the Coordinator of the Department of Physical Education, suggested that to sensitize about the values of physical fitness and sports in life and to make aware the students about the career opportunities in sports, the Department of Physical Education wants to organize two day workshop in collaboration with IQAC of the college to cover the suggested topics and asked the IQAC coordinator to discuss the same with the Principal.

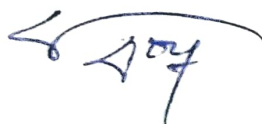
The coordinator IQAC assured that he will discuss the matter with the concerned authorities.

The meeting ended with vote of thanks.


(Member/ Faculty)

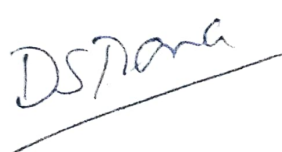



(Coordinator)

















Action Taken Report of the Previous Meeting held on 5 December 2019

- The matter was put forward and accepted.
- The Department of Physical Education organized Two Day National Workshop on *New Rules and Officiating Techniques in Football* on 20th & 21st December 2019 in collaboration with IQAC.

DS Parra

(Member)

skw

Prof.

(Coordinator)

Ajmal

(Principal)

g.j.

W. K.

A.

Suresh

→ 2019

R. J.

P.

Pranav

ed. 2019