MINUTES OF THE MEETING

Date: 12.10.2021	Committee: IQAC

A meeting of IQAC was held on 12 October 2021 in the Principal's Office at 3:00 P.M. with the Principal, Dr. C. P. Kaushal, on a chair.

The following members were present:

S. No.	Name of the Member	Signature
1	Dr. Mukesh Verma	
2	Sh. Sanjay Sharma	
3	Dr. Latesh Kapoor	
4	Dr. Manju Garg	
5	Mr. Dharmender Rana	
6	Ms. Vandana Sethi	
7	Dr. Ranjeet Singh	
8	Sh. Surfender Pal Singh	

After the formal welcome by the Principal, Dr. C. P. Kaushal, the IQAC Coordinator, Dr. Mukesh Verma, appraised the principal about the new guidelines of NAAC for filling the online AQAR for the session 2020-21. He also appraised the principal with the recommendations and suggestions made by the NAAC Peer Team and requested the administration to do the needful to complete the pending recommendations well in time.

The Principal appreciated the functioning of the IQAC for enhancing quality education in the college and asked the IQAC to start preparations for data collection and documentation well in time for submitting AQAR for 2020-21 and assured the administration's full support.

The Principal asked the IQAC to prepare and put forward detailed plans to be accomplished in the academic session 2021-22 in the next meeting.

The following decisions were taken:

- To strengthen the teaching-learning process, repair/replacement of the desks, blackboards, and electric gadgets be carried out.
- Reading space in the library be increased in a phased manner.
- Separate audited statements of expenditure of the library be prepared.
- The Principal after highlighting the importance of teacher-student interactions, advised the IQAC to prepare a detailed structured mechanism and policy to improve the mentor-mentee system in the college.

The meeting ended with a vote of thanks.

Coordinator

Principal

Action Taken Report of the IQAC Meeting held on 12 October 2021

- Repair/replacement work of the desks, blackboards and electric gadgets has been completed.
- Regarding reading space in the library, the administration has discussed the matter with the library committee
- The Principal agreed to prepare separate audited statements of expenditure of the library.
- A detailed mechanism and policy for the mentor-mentee system have been prepared and implemented.

Coordinator

Principal

MINUTES OF THE MEETING

Date: 25.10.2021	Committee: IQAC

A meeting of IQAC in continuation to the previous meeting held on 12 October 2021 was held on 25 October 2021 in the Principal Office at 3:00 P.M. with the Principal, Dr. C. P. Kaushal, on chair.

The following members were present:

S. No.	Name of the Member	Signature
1	Dr. Mukesh Verma	
2	Sh. Sanjay Sharma	
3	Dr. Latesh Kapoor	
4	Dr. Manju Garg	
5	Mr. Dharmender Rana	
6	Ms. Vandana Sethi	
7	Dr. Ranjeet Singh	
8	Sh. Surrender Pal Singh	
9	Sh. Anil Gyleria	

After the formal welcome by the Principal, Dr. C. P. Kaushal, and the approval of minutes of the meeting held on 12 October 2021 the IQAC Coordinator, Dr. Mukesh Verma, presented and discussed detailed plans to be accomplished in the academic session 2021-22.

After the discussions the following decisions were taken:

- To facilitate students Photostat Machine be installed in the library.

- Induction sessions with the new students be conducted by the concerned departments.
- Creation of a centre for conducting online exams like GATE/NET/BANKING/SWAYAM etc. in the college computer lab through Tata Consultancy Services (TCS).
- To enhance ICT facilities and creation of more smart classrooms LAN Cabling be done in each classroom of the college.
- Revision and preparation of the policy documents to be uploaded on the college website, such as the Code of Conduct Policy Document, Anti-Ragging and Discipline Policy Document for Teachers and Students and Women Sexual Harassment Policy Document.

The meeting ended with a vote of thanks.

Coordinator

Principal

Action Taken Report of the IQAC Meeting held on 25 October 2021

- Photostat Machine installed in the library.
- Induction sessions with the new students were conducted by different departments.
- Regarding the creation of centre for online exams like GATE/NET/BANKING/SWAYAM etc. through Tata Consultancy Services (TCS), a decision will be taken after discussions with the Managing Committee.
- LAN Cabling work has been accomplished.
- All the said policy documents have been prepared and uploaded.

Coordinator

Principal