

FORMATION OF IQAC UNDER NEW GUIDELINES OF NAAC.

Formation of New IQAC Committee for the session 2018-19 & 2019-20

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| 1. Dr. P.K. Jamwal | Principal/Chairperson |
| 2. Dr. Mukesh Verma | Coordinator |
| 3. Mr. Sanjay Sharma | Teachers |
| 4. Dr. Latesh Kapoor | Teachers |
| 5. Dr. Manju Garg | Teachers |
| 6. Dr. Sukhvir Singh | Teachers |
| 7. Mr. Dharmender Rana | Teachers |
| 8. Ms. Vandna Sethi | Teachers |
| 9. Dr. Ranjeet Singh | Teachers |
| 10. Mr. Hem Raj Sharma | Administrative Officer |
| 11. Ms. Dimple Thakur | President, CSCA |
| 12. Ms. Ambika Sharma | Member, Alumni |
| 13. Mr. Anil Guleria | Member, Local Society |

Minutes of the IQAC Meeting held on 19 November 2018

A meeting of IQAC was held on 19 November 2018 at 12 Noon in the Principal Office. Dr. P K Jamwal, the Principal, chaired the meeting.

Following members were present in the meeting:

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| 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, the follow up of the previous meeting was taken up. The Principal appraised the members that the new Internal Quality Assurance Cell (IQAC) of the college has been formed according to the new IQAC guidelines issued by UGC and NAAC.


The Principal briefed the new IQAC members the NAAC score and grade. He further advised the IQAC members to keep all the relevant records of various activities held in /outside the college from time to time.

The Principal asked the IQAC Coordinator, Dr Mukesh Verma to do the post accreditation analysis to find out the areas of weaknesses and strengths of the college.

The meeting ended with a vote of thanks.


(Members)


(Coordinator)


(Principal)

Action Taken Report of the previous meeting of IQAC held on 19 November 2018

1. Post accreditation analysis was carried out at length by the IQAC members and the strengths and weaknesses of the college were discussed.
2. The members enlisted some of the following areas which needed to be strengthened by the institution:
 - (i) Feedback System
 - (ii) Introduction of Add-on-courses
 - (iii) Research and Extension Activities
 - (iv) Seminars/conferences/workshop/training programmes etc.
 - (v) Preparation of Students Data Base of progression to higher studies
 - (vi) ICT facilities
 - (vii) Industry interaction
 - (viii) Free-ships and scholarships to students
 - (ix) Alumni Association

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(Members)

muf.
(Coordinator)

Ajay Kumar
7/4/2019
(Principal)

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Minutes of the IQAC Meeting held on 7 April 2019

A meeting of IQAC was held on 7 April 2019 at 2:00 P.M. in the Principal Office. The meeting was presided over by Sh. Ajay Kapoor, the Principal, M.L.S.M. College. The following were present:

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| 1. 1. Sh. Sanjay Sharma | Member |
| 2. Dr. Latesh Kapoor | Member |
| 3. Dr. Manju Garg | Member |
| 4. Dr. Sukhvinder 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 19 November 2018 were read and confirmed in the meeting. Action taken report on the decisions taken in the previous meeting of the IQAC dated 19 November 2018 was presented by the Dr. Mukesh Verma.

The IQAC Coordinator apprised the Principal with the recommendations and suggestions made by the NAAC Peer Team. He also briefed the Principal about the weak areas of the institution sorted out after the post accreditation analysis.

After the detailed discussion, the Principal suggested the member of the IQAC to take necessary steps to develop some structured mechanism to minimize the weak areas for enhancing the quality of teaching-learning process in the college.

The meeting ended with a vote of thanks.

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(Members)

muf.
(Coordinator)

Ajay Kumar
16/6/2019
(Principal)

g. kul
DSRone

Action Taken Report of the previous meeting of IQAC held on 7 April 2019

1. For effective and fruitful implementation of quality enhancement and to develop some effective and sustainable mechanism(s) to strengthen some weak areas of the institution, the IQAC of the college framed the following different committees:
 - a) Feedback Governing Council
 - b) Alumni Advisory Committee
 - c) Academic Extension
 - d) Research and Development Committee
 - e) Free-ship and Scholarship Committee
 - d) Add-on-courses Committee
 - e) Students' Progression Committee
 - f) Academic Administrative Audit Committee
2. IQAC Coordinator held meetings with the above said committees and discussed at length various issues needed to be strengthen by formulating and developing some mechanism(s) to improve and enhance quality in teaching-learning process in the institution.

Minutes of the IQAC Meeting held on 16 June 2019

A meeting of IQAC was held on 16 June 2019 at 3 P.M. in the Principal Office. The meeting was presided over by Sh. Ajay Kapoor, the Principal, M.L.S.M. College. The following 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 7 April 2019 were read and confirmed in the meeting. Action taken report on the decisions taken in the previous meeting of the IQAC dated April 2019 was presented by the Dr. Mukesh Verma.

The following initiatives and proposals were put forward in the meeting:

- The IQAC of the college suggested that the college should conduct Academic Conferences in different disciplines to encourage Academic interaction and a culture of research in the college and made a proposal that a budgetary provision of a suitable sum be made in the college annual budget to host such Academic Conferences/Seminars/Workshops etc.
- The Research and Development Committee formed by the IQAC proposed that a Material Research Laboratory be established in the current academic year to provide research facilities for teachers and post-graduate students in the college.
- The Add-on-courses Committee formed by the IQAC proposed to start online add-on - courses, offered by IIT, Bombay under Spoken Tutorial Project, supported by the

(Members)

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(Principal)

Date: Nelapogu

National Mission on Education through ICT of MHRD, Govt. of India, to promote I T literacy and skills among students.

- The IQAC proposed that initiatives regarding the teaching-learning process such as developing the mentor-mentee system and devoting additional hours to both slow and advance learners, should be strengthened in the college.
- The IQAC proposed that special efforts should be made to encourage students-industry interaction through short-term placements and internships to encourage practical learning.
- The committee proposed that the students who go on educational tours should be encouraged to write and submit a report on different aspects of their tour with in a period of one month after their return so that they are motivated to think intelligently on their experiences and observations on the tour.

The meeting ended with a vote of thanks.

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(Coordinator)

Ajaya MM
7/8/2019
(Principal)

Action Taken Report of the previous meeting of IQAC held on 16 June 2019

1. The Managing Committee of the college has recommended a sum of Rs. 1.5 Lac for the academic year 2019 to host Academic Conferences/Seminars/Workshops etc.
2. The Managing Committee has approved the establishment of a Material Research Laboratory in the Department of Physics. The Managing Committee also has recommended that research in the college should be reflected in the publication of research papers in books and journals of international repute.
3. Certificate courses offered by IIT, Bombay under Spoken Tutorial Project have been started in the college and more than 250 students from different streams have enrolled themselves in many different courses offered by IIT, Bombay under Spoken Tutorial Project.
4. On the proposal of IQAC, the Managing Committee has appreciated the efforts made by the IQAC of the college to develop the mentor-mentee system and devote additional hours to both slow and advance learners. The IQAC has communicated in writing to all the Departments to strengthen the mentor-mentee system and has requested all the Head of the Departments to motivate the teachers to devote extra hours to both slow and advance learners.
5. Regarding student industry interaction through short-term placements and internships, the matter is under consideration. The IQAC has planned to convene a meeting with different Departments such as BCA, BBA, B.Com., B.P.Ed., and B.Ed. to explore the possibilities and the initiatives to be taken up.
6. The proposal to write and submit a report on different aspects of their educational tour has been accepted by the Managing Committee and will be implemented in the present academic year.

Mis/g stad DSRam
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(Coordinator)

Ajaya MM
7/8/2019
(Principal)