

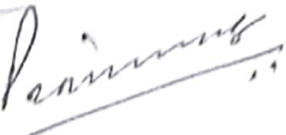



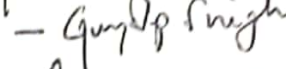



A meeting of the IQAC was held on Saturday the 15<sup>th</sup> of July 2017. The following members were present:

1. Dr P K Sharma 
2. Sh. Ashok Sethi 
3. Sh Piare Lal Seth 
4. Sh Sudhir Mehra 
5. Mrs Ritu Jaitly 
6. Sh. Sandeep Gupta 
7. Dr Gurpartap Singh 
8. Sh Sunny Sharma 

The agenda of the meeting was:

- To conduct students' induction program
- To finalize academic calendar
- To promote academic interaction and engagement by organizing seminars, workshops, conferences in various departments
- To promote research activities by organizing seminars, workshops, conferences in various departments
- To enhance professional skills of students by introducing skill oriented courses
- To hold discussions to introduce Green Audit, Energy Audit, and Environment Audit in the college
- To hold discussions regarding MoUs
- To hold discussions regarding Convocation for the session 2017-18

## Students' Induction Program:

1. The induction program for the new students was discussed. Its importance was duly stressed as it helps new students to feel comfortable in the college. Mrs Ritu Jaitly, Head, Department of English, and Dr. Gurpartap Singh Khairah, department of English, were assigned the duty to organize the said induction program.

### 2. Academic Calendar:

All the teachers were instructed to complete the Academic Calendar for the current session.

### 3. Promotion of Research Activities:

All the heads of the different departments were requested to promote research based activities for both themselves and the students by organizing and attending seminars and conferences, etc.

### 4. Promotion of Academic Interactions:

All the teachers were also requested to hold seminars related to different subjects/courses from time to time in their departments. The importance of this activity was duly stressed. Dr Monika Sharma was assigned the task of ensuring that all departments engaged in this practical activity.

### 5. House Tests:

Conducting the Houses Tests for the academic session was also discussed. It was decided that the First House Tests would be conducted in the month of October, and the second House Tests would be held in the month of March.

### 6. Skill Related Courses:

The importance of skill oriented courses was emphasized by all the teachers as it promotes placements and entrepreneurship. Mrs Rama Sharma and Dr Vani Arora were given the task of enquiring about such courses from the university and to share information later with the staff.

#### **7. Green/Energy/Environment Audit:**

The Principal spoke at length about these environment-conscious audits and the need to use these more extensively in the campus. Dr Rakesh Joshi, Head, department of Biology, Dr Rahul Mudsunaiyan, and Dr Vishu Mehra, department of Chemistry were given the responsibility to ensure that the college and all the departments therein used environment friendly techniques in their day to day workings.

#### **8. MoUs:**

The Principal addressed the members of the IQAC to ink more MoUs with the industry sector so as to minimize the gap between students and employment sector. He stressed the importance of such MoUs as these enhance the employability level of the students.

#### **9. Convocation:**

The organization of the annual convocation was discussed. It was decided that the convocation would be held in the month of March or April, if possible. The principal invited suggestions from the IQAC members regarding the Chief Guest at the convocation. It was suggested to approach Dr Manmohan Singh, former Prime Minister, and student of Hindu college. Mrs Ritu Jaitly was given the responsibility to maintain contact with the PMO after the principal had duly written to them.

## Action Taken Report on the meeting of the IQAC (31/03/2018)

1. The Induction program for the new students was organized and held by Mrs Ritu Jaitly and Dr Gurpartap S Khairah, department of English, from 23/07/2017 till 27/07/2017 for different courses. The students were made aware of the institutional policies, practices, culture and values. They were also directed to maintain decorum and discipline in the college. Around 370 students participated in the program.
2. The academic calendar had been prepared by the academic committee. It was presented to the IQAC who reviewed and finalized it in July 2017.
3. Dr Gurpartap Singh and Sh Rajiv Sharma took the students of the final year students to Punjab Naatshala on the 7<sup>th</sup> of August 2017 for watching the performance of Arthur Miller's 'All My Sons' as it is included in their syllabus.
4. The Teej Festival was celebrated in which the DC, Kamaldeep Singh Sangha, distributed free books to deserving students on the 12<sup>th</sup> of August 2017.
5. The NCC students were sent to participate in the Independence Day parade in which they won the 1<sup>st</sup> prize.
6. 7 students were selected to participate in the Youth Welfare Training Camp organized by the GNDU in Dalhousie on the 22<sup>nd</sup> of August 2017.
7. 42 students for the computer department were selected to visit the Coca Cola Company as part of their industrial training on the 28<sup>th</sup> of August 2017.
8. Several cadets of the NCC were selected to participate in a 10 day CATC camp.

9. A seminar on Career Guidance was organized by the Placement Cell on the 11<sup>th</sup> of September 2017 in which the former VC of PTU Sh Rajneesh Arora was the speaker.
10. A seminar on Hindi Diwas was organized on the 14<sup>th</sup> of September 2017.
11. A workshop on 'Use of Smart boards in Classrooms' was organized on the 19<sup>th</sup> of September 2017 by the Commerce department.
12. The NAAC peer team visited the college on the 26<sup>th</sup> of September 2017. The college was graded 'A' by the NAAC.
13. 25 NCC cadets participated in a Cleanliness drive on the 2<sup>nd</sup> of October 2017.
14. The First House Tests were conducted as per the decided schedule.
15. A seminar to make students aware about bribery was organized on the 6<sup>th</sup> of November 2017.
16. The students of Commerce department were given free books on the 25<sup>th</sup> of September 2017.
17. A workshop on Awareness Against Drug Addiction was organized on the 25<sup>th</sup> of September 2017.
18. The final year students were shown the classic Hindi movie 'Guide' as it is part of their curriculum on the 27<sup>th</sup> of January 2017.
19. NCC cadets were sent to participate in the Independence Day Parade.
20. 14 students of the college were selected in different MNCs on the 5<sup>th</sup> of February 2018.
21. 'Matrabhasha Diwas' was celebrated on the 21<sup>st</sup> of February 2018.
22. The department of Philosophy organized an ICPR sponsored lecture on the 3<sup>rd</sup> of March 2018.

23. The PG department of Economics organized a guest lecture on 'Issues of Money' on the 8<sup>th</sup> of March 2018.
24. The Annual Prize Distribution function was held on the 10<sup>th</sup> of March 2018.
25. Dr Manmohan Singh's name had been suggested as the Chief Guest at the Annual Convocation. The PMO had been approached and the persistent efforts of the staff bore fruit as he accepted the invitation and was the Chief Guest at the Convocation, on the 24<sup>th</sup> of March 2018, which was a huge success.
26. 'Science Day' was celebrated in the college. A lecture on 'Utilisation of Compost' was organised on the 27<sup>th</sup> of March.
27. Several seminars related to the different subjects were organized by different departments in the college.
28. Many staff members attended seminars, workshops etc and also presented papers therein.
29. Mrs Rama Sharma and Dr Vani Arora had enquired about skill oriented courses from the university. They suggested that courses related to Cosmetology, Digital Marketing, and Communication Skills could be introduced in the college as these would render the students professional and enabled to start their own ventures.
30. Regarding being environment friendly and conscious, paperwork in the college has been reduced to a bare minimum. The electricity committee of the college was instructed to ensure that all fans and lights (bulbs, tubes etc.) are switched off when the room is not in use. The practice of Rain water harvesting and creating bio-compost is already in place in the college. Saplings have also been planted in the college to increase the green cover.

31. Many industries have been approached by the college teams. They have been urged to sign MoUs with the college as it will help both the concerned parties.