

Minutes of the IQAC meeting held on Saturday the 14th of July 2018

A meeting of the IQAC was held on Saturday the 14th of July 2018. The following members were present:

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

- Sh. Sudhir Mehra was absent

The following matters were discussed in the meeting:

1. Feedback regarding activities of the First IQAC meeting:

Mrs Ritu Jaitly and Dr Gurpartap Singh Khairah, coordinator and deputy coordinator of the IQAC, shared the activities conducted by the IQAC during the previous academic session. He shared with the members that the induction program for the students had been organized in which the students were made aware of the policies of the college. He also informed the members that many departments had organized seminars and conferences for the students and had also attended research based seminars and conferences organized by other colleges. He also told the members that an MoU had been signed with Swami Satyanand College of Management and Technology wherein facilities and faculties and students off both the institutes will share resources for the enhancement of the knowledge of students.

2. **Induction Program:** Dr P K Sharma stressed that induction program for new students should be held as early as possible.

3. **Rules and Regulations:**

Rules promoting and ensuring discipline in the college were discussed with the members. Sh Ashok Sethi expressed concern about the usage of mobile phones in the academic area of the college as it can cause disturbance and distraction for other students. It was decided that Sh Neeraj Doda, in charge of discipline in the college, would be told about this and he would ensure restricted use of mobile phones in the college.

4. **Enhancement of Soft Skills of students:**

The importance of soft skills for students was discussed and its importance in society, daily and professional life was emphasized. It was decided that free special classes for inculcating soft skills in students would be conducted throughout the academic session. It was decided that the English Department would organize these classes at least once a week for all students.

5. **Usage of ICT in Learning:**

All members were in agreement about the importance of ICT in today's computer driven world. The increased usage of ICT in teaching-learning was discussed. It was decided that teachers would try to introduce computer and net based teaching in their particular subjects. Dr Gurpartap Singh said that the teachers of different departments could take their classes in the computer lab once or twice a week and make use of the infrastructure. This would lead to enhanced learning as audio-visual aids could also be used for better understanding of syllabus. All members approved of this suggestion.

6. Infrastructure:

The improvement of existing infrastructure and the construction of new infrastructure were discussed. A new building for the college library was discussed. Suggestions for the same were invited. Mr Sandeep Gupta said that it could be constructed above the Geography and Chemistry departments. Mrs Ritu jaitly suggested that since the registrar office and the adjoining rooms had been demolished the new library could be constructed there. Dr P K Sharma shared with the members that Sh Raj Saroj, a former alumnus of the college, had been approached for donation to the college. He had also expressed his willingness to visit the college and make some suitable donation.

7. Alumni Meet:

Holding regular meetings with the alumni of the college was also discussed. Dr Vijay Kumar and Mrs Ritu Jaitly, members of the Alumni Committee, were given the responsibility of organizing these during the academic session in order to invite suggestions for improvement of the functioning of the college.

Action Taken Report for the IQAC meeting held on 31 May 2019.

1. The induction program was held for the new students on Saturday the 16th of July in which the new students were made aware of the college policies and practices, rules and regulations, and code of conduct. Dr P K Sharma and Mrs Ritu Jaitly addressed the students and resolved their queries. Sh Anshuman Sharma shared the timetable with the students.
2. Sh Neeraj Doda had been told about restricting the use of mobile phones in the academic area by the students. He had held a meeting with the members of the discipline committee wherein he had told them to ensure that no student used mobile phones in the marked areas.
3. Many teachers had started making good use of ITC in their subjects. Dr Gurpartap Singh said that students were taken to the lab at least once a week where they listened to poems in audio form. He said that a library day too had been introduced for all students in which they got books issued and read them in the library itself and discussed the meanings of difficult words with their respective teacher. These sessions were aimed at enhancing the vocabulary and language proficiency of the students.
4. Although the shifting of the college library had been discussed in the last meeting no decision regarding this has been taken yet. Sh R P Saroj got constructed the Open air auditorium in memory of his late wife.
5. Mrs Ritu Jaitly shared the information that Dr Vijay Kumar and Mrs Ritu Jaitly had organized two alumni meetings during the academic session.
6. The House Tests were held in October 2018 and March 2019 as planned.

7. Teachers have been organizing and attending seminars, conferences etc. throughout the session.
8. A rally on 'Cleanliness' was organised by the NCC wing of the college on the 22nd of July, 2018.
9. Students were distributed free books by the Commerce and Computer Departments on the 28th of July and the 3rd of August 2018 respectively.
10. 7 students of the college were selected to participate in the Hiking and Trekking camp organised by the Director of Youth Services, Punjab in Manali from the 30th of July till the 8th of August, 2018.
11. 5 students were selected to participate in the 12 day camp 'Ek Bharat Shreshtha Bharat' in Telangana organised by The Director, NCC, Telangana and Andhra Pradesh from 1st August till the 12th of August, 2018.
12. A seminar on 'Cancer Awareness' was organised on the 25th of August, 2018 by the 1st Battalion NCC.
13. A campaign on cleanliness was organised by the PG Department of Economics on the 3rd of October 2018.
14. The Computers department organised 'Techie Fizz' on the 16th of February 2019.
15. The Annual Prize Distribution Function was celebrated on the 3rd of March 2019.
16. The Youth Service Department organised an Inter College Competition and Blood Donation camp on the 8th of March 2019.

17. The Department of Philosophy organised an ICPR sponsored periodic lecture on 'Relevance of Yoga Philosophy in Modern Era' on the 16th of March 2019.
18. A lecture on 'Drug Abuse Awareness was organised on 'Youth Encouragement Day' under the Buddy program of Punjab Government on the 23rd of March 2019.
19. The play 'The Monkey's Paw' was shown to the final year students on the 1st of April as it is included in their syllabus.
20. Free classes of Communication Skills, Maths and Computers were started from the 15th of April 2019. Mrs Ritu Jaitly, Dr Gurpartap Singh, and Sh Neeraj Doda had taken these special classes in which about 100 students had participated.
21. A Career Counselling session was organised by the Placement Cell for the Final Year students on the 23rd of April 2019.
22. Dr Vishal Bhardwaj, department of Sanskrit was invited to deliver a lecture at KMV Jalandhar on 'Benefits of Sanskrit in Modern Times' on the 1st of May 2019.
23. 'No Tobacco Day' was celebrated on the 30th of May 2019.