

## Proceedings of IQAC Meeting

A meeting of the IQAC was held on 14/10/2023 at 11:00 A.M in the office of the Chairperson. The following members were present:

- |                       |                             |
|-----------------------|-----------------------------|
| 1. Sh. Pardeep Mehra  | (Management Representative) |
| 2. Dr. Sanjeev Sharma | (Chairperson)               |
| 3. Sh. Ashok Sethi    | (Alumni Member)             |
| 4. Dr. Monika Sharma  | (Teacher Member)            |
| 5. Dr. Vishu Mehra    | (Teacher Member)            |
| 6. Dr. Vishal Arora   | (Teacher Member)            |
| 7. Dr. Sarish Khera   | (Teacher Member)            |
| 8. Dr. Vani Arora     | (Teacher Member)            |
| 9. Dr. Manpreet Kaur  | (Teacher Member)            |
| 10. Ms. Anju Mahajan  | (Administrative Member)     |
| 11. Mr. Sham Lal      | (Administrative Member)     |
| 12. Ms. Tanvi Arora   | (Student Representative)    |
| 13. Dr. J.P. Singh    | (Co-Ordinator)              |

The members who could not attend the meeting: -

1. Sh. Piara Lal Sethi
2. Sh. Gaurav Aneja

In the beginning, co-ordinator Dr. J.P. Singh welcomed the members and presented the proceedings of the previous meeting. Further, he informed all about the appointment of Dr. Monika Sharma as convener of Criteria VII.

As per the agenda of the meeting, it was resolved that AQAR 2022-23 will be completed and submitted before the deadline. It was unanimously endorsed the

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appointment of Dr. Monika Sharma as convener of Criteria VII). He also welcomed the new student representative Ms. Tanvi Arora.

Sh. Pardeep Mehra raised the requirement of timely submission of AQAR 2022-23 to prepare the SSR for NAAC Accreditation.

It was resolved that AQAR Session 2022-23 will be completed and submitted before the deadline.

Afterward, the criteria-wise points were discussed.

Criteria I convener Dr. Manpreet kaur informed all about the purchase of five new computers installed in the PG Department of Computer Science. It was further discussed that the house test will be held as per the college academic calendar and question papers will be collected from the concerned teachers. Further, she stated that the college is ready to conduct the feedback process starting with the collection of feedback from the students and other stakeholders after the completion of the syllabus of the current semester.

Criteria II convener Dr. Vani discussed the student satisfaction survey (SSS) for the current session to be conducted and analyzed, and actions will be taken in this regard. She also informed that an online Google form will be generated and a link will be sent to students through contact number.

Criteria III convener Dr. Vishu Mehra informed all that the process to apply for research project grants will be started soon.

Criteria IV convener Dr. Vishal Arora discussed the overhauling of the smart classroom and old auditorium. The management representative Sh. Pardeep Mehra discussed that the old auditorium will be reset by the end of this year.

Criteria V convener Ms. Anu Kandhari suggested that the information of passed-out students who are either pursuing higher education or employed in companies need to be collected.

Criteria VI convener Dr. Sarish Khara suggested that the lecture be conducted on “Sensitization of IQAC Criteria I-VII” for the faculty members.

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Sarish Khara  
Convener, Criteria VI  
Dr. Sarish Khara  
Faculty of Education  
GGS Indraprastha College  
University of Delhi  
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Criteria VII convener Dr. Monika Sharma discussed the installation of more LED lights in the classrooms.

It was discussed that to maintain better cleanliness on the college campus, there is a requirement for manpower. Ms. Anju Mahajan informed all that two sweepers will be recruited as soon as possible.

Ms. Tanvi Arora raised the problem of fee payment and the matter of return of issued books during the exams. Mr. Sham Lal informed all that online fee payment has already started and more arrangements will be made in the future. Ms. Anju Mahajan informed all that the issued books will remain with the students during the exams after the deposit of refundable nominal security.

Sh. Ashok Sethi, an Alumni of the College informed that the alumni association will be registered soon and an e-link will be put on the college website. He further suggested starting short-term courses related to Business Personality Development and Skill Development.

Dr. J.P. Singh highlighted the use of the library as a learning source. He further suggested that the library must be equipped with e-learning resources in the future.

The management representative Sh. Pardeep Mehra stated that to promote research and innovation among faculty members, financial aid will be provided to interested faculty members. He further informed that more ICT facilities will be provided for a better teaching-learning process.

The chairperson Dr. Sanjeev Sharma concluded the meeting with a vote of thanks.

## Proceedings of IQAC Meeting-2

A meeting of the IQAC was held on 26/12/2023 at 12:00 noon in the office of the Chairperson. The following members were present:

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|----------------------|-----------------------------|
| 1. Sh. Pardeep Mehra | (Management Representative) |
| 2. Mr. Sanjay Khanna | (Special Invitee)           |
| 3. Sh. Ashok Sethi   | (Alumni Member)             |
| 4. Dr. Vishu Mehra   | (Teacher Member)            |
| 5. Dr. Sarish Khera  | (Teacher Member)            |
| 6. Dr. Vani Arora    | (Teacher Member)            |
| 7. Ms. Anu Kandhari  | (Teacher Member)            |
| 8. Dr. Manpreet Kaur | (Teacher Member)            |
| 9. Ms. Anju Mahajan  | (Administrative Member)     |
| 10. Mr. Sham Lal     | (Administrative Member)     |
| 11. Ms. Tanvi Arora  | (Student Representative)    |
| 12. Dr. J.P. Singh   | (Co-ordinator)              |

The members who could not attend the meeting: -

1. Sh. Piara Lal Sethi
2. Dr. Rakesh Joshi
3. Dr. Monika Sharma
4. Dr. Vishal Arora
5. Sh. Gaurav Aneja

In the beginning, co-ordinator Dr. J.P. Singh welcomed the members and presented the proceedings of the previous meeting.

Further, the criteria-wise points were discussed.

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Criteria I convener Dr. Manpreet kaur informed that the preparations of qualitative key indicators of the AQAR have been started. Teachers are preparing their teaching plans for the upcoming Even semester. She suggested to introduce short-term courses or Add-on courses related to Business, Personality Development, and Skill Development to meet the current industry needs. The feedback collection system was also discussed. The Feedback over the “Curriculum Design and Implementation” will be collected from the four stakeholders, viz., Students, Teachers, Alumni, and Employer through the google forms.

Sh. Pardeep Mehra instructed the house to design the curriculum and fulfill other requirements to implement the proposed value added programmes or add-on courses in the upcoming semester. He also agreed with the Feedback system plan and instructed to pursue with the same.

Criteria II convener Dr. Vani Arora informed the house that the additional practices will be performed to improve the results of students in their final examination. The details for the Mentor-Mentee relationship was discussed. To evaluate the satisfaction of the teaching-learning process adopted, a Student Satisfaction Survey (SSS) will be conducted by collecting the feedback of students through google forms.

Criteria III convener Dr. Vishu Mehra informed that the college should take initiative to avail grants for certain minor and major research projects from various Govt. and non-govt. agencies like DST/UGC/BARC. More MOUs will be engaged by the college. To encourage the learning, industrial visits for the students will be planned.

Sh. Pardeep Mehra gave instructions to keep track of organizations who disburse grants. Further he added that the college will support the committee to apply for grants in different organizations. A report was asked to submit in this regard in next meeting. Sh. Pardeep Mehra also instructed the convener to encourage the faculty to publish research work. International level event/conference will also be planned.

Related to Criteria IV, Dr. J.P. Singh highlighted the importance of the library as a learning resource. He further suggested that the library must be equipped with e-learning resources in the future. In respond to this, Ms. Anju Mahajan clarified that library facilitates the students and teachers in a well planned manner.

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Criteria V convener Ms. Anu Kandhari insisted on the participation of students in extra curricular activities in the college. It was decided to celebrate the upcoming *World Philosophy Day* and *Women's Day* in the college. It was also proposed to register the Hindu College Alumni Association.

In this regard, Sh. Pardeep Mehra suggested the house to conduct more seminars and activities at department level thus engaging the students.

Criteria VI convener Dr. Sarish Khara discussed the contribution of IQAC in providing the financial assistance for faculty members to attend seminar, conferences, and publishing their research work.

In this regard, Sh. Pardeep Mehra assured the house to provide all feasible assistance to attend and conduct faculty development programme for teaching and non-teaching staff members of the college.

Regarding the Criteria VII, it was decided that the Green Audit of the college campus will be conducted soon.

The students' representative Ms. Tanvi thanked the house for taking initiatives in the field of learning for students. She appreciated the initiative to introduce value added programme under which students will learn skills apart from curriculum and can fetch employability in future.

Sh. Ashok Sethi, an Alumni of the College informed that the alumni association will be registered soon and an e-link will be put on the college website.

The management representative Sh. Pardeep Mehra stated that to promote research and innovation among faculty members, financial aid will be provided to interested faculty members. He further informed that more ICT facilities will be provided for a better teaching-learning process.

Mr. Sanjay Khanna appreciated the efforts taken by the criteria conveners and concluded the meeting with a vote of thanks.

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## ACTION TAKEN REPORT

### IQAC Meeting-2

A meeting of the IQAC was held on 26/12/2023 at 12:00 noon. The actions taken corresponding to the respective plans are briefed as follows.

Criteria	Plan of Action	Action Taken Report
Criteria 1	<p>1) Feedback from all the four stakeholders will be collected and analyzed.</p> <p>2) To introduce short-term courses or Add-on courses in Business, Personality Development, and Skill Development to meet the current industry needs</p>	<ul style="list-style-type: none"><li>• Feedback from four stakeholders viz. Student, Faculty, Alumni, and Employer was collected through google forms. The data was then analyzed and referred to the respective committees for further action.</li><li>• <i>Certificate Courses :</i><ol style="list-style-type: none"><li>1. Certificate Course in Artificial Intelligence and Machine Learning</li><li>2. Certificate Course in Graphic Designing using Illustrator</li><li>3. Certificate Course in Graphic Designing using Photoshop</li><li>4. Certificate Course in Cosmetology</li><li>5. Certificate Course in Nail Art and Extensions</li><li>6. Certificate Course in Make-Up</li><li>7. Certificate Course in Hair Stylist</li><li>8. Advanced Certificate Course in Cosmetology</li><li>9. Certificate Course in Communication Skills</li><li>10. Certificate Course in Busy with GST</li><li>11. Certificate Course in MS-Excel</li><li>12. Certificate Course in Advances Logical Thinking &amp; Analysis</li></ol></li></ul>
Criteria 2	<p>Mentor-Mentee relationship will be strengthened.</p> <p>A SSS will be conducted.</p>	<ul style="list-style-type: none"><li>• Mentor-Mentee forms were shared with the mentee by the assigned mentors and regular meetings are being conducted by the mentors bwith their mentee.</li><li>• A Student Satisfaction Survey was conducted.</li></ul>

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Criteria 3	International level event/conference will be planned.	An International conference was organized to remark the <i>World Philosophy Day</i> by the Department of Philosophy on theme “Stress Management and Human Well being” on March 15, 2024.
Criteria 4	To maintain the heritage of the campus on the occasion of celebrating its Centennial anniversary.	Repair, Maintenance, and Facelift of the college building was completed.
Criteria 5	Unanimously decided to held the Convocation in this session.	<ul style="list-style-type: none"> <li>• The college organised the Convocation on Feb. 25, 2024.</li> <li>• The Womens’ Day was celebrated on March 16, 2024.</li> <li>• National Voters’ Day was celebrated on January 25, 2024.</li> <li>• International Mathematics day was celebrated on March 14, 2024.</li> <li>• World Consumer Rights Day was celebrated on March 16, 2024.</li> <li>• An Educational trip to Inter Solar Company, Chandigarh on March 1, 2024.</li> <li>• Educational Trip to “Punjab State War Heroes Memorial and Museum and Attari Border” on March 23, 2024.</li> <li>• A seminar on Drug awareness on March 18, 2024.</li> <li>• A Workshop on Computer Hardware on Feb. 20, 2024.</li> <li>• Rozgar Mela 2024 was organized by the Placement Cell in collaboration with District bureau of Employment &amp; Enterprises, Asr on January 24, 2024.</li> </ul>
Criteria 7	<ul style="list-style-type: none"> <li>• An additional Rain harvesting system to be installed in the college.</li> <li>• A Plantation drive will be held</li> <li>• Green Audit will be conducted.</li> </ul>	<ul style="list-style-type: none"> <li>• A new rain harvesting system was constructed in the campus.</li> <li>• The Green Audit was conducted in the college campus.</li> </ul>

IQAC Co-ordinator

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 Date of Signature  
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### Proceedings of IQAC Meeting-3

A meeting of the IQAC was held on 30/03/2024 at 12:00 noon in the Centenary Hall. The following members were present:

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|---------------------------|-----------------------------|
| 1. Sh. Pardeep Mehra      | (Management Representative) |
| 2. Mr. Sanjay Khanna      | (Special Invitee)           |
| 3. Sh. Ashok Sethi        | (Alumni Member)             |
| 4. Dr. Vishu Mehra        | (Teachers Member)           |
| 5. Dr. Vishal Arora       | (Teachers Member)           |
| 6. Dr. Sarish Khera       | (Teachers Member)           |
| 7. Dr. Vani Arora         | (Teachers Member)           |
| 8. Ms. Anu Kandhari       | (Teachers Member)           |
| 9. Dr. Manpreet Kaur      | (Teachers Member)           |
| 10. Dr. Monika Sharma     | (Teachers Member)           |
| 11. Ms. Anju Mahajan      | (Administrative Member)     |
| 12. Mr. Sham Lal          | (Administrative Member)     |
| 13. Ms. Tanvi Arora       | (Student Representative)    |
| 14. Dr. Jagdish Pal Singh | (Co-Ordinator)              |

The Members who could not attend the meeting: -

1. Sh. Piara Lal Seth
2. Sh. Gaurav Aneja
3. Ms. Anu Kandhari

In the beginning, Co-Ordinator Dr. J.P. Singh welcomed the members and presented the proceedings of the previous meetings.

Further, the criteria-wise points were discussed.

Criteria I Convener Dr. Manpreet Kaur informed that feedback from all four stakeholders via Students, Faculty, Alumni & Employers is collected and analysed. The appropriate actions will be taken over the suggestions made by the stakeholders by the respective committees.

She also informed the house that PT Meet was conducted by the different departments. The teachers discussed the wards report with their parents.

Teachers have been informed to complete the lecture statements and teacher's dairy on time.

Sh. Pardeep Mehra instructed that teacher's Dairy in which we were lacking check and improve. He said that there are some things in Hindu Sabha School that we should improve. There are 100% Students will Pass from School, but only a few children take admission in our college. So, we should improve this thing.

further so, that 100% children can take admission in Our College. We will see how we can take up the Research Centre and will finalize it in the next meeting. and told to Dr. Vishal to tell about their requirement to Principal's Sir.

Sh. Ashok Sethi suggested that Teacher's Dairy will update day to day and will be checked quarterly.

Criteria II Convener Dr. Vani Arora informed the house that Mentor- Mentee program is doing well. To collect the feedback of students, a student satisfaction survey has been conducted and the responses were analysed. The suggestion submitted by students were discussed and appropriate action were taken.

Criteria III Convener Dr. Vishu Mehra informed that to a Research Development Centre has been established to promote the research culture in the college.

The Research Development will support then faculty members to publish papers in UGC's listed journals and index SCOPUS. Dr. Vishu also informed that a 7 days NSS camp will be conducted. Several new MOU's were signed by the college. It was decided that research related documents will be maintained by the research and development.

Criteria IV Convener Dr. Vishal Arora informed that it was discussed that internal budget must be proportionate into funds under different headings like: e- media, smart-rooms, e-learning desk etc. a smart room was proposed. Miss Anju Mahajan shared about the requirements of infrastructure for E-Learning desk.

Criteria V Convener Mrs. Anu Kandhari informed that all activities have been conducting in very well manner way. An international conference was organized successfully on 15/03/2024 by the Department of Philosophy. Women's day was also celebrated a Sexual Harassment Committee is also formed. A philosophical Health Cell is also established. It was also proposed to maintain a visitor book for the invited guest.

Criteria VI Convener Dr. Sarish Khera proposed to organised a Faculty Development Program in online mode.

Criteria VII Convener Dr. Monika Sharma shared about the best practices to be conducted in the campus. She stressed over women empowerment and green campus issues.

The students representative Ms. Tanvi Arora thanked for five computers in the computer lab. After that she recorded issues of lack of cleanliness, lack of proper lights in classrooms and requirement of drinking water points.

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Sarish Khera  
Convener Khanna  
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