Meeting1/2018 of IQAC was held on 2nd August at 12.30 pm in the IQAC room. The minutes of the meeting were as follows

- Dr Geeta Lakhanpal extended her gratitude to the previous committee. Following this she officially handed over the charge to Dr Deepak Sharma, the new convenor of IQAC.
- Dr Deepak Sharma proposed that college can become the member of ICT
- The next meeting of IQAC has been planned for 9th August, 2018. Information for the same will be provided in advance.
- The composition of new IQAC team
  - Dr Man Mohan Kaur (Principal)
  - Prof Madan M. Chaturvedi (External member)
  - S. Inderjeet Singh(External Member)
  - Mr G.K Arora
  - Dr Vinayneet Kaur
  - Dr Bhagwant Kour
  - Ms Harpreet Bahri Grover
  - Dr. Meena Singh
  - Dr Deep M. Singh
  - Mr Jaswinder Singh (Administrative Staff)
  - Ms. Jyoti Jain (Student)
  - S. Gurpeet Singh (Student)
  - Ms Jaspreet Kaur (Alumni)
  - Dr Deepak Sharma (Coordinator)

Minutes of the Meeting No.1A/2018 of IQAC held on 9th August 2018

1. College should join ICT Academy as a member which would facilitate participation of faculty members in a variety of FDPs at no cost. The Academy would also help us to organize programmes for the faculty and the students. The benefits of joining the ICT Academy are available on their website.
2. It was discussed and decided that a whatsapp group of IQAC team would be created for better communication and updation.
3. For smooth and easier information dissemination to students it was decided to collect email IDs and mobile number of students from college ERP system. All notices should be sent through an email system only and bulk SMS would be purchased to connect students for sending short and urgent messages.
4. New teaching-learning methods to be used: faculty has already integrated presentations (PPT) in their teaching methodology. Video recording of lectures uploading them on YouTube channel and making web link available on college website suggested.
5. A one-day workshop for IQAC Coordinators from different institutions in Delhi would be held on September 2018 to understand the nuances of Revised Accreditation Framework (RAF).
6. To promote research ethics in the college, it was decided that a scheme for Short-Term Research Grant would be started. Grant would be provided to undertake research by the faculty members involving students. Preference would be given to proposals involving inter-disciplinary research. Selection would be based on the feedback received from external experts.
7. To promote collaborative learning more and more MOUs should be done with HEIs and working status of already signed MOUs to be updated regularly.
8. To assist alumni to get their documents an online system enquiry and facilitative system should be in place.
9. A workshop on soft skills would be conducted for the administrative staff of the college.

Minutes of the Meeting No.2/2018 of IQAC held on 7th September 2018 at 11:50 am in the IQAC Room

It was discussed and decided:

1. A Memorandum of Understanding (MoU) to be signed with HV Desai College, Pune with a view to undertake collaborative activities in teaching and learning, and work in the field of teachers' and students' exchange.
2. Dr Vinayneet would coordinate the task of video recording of lectures, an initiative taken in the last meeting.
3. All teachers (including adhocs) would be given official email id on sgndkc portal.
4. Details regarding holding workshop on 10th September were discussed.
5. To encourage ICT academy to hold at least two FDPs each for teachers and students.
6. To document name of all students who attend the activities and programmes organized by other educational institutions.

Minutes of the Meeting No.3/2018 of IQAC held on 25 October 2018 at 12:50 am in the IQAC Room

It was discussed and decided:
1. A detailed discussion was held to explain the changes in the accreditation framework of RAF.
2. In order to execture the MoU signed with HV Desai College, the first teachers and students exchange program, will be held in the second week of December 2018. Since this is the first time activity teachers from IQAC and NAAC Committee would be encouraged to participate first. The following teachers would be participating: Dr Bhagwant Kaur and Dr Ashish Thomas.

Minutes of the Meeting No.4A/2018 of IQAC held on 14 November 2018 at 11:30 am in the Principal's Office

Following items were discussed and decided:
1. That a details list of documents for NAAC accreditation was prepared and circulated to the department convenors.
2. That a format for feedback collection from different stakeholders viz. students, teachers, employer, parents would be prepared.
3. It was decided that feedback forms will be uploaded on the college website. Feedback process for students would be in place in between 15 November 2018 and 15 December 2018 for odd semester. If sufficient responses are not there, the link may be opened again for a week.
4. To start an e-magazine bi-annually
5. To make e-newsletter annual.

Minutes of the Meeting No.4B/2018 of IQAC held on 15th November 2018 at 11:30 am in the Principal's Office

- It was decided that the feedback form will be uploaded on the college website. Student feedback process will start 15th November, 2018, it will be open for a week. If sufficient responses are not there we open the link again later on.
- A suggestion was given regarding the E news letter shall be annually. However, frequency may be revised in future
- It was decided that the E magazine would be uploaded at the end of the semester.

Minutes of the Meeting No.5/2018 of IQAC held on 20 November 2018 at 11:00 am in the IQAC Room

Criteria-wise discussion was done and the significant items for action were identitied .Same would be finalized after consultation with the Principal.

Minutes of the Meeting No.6/2019 of IQAC held on 1 January 2019 at 11:00 am in the IQAC Room

The details regarding conduct of three –days FDP on Office automation and documentation for NAAC were discussed and duties relating to the same were distributed to the members of IQAC.

Minutes of the Meeting No.7/2019 of IQAC was held on 25 Jan 2019 at 1 PM in Principal's Room.

A meeting of the IQAC-NAAC criterion Four was held with Convener, Maintenance Committee and Principal. A detailed discussion was done about the criteria four and its allotment of work was distributed among members.

Minutes of the Meeting No.8/2018 of IQAC –NAAC held on 28 march 2019 at 12 noon in the principal office.

1. A suggestion for course on moral value was given whose fees structure will be kept minimal & taken along admission fees (Center for human value can start). Also a short term course on women empowerment or content writing in Hindi to be taken up immediately (one for Hindi grammar, English & certificate course for Punjabi). The following members took the initiative for the course:

Hindi – Dr Deepmala

English – Dr Bhagwant

2. A cultural event was thought to be done (Taashi). Workshop on google and Moodle was already done. It was decided to form a Committee for hostel.

   Hostel committee – Dr Gurmohinder, GK Arora

3. Possibility for institution of awards for teachers committed by teachers.

4. List of student enrolled for NSS & NCC to be taken up from office.

        Responsibility given to Mr. Deepak Nair

5. A workshop to be taken up for starboard functionality.

        Responsibility given to Gurjot Kaur

6. MOU with Sankalp for competitive exams preparation was sought at subsidized rate

        Responsibility given to Meena singh & GK Arora

7. Rare books to be sought individually department in the library

8. Psychological counselling groups to be made and teacher to be allocated to each group. Notice to be put up on college website.

9. Principal mam suggested free hostel for sports student as best practice

10. Dr Harpreet Kaur added to criteria 7 for IQAC after consequent leaving of Dr Abhishek Sharma for the same .

Minutes of the Meeting No.9/2019 of IQAC and depth of Economics, Sanskrit, Physical education and EVS was held on 29 march 2019 at 1pm in the principal office.

A detailed discussion of the document to be submitted for NAAC:

- It was decided to fix a time frame (monthly) by which scanned copies of all the necessary documents should be sent to the authorized person.
- Lesson plan should be replaced by curriculum planner that should reflect internal evaluation and strategies as well as the methodology of teaching employed/ to be employed over the course of the semester.
- Identify & Mention the remedial steps used further help the' slow' learners in a particular class.
- All department should rigorously maintain their department files with all necessary documents.
- MCQ_S should be added to question banks.

Minutes of the Meeting No.10/2019 of IQAC with the department of English, Maths and Hindi was held on 2 April 2019 at 1 pm in the principal's office.

A detailed discussion of the document to be submitted for NAAC:

- It was decided to fix a time frame (monthly) by which scanned copies of all the necessary documents should be sent to the authorized person.
- Lesson plan should be replaced by curriculum planner that should reflect internal evaluation and strategies as well as the methodology of teaching employed/ to be employed over the course of the semester.
- Identify & Mention the remedial steps used further help the 'slow' learners in a particular class.
- All departments should rigorously maintain their department files with all necessary documents.
- MCQ_S should be added to question banks.

Minutes of the Meeting No.11/2019 of IQAC with department of Political science, History, Punjabi and EVS was held on 3 April 2019 at 1 pm in the seminar room

A detailed discussion of the document to be submitted for NAAC:

- It was decided to fix a time frame (monthly) by which scanned copies of all the necessary documents should be sent to the authorized person.
- Lesson plan should be replaced by curriculum planner that should reflect internal evaluation and strategies as well as the methodology of teaching employed/ to be employed over the course of the semester.
- Identify & Mention the remedial steps used further help the‚ slow‚ learners in a particular class.
- All departments should rigorously maintain their department files with all necessary documents.
- MCQ$_S$ should be added to question banks.

Minutes of the Meeting No.12/2019 of the IQAC will be held on 5th April, 2019 at 1 P.M in the principal's office.

AGENDA

1. Planning for the next academic years.
2. Incubation center.
3. Introduction of new certificate courses.
4. Research Grant from non-government sources
5. Any other matter.

It was discussed and decided:

- A suggestion for setting up an incubation center was given. It was proposed to form a core committee comprising facilitators and group of students from different departments. These young and vibrant students shall be involved in small surveys and projects.
- The major objective of this core committee shall be to bridge the industry teaching gap. There shall be CEO's level talk series to create an ecosystem of innovation and entrepreneurship.
- To improve the scope and process of placement it was suggested to make students join aspiring minds.
- It was also proposed to celebrate an International Education Day in college for the exposure of students towards foreign universities and available international scholarship for them.
- New certificate courses to be started on the topics like Data Analytics, Financial literacy and foreign languages.
- Students shall be well informed about the scope of these certificate courses.
- Tie ups can be done with the organization like British Council and USIF.
- English department shall focus on art of communication to meet the requirements of industry.
- All the third year students shall be made mandatory to visit language labs available in the college.