



**Minutes of the IQAC meeting held on 25.09.2023**

1. Ask HOD's to put up a notice on Smart Prof regarding slow learners
2. Ask Dr Megha to create new head 'Publication' on the website where all college publication – magazine, Journal and Newsletters of all departments should be posted from time to time.
3. Add content on practical and project component in the description. Create an excel sheet of courses and ICT tools used for teaching learning process in various subjects of their respective departments and float to all HOD's.
4. In order to prepare and implement the Mentor-mentee program in the college, all the HOD's will implement this in their respective departments and share the lists for 2023-24.
5. For the academic year 2022-23, for dividing each class into halves and allocating two faculty members (one for each half) as mentors. The following faculty would provide the final lists after allocation:  
Economics – Dr Kajleen Kaur/ Dr Harpreet Kaur  
Punjabi – Dr Tarvinder Kaur  
BMS/ BBE – Dr Meenu Chopra  
  
Commerce – after discussion with Dr Manju Bhatia, two people will be allocated  
  
B.Sc (Comp Sc) – Ms Supreet and Ms Rashmeet
6. Modify the Faculty student ratio and the corresponding excel sheet in light of the new appointments
7. Edit the number of NET/ PhD holders
8. Total experience data has to be updated in light of new appointments.
9. Ms Rachna has already discussed with Dr Manisha to incorporate the changes in IA and CA according to the NEP.



A meeting regarding completion / discussion of  
NAAC  
Criteria 2&3 was held on 25.09.2023. The  
following members attended the meeting.

Dr. Sarpreet Singh Sarpreet Singh  
Ms. Roshni Roshni  
Dr. Kajleen Kaur Kajleen  
Dr. Meem Chopra Meem  
Dr. Gurdeep Kaur Gurdeep  
Dr. Tarvinder Kaur T. Kaur  
Ms. Shelly Shelly  
Ms. Rashmeet Kaur Rashmeet  
Dr. Supreet Kaur S.D. Supreet  
Dr. Shadha Nade Shadha  
Dr. Vandana Kaur Vandana