



## MINUTES OF THE IQAC MEETING

DATE : 7<sup>th</sup> AUGUST, 2023 TIME : 11 AM VENUE : PRINCIPAL OFFICE

The following points were discussed during the meeting :

1. The first item on agenda was to discuss benchmarks for quantitative questions of SSR. The discussion started with criterion 1, that focusses on student data regarding projects, fieldwork, and internships. It was decided that teachers are required to maintain students data for projects and fieldwork through google class room, if possible. It will be easier to extract data either on smart prof or google classrooms.
2. Regarding the feedback forms for stakeholders, IQAC Director Prof. Sangeeta informed that the response rate is very low. There was a suggestion that there can be a proposal for installation of QR Code scanner for feedback at the Principal office and administration office for a higher response rate.
3. In criterion 3, the need for research grants received from external sources was felt, thus, it was recommended that encouraging teachers to apply for UGC funded research projects is the solution.
4. Another point raised was a need for conducting FDPs on how to write research papers and how to prepare synopsis for the beginners among the faculty members.
5. It was recommended that teachers need to maintain record of emails regarding paper setting and evaluation received from the University for future records.
6. Prof. Sangeeta pointed out that we should focus on extension and outreach programs through NSS and other clubs, especially on topics such as social entrepreneurship, innovation, IPR and gender sensitization.
7. On the technical/educational collaborations, it was decided that the College MOU's needs to be signed on stamp paper.
8. It was recommended that researchers and faculty should be encouraged to register on VIDVAAN portal for better research score of the college in NIRF.
9. For criterion 5, it was decided that the students should be offered more Free ships in tuition fees.
10. For criterion 5, appointment of counsellor and mentors is important to guide the students in their college journey. Mrs. Ushveen Kaur was given the responsibility of appointing teacher mentors for first years. The Mentor -mentee sessions to be conducted during the lunch break.
11. It was also decided that the reports submitted by clubs and societies are not uniform, thus, a template should be circulated to maintain annual day record of student societies in a uniform format. The society conveners are advised to upload information and reports regarding outside participation on the portal in a timely manner.
12. It was recommended that EVS Convener Dr. Neha Goyal may be advised to take up green audit of the college again.



13. It was suggested that International cell, COE, CPD, and various Departments should be encouraged more collaborations with the other institutions for Seminars, student exchange programmes, and FDPs.
14. All notices to be displayed on college website and smartprof.
15. In order to improve our public perception and number of seminars conducted during the year, we should encourage departments to organise seminars, workshops and FDPs.
16. The college shall offer financial support to faculty for attending Conferences, Workshops and towards membership fee of Professional bodies subject to a maximum limit of Rs. 2500 per person per year. Faculty notice to be floated twice a year for claiming refund of the workshop fee.
17. Principal Dr. J.B. Singh suggested that a detailed Action plan for each criterion to be made and discussed in the coming months before submission of next AQAR 22-23.
18. For criterion 7, a number of initiatives were suggested including, Waste paper recycling initiatives to be encouraged at the campus.
19. For criterion 3, it was recommended that teachers should contribute towards research papers and book chapters, books at least two per year as per new marking scheme of NAAC. The research publications in Scopus listed or UGC care listed journals will only be counted for NAAC and NIRF accreditation.
20. An email regarding submission of APAR to be circulated among the faculty by A.O.



7.8.23.

Following members were present in the meeting held on Aug. 7, 2023.

Name	Sign.
1. Sarfate Dattaraj	Sarfate
2. Lekha Sharma	Lekha
3. Satinder Kaur	S.Kaur
4. Ushreen Kaur	Ushreen Kaur
5. Rachna Sethi	Rachna
6. Dr. Megha Ummet	Megha Ummet
7. Dr. Tarinder Kaur	T.Kaur
8. AVNEET KAUR	Avneet Kaur
9. Dr. Madhavi	Madhavi
10. Harpreet Kaur	Harpreet Kaur
11. Poo Kaur Gill	Poo Gill