

Internal Quality Assurance Committee

**Minutes of the Meeting**

**Agenda: Faculty Feedback Forms and Final Records**

Dated: 10.03.2017

A meeting of IQAC was conducted at 1:00 PM in Principal's Office.

The minutes of the previous meeting were discussed and passed by the august gathering.

The following agenda was discussed:

- 1) The digitization work is completed and consolidated in the form of 1 pen drive and 5 CD's. The entire backup was made available to Mrs. Manmohan Kaur, Senior Administrative Officer in her system.
- 2) Faculty feedback form enforcement was discussed.
- 3) Two questions were added to the feedback form:
  - a. What mode of teaching is largely adopted in class for this paper?
  - b. The mode adopted by teacher makes understanding of the subject easier and clearer.
- 4) Faculty domain based ids created and shared with each faculty member.
- 5) Enforcement of SmartProf app for online attendance and IA was discussed.

The following members attended the meeting:

Dr. Jatinder Bir Singh

Dr. Kawal Gill

Ms. Bhupinder Kaur Lal

Mr. Sarabjit Singh Lamba

Dr. Harvinder Kaur

Dr. Gurminder Kaur

Dr. Rekha Sharma

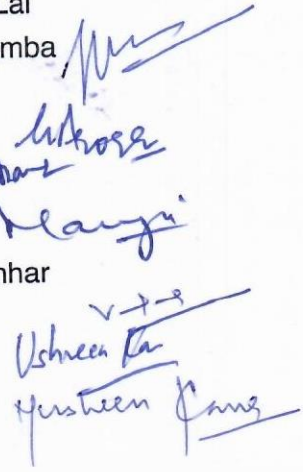
Dr. Manju Bhatia

Mrs. Jasjit Kaur Kochhar

Mrs. Vandana Kalra

Mrs. Ushveen Kaur

Mrs. Hersheen Kaur



The block contains handwritten signatures in blue ink corresponding to the names listed on the left. The signatures are: Mr. Sarabjit Singh Lamba, Dr. Gurminder Kaur, Dr. Rekha Sharma, Dr. Manju Bhatia, Mrs. Jasjit Kaur Kochhar, Mrs. Vandana Kalra, Mrs. Ushveen Kaur, and Mrs. Hersheen Kaur.