

Internal Quality Assurance Committee
Minutes of the Meeting

Agenda: Agenda for New Semester beginning January 2018

Dated: 20.11.2017

An extensive meeting of IQAC was held at 1:00 PM in PG Block.

The following members attended the meeting:

Dr. Kawal Gill
Dr. Bhupinder Kaur
Dr. Paramjit Kaur
Dr. Rekha Sharma
Dr. Gurminder Kaur
Dr. Naveen Dua
Dr. Manju Bhatia
Mrs. Ushveen Kaur
Mr. Vaibhav Puri
Mrs. Hersheen Kaur

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

The committee tentatively submitted the data collected under respective heads for NIRF. The members were asked to finalise the data before final submission on the data capturing system under NIRF.

Suggestions drawn from the extended IQAC meeting held on 16 November 2017 were discussed and proposals were evaluated for the same. These include:

1. Attention was drawn to an emergent issue of enhancing Student Attendance in classes. Issues discussed included:
 - a. How to encourage students to attend classes?
 - b. Scheduling of Meetings before 1 PM (student/faculty meetings) and the disturbance caused
 - c. Allocating meeting slot/ day within Time Table
 - d. Objections to placement drives being held in the morning hours and the enforcement on students to attend interaction sessions.

e. Effective implementation of academic calendar.

It was proposed to provide internship opportunities to only those 2nd year students who met the minimum attendance benchmark.

The committee listed some suggestions to be discussed with Internal Assessment Committee to improve the overall issue of absenteeism. The following measures were proposed and are open for further discussion:

- Freezing of attendance in the 'first week' of succeeding month. Maximum 5 working days to make submissions and changes.
- Lists of students pertaining to all Optional Papers (Generic/AECC/DSE/SEC) to be ready well in advance of every new session.
- Time Table to also be made available along side the student lists with immediate effect incorporating all necessary changes.
- IA committee to issue advance messages for submission.
- To involve and encourage participation from parents, student attendance must be shared monthly with parents so as to discuss student performance.
- Society convenors should ensure that all meetings to be scheduled post 1 PM.
- The matter of attendance should also be put up in staff council to seek measures for controlling absenteeism.
- Attendance must be fed till the last of the semester.
- Teachers should be strictly discouraged for giving extra attendance on back date.
- Minimum attendance of 50% for enabling student for Society benefit must be strictly implemented and followed.
- The committee agreed upon the effectiveness of Internal Assessment (Test) week after the mid semester break. Adding to this, student with less than 33% attendance should not be allowed to appear for this Internal Assessment (Test).
- Students with less than 75% attendance should be barred from placement opportunities.

2. **Symposium:** Theme proposed for the symposium was 'Excellence in Education'. The broad idea for this one day event pertains to rankings and institutional efficiency through rank based development.

'Relevance of Ranking and Accreditation of Educational Institutions' was proposed as a title for the event.

Also suggested, was a session related to Indian Ranking systems vs. Global Rankings. Proposal for inviting experts from NAAC, NIRF, Niti Ayog was put forth.

Another session to focus on Efficiency and Choosing the model (NIRF and global Compliance, etc.).

3. The committee plans to hold an internal extended meeting, in the first week of January, with Student Presidents of Academic and Cultural societies along with Class Representatives to understand the issues and challenges faced. The IQAC will also use this meeting to select students for IQAC Student Cell.

4. For **Research**, need for Fund raising was emphasised.

In order to strengthen research in our college, deliberations were made on three key areas:

a. To promote and motivate in-house research amongst faculty members and to incentivise through research development fund.

b. Establishing Corporate Research collaborations

a. To explore avenues for research-based alliance with international institutions like World Bank, IMF and others. Idea also includes establishing research lab for greater knowledge and resource exchange.

5. After successful implementation of SmartProf application and completion of first semester post implementation, a feedback is sought from faculty members to ensure smoother implementation for semester starting 1 January, 2018.

A Review meeting of IQAC was conducted on 20 November 2017, at 10:30 a.m. in PG Block, to discuss the NIRF form update.

The data received under respective heads from ~~various~~ all members was tentatively filled in the NIRF form and accordingly rectified.

Members were asked to make the necessary changes before the final entry on the data capturing system.

The following members attended the meeting:-

- 1) Dr Kawal Gill
- 2) Ushveen Kaur
- 3) Vaibhav Puri
- 4) Manju Shastri
- 5) Navneet Dora
- 6) Gurinder Kaur
- 7) Paramjeet Kaur

Ushveen Kaur

Ushveen K
Vaibhav Puri

Manju
Navneet
Gurinder
Paramjeet