

**Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on
January 9, 2020**

A meeting of the internal members of the IQAC was held on January 9, 2020 in the conference room of the college. The following business was transacted:

1. Induction of new members

Two new members, Ms. Ishpreet Viridi from Commerce Department and Ms. Radha from the Political Science Department were inducted into the IQAC subcommittees. Dr. Ishpreet replaced Ms. Taruna Jain, as Alumni member and Ms. Radha replaced Ms. Ashema Hasti.

2. Criteria Division

The seven criterion of the Annual Quality Assurance Report were distributed among the following members for the purpose of compiling the AQAR for the Academic Year 2019-20:

Criteria	Assigned to	Criteria	Assigned to
1	Dr. Renu Arora & Ms. Gurpreet	6	Dr. Harinder M Sandhu & Ms. Ruchi Garg
2	Dr. Rouble Rani & Ms. Radha	7	Dr. Daljit Kaur & Mr. Satveer Singh
3	Dr. Hemlata Krishnani & Dr. Garima Kumar		Compilation and Coordination: Dr. Manisha Mathur Dr. Lokesh Kumar Gupta
4	Ms. Priyanka Gupta, Mr. Manjit Singh & Ms. Iqbal Kaur		
5	Ms. Anshika Shrivastava & Dr. Ishpreet Viridi		

3. IPR Workshop

It was decided that a workshop on Intellectual Property Rights would be organized in the third week of March. Dr. Garima Kumar and Dr. Hemlata were given the charge of organizing the same.

4. Counselling

The IQAC had organized a counseling session for third year students in February 2018. The members decided that more such sessions should be organized for outgoing students and Dr. Harinder Sandhu and Dr. Garima Kumar from Psychology department were given the charge of organizing these sessions.

5. Parent Teacher Meeting

The matter of holding a PTM was taken up next. Members were of the view that the date for holding a PTM should be fixed as the last Saturday of the month of March on a permanent basis. As a corollary, the PTM was fixed for 28-3-2020 with Dr. Renu Arora and Ms. Gurpreet Kaur as conveners of this programme.

6. Basic Computer Literacy for Support Staff

A basic computer literacy workshop for support staff was planned for the second week of March and Ms. Priyanka, Ms. Ruchi and Ms. Anshika were made in charge of this workshop.

7. Talk on Digital Banking and Cyber Security

A talk on Digital Banking and Cyber Security was planned for the first week of February.

8. Mentoring System

Members were of the view that the college could begin a mentoring system for its students. This system could act as a reliable and comprehensive support system to motivate students to excel in both academic and non academic fields.

9. Mata Sundriji Archives

Dr. Daljit Kaur and Mr. Satveer Singh were of the view that the college could create an archive in the library. The archives could highlight the contribution of Sikh women. It was decided that the issue regarding space which had cropped up earlier would need to be resolved for the creation of the archives. Further, Mr. Satveer Singh suggested that the archives could be digitized.

10. Heritage Club

Dr. Daljit Kaur proposed that the college could start a Heritage Club which could organize Heritage Walks for students. The help of the Department of History could be enlisted for this purpose and subsequently students and teachers of all the departments could be involved.

11. Gandhi Study Circle

It was suggested by Dr Rouble Rani Sharrma that it being the 150th birth anniversary of Mahatma Gandhi, the college could establish a Gandhi Study Circle which could organize talks and other activities associated with Gandhiji and his life.

The meeting came to an end with a vote of thanks to the chair.

Manisha Mathur

DR. Manisha Mathur
IQAC Coordinator

Harpreet Kaur

Prof. Harpreet Kaur
Principal