

By Harinder Sandhu
(Coordinator)

Minutes of the IQAC (Internal Quality Assurance Cell) Meeting held on 03.01.2017

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The following Members attended the Meeting:

Dr. Gurpreet Singh Tuteja,	Dy. Dean Student's welfare
Prof. SushmaBatra,	Department of Social work
Prof. MadhuVij	Department of Manangement Studies
Dr. Kawarjit Kaur	Officiating Principal
Dr. Kiranjeet Sethi	English Department
Dr. Parnita Gaur	Psychology Department
Dr. Amarjeet Kaur	History Department
Dr. Jasjit Kaur	Pol. Science Department
Dr. Gurjit Kaur	Parent
Ms. Jasmine Kaur	Student
Ms. Ruchi Garg	Alumni
S.K.S. Maan	Administration Officer

The following members could not attend the Meeting :

Prof. J.M. Khurana	Dean, Student's Welfare
Dr. Sharda Garg	Commerce Department

The Minutes of the previous meeting were read and discussion existed on the Minutes.

The following is the list of issue that emerged:

The University representatives suggested that the Committee persue the findings of the NAAC and relevant action should be initiated immediately. The Principal and the Committee members welcomed the idea, supported it and it was agreed that action plan will be generated.

It was decided that the areas of concern, identified by NAAC be listed and shared with the committee members.

The Principal shared the report as well as the grading with the committee.

The need to develop and administer a feedback mechanism was agreed upon by all.

It was decided that :

- i) Feedback Questionnaire will be developed.
- ii) All departments will given in a copy of their version of the feedback questionnaire.
- iii) The Feedback will also be collected from Aulmane
- iv) Feedback would be collected at the end of Semester.
- v) The Feedback would be collected Online.

- vi) Special care was needed to ensure feedback from the outgoing semester.
- vii) A Timeline for the construction of the questionnaire was set up and would be ready by January 31st.
- viii) Dr. Kiranjit Sethi, Dr. Pranita, Dr. Jasjit and a student Jasmine Kaur would coordinate to receive the questionnaire from all the departments.
- ix) The rough draft of the Questionnaire would be e-mailed to the University Representative to seek their inputs. Their inputs will be factored before the final output.
- x) The Questionnaire was to address areas of Teaching Faculty, Infrastructure for all the departments.
- xi) In addition, various departments were to add areas relevant to their needs.

Prof. Gurpreet Singh will guide the implementation stage of the questionnaire, once the same has been finalised.

A suggestion Box was to be placed inviting suggestions from parents of the students.

All departments were also to be requested to initiate interaction with parents of their students.

This interaction was to be initiated at first as a collective body and then specific departments were to take over.

The Student Union was to be a part of their interaction so as to moderate the organised event.

A hygiene Committee was mandated to incorporate members of the non teaching staff of the college.

It was decided to continue and substantially expand the work that the college had initiated in the area of alumane interaction. A centralised database of all the Alumane was to be created by the pooling information from separate Departments.

It was also decided to seek the support and concurrence of the outgoing students to convert the Security deposit as an Alumni fund.

It was decided to create an "Alumnae Wall" of the college. This wall would highlight the notable alumni of the college. A process was to be put in place where by the alumnae achievements and database was constantly updated. Dr. Amarbir Kaur of Punjabi department was to be made aware of the decisions of the committee so she may initiate necessary action.

Research work was to be targeted for improvement as per the NAAC recommendations. For this, it was decided that the college will facilitate of academic activities that initiate and sustain a Research climate.

The Principal informed the Committee that the Academic Review Committee had already finalised the procedures that will streamline the processes for these activities.

Prof Vij and Dr. Gurpreet Tuteja advised the College to invite on a regular ongoing basis experts from various disciplines. The Experts would guide the faculty in the various decisions namely: Preparing Research Projects, seeking funds, Disseminating Research.

The University team also suggested a strengthening of Innovations in the College. An outside Agency was recommended to be sought for the same.

Outreach activities needed to be strengthened, it was decided by the Committee. The Principal informed the Committee of the adoption of two schools as a part of the same.

The Committee was unanimous that these attempts were mandatory and needed systematic documentation. Some other outreach activities were also suggested.

The NSS should be made more active as suggested by the University team. They could be trained to organise Clothes Banks, Book Banks, Toy Banks and the like.

The Committee was strongly suggestive of the automation of the Library and administrative services.

Dr. Gurpreet Singh suggested that a Workshop should be organised expeditiously for the faculty. This was to be done by the University Library chief. The workshop was to help the faculty in order to access "e-journals" and other research materials.

The University team suggested that new frontiers be opened by collaboration with various agents to open short term courses. The Principal welcomes and supported the idea.

Dr. Pranita and Dr. Harinder M. Sandhu put forth the idea of initiating a mental health helpline. This was appreciated by the Committee.

The Principal was offered appreciation by the University team for having forthcoming in seeking and following suggestions for the improvement of the Institution.

Meeting came to an end with a vote of thanks to the Chair.

