

## **MINUTES OF THE MEETING**

The first meeting of IQAC was convened on 19<sup>th</sup> February, 2020 under the convenorship of Principal , Mrs. Krishna Sheora,. First of all, the IQAC committee was composed.

Chairperson: Mrs. Krishna Sheoran, Principal

IQAC Coordinator: Dr. Sapna Sachdeva Nair.

Members: Dr. Sapna Nagpal, Ms. Usha Dahiya, Ms. Ramanpreet Kaur.

Student Nominee: Kanika Sharma, B.Com (Vocational) II Year

1. The prospective plan for the academic session was discussed and suggestions from the IQAC members were incorporated in the plan. The Departmental and Academic Calendar, Activity Calendars, Time Table and Lesson Plans were already prepared and the same were decided to be displayed in front of each department.
2. Activities of NSS, Women Cell, NCC, Sports, Youth Red Cross, Cultural and Legal Literacy were discussed in terms of increased focus on awareness and active participations of students.
3. The Girls' unit of NSS was given special attention and a separate in charge.
4. Mentorship groups had been duly formed. 50-55 students were assigned to each teacher. Staff was put on mentorship roster so that they could interact with students regarding current trends in competitions, job scenario, and preparation for interviews.
5. Self-Defense training for girls had already been carried out for girls by women cell.
6. For safety of girls students it was decided to call Durga Shakti van in college on daily basis.
7. The college performance in youth festival, and other extra-curricular activities was discussed and found satisfactory.
8. Syllabi and progress of classes was discussed.
9. The Principal apprised the members of progress made about construction of new college building.
10. The grant of Placement Cell has been received. It was decided to intensify efforts towards conducting trainings and workshops for grooming of students through frequent extension activities.
11. Committee discussed about quality enhancement in academics through teacher participation in trainings and seminars.
12. The Committee also discussed about various issues related to the development of the college and how by bringing a change in the IQAC composition, fresh ideas and work culture would be incorporated.

The meeting was attended by the following IQAC members:

- I. Dr. Sapna Sachdeva Nair (Coordinator)
- II. Dr. Sapna Nagpal
- III. Ms. Usha Dahiya
- IV. Kanika Sharma(student)