

Date\*\*: 16/09/2024

Venue:- Principal's Office

Time:- 1:30 PM

Chair:- Dr. C. S. Vashishth

- The meeting commenced with a welcome address by the IQAC Coordinator and Co-coordinator to the Principal.
- The IQAC Coordinator suggested verifying that the name of the college is consistent across the University affiliation certificate, AISHE portal, and UGC certificates. Discrepancies should be corrected.
- Copies of the AQAR for the years 2021-22 and 2022-23 were shared with the NAAC team, who were advised to begin the process of filling & submission of the college SSR & further apply for the NAAC
- The IQAC Coordinator and Co-coordinator proposed the establishment of a Research and Development Cell in the college to promote research among faculty members and students of the college. This was discussed, and Dr. C. S. Vashishth ordered its formation immediately.
- The Placement Cell in-charge was instructed to maintain records of student placements, including proof such as joining letters or company ID cards.
- The Scholarship in-charge was requested to keep records along with notices issued to students.
- With the new session underway, the in-charge of the Mentor-Mentee Cell was asked to distribute roll numbers among staff members and schedule sessions every 15 days.
- Dr. Rajvinder was requested to develop a plan for best practices to be followed in the college this year.
- The IQAC team suggested that any MOUs signed by the college should be on legal paper.
- All suggestions from the IQAC team were well received, and discussions were held.
- The meeting concluded with a vote of thanks by IQAC Coordinator Mrs. Monisha Chaudhary.

*Monisha*  
*Supers*

*[Signature]*



## Minutes of the Meeting

Date: 25/11/2024

Venue: Principal's Office

Time: 1:30 PM

Chair: Dr. C.S. Vashishth


### Agenda

1. Discussion on best practices
2. Status Report on AQAR 2023-24

### Proceedings

- The meeting commenced with greetings to all members by the IQAC Coordinator and Co-Coordinator.
- The minutes of the previous IQAC meeting were read and approved.
- A status report on AQAR 2023-24 was presented by all Criteria Incharges and discussed thoroughly.
- The IQAC Coordinator reminded all members to take geotagged photographs of all activities conducted in the college.
- It was suggested by the IQAC to display banners showcasing the vision and mission of the college.
- The IQAC Coordinator, Co-Coordinator, and Best Practices Incharge, Dr. Rajvinder Kaur, proposed the establishment of a counseling center for students in collaboration with the Psychology Department.
- The same team suggested the creation of a bio-compost pit to manage and decompose green waste generated by the college.
- The IQAC Coordinator and Co-Coordinator requested the IPR Cell and Research & Development Cell to prepare a future plan of action for the current session.
- A specific reminder was given to all Activity Incharges to incorporate Sustainable Development Goals (SDGs) into their activities, particularly focusing on SDG-3 (Good Health and Well-Being).
- All suggestions made by the IQAC team were positively received, and discussions were held regarding the implementation of these ideas.
- The meeting concluded with a vote of thanks by the IQAC Coordinator, Mrs. Monisha Chaudhary.

### Action Items

- Take geotagged photographs of college activities.
  - Display vision and mission banners.
  - Establish a counseling center.
  - Create a bio-compost pit.
  - Prepare a future plan of action by the IPR Cell and Research & Development Cell.
  - Integrate SDG-3 in college activities.
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## Minutes of the IQAC Meeting

Date: 23rd April

Time- 12:00 PM

Location:- Principal's Office

Chair- Dr C S Vashishth

- \* The meeting commenced with greetings to the staff and the principal by the IQAC coordinator and co-coordinator.
- \* The minutes of the previous IQAC meeting were read and approved
- IQAC coordinator and co-coordinator expressed gratitude to principal Dr C S Vashisht for his guidance & support as well as to the criteria in charges and IQAC team members, for their consistent efforts that enabled the college to submit 3 AQAR's on time ,that have been approved

### Agenda of the meeting

1. E Reports Submission
  - All activity in-charges and HODs are required to submit E Reports, including geotagged photos and Facebook links.
  - Deadline: 1st May 2025
  - Responsible: Anu Khanna to upload on the website.
2. SWOC Analysis
  - SWOC analysis for departments and activity in-charges to be completed.
  - Deadline: 2nd May
3. Revising Committee Lists
  - Criteria in-charges must revise their list of committee members due to the relieving of many extension lecturers.
  - Deadline: 26th April
4. Data Collection for Session 2024-25
  - As this session is nearing its end, criteria in-charges are to complete data collection for their respective criteria's.
  - Deadline: 15th May
5. Bio Compost Pit & Counseling Center
  - Dr. Rajvinder was tasked with providing updates regarding the Bio compost pit and counseling center.
- 6 Data Verification
  - Criteria in-charges should verify the data collected by their teams before submission to the IQAC team.
7. Compliance with NEP Guidelines



- Data collection must adhere to NEP guidelines wherever applicable.

#### 8. Documentation of Activities

- Notices issued during the session 2024-25 must be attached as proof of activities along with other relevant documentation.

All suggestions made by the IQAC team were positively received, Discussions were held and Principal Dr. C.S Vashishth insisted on timely submission of required data

The meeting concluded with thanks by IQAC coordinator Mrs Monisha Chaudhary & coordinator Mrs Supriya Dinodia to all attendees for their participation