

GOVT.SPMR COLLEGE OF COMMERCE

THE ACTION TAKEN REPORT BY IQAC

The process initiated by IQAC to set the plan of Action and the Action taken report for the session 2019-20. Following are the areas on which the IQAC planned to take action. And a detailed Action Taken Report (ATR) is submitted hereby dated 15-05-2020.

OBJECTIVE:

The objective of this exercise is to gauge the impact of the action planned and taken at different levels by the College. On the suggestions thus received the College intends to bring relevant changes where ever needed for enhancement and betterment of the Institution.

IQAC PLAN OF ACTION

- Development of Academic as well as Activity Calendar of the College.
- The college to utilize the funds for purchase of books.
- Proposed installation of CCTV in the college.
- Proposal for the purchase of Computers and Digital Boards.
- Development of E-Content as per the syllabus by the college faculty.
 - To initiate skill based courses.
 - To initiate establishment of Skill Lab.
 - To initiate establishment of Research Lab.

ACTION TAKEN

- Academic as well as activity calendar is uploaded on the College website as well as displayed on the notice board.
- The college has successfully purchased Books for Library under the funds allocated for the same
- Process to install CCTV initiated.
- Computers and Digital Boards have been purchased and the process of installation to begin.
- The E-content has been developed by the college faculty.
- The process has begun for introducing courses with ICSI
- Proposal for establishment of Skill Lab. has been submitted.
- Proposal for establishment of Research Lab taken up with higher authorities.

Submitted for perusal and further action.


Convenor


Principal

GOVT.SPMR COLLEGE OF COMMERCE

THE ACTION TAKEN REPORT BY IQAC

The process initiated by IQAC to set the plan of Action and the Action taken report for the session 2020-21. Following are the areas on which the IQAC planned to take action. And a detailed Action Taken Report (ATR) is submitted hereby 15.07.2021.

OBJECTIVE:

The objective of this exercise is to gauge the impact of the action planned and taken at different levels by the College. On the suggestions thus received the College intends to bring relevant changes where ever needed for enhancement and betterment of the Institution.

IQAC PLAN OF ACTION

- Development of Academic as well as Activity Calendar of the College.
- The college to utilize the funds for purchase of books.
- Recommended installation of CCTV in the college.
- Recommended installation of Computers and Digital Boards.
- Uploading of E-Content on the college website.
- To initiate introduction of skill based courses.
- Establishment of Skill Lab.
- Establishment of Research Lab.
- Need for optical fibre in the college.

ACTION TAKEN

- Academic as well as activity calendar is uploaded on the College website as well as displayed on the notice board.
- The college has successfully purchased Books for Library under the funds allocated for the same
- CCTV has been installed and is functional.
- Computers and Digital Boards have been installed.
- The E-content developed by the college faculty has been uploaded on the college website.
- Signing of MOU with ICSI, New Delhi.
- Skill Lab. Established.
- Research Lab established.
- 05 optical fibre connection installed in the College.

Submitted for perusal and further action.


Convenor


Principal


MINUTES OF MEETING

A meeting of the college IQAC was held in the Seminar room of the college on 20-12-2018 at 11:30 AM under the chairmanship of the Principal.

Agenda:

1. To introduce the college to the Guest Invitees
2. To discuss the issues faced by the IQAC of the college in going for NAAC





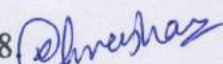
Members present:

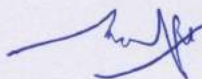
1. Prof. Archana Kaul (Convener)
2. Prof. Neeraj Sharma
3. Dr. Monika Malhotra
4. Prof. Rashmi Arya 
5. Prof. Shamim Ahmed
6. Prof. Shri Kant Sharma
7. Prof. Joginder Kumar
8. Prof. Shreya Sharma
9. Dr. Himani Arora
10. Ms. Renu Gupta (Jr. Asstt.)
11. Ms. Riya Gupta Semester III B.Com Honr's
12. Mr. Hasit Sachdeva semester III BBA

At the very outset the Convener IQAC apprised the member present about the agenda. In her welcome address to the Guest Invitees and the members of IQAC, the Convener made a brief PPT about the past and present of the college.

- The functioning of IQAC in college were discussed in detail.
- The members unanimously agreed that the college must go for NAAC
- The members discussed and agreed that repair of infrastructure needs to be there and the same may be submitted to the administrative department
- The Guest member Mr. Anil Sharma suggested strong Alumni for the college.
- The student Hasit Sachdeva and Riya Gupta were of the opinion to develop SWOT analysis of the college by students in the same pattern their peers had done. They volunteered to complete the task.
- IQAC members were of the opinion that academic development should be further enhanced.
- The members agreed that the HODs must submit the details of the Board of Studies meetings and must make their contribution in reviewing the syllabus of their respective courses.
- They agreed that the various committees made for college development activities should become active and start functioning effectively for the betterment of college.
- Some important suggestions were made by members, who unanimously agreed to initiate them; Academic Calendar of the college, Development and beautification of college, Profile of faculty in the college website, regular meeting of the IQAC members for quality improvement in the college.

The meeting ended with vote of thanks from Dr. Monika Malhotra and the minutes submitted to the Principal for approval.

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MINUTES OF MEETING

A meeting of the College IQAC was held in the office of Head Department of English/ Convener IQAC on 13-11-2018 at 11:00 A.M.

Agenda: -

- To discuss the problems faced by the IQAC of the college in connection with the NAAC of the college.
- To take up work done w.r.t resolutions taken up in the last meeting of the IQAC

Guest Invitee: Prof (Retd.) Gopal Sharma

Members Present: -

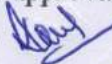




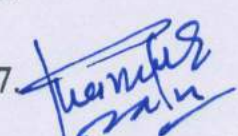
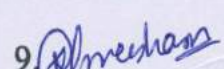
1. Prof. Archana Kaul (Convener)
2. Prof. Neeraj Sharma
3. Dr. Monika Malhotra
4. Dr. Sandhya Bhardwaj
5. Prof. Rashmi Arya
6. Prof Shamim Ahmed
7. Prof Shri kant Sharma
8. Prof. Joginder Kumar
9. Prof. Shreya Sharma
10. Dr. Himani Arora

At the very outset the convener IQAC welcomed and appraised the committee members about the agenda. The problems faced by the IQAC in uploading the AQAR for NAAC of the college were discussed in detail. After a threadbare discussion and heated exchange of words and ideas the committee suggested/ recommended following measures to be taken up by the IQAC at the earliest.

Resolution

1. The Convener apprised the members that the college has successfully purchased Books for Library under the funds allocated for the same
2. Steps have been taken for disposal of old long stored stationary, assignments and furniture.
3. Also the process of the Automation of the library is under process. Tenders have been called for.
4. The members expressed satisfaction for the initiative taken up by the college. But expressed concern for all the yet to be done.
5. Parent Teacher Meet and Alumni meet be organized in the last week of November.
6. Remedial classes for weak and students who desire, to be conducted for a period of ten days before the commencement of semester end examinations of each semester.
7. Auditorium be refurbished for PTM and Alumni meet
8. All HOD's and conveners of different committees be assigned the responsibility of assisting the IQAC on priority basis.
9. The members unanimously agreed for a need to install CCTV cameras in the college campus. A small team may be constituted to assess the locations to install the cameras.
10. A development committee needs to look into equipping the college with computers and smart boards for the digitalization of the campus.

The meeting ended with vote of thanks from the convener IQAC and minutes submitted to the Principal for approval.

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MINUTES OF MEETING

A meeting of the College IQAC was held in the office of Head Department of English/ Convener IQAC on 03.11.2018 at 2:00 P.M.

Agenda: - To discuss the academic schedule of the college for the upcoming session 2018-19.

Members Present:

1. Prof. Archana Kaul (Convener)
2. Prof. Neeraj Sharma
3. Dr. Monika Malhotra
4. Dr. Sandhya Bhardwaj
5. Prof. Rashmi Arya
6. Prof Shamim Ahmed
7. Prof Shri kant Sharma
8. Prof. Joginder Kumar
9. Prof. Shreya Sharma
10. Dr. Himani Arora



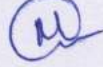





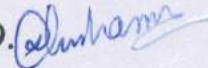

All Staff Members

At the very outset the convener IQAC appraised the committee members about the agenda. She reflected on the importance of planning the academic session of the college. After a threadbare discussion the IQAC committee suggested/ recommended following measures to be taken up by the HOD's and various committees of the college.

Resolution

1. The IQAC committee to submit Academic as well as Activity Calendar
2. All HOD's and conveners of different committees be assigned the responsibility of assisting the IQAC for different developmental activities and programmes of the college.
3. The college must take up the repair and renovation work at the earliest.
4. The college must utilize the funds for purchase of books.
5. Old furniture needs to be written off.
6. Old assignments also need to be disposed. A committee to be created for this purpose who will see the disposal of all kind of long stored stationary, assignments and furniture.
7. The librarian also needs to initiate the process for automation of the library.
8. The college should also reorganise various committees where faculty has been transferred.

The meeting ended with vote of thanks from the convener IQAC and minutes submitted for approval of the principal

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GOVT.SPMR.COLLEGE OF COMMERCE, JAMMU

Minutes Of The Meeting Of Development Committee

A meeting of the College IQAC and NAAC Committee was held on 17.12.2018 at 2 pm in the office chamber of the Principal.

Agenda items:

Item no. II:

To appraise the Principal about the status of the IQAC work done in the college.

Item no. II:

To decide on the agenda of the meeting of the IQAC members to be held in the college

Members present:

1. Ms. Archana Kaul Convener
2. Mr. Neeraj Sharma Co-convener
3. Dr. Monica Malhotra
4. Dr. Sandhya Bhardwaj
5. Ms. Rashmi Arya
6. Mr. Shamim
7. Mr. Shri Kant
8. Mr. Joginder Kumar
9. Ms. Shreya
10. Ms. ~~Ms.~~ Himani
11. Mr. Jagdish Kumar (Sr. Asst.)
12. Ms. Renu Gupta (Jr.Asst.)
13. Ms Riya Gupta Student
14. Mr Hasit Sachdeva Student

The Convener welcomed the committee members and apprised them about the agenda. The resolution was accordingly passed by the committee members:

Item no. I:

- The convener apprised the Principal about the status of IQAC work done in the college till date. The members discussed about various deficiencies of the college where improvement is needed.
- All members unanimously agreed that the repair works / upgradation of the college should be done with immediate effect, in this respect the PWD (R&B) dept may be approached to give the required estimate cost of the repair works.
- The members also agreed that IQAC meeting with outside members be conducted immediately as this is the first requisite of the NAAC to be conducted in the college.
- It was unanimously agreed by the members that the meeting may be held on 21st Dec 2018.
- The members resolved that a high tea should be organised.

The meeting ended with a vote of thanks

Members presents

Ms. Archana Kaul	Mr. Neeraj Sharma	Dr. Monica Malhotra	Dr. Sandhya Bhardwaj
Ms. Rashmi Arya	Mr. Shamim	Mr. Shri Kant	Mr. Joginder Kumar
Ms. Shreya	Ms. Himani	Mr. Jagdish Kumar (Sr. Asst.)	Ms. Renu Gupta (Jr.Asst.)
Ms Riya Gupta	Hasit Sachdeva		

Minutes submitted to the Principal for approval.

Convener

MINUTES OF THE MEETING

Meeting of IQAC Committee was held on 25 May 2019 at 12:30 pm in the office of the Principal.

Agenda

1. To discuss the status of IQAC functioning
2. To plan for the upcoming session

The following members were present:

1. Prof. Archana Kaul (Convenor)
2. Prof. Neeraj Sharma
3. Dr. Sandhya Bhardwaj
4. Dr. Parveen Singh
5. Prof. Rashmi Arya
6. Prof. Bharti Salathia
7. Prof. Sri Kant Sharma
8. Prof. Deepshikha Sharma
9. Prof. Shreya Sharma
10. Prof. Rishu Mahajan

The Convener IQAC welcomed the Principal and members of IQAC.

Resolution

1. The members resolved to develop the AQAR report at the earliest
2. The members agreed to upload the Academic Calendar on college website
3. The members urged the repair and development committee to take up the matter before the commencement of the session
4. The IQAC members told the development committee to prepare list of items to be purchased and the same to be given to the purchase committee for further action
5. The members unanimously agreed that the faculty must make themselves available during summer break for admission and development work.

The meeting ended with a vote of thanks to the chair.

1. Kaul

2. Sharma

3. Bhardwaj

4. Singh

5. Arya

6. Salathia

7. Sri Kant Sharma

8. Deepshikha

9. Shreya

10. Rishu

Approved

(Principal)

MINUTES OF THE MEETING

Meeting of IQAC Committee was held on 20th November 2019 at 1:30 pm in the office of the Principal.

Agenda

1. To discuss the status of IQAC functioning

The following members were present:


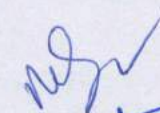
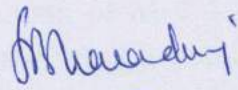


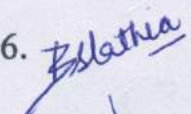
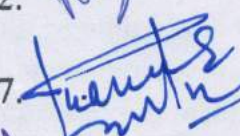
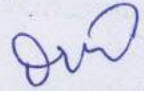
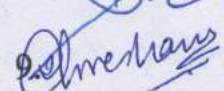
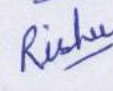
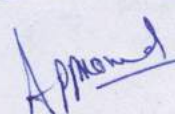
1. Prof. Archana Kaul (Convenor)
2. Prof. Neeraj Sharma
3. Dr. Sandhya Bhardwaj
4. Dr. Parveen Singh
5. Prof. Rashmi Arya
6. Prof. Bharti Salathia
7. Prof. Sri Kant Sharma
8. Prof. Deepshikha Sharma
9. Prof. Shreya Sharma
10. Prof. Rishu Mahajan

The Convener IQAC welcomed the Principal and members of IQAC.

Resolution

1. The members discussed the progress made in the collection of material for the Criterion by members.
2. The members resolved to develop the AQAR report at the earliest
3. The members discussed the activities carried on by the departments.
4. The members also discussed and reviewed the status of repair and development work.
5. The IQAC members also discussed and reviewed the status of purchase committee

The meeting ended with a vote of thanks and submitted for approval.

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Approved 


(Principal)

MINUTES OF THE MEETING

A meeting of IQAC Committee was held on 10th February 2020 at 02:00 pm in the office of the Principal.

The following members were present:

1. Ms Archana Kaul (Convenor)
2. Mr Neeraj Sharma (Co-convenor)
3. Dr. Sandhya Bharadwaj
4. Dr. Parveen Singh
5. Ms. Rashmi Arya
6. Ms. Bharti Salathia
7. Mr Shrikant Sharma
8. Ms. Deepshikha Sharma
9. Ms. Shreya Sharma
10. Ms Rishu Mahajan


Agenda: To discuss the status of AQAR



Prof Ranjeet Singh Jamwal was welcomed to the college as the Principal and presented a brief report of the work done by the IQAC committee till date. After a threadbare discussion the following decisions / resolutions were unanimously taken.

Resolution

1. Due to the transfer of some faculty members of the IQAC committee it was proposed that a fresh IQAC Committee be constituted at the earliest.
2. The Principal of the college proposed to hold a meeting in the last week of February with the new framed IQAC Committee, as the session 2019-20 was coming to an end in the month of May 2020. He directed the members to develop a road map for the preparing the college for the 2nd cycle of NAAC of the college which was long overdue since May, 2004.
3. It was unanimously resolved to involve other faculty members of the college for preparation of pending AQAR at the earliest.
4. The meeting ended with a formal vote of thanks.

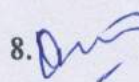
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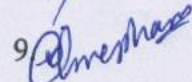
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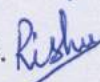
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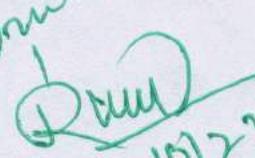
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Approved

10/2/2020

Minutes of the Meeting

A meeting of IQAC Committee was held on 17th February 2020 at 02:00 pm in the office of the Principal

The following members were present:

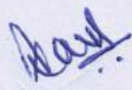
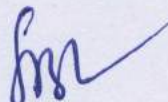
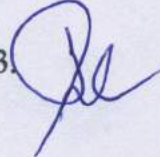

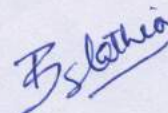
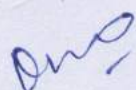

1. Ms Archana Kaul (Convenor)
2. Dr. Sandhya Bharadwaj
3. Dr. Parveen Singh
4. Ms. Rashmi Arya
5. Ms. Bharti Salathia
6. Ms. Deepshikha Sharma
7. Ms Rishu Mahajan

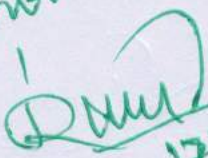
Agenda: To Discuss the road ahead for college.

The Principal of the college welcomed all the committee members of the IQAC and acquainted them with the role and responsibility of a member. Thereafter, followed a discussion on development of different Criterion in AQAR.

Resolution

1. Road map of other committees to be discussed.
2. IQAC proposed to organized workshops for faculty development programme not only for the staff members off the college but for faculty members of other colleges
3. IQAC also proposes to organize an induction programme for the students of the college
4. Committee also proposes to impart training how to use computer with respect to MS office, preparation of PPT, browsing etc. for all teaching and non-teaching employees of the college
5. IQ AC proposes to construct a shed for the installation of water coolers fitted with Aqua guards to provide neat and clean drinking water to the students and staff a long pending demand of the students.
6. The classrooms are in a very shabby condition with inadequate lighting system in the classrooms. The committee proposes to do the needful at the earliest.

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Approved

17/2/2020

Minutes of the Meeting

A Zoom meeting of IQAC Committee was held on 27th March 2020 at 12.30 pm

The following members were present:

1. Ms Archana Kaul (Convenor)
2. Dr. Sandhya Bharadwaj
3. Dr. Parveen Singh
4. Ms. Rashmi Arya
5. Ms. Bharti Salathia
6. Ms. Deepshikha Sharma
7. Ms Rishu Mahajan

Agenda: To Discuss academic work during this unprecedented time of COVID - 19.


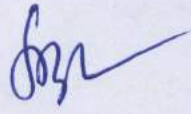


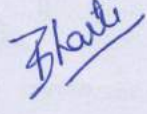
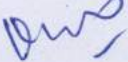
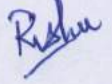
An emergency meeting was held online to discuss academics in college during lockdown

Resolution

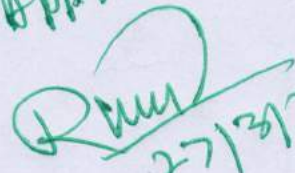
The members expressed shock and concern over the unprecedented time of COVID – 19.

The following resolution was taken:

1. In wake of the closure of all educational institutions. It was decided by the principal along with the IQAC members of the committee to continue work of the college.
2. The college will conduct online meetings for the same
3. Focus will be:
 - a) Ways to continue classes
 - b) Efforts for NAAC accreditation will continue

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Approved


27/3/2020

Minutes of the Meeting

An online meeting of IQAC Committee was held on 15th May, 2020 at 2:00 pm.

The following members were present:

1. Ms Archana Kaul (Convenor)
2. Dr. Sandhya Bharadwaj
3. Dr. Parveen Singh
4. Ms. Rashmi Arya
5. Ms. Bharti Salathia
6. Ms. Deepshikha Sharma
7. Ms Rishu Mahajan

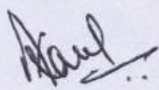
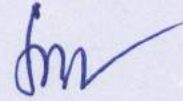
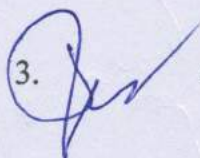

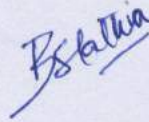
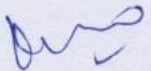

Agenda:

1. To distribute Criteria and discuss the modalities of the Criteria
2. To review the work done with respect to Online Study material
3. To discuss the modalities of examination

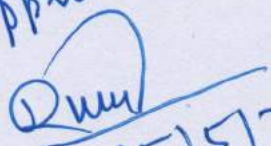
Resolution

1. The Principal acquainted the committee that the department of higher education provided with 07 Nos of Interactive boards along with projectors, two KV's and online UPS through NIELIT and installed in the class rooms.
2. The committee also expressed satisfaction on the completion of Online Study Material developed by the Faculty. Syllabus of all the subjects have been covered and uploaded on college website.
3. Principal appreciated the work done by the IQAC team for initiating and developing E-Content of the syllabus of all the three semesters for the benefit of students during the lockdown.
4. The committee members also expressed concern for the extreme delay in the AQAR submission. The members worked out the modalities for completing the AQAR of the college in such unprecedented situation
5. After threadbare discussion, the Committee decided to distribute the Criteria among the members as under

a. Curricular Aspects	Dr Pooja
b. Teaching-learning & Evaluation	Dr. Sandhya Bhardwaj
c. Research, Innovation & Extension	Dr. Himani Arora
d. Infrastructure & Learning Resources	Prof. Joginder Kumar
e. Student Support & Progression	Prof Savita Jamwal
f. Governance, Leadership & Management	Prof. Rajni Bala
g. Institutional Values & Best Practices	Dr. Parveen Singh

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Approved


15/5/2020

Minutes of the Meeting

A Meeting of IQAC Committee was held on 14th September 2020 at 02:00 pm in the office of Principal.

The following members were present:

1. Ms Archana Kaul (Convenor)
2. Dr. Sandhya Bharadwaj
3. Dr. Parveen Singh
4. Ms. Rashmi Arya
5. Ms. Bharti Salathia
6. Ms. Deepshikha Sharma
7. Ms Shreya Sharma
8. Ms Rishu Mahajan


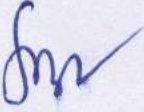



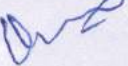
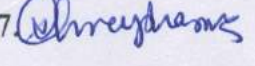

Agenda:

1. To discuss the modalities for the development of Academic Calendar for the Academic Session 2020-21.
2. To discuss the status of introduction of skill based courses
3. To discuss the infrastructural repair works of the college
4. Any other agenda as per approval of the chair

Resolution

After threadbare discussion,

1. Further, the committee also resolved to develop the Academic/Co-curricular Calendar for the session 2020- 21.
2. The committee expressed satisfaction on Cluster University decision to hold online examination of 6th Semester and exemption to students of semester 2 and 4 semester.
3. The committee was of the view that some kind of skill based courses be introduced in the College to ensure a sense of job security during this time of pandemic caused by COVID-19.
4. It was important to take up all kinds of repair or construction work of college
5. All activities to be held looking into the prevailing covid-19 situation and as per direction of govt. order or notification.

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MINUTES OF THE MEETING

Meeting of IQAC Committee was held on 20 December 2020 in the Office of the Principal at 02:00 pm. The following members were present:


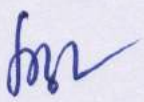



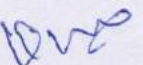
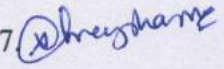

1. Ms Archana Kaul (Convenor)
2. Dr. Sandhya Bharadwaj
3. Dr. Parveen Singh
4. Ms. Rashmi Arya
5. Ms. Bharti Salathia
6. Ms. Deepshikha Sharma
7. Ms Shreya Sharma
8. Ms Rishu Mahajan

Agenda

1. To discuss introduction of courses in college beneficial to students and faculty.

Resolution

1. Threadbare discussion on type of skill based courses was held
2. Suggested to the chair to create a committee of faculty members who would look into the details of skill based courses to be introduced. So that the work may be speedily conducted.
3. Members suggested creation of committee for Swayam Courses.
4. Swayam Committee will look into Re-registration of College in SWAYAM Portal
5. Also suggested to the Chair, to encourage faculty members to pursue ARPIT courses through SWAYAM.
6. The process of disposal of e-waste must be initiated by the college.
7. The task of creating a pit for bio degradable waste may be give to the EVS department.
8. The purchase committee should look into the process of purchasing digital boards for smart classrooms.

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MINUTES OF THE MEETING

A meeting of the IQAC members of the college was held at 11.30 am in the office of the Principal on 12.07.2021 to review the functioning and conduct of NAAC /IQAC in view of the order from Higher Education Dept.

Members Present:

1. Ms. Archana Kaul	Convenor
2. Dr. Monika Malhotra	Co-Convenor
3. Dr. Sandhya Bharadwaj	Member
4. Mr. Shafkat Jahagir	Member
5. Ms. Savita Jamwal	Member
6. Mr. Parveen Singh	Member
7. Mr. Shamim Ahmed	Member
8. Ms. Reeta Menia	Member
9. Ms. Rachna Kumari (SO)	Member
10. Ms Geetanjali Verma (Accountant)	Member
11. Mr Amit Sudan(Technical Assistant)	Member

Agenda Items:

Item no 1:

To revisit the functioning of IQAC and NAAC

Item no 2:

To distribute the NAAC criterion among the IQAC committee

Item no 3:

To constitute a purchase committee for NAAC

Item no 4:

To decide on the items to be purchased for framing of SSR and conduct of NAAC

Item no 5:

Any other item

Convener IQAC / NAAC welcomed the Principal members of the Committee. With the permission of the Chair the convener briefed the committee members about the agenda. A threadbare discussion followed on the agenda items, following are the recommendations members suggested:

Item no 1:

To revisit the functioning of IQAC and NAAC

It was recommended by the members that in view of the recent transfers of faculties who were also members of IQAC/ NAAC and the issuance of order no: 226 – JK(HE)of 2021 dated :07-07-2021 it is important to review and include the new members in IQAC / NAAC. It was decided that only senior members of the faculty who are interested, be included in the IQAC.

Item no 2:

To distribute the NAAC criterion among the IQAC committee

After threadbare discussion of the criterion by the committee, it was decide that the following members may be recommended for the development of the criterion for conduct of NAAC

1. Curricular Aspects. Ms.Reeta Menia
2. Teaching, Learning &Evaluation. Dr. Sandhya Bharadwaj
3. Research, Innovation & Extension. Dr. Monika Malhotra
4. Infrastructure & Learning Resources. Dr.Parveen Singh
5. Student Support & Progression .Ms. Savita Jamwal

6. Governance, Leadership and Management. Mr. Shamim Ahmed
7. Institutional Values and Best Practices. Mr. Shafqat Jehangir

Item no 3:

To constitute a purchase committee for NAAC

The Committee recommended the constitution of a NAAC purchase committee.

In order to facilitate the purchase of items that may be required for conduct of NAAC.

1. Mr. Shafqat Jehangir
2. Mr. Parveen Singh
3. Ms. Reeta Menia

Item no 4:

To decide on the items to be purchased for framing of SSR and conduct of NAAC

The Committee suggested that a faculty may develop the list of requisition for items to be purchased. And the same be handed over to the NAAC purchase Committee.

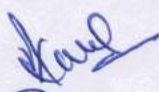

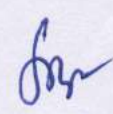

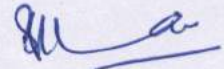


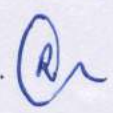
Names of Dr. Monika Malhotra and Dr. Sandhya Bharadwaj were recommended for the task.

Item no 5:

Any other item

A detailed discussion followed for allocation of a room for IQAC. It was recommended that a room in the administrative block may be seen. Dr. Parveen Sing and Prof. Shammim Ahmed may look for an appropriate room.

The Convener thanked the principal and the committee members for their valuable recommendations and suggestions in the meeting.

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Minutes of the Meeting

A meeting of the IQAC members of the college was held at 1.30 pm in the Seminar Room on 2.08.2021

Members Present:



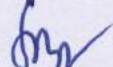


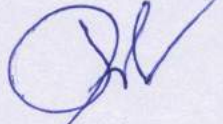


- | | | |
|-----|------------------------------------|-------------|
| 1. | Ms. Archana Kaul | Convenor |
| 2. | Dr. Monika Malhotra | Co-Convenor |
| 3. | Dr. Sandhya Bharadwaj | Member |
| 4. | Mr. Shafkat Jahagir | Member |
| 5. | Ms. Savita Jamwal | Member |
| 6. | Mr. Parveen Singh | Member |
| 7. | Mr. Shamim Ahmed | Member |
| 8. | Ms. Reeta Menia | Member |
| 9. | Ms. Rachna Kumari (SO) | Member |
| 10. | Ms Geetanjali Verma (Accountant) | Member |
| 11. | Mr Amit Sudan(Technical Assistant) | Member |

Agenda Items:

To discuss steps for AQAR / SSR development under NAAC.

Resolution

1. IQAC members resolved that all members incharge of respective Criteria would first focus on filling the AQAR 2020-21, 2019-20 and 2018-19
2. The various committees would facilitate in sharing information and details of their programmes and activities.
3. A Google form may be initiated for collection of faculty profile and for details of their research papers, books published along with details of their Research Paper presentation and publication.
4. Library, Sports, NSS and NCC to develop detail report of their activities / record.

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Minutes of the Meeting

A meeting of the IQAC members of the college was held at 11.30 am in the Seminar Room on 23.08.2021

Members Present:

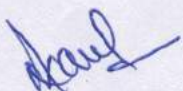


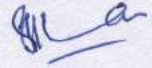


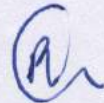
Ms. Archana Kaul	Convenor
Dr. Monika Malhotra	Co-Convenor
Dr. Sandhya Bhaadwaj	Member
Mr. Shafkat Jahagir	Member
Ms. Savita Jamwal	Member
Mr. Parveen Singh	Member
Mr. Shamim Ahmed	Member
Ms. Reeta Menia	Member
Ms. Rachna Kumari (SO)	Member
Ms Geetanjali Verma (Accountant)	Member
Mr Amit Sudan(Technical Assistant)	Member

Agenda Items:

To discuss status AQAR / SSR development under NAAC.

Resolution

1. The IQAC committee reviewed the status of the AQAR (criterion) filled
2. Year wise discussion of all the criteria year 2017 onwards
3. The committee also discussed upliftment of college ambience
4. The committee resolved that Banner/ Board of College name should be made. It should be in huge size. Mr. Shafkat Jahangir, Mr. Shamim Ahmed, Dr. Parveen Singh and Ms. Shreya Sharma will look into the details and making of the Banner
5. It was also discussed that besides banner there is a need to make boards for direction in the college.

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Minutes of the Meeting

A meeting of the IQAC members of the college was held at 2.30 pm in the Seminar Room on 20.09.2021

Members Present:



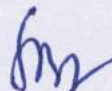




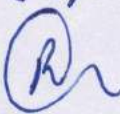
1. Ms. Archana Kaul	Convenor
2. Dr. Monika Malhotra	Co-Convenor
3. Dr. Sandhya Bharadwaj	Member
4. Mr. Shafkat Jahagir	Member
5. Ms. Savita Jamwal	Member
6. Mr. Parveen Singh	Member
7. Mr. Shamim Ahmed	Member
8. Ms. Reeta Menia	Member
9. Ms. Rachna Kumari (SO)	Member
10. Ms Geetanjali Verma (Accountant)	Member
11. Mr Amit Sudan (Technical Assistant)	Member

Agenda Items:

To discuss status AQAR / SSR development under NAAC.

Resolution

1. The IQAC committee reviewed the status of the AQAR (criterion) filled
2. IQAC completed the IIQA
3. Steps to complete SSR was discussed.

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Minutes of the meeting

A meeting of the IQAC members of the college was held at 2.30 pm in the Seminar Room on 08.10.2021

Members Present:

12. Ms. Archana Kaul	Convenor
13. Dr. Monika Malhotra	Co-Convenor
14. Dr. Sandhya Bharadwaj	Member
15. Mr. Shafkat Jahangir	Member
16. Ms. Savita Jamwal	Member
17. Mr. Parveen Singh	Member
18. Mr. Shamim Ahmed	Member
19. Ms. Reeta Menia	Member
20. Ms. Rachna Kumari (SO)	Member
21. Ms Geetanjali Verma (Accountant)	Member
22. Mr Amit Sudan(Technical Assistant)	Member

Agenda Items:

To discuss status and uploading of AQAR / SSR development under NAAC.

Resolution

1. The IQAC committee reviewed the status of the AQAR (criterion) filled. AQAR Of 2019-20 to be uploaded online. AQAR from 2016 to 2018 to be uploaded on college website and the link be created.
2. IQAC completed the IIQA with due formalities.
3. The criterion Heads to initiate process of compilation of data for SSR was discussed.

Ms.Archana Kaul

Dr. Monika Malhotra

Dr. Sandhya Bharadwaj

Ms. Shafkat Jahangir

Ms. Savita Jamwal

Dr. Parveen Singh

Mr. Shamim Ahmed

Ms. Reeta Menia

Ms. Rachna Kumari

Ms Geetanjali Verma

Mr Amit Sudan

Submitted for Approval

Convenor

Principal