

## MINUTES OF IQAC MEETING 29.7.2019

Action taken report of the previous meeting was discussed.

Sr. No.	AGENDA OF THE LAST MEETING	ACTION TAKEN
1.	Smooth conduct of UG/PG admissions for 2019-2020	<ul style="list-style-type: none"> <li>• Successful uploading of prospectus online on DHE portal</li> <li>• A help desk was set up from 10am – 12noon during the summer vacations to facilitate students in online submission of forms and attend to any admission related queries</li> <li>• Ensured unbiased and fair admissions, the merit lists and waiting lists were duly uploaded on the college website and Chandigarh Administration website and displayed on all college notice boards</li> <li>• Admissions were conducted smoothly for all Undergraduate and Post graduate courses as per admission schedule</li> <li>• The seats were filled in all the streams based on merit and reservations policy where applicable</li> </ul>
2.	College advertisement in newspaper for admissions	<ul style="list-style-type: none"> <li>• The admission notice was published in leading newspapers of the city June 2,2019 to apprise students of the courses offered                             <ul style="list-style-type: none"> <li>➤ Dainik Bhaskar</li> <li>➤ Panjab Kesari</li> <li>➤ The Tribune</li> <li>➤ Hindustan Times</li> <li>➤ Indian Express</li> </ul> </li> <li>• The advertisement helped reach wide section of the society with information to one and all about the process and details of online admissions, resulting in 100% filling up of seats</li> </ul>
3.	AQAR writing	<ul style="list-style-type: none"> <li>• AQAR guidelines were downloaded. A power point presentation was made and shared with all staff members to apprise them of the revised AQAR guidelines on 27.5.19 followed by discussions and clarifications</li> <li>• In charges were assigned for each criterion and staff members were allocated accordingly</li> <li>• Information was collected from all the departments</li> <li>• Each criterion was individually discussed with all the in charges and faculty members</li> <li>• Reviewing of the AQAR report is being done by the In charge and committee</li> <li>• The report will be submitted shortly</li> </ul>

**Agenda items along with suggestions given in IQAC meeting held on 29.07.2019**

Sr. No.	Agenda	Suggestions
1.	Orientation Program for freshers	<ul style="list-style-type: none"> <li>• Planning and conducting of orientation program for the new incoming students in the month of August</li> </ul>
2.	Reviewing of Academic Activities	<ul style="list-style-type: none"> <li>• Ensuring regular classes for UG and PG classes</li> <li>• HOD's to ensure the Syllabus coverage by the faculty of their department well in time</li> <li>• Holding Mid-term examinations as per Panjab University guidelines</li> </ul>
3.	Co – Curricular Activities	<ul style="list-style-type: none"> <li>• Planning and preparation for organizing Talent Hunt and Teej celebrations in the month of August in collaboration with RED FM 93.5</li> <li>• Preparation for Zonal Youth Festival to be held at GCG - 42, Chandigarh from September 24-28. The college will be participating in the following categories: <ul style="list-style-type: none"> <li>➤ Theatre</li> <li>➤ Group Dance</li> <li>➤ Music</li> <li>➤ Literary Items</li> <li>➤ Fine Arts</li> <li>➤ Heritage Items</li> <li>➤ Mehndi, Rangoli etc</li> </ul> <p>Special trainers will be employed for theatre events and dance and duty list will be prepared for the mentors</p> </li> <li>• Action taken plan to be prepared for Poshan Maah starting from September 01 to 30. Some activities to be conducted in collaboration with Department of Social Welfare, Chandigarh Administration are as follows: <ul style="list-style-type: none"> <li>➤ Health camp</li> <li>➤ Nukkad Natak</li> <li>➤ Poshan Rally</li> <li>➤ Flash Mob</li> <li>➤ Inter college cookery competition</li> <li>➤ Inter college debate and quiz competition</li> <li>➤ Demonstration of healthy recipes</li> <li>➤ Talks, Seminar</li> </ul> </li> <li>• Planning for National Sports Day and activities to be conducted. <ul style="list-style-type: none"> <li>➤ Inter class badminton championship for students as well as teaching and non-teaching staff.</li> </ul> </li> <li>• Celebration of Akshay Urja Diwas in collaboration with Chandigarh Renewable Energy Science and Technology Promotion society (CREST) was also discussed. Grant for funding would be applied from CREST. Various Inter college competitions will be conducted, which include: <ul style="list-style-type: none"> <li>➤ Face Painting</li> <li>➤ Poster making</li> <li>➤ Slogan writing</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>➤ Poetry recitation</li> <li>➤ Group song</li> <li>➤ OHP Sheet painting</li> <li>➤ Collage making</li> </ul>
4.	Alumni Meet	<ul style="list-style-type: none"> <li>• Planning and chalking out the alumni meet for the current session in the month of September</li> <li>• Meeting to be conducted with the members of the alumni society for further action</li> <li>• New elections for the alumni association will be conducted</li> </ul>
5.	Student Council Elections	<ul style="list-style-type: none"> <li>• Planning and preparation for smooth and peaceful conduct of the student council elections for the session 2019-20</li> <li>• New elections will be conducted for the following posts: <ul style="list-style-type: none"> <li>➤ President</li> <li>➤ Vice President</li> <li>➤ Secretary cum Treasurer</li> <li>➤ Post Graduate Representative</li> <li>➤ Class Representative for all classes</li> <li>➤ Extra Curriculum activities.</li> </ul> </li> </ul>

IQAC Incharge



Principal

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