

PROCEEDINGS OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON SEPTEMBER 7, 2017 AT 3.00PM IN THE OFFICE OF PRINCIPAL UNDER THE CHAIRMANSHIP OF DR. ARCHNA GARG, PRINCIPAL AND THE CHAIRPERSON OF CELL.

Following members were present in the meeting.

1. Dr. Archna Garg, Chairperson
2. Mrs. Madhu Sethi, Coordinator, Associate Professor in Music(Vocal),

IQAC Members from Teaching Staff

1. Mrs Jaswant Kaur, Assistant Professor in Physical Education
2. Dr. Kulwinder Kaur, Associate Professor in Hindi
3. Mrs. Ritu Gupta, Assistant Professor in English
4. Mrs. Seema Rani, Assistant Professor in History
5. Mrs. Sarika Kanda, Assistant Professor in Home Science
6. Mrs. Renu Soni, Assistant Professor in Public Administration
7. Mrs. Paramjeet Kaur, Assistant Professor in Music
8. Mrs. Anupam Sabharwal, Assistant Professor in Economics

IQAC Members from Non-Teaching Staff

1. Mr. Sanjeev Bhalla, Office Superintendent

IQAC Members from College Managing Committee

1. Sh. Tilak Raj Aggarwal, President
2. Sh. Ashwanai Aggarwal, Manager
3. Smt. Gulshan Yadav, Secretary

IQAC Members from Society

1. Sh. Sudesh Sharma, Educationist
2. Mrs. Kusum Verma, Educationist.

Following points were discussed and passed unanimously:

1. Coordinator, Mrs. Madhu Sethi, read out the proceedings of previous meeting of Internal Quality Assurance Cell, held on 15-02-2017, which was passed by the house, unanimously.
2. To start the present meeting, Smt. Gulshan Yadav, secretary managing committee extended gratitude towards all the members for actively participating and supporting the cause of college during NAAC Peer Team visit, held in the month of February 2017.

She also introduced the house, Mrs. Kusum Verma, former principal from Kamla Nehru College, Phagwara who have joined the college as the advisor to Managing Committee. All the members welcomed Mrs. Verma to the meeting.

3. In the next point, chairperson invited suggestions for quality enhancement from all the members present in the meeting. Before starting this, Sh. Sudesh Sharma, asked the chairperson to read out the recommendations and suggestions made by worthy peer team members in their report for perusal of house. Superintendent Sanjeev Bhalla started reading the recommendations and house discussed the each suggestion very thoroughly. Chairperson Dr. Garg informed the house that some of the suggestions, like start of self-defence classes and yoga-classes, were already implemented but we will try to incorporate it as a regular and permanent feature of curriculum. For other suggestions also we will sit and discuss the formalities and requirements, with different stakeholders, very thoroughly.

Thereafter, suggestions for each member were sought and followings points were raised by the members.

- I. Mrs. Sarika Kanda expressed the need of adding more value added courses for the benefit of students.
- II. Ms. Anupam Sabharwal focussed on the need of career counselling for students so that they can avail maximum benefits from the stream they have opted.
- III. Mrs. Paramjeet Kaur cited the need of improvement in communication skills of students.
- IV. Mrs. Jaswant Kaur said that we have already started self-defence classes and in the near future we will try to introduce it as a permanent feature because knowledge of self-defence is the basic need for girls.
- V. Dr. Kulwinder Kaur stressed on the pre-admission counselling of students so that they can chose their stream wisely. Normally students do not have any knowledge about the subjects before admission and they choose subjects on recommendations and following their friends only.
- VI. Mrs. Madhu Sethi, suggested to organise more trips and excursion for students as these provide options for overall development and growth of students.
- VII. Mrs. Seema Thakur said that the college should work on building student exchange programmes with different institutes so that students may be benefitted with it.
- VIII. Sh. Sudesh Sharma urged the conduct of socio-economic survey of students and on the basis of same, college can ask for different types of grants from NGOS. Besides it, seminars on domestic violence act, social awareness can also be organised. Mr. Sharma assured the house that if any type of help from district administration is required for any project, he can arrange the same.
- IX. Mrs. Kusum Verma suggested that a Productive Centre can also be set up in the college with the theme, 'Earn While You Learn', here opportunities can be provided to students to sell and exhibit their creativities. We can also provide opportunity for brilliant students to take lectures of junior classes in case of emergent needs and payments be made to them. All appreciated the idea and decide to ponder on the areas in which this facility can be introduced.

ACTION TAKEN REPORT

- To provide pre-admission counselling, a counselling desk has been set up to guide the students about appropriate stream and subjects as per their interest.
- Two more value added courses namely 'Certificate Course in VB.NET' and 'Certificate Course in Fashion Designing & Garment Construction' were added.
- Extension Lectures on Career Opportunities were organized to guide students about career opportunities available in their respective stream and subject.
- To improve upon the Communication Skills, classes on communication skills were organized.
- A seminar on Sexual Harassment and Women Rights was arranged in the college, in collaboration with District Administration to aware the girls about acts and rights regarding domestic violence, women safety, eve-teasing and sexual harassment etc.
- To aware the students about social problems, seminars on Begging, Traffic Rules and Road Safety Measures, Cancer Awareness and a nukkad natak on Drug Abuse were organized.
- To implement the scheme 'Earn While You learn':
 - ✓ Department of Cosmetology arranged stalls of mehndi and nail-art on the Occasions of Teej and Karwa Chauth.
 - ✓ A productive center has been started in the college where students prepare and sell self- made items.
 - ✓ Students of Fine Arts prepare and sell paintings in an exhibition –World of Colors