

Agenda items of the Internal Quality Assurance Cell (IQAC) meeting to be held on 24th February 2021

Agenda 1. Confirmation of the minutes of the last meeting.

Agenda 2. Action taken report

Agenda 3. To discuss covid protocol modalities/ steps taken by the college

Agenda 4. To apprise about Univ. Examination

Agenda 5 To apprise about extension activities in the college.

Agenda 6. to apprise progress in infrastructural enhancement/other initiatives taken by the college.

Agenda 7. To apprise about progress in submission of AQAR 2020-21 and participation in NIRF 2021

Agenda 8: to apprise about New appointments/retirements/transfers of the faculty.

Agenda 9. Any other item with the permission of the committee.

Minutes of the Internal Quality Assurance Cell (IQAC) meeting to be held on 24th February 2021

A meeting of the IQAC was held on 24th Feb 2021 under the chairmanship of Prof. Nisha Aggarwal

Agenda item 1. Confirmation of the minutes of the last meeting.

- The minutes of the IQAC meeting held on 27th October 2020 were confirmed and the action taken report of the last meeting was tabled for deliberation.

Agenda item 2. Action taken report

Principal Prof. Nisha Aggarwal informed that although G suite was subscribed to , there were certain problems such as very high cost of subscription. Prof Punam Agarwal further clarified that the G suite was used till its services were free. Since the cost was not viable, ours being a government institute, the teachers were allowed to use any platform such as Google meet, Cisco webex, Teams etc and that the data regarding mode of online teaching and the syllabus covered is being regularly collected through Google forms. Moreover an E- learning committee has been constituted.

Agenda item 3. To discuss covid protocol modalities/ steps taken by the college

Prof. Nisha Aggarwal expressed satisfaction with the Covid-19 protocols being followed in the college. However, it was decided that

- Since the students of final year had started coming to college, adherence to Covid 19 related SoPs would be strictly observed .

- Social distancing in class rooms and staff rooms would also be observed.
- Regular covid testing would be done in the campus
- Awareness drives regarding vaccination would be encouraged
- All possible help in terms of infrastructure: a dedicated computer lab. Printers, landline
- Replacement of Networking of the campus was approved by the committee.
- Wi-fi staff etc was being provided to Covid Team of SDM south
- It was unanimously decided that blended mode of teaching will be followed till further orders from the higher authorities since hostel was not yet open for students.

Agenda item 4. To apprise about Univ. Examination

- Dr Deepika Kansal informed that the Examination branch conducted not only the MSTs online rather the entire process of University Semester examinations was successfully done in the college . This included sending of question Papers to students, receiving answer sheets through mails /by hand ,coding the answer sheets, taking out print outs wherever necessary, checking of answer sheets by the faculty and the uploading of the marks on the university website.
- Principal Ma'am also informed that the Chandigarh RTI act 2019 was to be diligently implemented in the college and a Performa was to be made and displayed on the college website for the convenience of the students.

Agenda item 5 To apprise about extension activities in the college.

- Prof Punam Agarwal, Dean informed that the college would host an online 7 day FDP in collaboration with HRDC, PU Chandigarh. She also informed the committee was informed that a number of e seminars and workshops were held during the session to keep the faculty and students informed, and sensitized regarding varied issues.

Agenda item 6 . to apprise progress in infrastructural enhancement/other initiatives taken by the college.

- It was also deliberated upon and decided that in the wake of the New Hostel Block that is being constructed and would be ready by March 2022 and main hostel lying vacant due to Covid-19, the possession of hostel in sector 24 be given back to the social welfare department.
- A decision was also taken to create common room, student council room and designated medical room.
- It was decided to write a letter to Public Health department for treatment of Termite in the hostel. IQAC unanimously decided that the issue of replacement of wooden door chauhats with iron chauhats be taken up with the concerned authorities urgently.
- Principal, Professor Nisha Aggarwal also informed that as part of the best out of waste initiative, furniture from Mini conference room was utilized as audience benches outside lawn Tennis ground and old Almirahs and rehdis were being repaired out of M&S fund.
- Dr Preeti Sharda told about the initiatives made by the library. Library Displayed Old Magazines for Sale for Faculty & Students on concessional rates from 2 -13 February 2021. Many students and faculty members purchased the magazines. Under the aegis

of IQAC, many webinars on wide ranging issues were also organized by the library in collaboration with other departments.

- Mr Suresh Kumar, Vice principal apprised the committee that Azadi ka Amrut Mahotsav@75, a GOI initiative would be celebrated with great fervour in the college and a series of events by all departments was being planned and that a designated committee to organise these functions has been created.
- He also informed that NSS camp was held in the college and Lohri celebrated with the volunteers and staff while observing Covid SOPs.

Agenda item 07. To apprise about progress in submission of AQAR 2020-21 and NIRF2021

- Ma'am principal also informed that the criterion committees have been informed to verify data and relevant proofs for filling up of AQAR 2019-20.
- Punam ma'am informed the house that the work of AQAR 2019-20 is in full progress and that the report would be uploaded soon. Similarly, the college will also participate in NIRF 2021.

Agenda item 8: to apprise about New appointments/retirements/transfers of the faculty.

Principal ma'am shared with all present that Mr T.C. Garg from the department of Commerce and Dr Jaswinder Kaur, Head , Department of Dance had been promoted as Principals while two of our colleagues Mrs. Kamlesh Kumari, and Dr Sapna Malhotra had superannuated on 31.01,2021 and 28.02.2021 while 7 members of non teaching staff – Mr Gian Chand, Mr Kesar Singh, Mr Surinder Singh, Mrs Suharsh kant, Mr Anil Sehgal, Mrs Savitri and Mr Gurcharan Singh retired. She further informed that since many posts had become vacant, the administration would be approached to fill these posts on urgent basis in the subjects of commerce, dance, Hindi, Sociology, Botany, zoology , Music Instrumental.

Agenda 9: other items

- It was also decided to arrange for a common farewell party for the retirees of the session 20-21 who retired during pandemic on 28th February 2021.
- Principal ma'am also informed that due to covid related restrictions, Annual Sports Day, Prize Distribution, Convocation and Student farewells were being deferred till further announcement.
- The meeting ended on a positive note with a unanimous decision to re constitute IQAC following the retirement and promotion of some of the existing members.