**Minutes of 1st IQAC meeting of Session 2018-19**

**Members Present:**

1. **Chairman Sir : Sh. Atul Mangla (Additional Advocate General) Officiating Principal : Dr. Anita Kaushik**
2. **IQAC Coordinator : Ms. Savita Manchanda**

On 18.08.2018 in the afternoon, the first meeting of IQAC in session 2018 – 19 was held.

To start with chairman sir, issued important guidelines and instructed to officiating principal and IQAC coordinator.

The following decisions were drawn to be executed till the next meeting to be held in the first week of August.

* Remedial classes to be continued for English and Maths, and to be started from this session if needed in any other subject. Suggestions invited from HOD’s to be submitted to office till 21st July 2018.
* 02 Wheel Chairs and 2 walkers and any other material (if required) for PWD category students to be purchased through purchase committee.
* A Research promotion committee formulated and Ms. Savita Manchanda was appointed its convener with two members.

**UG : Dr. Rani Devi**

**PG : Ms. Nisha Dagar**

All research related activities like Seminars, Proposals, Seminars and Conferences to conduct, To buy new journals, To circulate all information related to seminars and conferences, to collect participation and publication proofs, etc. will be the responsibility of Research Promotion Committee.

* Seed money fund to be raised for research related activities.
* Every year at least one FDP to be organized (Faculty Development Programme).
* Up gradation of medical room to be done on first priority.
* A nurse to be appointed.
* IQAC co-ordinator Ms. Savita Manchanda to prepare a UGC and National Level Seminar proposal with the help of all faculty of department of commerce.
* To start atleast one journal for each department.
* All ICT Labs and smart boards and projectors to be upgraded.
* Only M.Phil, P.hd & net qualified teaching faculty to be recruited.
* Collaboration with NGO’s like DLSA, RSS, ABVP etc. to be enhanced through NSS, YRC, LLC, WC & outreach programs.
* As per the directions of NAAC peer team, Academic Audit to be institutionalized with effect from the session 2018 -19.

Our Chairperson sir elaborated & communicated with the HOD’s about implementation of Academic Audit.

Meeting ended with a committed note to get all the decisions executed effectively.

**HOD’s:**

1. **Dr. Harsh Dudeja**
2. **Dr. Promila Bhardwaj**
3. **Dr. Asha Dahiya**
4. **Ms. Mithlesh Gupta**
5. **Dr. Laxmi Gupta**
6. **Dr. Sonia Bhardwaj**
7. **Dr. Rani Devi**
8. **Ms. Renu Bala**
9. **Ms. Rekha Wadhwa**

**Decision taken in IQAC meeting held on 18.07.2018 executed and functionalized**

* Remedial classes of maths in B.Com. I (T), started w.e.f. 01st Sept 2018. Remedial classes of English in B.A. 1st started w.e.f. 08.08.2018.
* Wheel chairs and walker purchased and 01 wheel chair got donated for the welfare of students from our senior faculty.
* A research promotion committee constituted ad formed and Ms. Savita Manchanda appointed convenor of the committee and Dr. Rani Devi and Nisha Dagar as members.
* Seed money fund of rupees 50,000/- being raised from management fund.
* Medical room upgraded to meet the requirements of girls students.
* A nurse is appointed under the scheme of earn while you earn.
* UGC National Level Commerce seminar proposal prepared by Ms. Savita Manchanda (Sr. Associate prof. in commerce) to be discussed in next IQAC meeting with new revised members of IQAC committee.
* 12 (twelve) journals on following subjects / faculties processed:
* Finance (Commerce)
* English
* Computer Science
* Hari Prabha
* Mathematics
* Physics
* Chemistry
* Bio- technology
* Political science
* History
* Hindi
* Physical Education.
* Labs getting upgraded need based.
* All efforts are put in to recruit the faculty as per norms. Most of the faculty recruited is NET qualified.
* All steps in pipeline of Academic Audit successfully started from academic session 2018-19 and all concerned given directions to maintain record for the same.

**IQAC Coordinator Principal (Officiating) Chairman Sir**

**Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**

**Minutes of 2nd IQAC meeting held on 29.09.2018**

**Members Present:**

1. **Chairman Sir : Sh. Atul Mangla (Additional Advocate General) Officiating Principal : Ms. Shashi Sharma**
2. **IQAC Coordinator : Ms. Savita Manchanda**

On 29.09.2018, 2nd meeting of IQAC of session 2018-19, was held at 12:00 noon in the office of Chairman sir. Under his able guidance, first of all, the minutes of proceeding minutes were interpreted and analyzed to measure the execution of decisions taken in meeting of 18.07.2018.

And as per para on page 4 and page 5 (ref.) most of the decisions taken were given functional form to achieve the relevant objectives.

Further the following decisions were taken in the second meeting of this session:-

* To get Alumni Association registered.
* To conduct a special meeting with all faculty under the Chairpersonship of officiating principal to discuss and communicate with faculty regarding institutionalization of Academic Audit.
* To get a Job Fair conducted in coordination with Placement Cell and Career Guidance Cell, before the conduct of next IQAC meeting.
* 15 old computer sets to be shifted to computer lab of Saraswati Senior Secondary School.
* To maintain records of all achievements and ranks, academic as well as in all other activities happening from the beginning of the session 2018-19
* To constitute IQAC body modified and revised from the session 2018-19.

**IQAC Coordinator Principal Savita Manchanda Ms. Shashi Sharma**

Decisions taken in IQAC meeting held on 29.09.2018 executed and functionalized

* Meeting of officiating principal madam held with all HOD’s with an agenda of institutionalization of Academic Audit, on 25th Jan, 2019. All the HOD’s were well communication about the process and objectives of Academic Audit and were told to further communicate with all faculty members in their respective departments.
* From lab no: 2, 15 old PC’s were dispatched to Saraswati School and process of buying new 20 PC’s started.
* All merit achievements in Sports, Cultural, Academics and any other field were kept prepared with Ms. Adarsh Gupta for the session 2016-17, 2017-18, 2018-19 running.
* Revised IQAC body constituted on Jan 26, 2019 with the commitment to enhance quality in our prestigious institution.
* Job fair plans in process.
* Alumni Association related procedural activities in progress.

**IQAC Coordinator Principal Chairman Sir**

**Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**

**Minutes of 3rd IQAC meeting held on 26.01.2019**

**Members Present:**

1. **Chairman Sir : Sh. Atul Mangla (AAG) Haryana**
2. **Officiating Principal : Ms. Shashi Sharma**
3. **IQAC Coordinator : Ms. Savita Manchanda**
4. **Vice Principal SILR : Dr. Monika Garg**
5. **HOD Sanskrit Deptt. : Dr. Anita Kaushik**
6. **HOD Hindi Deptt. : Dr. Harsh Dudeja**
7. **HOD Commerce Deptt. : Dr. Promila Bhardwaj**
8. **HOD Physical Education Deptt. : Dr. Asha Dahiya**
9. **HOD Economics Deptt. : Ms. Shubhra**
10. **HOD Political Science : Dr. Rani Devi**
11. **HOD English : Dr. Sonia Bhardwaj**
12. **HOD English (PG) : Dr. Suchi Diwan**
13. **HOD Political Science (PG) : Dr. Reena Singh**
14. **HOD Science (UG) : Ms. Sunita Sharma**
15. **HOD Commerce (PG) : Ms. Ravita Jain**
16. **HOD History (UG) : Ms. Niraj**
17. **HOD Science (PG) : Ms. Shikha Maurya**
18. **Dy Suptd. (Admin Block) : Sh. Inderdev Sharma**
19. **Assistant Clerk IQAC : Ms. Adarsh Gupta**
20. **Assistant Prof. in Maths : Ms. Amrita Agrawal**

3rd meeting of IQAC was held on 26th Jan, 2019 under the chairmanship of our worthy president Sh. Atul Mangla (AAG), co-chaired with principal (Off.) Smt. Shashi Sharma and above mentioned members present.

Meeting started on a happy note, as Chairman sir congratulated all the members present on the occasion of celebration of 70th Republic Day of Independent India. In his opening address, he motivated all to take our country as well as institution to the heights of quality by working with commitment, integrity, discipline and dedication.

Further following decisions were taken to institutionalize quality parameters:

* All HOD’s were given instructions to keep all department related data recorded, collected and compiled ready till Feb 25th, 2019 for the session 2016-17, 2017-18, 2018 ongoing (Post NAAC Peer team visit in March 2016)
* Mr. Inderdev was delegated the task of ensuring that all relevant information and data asked/ demanded by any HOD and concerned faculty members should be provided in time.
* Chairman sir asked for the execution of decisions taken in 1st and 2nd meeting. IQAC Co-ordinator shared the update of running remedial classes successfully and promotion of research related activities is in continuous pogress.
* Further it was decided to create a weblink on our website: [www.smmpalwal.com](http://www.smmpalwal.com) to collect information of Alumni by uploading a registration form on our weblink.
* It was decided to form a new Alumni incharge with 3-4 members to do work of Alumni Association.
* To constitute an Assessment Council for the purpose of Academic Audit comprising of following members:
1. Chairman of Assessment Council : Sh. Atul Mangla (AAG)
2. Co-chair of Assessment Council : Smt. Shashi Sharma
3. Member, Assessment Council : Dr. Savita Manchanda
4. Member, Assessment Council : Dr. Anita Kaushik
5. Member, Assessment Council : Ms. Ravita Jain
6. Member, Assessment Council : Dr. Monika Garg
* All the HOD’s were informed to submit UGC/DGHE/ICSSR etc. sponsored proposal of their subject to Ms. Adarsh Gupta till 4th Feb, 2019.
* On line library access to be actually institutionalized to 100% and for the same objective, librarian was informed to organize orientation programs for PG and UG students at regular intervals to make the student learn to access on-line library portals.
* Carrer Guidance and Placement Cell incharge Dr. Sonia Bhardwaj was informed to compile all data information related to carrer guidance & placement activities organized in 2016-17, 2017-18, and 2018-19 ongoing (post NAAC peer team visit in March, 2016)
* In the first week of March, a mega job fair to be organized and the task was delegated on

Dr. Sonia Bhardwaj (Eng.)

Ms. Ruby (B. Voc)

Ms. Shweta Gandhi (B.Sc (CS))

* It was decided to restart the process of re-starting Add-on-courses from next sessiom 2019-20.
* As B.Voc. is going to complete 03 years this session it was proposed to promote the start of M.Voc from next session 2019-20, as the permission to start M.Voc. is already granted by UGC, University Grant Commission.
* It was also proposed to start working on start of LLM from session 2020-21.
* Further to expand the teaching learning opportunities, it was decided to start the procedure of introducing 02 new courses.

 **(i) B.com (Hons.) UG**

 **(ii) M.Sc. (Math) (PG)**

* 3rd meeting of IQAC ended on an encouraging note mentioned by Chairman sir to get all the decisions executed efficiently and effectively and timely.

**IQAC Coordinator Principal Chairman Sir**

**Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**

**Execution and functionalization of decisions taken in 3rd IQAC meeting held on 26.01.2019.**

* All Department Heads submitted their Department files comprising of all related data and records well in time on 25th Feb. 2019, to Ms. Adarsh Gupta.
* Ms. Ruchika Tuli (Conener of Alumni Association) Ms. Poonam Chhabra and Ms. Neeraj Verma are assigned and delegated the task of erecting a weblink of “Alumni” on our website.
* 10 proposals of Seminars / Workshops/ Conferences dispatched to UGC, New Delhi for seeking sanction of funds to organize National Level Seminars / Workshops etc.
* Career guidance and placement cell incharge Dr. Sonia Bhardwaj was instructed to conduct job fair in July – Aug 2019, as she expressed her inability to organize it in March 2019 as decided in 3rd IQAC meeting.
* Correspondence of M.Voc. with M.D.U. and DGHE started at war footing to get NOC and affiliation to start M.Voc.
* Restarting prepration of Add – on – courses in progress
* With the beginning of session 2019-20. All needful to be started to get permission (NOC) and provisional affiliation to start 03 new courses:

**B.Com (Hons.)**

**M.Sc. (Maths)**

**M.Sc. (Phy.) (One additional unit)**

**M.Com. (one additional unit)**

* Assignment council formed and got started analyzing and interpreting the academic growth of all departments (UG + PG).

**Co-ordniator Principal Chairman Sir**

**Dr. Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**

**Minutes of 4th IQAC Meeting held on 04.05.2019**

**Members Present:**

1. Chairman Sir : Sh. Atul Mangla (AAG)
2. Principal (Off) : Smt. Shashi Sharma
3. IQAC Coordinator : Dr. Savita Manchanda
4. V.P. SILR : Dr. Monika Garg
5. HOD (Skt.) : Dr. Anita Kaushik
6. HOD (Commerce) : Dr. Promila Bhardwaj
7. HOD (Phy. Edu.) : Dr. Asha Dahiya
8. Sr. Associate prof in comm. Dr. Laxmi Gupta
9. HOD (English) : Dr. Suchi Diwan
10. HOD (Pol.Sc.) : Dr. Reena Singh
11. HOD (Commerce PG) : Ms. Ravita Jain
12. Ass. Prof. in Maths : Ms. Amrita
13. Asst. prof. in Economics Ms. Shubhra
* 4th Meeting of IQAC was conducted on May 04th 2019, under the chairmanship of our Worthy President, Sh. Atul Mangla, Co-chaired with principal (Off.) Smt. Shashi Sharma, with all other above mentioned present members to take the feedback of decisions taken in 3rd meeting and to chalk our future road may for the new upcoming session ahead.
* Meeting started on a session note of progress of task of Academic Audit:

Chairman sir suggested 02 names and nominated them as members of Academic Council:

UG : Senior Most Faculty Dr. Anita Kaushik

PG : Senior Most Faculty Ms. Ravita Jain

IQAC coordinator made a note of it and added these 02 names to the completion of constitution of academic council for the objective of internalization of Academic Audit in our institution.

Further chairman sir directed to prepare a comparative sheet sharing comparative result of Dec. 2018 and Dec 2017, for all the departments.

Members of academic council were instructed to get it prepared in coordination with IQAC coordinator Dr. Savita Manchanda till 11th March 2019.

* Further IQAC coordinator and HOD’s were asked about the progress of remedial classes and career and placement activities.
* Dr. Sonia Bhardwaj, incharge career guidance cell and placement cell, was given directions to organize few more events and activities to make this cell stronger in its performance.
* Ms. Ruby incharge B.Voc. courses, was delegated the task of getting M.Voc., preparations done as Chairman sir added that from session 2019-20, M.Voc. start is the top most priority because we have UGC permissions in hand ready.
* Alumni incharges were expected to get Alumni link uploaded with immediate effect.
* Dr. Savita Manchanda was delegated with the task of getting a new list of Add – On – course ready.
* Following new courses to be started from 2020-21:

**B.Com (H)**

**M.Sc. (Maths)**

**M.A. Hindi**

Meeting ended on the significant note of conducting one another meeting to appraise the progress i.e. on 18th May 2019.

IQAC coordinator conveyed thanks to Chairman sir, Principal (Off.) and all other members present.

**Coordinator Principal Chairman Sir**

**Dr. Savita Manchanda Smt. Shashi Sharma Sh. Atul Mangla (AAG)**

**Minutes of 5th IQAC meeting held**

**On 18.05.2019**

Members Present**:**

1. **Chairman Sir : Sh. Atul Mangla (AAG)**
2. **Principal (Off) : Smt. Shashi Sharma**
3. **IQAC Coordinator : Dr. Savita Manchanda**
4. **V.P. SILR : Dr. Monika Garg**
5. **HOD (Skt.) : Dr. Anita Kaushik**
6. **HOD (Commerce) : Dr. Promila Bhardwaj**
7. **HOD (Phy. Edu.) : Dr. Asha Dahiya**
8. **Sr. Associate prof in comm. Dr. Laxmi Gupta**
9. **HOD (English) : Dr. Suchi Diwan**
10. **HOD (Pol.Sc.) : Dr. Reena Singh**
11. **HOD (Commerce PG) : Ms. Ravita Jain**
12. **Ass. Prof. in Maths : Ms. Amrita**
13. **Asst. prof. in Economics Ms. Shubhra**
14. **HOD (Pol.Sc.) : Dr. Rani Devi**
15. **HOD (Physics) : Ms. Shikha Maurya**
16. **HOD (B.Voc.) : Ms. Ruby**
17. **HOD (Sc.) UG : Ms. Sunita Sharma**

Before the successful completion of session 2018-19 and for a planned beginning of session 2019-20, the 5th meeting of IQAC was held at a short interval of only 02 weeks i.e. on May 18th 2019.

Under the able Chairmanship of our worthy, president sir Sh. Atul Mangla AAG, in association with General Secretary sir Sh. Hem Chand Mangla Ji, Co-chaired with Principal (Off.) Smt. Shashi Sharma, meeting started with taking the feedback of the most significant decision taken in preceding meeting i.e. Academic Audit.

Chairman Sir was handed over the comparative Result Sheet of all the faculties: **(Humanities UG)** Commerce UG; B.Com.(C.A.), BCA, B.Sc (C.S.), B.Voc, LL.B 3 years, LL.B. 5 years, M.A. (P.G. Eng.); M.A. Pol.Sc. M.Sc. Phy., M.Com.

* Further he started discussing analyzing and interpreting the academic progress/results with the IQAC – Co-ordinator and members of Academic Council in micro consultation with madam principal.

After going through this process Chairman sir handed over a list of faculty members to be called on 30th May to do the performance appraisal.

After this Academic Audit review all HOD’s were invited to join the meeting on-going.

* Suggestions were invited from all HOD’s to design and plan about new skill promoting courses.
* IQAC Co-ordinator Dr. Savita Manchanda and HOD deptt. Of English Dr. Sonia Bhardwaj were asked about introduction and installation of language lab in our esteemed institution, in next session 2019-20.

4th new room in new block under construction was finalized to be converted and designed for establishment of language lab for the benefit of students.

* ICSSR proposal to be prepared till mid of July 19.
* Alumni meet to be organized on 22nd June, 2019.
* A list of all faculty members disclosing Ph.D’s, M.Phil’s, Net Qualified to be prepared and presented in next meeting.
* A list of faculty undertaken and attended Orientation Courses/ Refresher Courses to be kept prepared and presented in next meeting.
* To collect all records of placements till date, from Dr. Sonia Bhardwaj.
* To collect compiled Women Cell reports till date.
* Madam principal was told to take some initiative to motivate each and every faculty to be computer literate.
* Madam principal was assigned another important task of keeping records of all committees in charges ready in next meeting.

Meeting ended on a bright hope for having a brighter beginning of session 2019-20.

Dr. Savita Manchanda conveyed thanks to Chairman sir, General Secretary sir, Madam Principal and all HOD’s for their valuable presence and contribution.

**IQAC Coordinator Principal Chairman Sir**

**Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**

**Minutes of Special Academic Audit Review Meeting:**

**Members Present:**

1. **Chairman Sir : Sh. Atul Mangla (AAG) Haryana**
2. **Officiating Principal : Ms. Shashi Sharma**
3. **Vice Principal SILR : Dr. Monika Garg**

On the basis of analysis and interpretation of result sheets handed over to chairman sir in 5th IQAC meeting, as per orders of chairman was called upon and held to communicate with the selective faculty members, who were marked to be called for academic performance appraisal.

Under the able chairmanship of president sir, in co-ordination with madam principal and vice principal specific interaction was done with the following faculty members.

1. Ms. Rekha, Lect. In English.
2. Ms. Charu Pandit Lect. In English.
3. Ms. Deepmala, Lect. In Commerce
4. Ms. Shweta, Lect. In Comp. Sc.
5. Ms. Anju
6. Dr. Neha (English PG.)
7. Ms. Bedwati (Physics)
8. Ms. Nisha (Physics)
9. Ms. Poonam Sharma, Commerce
10. Ms. Poonam Chhabra, Commerce
* All concerned faculty members who were called upon were directed to improve their academic performance in next session onwards using all possible methods to do so.
* Two faculty members namely Ms. Seema Chaudhary, Maths & Dr. Sonia Bhardwaj,(English) could not turn up due to unavoidable reasons, so they were communicated to be present in next meeting.
* Chairman sir directed that complete record of sessionals/ internal exams be maintained systematically.
* A very significant suggession was put that faculty members should not change subjects frequently.
* Meeting ended on a wishful note as summer vacation started.

 **Chairman Sir Principal Vice – Principal SILR**

 **Sh. Atul Mangla (AAG) Ms. Shashi Sharma Dr. Monika Garg**

**Execution and functionalisation of decisions taken in IQAC (5th) Meeting held on 18.05.2019.**

* Academic Audit continuing as an integral part of IQAC assessment procedure.
* New courses suggestions well taken and implemented. ( Applied\_\_\_\_\_ in process).
* Language lab quotations called, recd. And camparitive sheet submitted for further placing purchase order for the same.
* Alumni meet organized successfully on June, 22nd 2019.
* ICSSR proposal still in pipeline for submission related preprations.
* List of all M.Phil and Ph.D, got ready and updated in records.
* List of faculty undertaken O.C. & R.C. ready and updated.
* All other decisions taken were well implemented.

**IQAC Coordinator Principal Chairman Sir**

**Savita Manchanda Ms. Shashi Sharma Sh. Atul Mangla (AAG)**