

I.B. (PG) COLLEGE, PANIPAT

Proceedings of 5th Meeting of Internal Quality Assurance Cell

A meeting of the IQAC of the college was held on 12th July, 2018 in the office of the Principal at 3:00 pm. Following members were present in the meeting:

1. Dr. Madhu Sharma, Principal, Chairperson
2. Prof. P.K. Narula, Associate Professor, Co-ordinator, IQAC
3. Dr. Shashi Prabha, Associate Professor, Member, IQAC
4. Prof. Neelam, Associate Professor, Member, IQAC
5. Dr. Seema, Assistant Professor, Member, IQAC
6. Dr. Parveen Kumar, Librarian, Member, IQAC
7. Sh. L.N. Miglani, Management Representative, IQAC
8. Dr. Jinender Jain, Alumni Representative, IQAC
9. Sh. Amit Jain, Society Representative, IQAC
10. Sh. Gagan Kansal, Industrialist, Member, IQAC
11. Ms. Rakhi, Student Representative, IQAC
12. Ms. Upma, Student Representative, IQAC
13. Ms. Mamta, Technical Assistant, IQAC

Following members could not attend the meeting:

1. Dr. Nidhan Singh, Member, IQAC
2. Dr. B.D. Vashista, External Expert, IQAC
3. Prof. Sheetal, Alumni Representative, IQAC

Proceedings:

5.1 The meeting started by the address of Principal Dr. Madhu Sharma, Chairperson, IQAC who welcomed the attendees, with special reference to the new members added to the IQAC of the college, in concordance with the resolution passed in the previous meeting. She added that our institute will be benefitted by the fruitful inputs received from our outside members and experts. Dr. Madhu Sharma briefly discussed the latest status about the admissions in the college and presented her best wishes for the new academic session.

5.2 The co-ordinator of IQAC apprised the house about the agenda of the meeting, which was as follows:



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- 5.2.1 To approve the minutes of the 4th Meeting of IQAC held on 05.02.2018
- 5.2.2 To propose a tentative activity calendar taking into consideration the Academic Calendar of the affiliating university (KU, Kurukshetra).
- 5.2.3 To discuss about the conduct of Orientation/Induction Programme for the first year students.
- 5.2.4 To decide and assign various activities for various Departments/Cells/Committees/Clubs/Subject Associations.
- 5.2.5 To implement Internal Examination reforms for the qualitative improvement of students' performance.
- 5.2.6 Any other item, with the permission of the Chair.

It was resolved as under:

- 5.2.1 Minutes of the 4th Meeting of IQAC held on 05.02.2018 were approved.
- 5.2.2 An activity calendar for entire academic year will be prepared as soon as possible, in a way to provide maximum opportunities to the students, without disturbing or overlapping the academic calendar approved by the University (To be prepared by HoDs/Conveners of respective departments, with approval from the Chair).
- 5.2.3 The Orientation/Induction Programme for the first year students will be conducted in the first week of upcoming Academic Session.
(To be planned by Co-ordinator IQAC, Prof. P.K. Narula)
- 5.2.4 A tentative list of activities will be provided within a week, after consultation with all stakeholders and it will be implemented after approval.
(Action to be taken by: Co-ordinator IQAC, Prof. P.K. Narula)
- 5.2.5 It was resolved to conduct full syllabus mock examination on the pattern of University, so that the students are able to assess themselves and improve their performance.
(Action to be taken by: Controller of Examinations, Dr. Mohd. Ishaq)
- 5.2.6 No other issue was raised.
- 5.3 The meeting ended with vote of thanks by the Co-ordinator IQAC, Prof. P.K. Narula


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Proceedings of the 6th Meeting of Internal Quality Assurance Cell

A meeting of the IQAC of the college was held on 02nd November, 2018 in the office of the Principal at 3:30 pm. Following members were present in the meeting:


1. Dr. Madhu Sharma, Principal, Chairperson
2. Prof. P.K. Narula, Associate Professor, Co-ordinator, IQAC
3. Dr. Shashi Prabha, Associate Professor, Member, IQAC
4. Prof. Neelam, Associate Professor, Member, IQAC
5. Dr. Nidhan Singh, Member, IQAC
6. Dr. Seema, Assistant Professor, Member, IQAC
7. Dr. Parveen Kumar, Librarian, Member, IQAC
8. Sh. L.N. Miglani, Management Representative, IQAC
9. Dr. Jinender Jain, Alumni Representative, IQAC
10. Prof. Sheetal, Alumni Representative, IQAC
11. Sh. Amit Jain, Society Representative, IQAC
12. Sh. Gagan Kansal, Industrialist, Member, IQAC
13. Dr. B.D. Vashistha, External Expert, IQAC
14. Ms. Rakhi, Student Representative, IQAC
15. Ms. Upma, Student Representative, IQAC
16. Ms. Mamta, Technical Assistant, IQAC

Proceedings of the Meeting:

6.1 Principal Dr. Madhu Sharma, Chairperson, IQAC started the meeting by welcoming the attendees and elaborated upon various achievements of the college. She appreciated the efforts taken by the staff for overall growth of the students and listed some remarkable achievements of our students as well as some best practices of the college.

6.2 The co-ordinator of IQAC briefed the house about the agenda of this meeting, which was as follows:

6.2.1 To approve the minutes of the 5th Meeting of IQAC held on 12th July, 2018.


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6.2.2 To approve the actions taken report from the agenda of the previous meeting.

6.2.3 To discuss the institutional preparedness for accreditation process through NAAC.

6.2.4 To discuss the steps to be taken for initiating various faculty development programmes.

6.2.5 To consider the promotion cases of teaching staff through CAS.

6.2.6 Any other item, with permission of the Chair.

Following points were discussed/resolved:

6.2.1 Minutes of the 5th Meeting of IQAC held on 12th July, 2018 were approved.

6.2.2 To approve the actions taken report from the agenda of the previous meeting.


The co-ordinator IQAC, Prof. P.K. Narula and the controller of examinations, Dr. Mohd. Ishaq presented the action taken report as below:

- a. The activity calendar was prepared as desired and the co-ordinator elaborated the house about various activities that were organized by different cells/committees/departments etc. The list presented included around 40 co-curricular and extra-curricular activities organized by the college, wherein a large number of student beneficiaries participated.
- b. The house was also informed about the successful organization of orientation-cum-induction programme for the convenience of new students in the 3rd week of July, 2018.
- c. The co-ordinator re-confirmed the active involvement of students and staff in various activities conducted by the college (as per point a. above).
- d. The Controller of Examinations informed the house that the full syllabus examination for the students of science faculty are being successfully conducted, and the students are actively participating. The examinations will be over this week.

6.2.3 It was unanimously resolved that we urgently require going through 2nd Cycle of NAAC accreditation. The IQAC will take all the required steps to prepare for accreditation.

(Action to be taken by: Co-ordinator IQAC, Prof. P.K. Narula)


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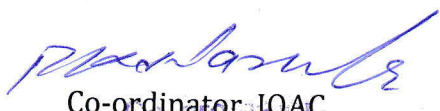
6.2.4 It was also proposed to start various faculty development programmes like conferences/seminars. The planning and execution of these events is urgently required to provide opportunity of academic development to the faculty and students.


(Action to be taken by: Co-ordinator IQAC, Prof. P.K. Narula)

6.2.5 The case of promotion through CAS of Dr. Seema, Assistant Professor of Home Science was discussed and approved. After discussion and approval, it was decided to send this case to screening committee, K.U. Kurukshetra for further necessary action.

6.2.6 The external expert Dr. B.D. Vashista also suggested exploring the financial help from various funding agencies for minor research projects by the faculty.

6.3 The meeting ended with vote of thanks by Dr. Shashi Prabha, Associate Professor.


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Proceedings of 7th Meeting of Internal Quality Assurance Cell

A meeting of the IQAC of the college was held on **08th February, 2019** in the office of the Principal at 3:30 pm. Following members were present in the meeting:

1. Dr. Madhu Sharma, Principal, Chairperson
2. Prof. P.K. Narula, Associate Professor, Co-ordinator, IQAC
3. Dr. Shashi Prabha, Associate Professor, Member, IQAC
4. Prof. Neelam, Associate Professor, Member, IQAC
5. Dr. Nidhan Singh, Member, IQAC
6. Dr. Seema, Assistant Professor, Member, IQAC
7. Dr. Parveen Kumar, Librarian, Member, IQAC
8. Sh. L.N. Miglani, Management Representative, IQAC
9. Dr. Jinender Jain, Alumni Representative, IQAC
10. Sh. Amit Jain, Society Representative, IQAC
11. Dr. B.D. Vashistha, External Expert, IQAC
12. Ms. Rakhi, Student Representative, IQAC
13. Ms. Upma, Student Representative, IQAC
14. Ms. Mamta, Technical Assistant, IQAC

Following Members could not attend the meeting:

1. Prof. Sheetal, Alumni Representative, IQAC
2. Sh. Gagan Kansal, Industrialist, Member, IQAC

Proceedings of the Meeting:

7.1 The meeting started by welcome address of Principal Dr. Madhu Sharma, Chairperson, IQAC. In her address, she expressed her gratitude to the experts and all the members of IQAC, who provided their valuable inputs for the betterment of overall curricular development of the college. She highlighted the need of more efforts to be put in for the forthcoming period.



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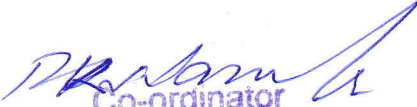
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7.2 The co-ordinator of IQAC briefed the house about the agenda of this meeting, which was as follows:

- 7.2.1 To discuss and approve the minutes of the 6th Meeting of IQAC held on 02.11.2018.
- 7.2.2 To approve the actions taken report from the agenda of the previous meeting.
- 7.2.3 To discuss the ways and means of increasing co-ordination with our alumni, for their enhanced contribution for the institution.
- 7.2.4 To analyse the available IT infrastructure in various departments and discuss the steps to be taken for its upgradation.
- 7.2.5 To consider the promotion cases of teaching staff through CAS.
- 7.2.6 Any other item, with the permission of the Chair.

Following points were discussed/resolved:


- 7.2.1 Minutes of the 6th Meeting of IQAC held on 02nd November, 2018 were approved.
- 7.2.2 To approve the actions taken report from the agenda of the previous meeting. The co-ordinator IQAC, Prof. P.K. Narula presented the action taken report as below:
 - a. The house was informed that we are going to submit the AQAR from the session 2017-2018 onwards for accreditation process.
 - b. For faculty development programmes, efforts have already been started and proposals will be sent to different funding agencies for acceptance and approval of the government will also be obtained through concerned channels.
- 7.2.3 Knowing the significance of contribution which can be provided by the alumni who have established themselves in diverse fields, it was resolved that the institution will reach out to its alumni to include as many members as possible. (Action to be taken by: Convener Alumni Association, Dr. Anita Bajaj)
- 7.2.4 It was also agreed upon unanimously that the IT infrastructure available in the campus needs to be assessed and steps to be taken for its updating, so that the students are provided with latest versions of the infrastructure. (Action to be taken by: Head, Department of Computer Science)


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- 7.2.5 The case of promotion through CAS of Dr. Nidhan Singh, Assistant Professor of Botany was discussed and approved. After discussion and approval, it was decided to send this case to screening committee, K.U. Kurukshetra for further necessary action.
- 7.2.6 Dr. Nidhan Singh suggested to have Academic and Administrative Audit of the college both through internal committee as well as from any external agency.
- 7.3 The meeting ended with vote of thanks by Prof. P.K. Narula, Co-ordinator, IQAC.


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