

# I.B. (PG) COLLEGE, PANIPAT

## Proceedings of 3<sup>rd</sup> Meeting of the Internal Quality Assurance Cell

A meeting of the IQAC of the college was held on 21<sup>st</sup> August, 2017 in the office of the Principal at 1:00 pm. Following members were present:


1. Dr. Madhu Sharma, Principal, Chairperson
2. Prof. P.K. Narula, Associate Professor, Co-ordinator, IQAC
3. Prof. Ranjana Sharma, Associate Professor, Member, IQAC
4. Dr. Shashi Prabha, Associate Professor, Member, IQAC
5. Dr. Kiran Madan, Associate Professor, Member, IQAC
6. Prof. Neelam, Associate Professor, Member, IQAC
7. Dr. Vinay Wadhwa, Associate Professor, Member, IQAC
8. Dr. Nidhan Singh, Assistant Professor, Member, IQAC
9. Prof. Pawan Kumar, Assistant Professor, Member, IQAC
10. Dr. Parveen Kumar, Librarian, Member, IQAC
11. Sh. Prem Bajaj, Clerk, Technical Assistant, IQAC


### **Proceedings of the Meeting:**

a. At the outset, Principal Dr. Madhu Sharma, Chairperson, IQAC welcomed all the members in the meeting. As the new academic session has commenced, she expressed her desire to strive hard for our goals of self improvement as an institution.

b. Prof. P.K. Narula, Co-ordinator, IQAC initiated the proceedings by briefly expressing his views on the agenda points of the meeting:

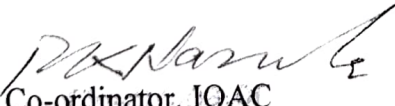
- To approve the proceedings of the 2<sup>nd</sup> Meeting of IQAC, held on 23.08.2016.
- To discuss quality initiatives to be undertaken in the present session.
- To chalk out the strategy for improvements in performance of the college in extra-curricular activities.
- To consider the promotion cases of teaching staff through CAS.
- Any other item, with the permission of the Chairperson.


  
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**The deliberations lead to the following resolutions:**

1. Minutes of the 2<sup>nd</sup> Meeting of IQAC held on 23<sup>rd</sup> August, 2016 were discussed and approved.
  2. The members provided their inputs regarding various steps which can be taken to improve the quality of teaching-learning and overall atmosphere of the campus. The main points of the discussion were:
    - 2a. Taking more steps to ensure discipline in the campus. If required, more security personnel may be appointed to further check the outside disturbance.
    - 2b. The seating capacity for students in the library should be enhanced, and the furniture requirements are to catered in accordance. This requirement of furniture may be enquired from departments also.
    - 2c. The public address system in the college auditorium also needs upgradation.
  3. The performance of the college in extra-curricular activities, especially the youth festival was discussed in detail, and it was resolved that the student participants should be provided with extra training to hone their skills. If required, the services of external experts of the relevant items can be further expanded.
  4. The CAS promotion cases of teaching faculty were recommended for further action.
3. The meeting ended with vote of thanks by the Prof. P.K. Narula, Co-ordinator, IQAC.

  
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# I.B. (PG) COLLEGE, PANIPAT

## Proceedings of the 6<sup>th</sup> Meeting of Internal Quality Assurance Cell

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

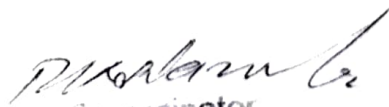
1. Dr. Madhu Sharma, Principal, Chairperson
2. Prof. P.K. Narula, Associate Professor, Co-ordinator, IQAC
3. Dr. Shashi Prabha, Associate Professor, Member, IQAC
4. Prof. Neelam, Associate Professor, Member, IQAC
5. Dr. Nidhan Singh, Member, IQAC
6. Dr. Seema, Assistant Professor, Member, IQAC
7. Dr. 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 5<sup>th</sup> Meeting of IQAC held on 12<sup>th</sup> 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:**

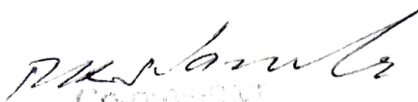
6.2.1 Minutes of the 5<sup>th</sup> Meeting of IQAC held on 12<sup>th</sup> July, 2018 were approved.

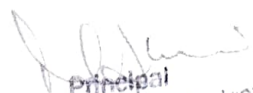
6.2.2 To approve the actions taken report from the agenda of the previous meeting. The co-ordinator IQAC, Prof. P.K. Narula and the controller of examinations, Dr. Mohd. Ishaq presented the action taken report as below:

- 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 3<sup>rd</sup> 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 2<sup>nd</sup> 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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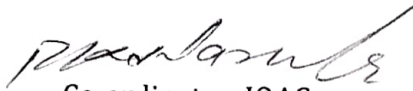
6.2.4 It was also proposed to start various faculty development programmes like conferences/seminars. The planning and execution of these events is urgently required to provide opportunity of academic development to the faculty and students.


(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. Vashistha 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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## **I.B. (PG) COLLEGE, PANIPAT**

### **Proceedings of 7<sup>th</sup> Meeting of Internal Quality Assurance Cell**

A meeting of the IQAC of the college was held on **08<sup>th</sup> 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

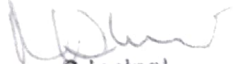
#### **Following Members could not attend the meeting:**

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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I.B. College, PANIPAT

  
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I.B. (PG.) College, Panipat

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 6<sup>th</sup> 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 6<sup>th</sup> Meeting of IQAC held on 02<sup>nd</sup> 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.

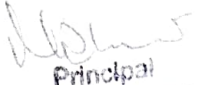
7.2.3 Knowing the significance of contribution which can be provided by the alumni who have established themselves in diverse fields, it was resolved that the institution will reach out to its alumni to include as many members as possible.

(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)

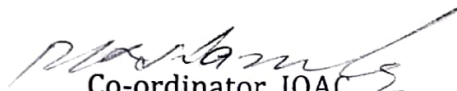
  
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7.2.5 The case of promotion through CAS of Dr. Nidhan Singh, Assistant Professor of Botany was discussed and approved. After discussion and approval, it was decided to send this case to screening committee, K.U. Kurukshetra for further necessary action.

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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## I.B. (PG) COLLEGE, PANIPAT

### Proceedings of 12<sup>th</sup> Meeting of Internal Quality Assurance Cell

A meeting of the IQAC of the college was held on 16<sup>th</sup> October, 2020 in the office of the Principal at 3:15 pm. Following members were present in the meeting:

1. Dr. Mohd. Ishaq, Associate Professor, Co-ordinator IQAC
2. Dr. Nidhan Singh, Assistant Professor
3. Dr. Arpana Garg, Assistant Professor
4. Dr. Vikram Kumar, Assistant Professor
5. Dr. Parveen Kumar, Librarian
6. Ms. Madhvi, Assistant Professor
7. Dr. Jinender Jain (Alumnus)
8. Mr. Amit Jain (Society Representative)
9. Sh. Gagan Kansal, Industrialist
10. Ms. Priya, M.A. (Hindi) Final Year
11. Ms. Rakhi Rani, M.A. (English) Final Year
12. Mrs. Mamta, Technical Assistant

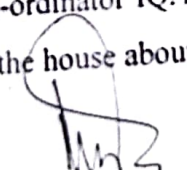
#### **Following members could not attend the meeting:**


1. Sh. Atul Kumar Ahuja, Assistant Professor- On Leave
2. Sh. L.N. Miglani, Management Representative
3. Dr. B.D. Vashistha, External Expert, IQAC
4. Prof. Sheetal, Alumni Representative, IQAC

#### **Proceedings:**

A. Dr. Mohd. Ishaq, co-ordinator IQAC formally welcomed everyone present in the meeting. He asserted that despite the recent setbacks caused due to Covid-19 pandemic, our students and faculty has performed very well in various activities. The chairperson of the meeting Dr. Ajay Kumar Garg, Principal urged the members to start the proceedings.

B. The co-ordinator IQAC Dr. Mohd. Ishaq started the proceedings, and to begin with he again informed the house about the agenda of the day's meeting, which was read as below:

  
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- 12.1 To approve the minutes of the 11<sup>th</sup> Meeting of IQAC held on 24.04.2020 along with approving the steps taken to comply with the previous recommendations.
- 12.2 To propose an activity calendar for the next session.
- 12.3 To discuss the conduct of online classes and to finalize the online teaching platform for conducting the classes.
- 12.4 To inform the house about various activities conducted during and after the lockdown period by various Departments/Cells/Committees/Clubs/Subject Associations.
- 12.5 To update the house about the status of AQAR w.e.f. session 2017-2018
- 12.5 Any other item, with permission of the Chair.

B. The deliberations were further carried out point-wise and the following was resolved unanimously:

- 12.1 The minutes of the previous meeting held on 24.04.2020 were approved by the house. Chairperson Dr. Ajay Kumar Garg informed the house about the steps taken by the college to incorporate the suggestions provided by the house. He stated that our faculty has very successfully delivered teaching-learning material during the entire period of restrictions. The content delivery on DGHE portal by our Commerce and English faculty has also been carried out meticulously, as it was desired by DGHE, Haryana (Point 11.2; Previous Meeting). He further added that the faculty was regularly engaged in catering to the needs of the students. It was also brought to the notice of the house that we have not only very successfully organized different inter-college national or state activities to minimise the psychological impact of Covid-19 among the students, but also encouraged our students to participate in as many events as possible. He expressed pleasure over the fact that many of our students have bagged first, second, third or consolation prizes during these competitions (Point 11.3; Previous Meeting).

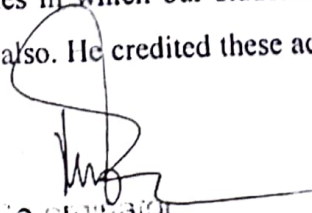
The co-ordinator IQAC, Dr. Mohd. Ishaq elaborated the action taken with respect to point 11.4 (Previous Meeting), by telling the house that we have organized various online meetings of our teaching faculty on different digital teaching platforms, so that they become well acquainted with technical aspects of online teaching-learning. In context with the issue raised at point 11.5 (Previous Meeting), the house was informed about the efforts taken by the students and faculty to spread the awareness by conducting

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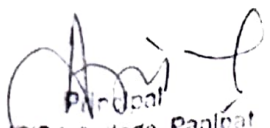
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various online programmes on novel Corona Virus and Covid-19 safety protocols. The services rendered by our volunteers in distributing the masks and other sanitisation items during this entire period were acknowledged by the house.

- **12.2** As the entire schedule of a normal academic session as proposed by the higher authorities could not be followed due to emergent situations arising out of Covid-19 crisis, the house discussed about the plans to bridge the gaps. For this, it was iterated by the co-ordinator that the instructions and guidelines from the government and university will be adhered to regarding the conduct of classes, whether in online, offline or blended mode. He invited suggestions from the house, and after deliberations, it was resolved that the college shall continue the teaching-learning along with enrichment activities for faculty as well as students. We will make all the required efforts to provide ample opportunities to the students for participation in off class activities also, in offline or online mode, as the case may be. To minimise the impact of shifting of academic session, the number of activities will be maintained to the optimum level.
  
- **12.3** Principal Dr. Ajay Kumar Garg informed the house that we are providing training to our teaching faculty about different virtual teaching platforms like Zoom, Google Meet, MS Teams etc. to keep them prepared for online teaching, in case of any unprecedented situations in future. Inputs from the staff are being obtained about the suitability of these platforms. As admissions are going on presently, the most suitable virtual platform, which can include all the students through their unique login credentials, will be finalised before the onset of teaching. He also told that we have already made arrangements for online teaching though the campus by setting up adequate number of necessary devices like computers, headphones, cameras etc. which are indispensable for online teaching. Dedicated LAN connections have been established in these classrooms, this means we are all set to operate teaching through online, offline or blended mode.
  
- **12.4** Dr. Ajay Kumar Garg brought to the notice of the house the details of various activities in which our students not only participated, but have won a good number of prizes also. He credited these achievements to the hard work of the participating students

  
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as well as to the motivation and guidance from the faculty concerned. The house unanimously appreciated the performance by the students. Dr. Ajay Kumar Garg also highlighted the fact that we have organized a good number of webinars for the faculty during the restriction period, and a large number of them have been organized since our last IQAC meeting. Not only the faculty participated in our own programmes, but our teachers have also actively participated in many such programmes organized by different institutions across India.

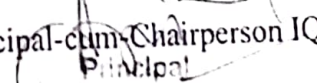
- 12.5 The co-ordinator IQAC, Dr. Mohd. Ishaq provided an update about the latest developments regarding the submission of AQAR for NAAC Assessment purpose. The house was informed that due to unavoidable circumstances during the past few months, the pace of this work was affected. He assured that we will be able to get the AQARs for the sessions 2017-2018 and 2018-2019 approved by IQAC, most probably in the next meeting, as we have now re-started the process of data consolidation.

12.6 Dr. Vikram Kumar added to the information of the attendees that the cases for CAS promotion of some members are to be forwarded to the screening/selection committee, and it needs approval from the house. The house approved that the process can be taken up at the earliest and the requests from Dr. Arpana Garg, Dr. Gurnam Singh, Dr. Jogesh, Dr. Parveen, Dr. Seema and Ms. Sonia should be forwarded to the concerned higher authorities. He further informed the house that we have started a Certificate Course on Artificial Intelligence for our students and we are also in the process of signing MoUs with some agencies/institutions including the one for Faculty Development programmes.

D. The meeting ended with formal vote of Thanks by Dr. Mohd. Ishaq.

  
Co-ordinator IQAC

Internal Quality Assurance Cell  
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Principal-cum-Chairperson IQAC  
Principal  
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