

Meeting Notice

Date: July 5, 2018

To all the members of IQAC

Sub: IQAC – Convening the meeting of the members of IQAC on 11 July, 2018 at 1:30 pm in IQAC Room.

With reference to the subject cited above, I am sending the agenda of the meeting for your kind perusal. You are kindly requested to make it convenient to attend the meeting.

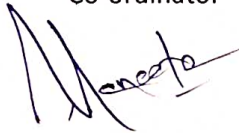
Agenda:

- i. Reading of the minutes of the previous meetings.
- ii. Admissions and Scholarships to needy and fatherless students.
- iii. A brief report of the AQAR should be presented to the members before submitting it to NAAC.
- iv. Plan of action for the academic year
- v. To discuss CPE- Plan of Action
- vi. To collect each department's plan of action for the academic year 2018-2019.
- vii. To discuss youth Festival participation
- viii. Extension activities like NSS/NCC/ Red Cross/youth Welfare Dept. should be reflected in Criteria
- ix. Any other matter with the permission of the chair.

Principal,
Mrs. Ratna Sharma
Chairperson
IQAC


**Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)**

IQAC
Co-ordinator



Minutes of the Meeting 1 held on July 11, 2018

The meeting of IQAC was held on July 11, 2018 at 1:30 PM in the IQAC Room of Shanti Devi Arya Mahila College, Dinanagar. The following members attended this meeting:

1. Mrs. Ratna Sharma (Principal, Chairman IQAC)
2. Dr. Maneeta Kahlon (Co-ordinator, IQAC)
3. Dr. Prabhjit Kaur (Vice- Principal)
4. Dr. Kulwinder Kaur Chheena,
5. Dr. Sushma Gupta
6. Dr. Reena Talwar
7. Mrs. Randeep Dhoot
8. Mrs. Sangeeta Malhotra
9. Mrs. Sunita Verma
10. Mrs. Deepak Jyoti
11. Mrs. Neenu Sharma
12. Mrs. Parveen Saini
13. Dr. Anjna Malhotra

Members who did not attend the meeting

1. Mrs. Jyoti Saini


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

As this is the ritual of the college, meeting started with recitation of Gayatri Mantra.

1. The Minutes of the previous meeting were read and endorsed.
2. The chairperson informed the members about the slow admission process. Reasons were discussed by the members about this serious slowdown.
3. This is informed to members that the college is giving 50% concession to fatherless girls and brilliant students.
4. Reviewed the reports of different committees of the college for setting the benchmarks/ parameters for the various academic, administrative, research and extension activities of the college.
5. Chair asked the members to submit their plan under various heads of recurring budget for the year 2018-19.
6. Chairperson congratulated Mrs. Sangeeta Malhotra and Mrs. Jyoti Saini for getting B.Voc in their subjects
7. Chairperson congratulated Science Department for establishing groundwater harvesting unit.
8. Recommend purchase of books on demand of faculty, if any.
9. Allocation of extension lectures to all PG departments.
10. Recommend youth festival committee to start work for youth festival. Members suggested to conduct a talent hunt and shortlist the students for youth festival participation so that no stone may lay unturned in the preparation so that we may continue with the legacy of being champion for the 10th time.
11. Report of the Dr. Ambedkar studies Centre and Indira Gandhi Studies Centre were discussed. Chair suggested to conduct Seminar and extension lecture under study centre.

Chairperson of IQAC & Principal Mrs. Ratna Sharma thanked all members and meeting ended with Recitation of Shanti Path.


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

Meeting 2: October 16, 2018

Meeting Notice

Dt: 15th October, 2018

To all the members of IQAC

Sub: IQAC – Convening the meeting to the members of IQAC on 16th October, 2018 at 12:30 pm in IQAC Room.

With reference to the subject cited above, I am sending the agenda of the meeting for your kind perusal. You are kindly requested to make it convenient to attend the meeting.

Agenda:

- i. To discuss the action taken on the minutes of the previous meetings.
- ii. To inform members about introduction of new subjects and courses
- iii. To Plan the remedial classes.
- iv. To conduct the house term exams
- v. Stock verification of various departments
- vi. Extension activities like NSS/NCC/ Red Cross/youth Welfare Dept. should be reflected in Criteria
- vii. To conduct extension lectures.
- viii. To discuss Student's Feedback Forms.
- ix. Any other matter with the permission of the chair.

Principal,
Mrs. Ratna Sharma
Chairperson
IQAC


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

IQAC
Coordinator



Minutes of the Meeting 2 held on 16 Oct. 2018

The meeting of IQAC was held on 16 Oct. 2018 at 12:30 PM in the IQAC Room of Shanti Devi Arya Mahila College, Dinanagar. The following members attended this meeting:

1. Mrs. Ratna Sharma (Principal, Chairman IQAC)
2. Dr. Maneeta Kahlon (Co-ordinator, IQAC)
3. Dr. Prabhjit Kaur (Vice- Principal)
4. Dr. Kulwinder Kaur Chheena,
5. Dr. Sushma Gupta
6. Dr. Reena Talwar
7. Mrs. Randeep Dhoot
8. Mrs. Sangeeta Malhotra
9. Mrs. Sunita Verma
10. Mrs. Deepak Jyoti
11. Mrs. Neenu Sharma
12. Mrs. Parveen Saini
13. Dr. Anjna Malhotra
14. Mrs. Jyoti Saini


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

Meeting started with recitation of Gayatri Mantra.

1. Implementation of the previous minutes of the meetings were discussed.
2. Chairperson Mrs. Ratna Sharma informed the IQAC Coordinator & members to collect data required for AQAR Submission for the year 2018-19. IQAC Coordinator Dr. Maneeta Kahlon informed that the templates regarding data requirements are already sent to all the departments.
3. Chair asked the members to work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members Co-ordinator along with Academic Audit Committee shall be conducting the Internal Audits of all the Departments in 3rd week of January, 2019.
4. Teaching-learning process was discussed and the chair agreed for introduction of ICT in almost all classrooms.
5. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
6. Chair discussed the activities of NCC/NSS/ Red Cross and Tree plantation activities were taken up regularly. Students participated in save water campaign. NCC/NSS volunteers participated in Swachh Bharat program in college campus. They have participated in tree plantation programmes in college campus as well as in vicinity. Voters' Awareness Day was celebrated by NSS volunteers in the college campus.
7. Chair discussed about the conduct of remedial classes for Mathematics, English, Computers and Economics for weak students. Mrs. Deepak Jyoti, Mrs. Shalika Aggarwal, Mr. Aman and Ms. Sonam were given the responsibility for smooth conduct of classes.
8. With changes in regard to new NAAC methodology, Student Feedback Forms were discussed. The questionnaire of Student Satisfaction Survey shared by NAAC was framed and how to implement the same was opined so that system can be more robust and ready for the new process.

Chairperson of IQAC & Principal Mrs. Ratna Sharma thanked all members and meeting ended with Recitation of Shanti Path.



**Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)**

Meeting 2: January 12, 2019

Meeting Notice

Dt: 10th January, 2019

To all the members of IQAC

Sub: IQAC – Convening the meeting to the members of IQAC on 12th January, 2019 at 12:30 pm in IQAC Room.

With reference to the subject cited above, I am sending the agenda of the meeting for your kind perusal. You are kindly requested to make it convenient to attend the meeting.

Agenda:

- i. To discuss the action taken on the minutes of the previous meetings.
- ii. Selection of NAAC Coordinator.
- iii. Selection of Joint Coordinator.
- iv. Formation of Steering committee for NAAC 3rd Cycle
- v. Extension activities like NSS/NCC/ Red Cross/youth Welfare Dept. conducted in 2018
- vi. To conduct more extension lectures.
- vii. To conduct Annual function, Convocation function, Sports Meet and FDP
- viii. Any other matter with the permission of the chair.

Principal,
Mrs. Ratna Sharma
Chairperson
IQAC


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

IQAC
Co-ordinator



Minutes of the Meeting 3 held on 12th January, 2019

The meeting of IQAC was held on 12th January, 2019 at 12:30 PM in the IQAC Room of Shanti Devi Arya Mahila College, Dinanagar. The following members attended this meeting:

1. Mrs. Ratna Sharma (Principal, Chairman IQAC)
2. Dr. Maneeta Kahlon (Co-ordinator, IQAC)
3. Dr. Prabhjit Kaur (Vice- Principal)
4. Dr. Kulwinder Kaur Chheena,
5. Dr. Sushma Gupta
6. Dr. Reena Talwar
7. Mrs. Randeep Dhoot
8. Mrs. Sangeeta Malhotra
9. Mrs. Deepak Jyoti
10. Mrs. Neenu Sharma
11. Mrs. Jyoti Saini
12. Dr. Anjna Malhotra

Members who did not attend the meeting

1. Mrs. Sunita Verma
2. Mrs. Parveen Saini


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

Meeting started with recitation of Gayatri Mantra.

1. Minutes of the previous meeting were confirmed.
2. Members asked Dr. Maneeta Kahlon to continue as NAAC Coordinator for 3rd Cycle.
3. Reports of Academic exams were discussed.
4. Committees were formed to conduct Annual Function and Convocation.
5. The Chair informed the members that it was mandatory for all departments especially post graduate to conduct extension lectures of experts for the benefit of students and also an important aspect of teaching learning.
6. The Chair informed the members that our 2nd Cycle was valid till July, 2018. So, we should be ready with our SSR by Dec 2019. The process of reaccreditation was delayed due to construction in college which was still going on. Some of the members proposed that as renovation work is going on in the college, it will be better to go for NAAC 3rd Cycle after completion of renovation work. The chair told that after formation of NAAC Steering Committee, the NAAC Coordinator & Jt. Coordinator will call meeting every fortnightly at 2 pm to discuss, collect & present the information's criterion wise. All of the members agreed to that.
7. The NAAC Steering committee has been formed for 3rd Cycle.

The members are:

1. Dr. Maneeta Kahlon, Coordinator-NAAC
2. **Criteria-1: Curricular Aspect:**
Dr. Maneeta Kahlon, Convener.
3. **Criteria-2: Teaching Learning & Evaluation:**
Mrs. Neenu Sharma & Mrs. Deepak Jyoti, Convener.
4. **Criteria-3: Research Consultancy & Extension Activities:**
Dr. Reena Talwar, Convener & Dr. Anjna Malhotra.
5. **Criteria-4: Infrastructure & Learning Resources:**
Dr. Sushma Gupta, Convener & Mrs. Randeep Dhoot.
6. **Criteria-5: Student Support & progression:**
Dr. Parabjit Kaur, Convener & Mrs. Sunita Verma.
7. **Criteria-6: Governance Leadership & Management:**
Mrs. Sangeeta Malhotra, Convener & Mrs. Parveen Saini.
8. **Criteria-7: Innovation and Best Practices:**
Dr. Kulwinder Kaur, Convener & Mrs. Jyoti Saini.

Chairperson of IQAC Principal Mrs. Ratna Sharma thanked all members and meeting ended with Recitation of Shanti Path.



Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

Meeting: March 17, 2019

Meeting Notice

Dt: 15th March, 2019

To all the members of IQAC

Sub: IQAC – Convening the meeting of the members of IQAC on 15th March 2019 at 1:30 pm in IQAC Room.

With reference to the subject cited above, I am sending the agenda of the meeting for your kind perusal. You are kindly requested to make it convenient to attend the meeting.

Agenda:

- i. To discuss the action taken on the minutes of the previous meetings.
- ii. Preparation of AQAR
- iii. To discuss SSR Criteria Wise.
- iv. To discuss Teachers' Self Appraisal Forms and Students' Feedback Forms.
- v. To analyze the results of House Tests.
- vi. Extension activities like NSS/NCC/ Red Cross/youth Welfare Dept. conducted in 2018.
- vii. To Organize Blood Donation Camp.
- viii. Requirement of Infrastructure and staff for next session.
- ix. To conduct extension lectures.
- x. Any other matter with the permission of the chair.

Principal,
Mrs. Ratna Sharma
Chairperson
IQAC


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

IQAC
Co-ordinator



Minutes of the Meeting held on 15 March, 2019

The meeting of IQAC was held on 15 March, 2019 at 12:30 PM in the IQAC Room of Shanti Devi Arya Mahila College, Dinanagar. The following members attended this meeting:

1. Mrs. Ratna Sharma (Principal, Chairman IQAC)
2. Dr. Maneeta Kahlon (Co-ordinator, IQAC)
3. Dr. Prabhjit Kaur (Vice- Principal)
4. Dr. Kulwinder Kaur Chheena
5. Dr. Sushma Gupta
6. Dr. Reena Talwar
7. Mrs. Randeep Dhoot
8. Mrs. Sangeeta Malhotra
9. Mrs. Deepak Jyoti
10. Mrs. Neenu Sharma
11. Mrs. Parveen Saini
12. Mrs. Jyoti Saini

Members who did not attend the meeting:

1. Mrs. Sunita Verma
2. Dr. Anjna Malhotra


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)

Meeting started with recitation of Gayatri Mantra.

1. Minutes of previous meeting were confirmed.
2. IQAC Coordinator Dr. Maneeta Kahlon discussed AQAR with members.
3. Conveners discussed SSR Criteria wise.
4. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results.
5. Previous teaching-learning process were discussed and the chair agreed for introduction of ICT in all classrooms
6. A Research Committee was set up to organize/supervise research related activities in the college involving and benefitting both students and faculty.
7. Academic Calendar for the next semester was designed, which is to be followed by each department.

Guidelines for internal administrative audit were set.

- i) Stock verification of various Departments
- ii) Application of leave rules – CCL, Medical Leave, Leave Encashment
- iii) Attendance records
- iv) Service Book completion
- v) Procedures of Record Keeping
- vi) Automation/Use of IT/ Computerization.

Chairperson & Principal Mrs. Ratna Sharma thanked all members and meeting ended with Recitation of Shanti Path.


Principal
Shanti Devi Arya Mahila College
Dinanagar (GSP.)