

## IQAC Meetings 2019-20

### Meeting-I

#### IQAC Members:

1. Mr. Naval Kishore (Co-ordinator)
2. Ms. Manju Ahluwalia (Co-coordinator)
3. Ms. Anuradha
4. Ms. Sanjna Walia
5. Ms. Sandeep Nandra
6. Ms. Neeti
7. Dr. Kanwaljit Singh
8. Mr. Sandeep Walia
9. Mr. Harvinder Chauhan
10. Dr. Pratibha Paliwal
11. Dr. Vanita Chahal

**Date: 23rd July 2019**

#### Agenda:

1. Review the admissions in the college
2. To prepare academic calendar for the session 2019-20
3. Preparation of AQAR 2019-20

The meeting started with the welcome address by the IQAC co-ordinator and he put forward both the issues before the whole IQAC team. It was discussed that the admissions were below the expected number in some departments and the Principal advised the respective depts. to make special effort to ramp up the pace of admissions in their respective departments. They were told to contact the potential student personally to guide them to take admission to continue their studies.

It was also discussed to prepare the academic calendar for the session so that all academic, curricular and co-curricular activities can be conducted smoothly and as per the schedule.

Principal, the chairperson of IQAC asked the IQAC co-ordinator to start the process for compilation of data for the AQAR for the session 2019-20. The members of the IQAC were given the task of collection of data and compilation for all the criterions.

## Meeting-II

### **IQAC Members:**

12. Mr. Naval Kishore (Co-ordinator)
13. Ms. Manju Ahluwalia (Co-coordinator)
14. Ms. Anuradha
15. Ms. Sanjna Walia
16. Ms. Sandeep Nandra
17. Dr. Neeti
18. Dr. Kanwaljit Singh
19. Mr. Sandeep Walia
20. Mr. Harvinder Chauhan
21. Dr. Pratibha Paliwal
22. Dr. Vanita Chahal

### **Meeting-II Date 23rd March 2019**

**Agenda:** To review the infrastructure available in college for online classes and to arrange for more resources if required.

In this extra-ordinary situation of complete lock-down due to spread of Covid-19 Pandemic, a special Meeting was called by Madam Principal to review and discuss with the members of IQAC the status of syllabus that has been covered so far by the teachers and if required , is there any need to take online classes. It was suggested that since situation is totally uncertain and there is no idea of time of their examination, teachers should be continuously in touch with students. It was suggested that teachers should create whatsapp groups of the students and regularly ask them about their doubts in respective subjects. It was expressed that practical's of science subjects, and practical files cannot be prepared on distant mode as teachers have to check them and sign them.

IQAC was asked to review the infrastructure requirements to take online classes and to procure required material. It was decided that Google Meet and Zoom both will be tested first and then training session of all the teachers will be conducted by Teachers of Computer Department .

### Meeting-III

#### **IQAC Members:**

1. Mr. Naval Kishore (Co-ordinator)
2. Ms. Manju Ahluwalia (Co-coordinator)
3. Ms. Anuradha
4. Ms. Sanjna Walia
5. Ms. Sandeep Nandra
6. Dr. Neeti
7. Dr. Kanwaljit Singh
8. Mr. Sandeep Walia
9. Mr. Harvinder Chauhan
10. Dr. Pratibha Paliwal
11. Dr. Vanita Chahal

**Date: 11<sup>th</sup> May 2020**

#### **Agenda:**

1. Calling few teachers on rotation for Admission Duty to College.
2. Planning of online activities by the departments.

This special meeting was called for admission duty fixation. Madam Principal expressed the need for the preparation of Duty Chart / Schedule regarding admissions. She also expressed that safety of all the teachers comes first. So, special arrangements will be made for their seating in Auditorium. It was decided that only 2-3 teachers will be called every day. Admission Committee will decide the days and will communicate the same after getting approval from Madam Principal. Teachers were instructed to follow covid appropriate behaviour.

Then suggestions were asked for online activities at departmental levels. It was suggested to prepare presentations and organise webinars and competitions like Poster Making/ Collage Making etc. Dr. Vanita Chahal volunteered for first presentation on 'Spread of Corona Virus'.

## Meeting-IV

### **IQAC Members:**

1. Mr. Naval Kishore (Co-ordinator)
2. Ms. Manju Ahluwalia (Co-coordinator)
3. Ms. Anuradha
4. Ms. Sanjna Walia
5. Ms. Sandeep Nandra
6. Dr. Neeti
7. Dr. Kanwaljit Singh
8. Mr. Sandeep Walia
9. Mr. Harvinder Chauhan
10. Dr. Pratibha Paliwal
11. Dr. Vanita Chahal

**Dated: 6<sup>th</sup> June 2020**

### **Agenda:**

Preparation for Practical exams and upcoming online exams to be conducted by G.N.D.U. – Proposed to be conducted in the month of July.

The purpose of the meeting was to convey the guideline regarding conduct of upcoming exams received in office on 2<sup>nd</sup> June 2020. These guidelines were conveyed to the members. Online (Whatsapp) as well as discussed at length for their implications. Keeping in view the risk associated with conduct of exams in person. It was decided to convey these guidelines to students in detail. It was suggested that an audio message should be recorded all necessary explanations and should be circulated in all groups. Students should also be guided to prepare PDF files as they have to submit their answer sheets within stipulated time in PDF format.

It was also suggested to make required arrangements in registrar room. A separate e-mail id is to be created. Arrangements are to be reviewed regarding getting printout of the answer sheets.