

Action Taken Report

(For the Agenda Proposed in May 2019 IQAC Meeting)

- **M.Sc. (Zoology)** was restarted with 22 students to cater to the increasing demand.
- **09** students from various departments qualified National Eligibility Test conducted by UGC/CSIR under the able guidance of their respective subject teachers.
- **50** students got positions in the university examinations held in May, 2019.
- **119** students got financial assistance amounting to **Rs.7, 02, 500/-** from other agencies.
- In the year 2018-19, education of **286** students (2017-18) was funded by the institution which amounted to a total of **Rs. 8, 90, 688/-**.
- Placement events were organized by the placement cell wherein **27 students** got selected in companies like Concentrix & Deloitte. Efforts are being made to invite more and more companies in order to create more opportunities for our outgoing students.
- On the recommendation of IQAC, different departments organized **11 Extension Lectures** on various topics and **36 different activities** like Quiz competition, Creative Advertisement, Essay Writing, Paper Presentation & Poster Making competition, Workshop on Translation etc. for college students.
- A National Seminar on "ADVANCES IN MATHEMATICAL SCIENCES" organized by Department of Mathematics on 15th November, 2019.
- Various competitions dedicated to 150th Birth Anniversary of Mahatma Gandhi were organized.
- One day Awareness Camp Programme to prevent stubble burning was organized by NSS Unit under which 6 villages were visited.
- A Symposium was organized on the legacy of first Sikh Guru Guru Nanak Dev ji marking his 550th anniversary celebrations.
- A total of **08** research papers were published by the faculty in various journals of national and international repute.
- Various faculty members have also published **04** books.
- The proposals for 'Vermi-Compost facility' is being executed. Arrangements have been made by the Agriculture Department to produce manure from household and commercial waste.

Minutes of The Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 17th November, 2019 at **Principal's Office.**

The following members were present:

1. Sh. B.S. Bhullar
2. Dr. Rajesh Khatri
3. Mrs. Harvinder Kaur
4. Dr. Vandana Munjal
5. Dr. Renu Arora
6. Dr. Suresh Sharma
7. Mrs. Sonika Narang
8. Dr. Navdeep Gandhi
9. Dr. B.K. Chhabra
10. Sh. Faquir Chand Goyal
11. Sh. Rajesh Sachdeva
12. Mr. Rajat
13. Sh. O.P. Doda
14. Sh. Deepak Mittal
15. Sh. Gopal Krishan
16. Sh. P.K. Phutela

The meeting was chaired by Dr. Rajesh Kumar Mahajan (Principal).

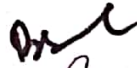
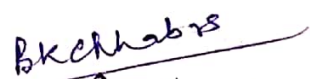
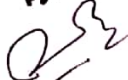
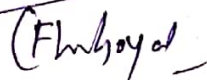


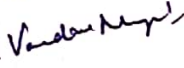

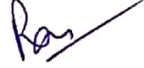

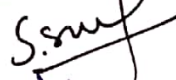
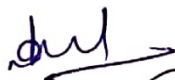


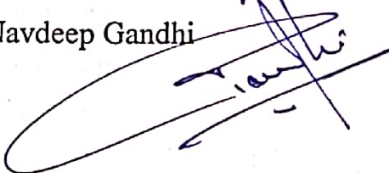
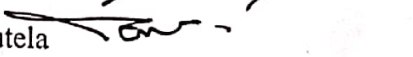
The agenda wise minutes are as follows:

1. The minutes of the meeting held on 20th May, 2019 were read and approved.
2. The chairperson congratulated all the members of IQAC for restarting M.Sc. Zoology with 22 students to cater to the increasing demand.
3. The committee discussed to boost the number of placement drives during the next year.
4. The committee discussed over the proposal that the alumni meet should be organized in the next month.
5. A total of 50 students got positions at university level in May, 2019 examinations. The chairperson congratulated all the faculty members for the excellent results achieved by

the students at the university level. It was also proposed that remedial classes be organized within the college timings for the SC/ST students.

6. It was proudly announced that **9** students from various departments qualified National Eligibility Test conducted by UGC/CSIR in June, 2019. The chairperson beckoned the members present to encourage and guide PG final year students for the preparation and qualification of National Eligibility Tests conducted by various agencies like UGC, CSIR, ICAR etc. for the upcoming attempt.
7. **119** students got financial assistance amounting to Rs. **7,02,500/-** from other agencies.
8. In the year 2018-19, education of **286** students (2017-18) was funded by the institution which amounted to a total of Rs. **8, 90, 688/-**.
9. It was stated that on the recommendation of IQAC, different departments organized **11 Extension Lectures** on various topics and **36 other activities** for college students. The Chairperson congratulated the college on successful organization & completion of these lectures and activities and asked to further increase the number of events and activities in the even semester.
10. The Chairperson congratulated all the members of IQAC for the publications of **08** research papers by the faculty in various journals of national and international repute. It was also stated that various faculty members have also published a total of **04** books. The IQAC committee unanimously agreed to urge to promote quality research & publication efforts by the faculty. It was also suggested that initiatives be taken to enlighten the faculty on the availability of research grants of different funding agencies.
11. It was proposed that a 7-Day camp be organized by NSS unit and more outreach programmes through extension activities undertaken by NSS, NCC, Arya Yuvak Samaj and Youth Welfare Department to be planned.
12. It was discussed that the number of sheds for the Vermi-Compost facility be increased in the college. It was also proposed to produce manure from the household and commercial kitchen waste. The setting up of a 'green house' by the agriculture department was also discussed.
13. The proposals for 'Rain Water Harvesting' plant and installation of 'Solar Flood Lights' were given a nod by the chair.
14. Chairperson also motivated members to apply for funding from ICSSR and CSIR so that more fruitful activities like Seminars and Research work can be conducted.

15. The committee also discussed to expedite the process of registration for the alumni. Through registration, the institution would be able to unleash the huge potential of the alumni placements at respectable positions in different organizations globally.
16. The next meeting was scheduled in the month of May, 2020 in the **Principal's Office**.
17. The meeting ended with the vote of thanks to the chair.

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|------------------------|---|----------------------------|---|
| 1. Sh. B.S. Bhullar |  | 9. Dr. B.K. Chhabra |  |
| 2. Dr. Rajesh Khatri |  | 10. Sh. Faquir Chand Goyal |  |
| 3. Mrs. Harvinder Kaur |  | 11. Sh. Rajesh Sachdeva |  |
| 4. Dr. Vandana Munjal |  | 12. Mr. Rajat |  |
| 5. Dr. Renu Arora |  | 13. Sh. O.P. Doda |  |
| 6. Dr. Suresh Sharma |  | 14. Sh. Deepak Mittal |  |
| 7. Mrs. Sonika Narang |  | 15. Sh. Gopal Krishan |  |
| 8. Dr. Navdeep Gandhi |  | 16. Sh. P.K. Phutela |  |

Action Taken Report

(For the Agenda Proposed in November 2019 IQAC Meeting)

- 11 students from various departments qualified National Eligibility Test conducted by UGC/CSIR.
- 86 students got financial assistance amounting to **Rs.12, 98, 960/-** from other agencies.
- In the year 2019-20, education of **218** students (2018-19) was funded by the institution which amounted to a total of **Rs. 7, 63, 401/-**.
- A total of **49** students got positions at University level in December, 2019 Examination.
- Placement events were organized by the placement cell and no. of students also participated in Off-Campus Placement events wherein **64 students** got selected in companies like Wipro Technologies, Infosys, Capgemini, PIZONE India Ltd., HSBC And Teleperformance DIBS. The placement drives were affected due the COVID-19 lockdown as events planned for the month of March, April had to be deferred indefinitely.
- On the recommendation of IQAC, different departments organized **14 Extension Lectures** on various topics and **33 different activities** like Quiz competition, Creative Advertisement, Essay Writing, Paper Presentation & Poster Making competition, Workshop on Translation etc. for college students. Although a number of activities could not be conducted due the COVID-19 lockdown, yet the enterprising staff members did their best to make up for the loss by opting for the online mode.
- A total of **17** research papers were published by the faculty in various journals of national and international repute.
- Various faculty members have also published **04** books.
- NSS unit organized 7-days camp at Village Khuian Sarvar from 01 January, 2020 to 07 January, 2020
- Science fest - Vigyan Utsav was celebrated on 29th February, 2020 collectively by all Science Departments.
- 224 Alumni were registered for the planned Alumni Meet.
- The Alumni Meet and the Graduation Ceremony had to be cancelled due the COVID-19 lockdown.

- The proposals for 'Rain-Water Harvesting' plant, Increase in "Vermi-Compost Sheds" and Installation of 'Solar Flood Lights' are in the pipeline and are expected to be accomplished as soon as the Covid-19 lockdown is lifted and situations return to normal.
- Many of the items as discussed in the meeting are yet to be addressed as the COVID-19 lockdown was implemented abruptly. The committee looks forward to implementing its plans as and when the situations get back to normal.
- The institution has fully complied with COVID-19 guidelines and every effort has been made to ensure the well-being of the staff and the students during these challenging times.
- The 'Earn While you Learn' scheme has been initiated. Due to the imposition of lockdown, it is still to be implemented on a larger scale.

Minutes of The Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 27th June, 2020 at Seminar Hall strictly following the social distancing norms.

The following members were present:

1. Sh. B.S. Bhullar
2. Dr. Rajesh Khatri
3. Mrs. Harvinder Kaur
4. Dr. Vandana Munjal
5. Dr. Renu Arora
6. Dr. Suresh Sharma
7. Mrs. Sonika Narang
8. Dr. Navdeep Gandhi
9. Dr. B.K. Chhabra
10. Sh. Faquir Chand Goyal
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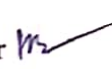
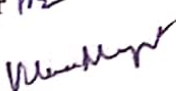
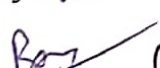
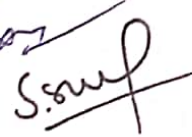

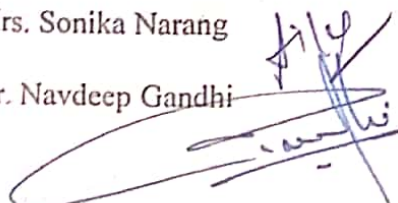
The meeting was chaired by Dr. Rajesh Kumar Mahajan (Principal).

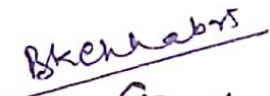
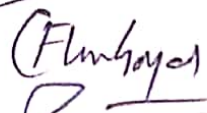
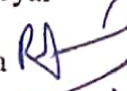
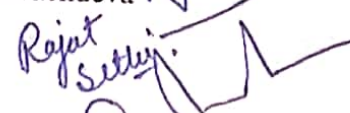


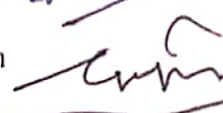
The agenda wise minutes are as follows:

1. This meeting was planned for May, 2020 but had to be postponed due to unprecedented scenario of COVID-19.
2. It was stated that through the initiatives taken by Placement Cell of the college, a total of **91** students got selected in different companies i.e. Concentrix, Infosys, Wipro, Pizone Infotech, Deloitte, HSBC, Teleperformance DIBS and Capgemini. Chairperson congratulated the members of Placement cell and IQAC for their commendable achievement.
3. **86** students got financial assistance amounting to Rs. **12, 98, 960/-** from other agencies.
4. In the year 2019-20, education of **218** students (2018-19) was funded by the institution which amounted to a total of Rs. **7, 63, 401/-**.

5. A total of 49 students got positions at university level in December, 2019 examination. The chairperson congratulated all the faculty members for the excellent results achieved by the students at the university level. It was also proposed that remedial classes be organized within the college timings for the SC/ST students.
6. The Chairperson congratulated all the members of IQAC for the publications of 25 research papers by the faculty in various journals of national and international repute. It was also stated that various faculty members have also published a total of 08 books. The IQAC committee unanimously agreed to promote quality research & publication efforts by the faculty. It was also suggested that initiatives be taken to enlighten the faculty on the availability of research grants of different funding agencies.
7. Since the complete lockdown was implemented since March 23, 2020, all the official work was done online by the faculty members. As per the new instructions from the DPI (Colleges) Punjab, 50% of the staff can be called to the institution on rotation basis w.e.f. 16 June, 2020. It was therefore decided that a schedule be fixed to call one half of the staff to college on Mondays, Wednesdays and Fridays, and the other half on the alternate days.
8. Suggestions were invited from the members for maintaining the best social distancing and hygiene rules so that the safety of all the employees attending the college during this critical period can be ensured. It was decided that one person be stationed at the entrance gate to monitor body temperature and provide sanitization to anyone entering the college premises. Disposable masks have also been made available at the gate.
9. The Chair was made aware of the ways in which the faculty members completed the pending syllabus for the even semester. They shared notes and videos on Whatsapp groups and took queries of the students telephonically. They also provided every support to the distressed students during these testing times. It was also suggested that teacher-student helpline be established on a permanent basis until the pandemic situation persists.
10. The most important matter to be discussed at the meeting was the strategy for resuming the classes for the new session. The faculty would work from home on days that they have to stay at home as per instructions.
11. It was stated that new instructions and guidelines, issued by the state government as well as the university from time to time, be made available to the staff members on mandatory basis. All the staff members should comply with these all the same.
12. The committee also discussed how the admission process is to be conducted for the upcoming academic year. It was decided that online registrations should be done and the registration form be made available on the college website. The admissions can be processed gradually in phases.

13. The committee discussed the various possible platforms, both free and paid, for video conference calls for conducting online classes. It was also discussed whether the study material be uploaded on the college website and what were the ways to ensure privacy of the lectures prepared by the faculty for their student exclusively.
14. Regarding the departmental activities, the committee applauded the efforts of the faculty members who turned this difficult situation into an opportunity by organizing webinars and guest lectures through online mode. Eminent speakers and panelists were invited from various institutions and from various geographic locations to explain and discuss contemporary issues borne out of the pandemic times. As many as 05 activities were conducted which kept the teachers and students connected and engaged. A number of webinars are in pipeline which will be organized in near future. The members agreed unanimously that going online has proved beneficial in this regard and that its maximum use should be made by continuing the same trend.
15. In order to prepare for running classes in the online mode, Wi-Fi connections should be set up in the college campus. A separate room with Wi-Fi access be allotted for each course.
16. The committee also reviewed the pending items from the last agenda that were not yet accomplished due to the sudden lockdown. It was decided that these should be taken up as soon as the situation improves.
17. The meeting ended with vote of thanks to the Chair.
18. The next meeting of the IQAC is scheduled on November, 2020 at Principal's Office.

1. Sh. B.S. Bhullar 
2. Dr. Rajesh Khatri 
3. Mrs. Harvinder Kaur 
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