

Internal Quality Assurance Cell (IQAC) Meeting

10-07-2019

Date

Sr. No.	Name	Signature
1.	Chairperson Dr. Rajinder Singh	Rajinder Singh
2.	Convener Dr. Sushil Kumar	Sushil Kumar
Members		
3.	Dr. Krishan Kumar	Krishan Kumar
4.	Dr. Gulshan Singh	Gulshan Singh
5.	Ms. Kavleen Bhatia	Kavleen Bhatia
6.	Dr. Rajesh Kumar	Rajesh Kumar
7.	Dr. Girdhar Gopal	Gopal
8.	Ms. Amandeep Kaur	Amandeep Kaur
9.	Mr. Sukhdev Chauhan	Sukhdev Chauhan
Special Invitees		
10.	Dr. Alka Sharma, Incharge, CGC	Alka Sharma
11.	Dr. Balesh Kumar, Librarian Member, Management/Local Society	Balesh Kumar
12.	Dr. R.C. Sharma Student Representative	R.C. Sharma
13.	Ms. Kartik Saini Nominee, Alumni	Kartik Saini
14.	Ms. Ajay Gupta Nominee, Employer/Industrialists/Stakeholders	Ajay Gupta
15.	Ms. Ashish Tayaal	Ashish Tayaal

IQAC MEETING MINUTES REGISTRES
SESSION: 2019-20

SANATAN DHARMA COLLEGE, AMBALA CANTT

College with Potential for Excellence, UGC, New Delhi
NAAC Accredited Grade "A+" with CGPA 3.51 in 3rd cycle

Internal Quality Assurance Cell

Session 2019-2020

Meeting No-03

Proceedings

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Principal in the Meeting Hall at 1:00 P.M on July 10, 2019.

Agenda of the meeting:

1. Planning for Orientation Program for newly recruited staff and fresh students
2. Professional Development programs for Teaching & Non Teaching Staff
3. Types of Audits to be conducted in the college
4. Skill Based Training
5. Strengthening Library

Meeting started with the welcome address by the Chairman IQAC, Dr. Rajinder Singh.

Following decisions were taken after discussions:

- It was resolved that each cell (NSS, NCC, CGC, Placement, Women Cell, EDC etc) will prepare a presentation to provide information about the objective, functions and performance of the cell for the information of the newly admitted students and newly recruited staff. It was further decided to acquaint students and staff with the rules & regulations of the college and code of conduct to be followed.
- It was resolved to conduct professional development programs for teaching staff on the topics of E-Content Development, Moodle, National Digital Library, mentorship, subject related FDP's, IPR etc and training programs based on Personality Development & Life skills to be conducted for the non teaching staff.
- It was resolved CGC to conduct mandatory personality development programs for second and final years of all streams.
- It was resolved to conduct student training programs to crack competitive exams.
- It was resolved to strengthen the Library by raising seating capacity and the reading rooms to be renovated for the readers. Air-conditioning facilities to be provided in the reading rooms. The library to adopt open access system. Library to procure more books and E-resources. Orientation program to aware students about library facilities, its working and E-Resources to be conducted. Library to conduct Book Exhibition.
- It was resolved to conduct following Audits in the college :
 - Energy Audit
 - Green Audit
 - Internal Academic & Administrative Audit
 - Electrical Audit
- It was decided that Entrepreneurship cell and CGC will conduct skill trainings on hard skills and soft skills for the students.

(65)

Rajinder Singh
Principal
Sanatan Dharma College
Ambala

IQAC MEETING MINUTES REGISTER

SESSION : 2019-20

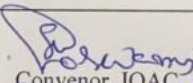
Action Plan

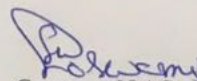
Action	Assigned to
1. Orientation Program for newly recruited staff and fresh students	Dr. Alka, Incharge-Career Guidance Cell
2. Professional Development programs for Teaching & Non Teaching Staff	Dr. Alka, Incharge-Career Guidance Cell
3. Mandatory Personality Development Program for second and final Years of all streams.	Dr. Alka, Incharge-Career Guidance Cell
4. Student training programs for competitive exams.	Dr. Alka, Incharge-Career Guidance Cell
5. Energy Audit, Green Audit, Electrical Audit, Internal Academic & Administrative Audit to be conducted	Electrical Audit & Energy Audit – Dr Roshan Lal Green Audit- Ms Zeenat Madan A & A – IQAC
6. Skill Based Training	Dr Mohit, Incharge -Entrepreneurship Cell Dr. Alka – Incharge, CGC
7. Strengthening Library by enhancing and renovating reading room. Procurement of Books & E-Resources. Awareness Programs, Orientation Programs & Book Exhibition to be conducted.	Dr Balesh, Librarian

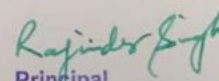
Dated: July 10, 2019

Copy to:

1. All the members of IQAC
2. Dr Alka Sharma [for necessary actions against action plan no-1,2,3,4]
3. Dr Roshan Lal [for necessary actions against action plan no-5]
4. Ms Zeenat Madaan [for necessary actions against action plan no-5]
5. Dr Mohit [for necessary actions against action plan no-6]
6. Dr Balesh [for necessary actions against action plan no-7]


Convenor, IQAC
Coordinator, IQAC
Sanatan Dharma College
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Principal
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