

Internal Quality Assurance Cell (IQAC) Meeting

18.12.2020

Date

Sr. No.	Name	Signature
	Chairperson	
1.	Dr. Rajinder Singh	Rajinder Singh
	Convener	
2.	Dr. Sushil Kumar	-Leave-
	Members	
3.	Ms. Neelam Devi	Neelam
4.	Dr. Ballesh Kumar	-Leave-
5.	Ms. Zeenat Madan	Zeenat
6.	Dr. Gulshan Singh	Gulshan Singh
7.	Dr. Stabis Singh	Stabis Singh
8.	Ms. Kavleen Bharej	Kavleen Bharej
9.	Dr. Rajesh Phor	Rajesh
10.	Dr. Asti Azoka	Asti
11.	Dr. Girdhar Gopal	Gopal
12.	Ms. Chhavi Kisan	Chhavi Kisan
13.	Ms. Amandeep Mehta Member, Management	Amandeep
14.	Dr. R.C. Sharma	

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Sr.No.	Name	signature
15.	Senior Administrative Officer Mr. Sukhdev Chauhan	—Leave—
16.	Nominee, Local Society Mr. Kamal Gupta	<u>Kamal</u>
17.	Nominee, Student Mr. Nikhil Kumar Hans	<u>NHans</u>
18.	Nominee, Alumni Mr. Ajay Gupta	<u>Ajpli</u>
19.	Nominee, Employer/Industrialists/ Stakeholders Mr. Jatinder Saini	

IQAC MEETING MINUTES REGISTER
SESSION: 2020-2021

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 2020-2021

Meeting No.-02

Proceedings

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Principal in the Seminar Room (First Floor) at 1:30 P.M on December 18, 2020

Agenda of the meeting: Detailed Discussion and brainstorming on Criterion-I and record keeping for the metrics of Criteria-I

At the outset, the Principal Dr. Rajinder Singh welcomed all the members of IQAC and briefed about the agenda of the meeting.

After detailed deliberations on agenda the following decisions were taken in the meeting.

1. Minutes of the last meeting were read and confirmed.
2. It was resolved that Office clerk, Meenu will take necessary steps to keep record of all faculty members of the college who are members of Board of Studies along with supporting documents.
3. It was resolved that faculty members involved in the process of 'Paper setting' should submit a hard copy and soft copy to Ms. Neelam Devi, Member IQAC for further record. A notice should be issued in this regard.
4. It was resolved that all the faculty members who perform the evaluation work should maintain a copy of the evaluation sheet.
5. It was decided that provision to be added in the college ERP to obtain feedback from students about their experience of online learning.
6. It was decided to obtain feedback from teachers regarding the changes in the curriculum.
7. Ms. Zeenat Madan was directed to submit the reports of activities of National Service Scheme in the tabular form to the Convenor.
8. It was resolved to run more online certificate courses for developing skills of students.
9. A certificate course on 'Constitutional Rights and Duties' has been proposed by the team. Ms. Neelam Devi will take necessary actions to organise this certificate course for students of B.A. Hons. (Political Science).
10. Each Head of the department will take necessary actions to compile feedback of their respective department.
11. It was further decided that the reports of all activities of various associations and clubs to be compiled in the month of January.
12. It was decided to maintain a complete record of the attendees of events highlighting the male participants and female participants separately.
13. It was decided to assign a faculty member the duty to update the college website regularly by Dr. Girdhar Gopal.

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Meeting concluded with the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of January 2021.

Dated: December 18, 2020

Copy to:

1. All the members of IQAC
2. Office Clerk, Meenu [for necessary actions against point no 5]
3. Heads of all Departments [for necessary actions against point no 11,13]
4. All Association/Cells Incharges [for necessary actions against point no 14]
5. Convenor Feedback Committee [for necessary actions against point no. 09]

Rajinder Singh
Principal
Sanatan Dharma College
Ambala Cantt.

Rajinder Singh
Chairperson, IQAC
Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt

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