

# Internal Quality Assurance Cell (IOAC) Meeting

24-08-2021

Date

Sr. No.	Name	Signature
1.	Chairperson Dr. Rajinder Singh	Rajinder Singh
2.	Convener Dr. Sushil Kumar	Sushil Kumar
3.	Co-Convener Ms. Amandeep Kaur	Amandeep
4.	Teacher Representatives Dr. Prem Singh	Prem Singh
5.	Dr. Satinder Verma	
6.	Dr. Balesh Kumar	Balesh
7.	Dr. Leena Goyal	Leena
8.	Ms. Zeenat Madan	Zeenat
9.	Dr. Gulshan Singh	Gulshan
10.	Dr. Satbir Singh	Satbir Singh
11.	Dr. Rajesh Kumar	Rajesh
12.	Dr. Giridhar Gopal	Gopal
13.	Dr. Asti Arora	Asti
14.	Ms. Chhavi Kisan	Chhavi Kisan
15.	Ms. Kavleen Bharej	Kavleen Bharej

# Internal Quality Assurance Cell (IQAC) Meeting

24.08.2021

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Sr. No.	Name	Signature
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16.	Senior Administrative Officer Ms. Sushil Kumar	<u>Sushil</u>
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P 17.	Member, Management Dr. R. C. Sharma	
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P 18.	Student Representative Ms. Nikhil Kumar	<u>Nikhil</u>
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P 19.	Nominee, Alumni Ms. Ajay Gupta	<u>Ajaya</u>
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P 20.	Nominee, Employer/Industrialists/ Stakeholders Ms. Jatinder Saini	
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**SANATAN DHARMA COLLEGE, AMBALA CANTT**

College with Potential for Excellence, UGC, New Delhi  
NAAC Accredited Grade "A+" with CGPA 3.51 in 3<sup>rd</sup> cycle  
ISO 9001:2015 & ISO 14001:2015 Certified

**INTERNAL QUALITY ASSURANCE CELL**

**Session 2021-2022**

MEETING-01

**Proceedings**

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Principal in the IQAC Meeting Room at 1:00 P.M on 24 Aug, 2021.

**Agenda:**

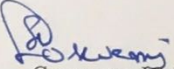
1. To chalk out the plan for institutional Academic calendar for the session 2021-2022
2. To discuss the suggestions given by various stakeholders at the end of the session 2020-2021.
3. To discuss the action plan for the session 2021-2022.
4. Any other item with the permission of the chair.

Meeting began with the welcome remarks by the Chairman of the IQAC & Principal, Dr. Rajinder Singh followed with presentation of agenda of the meeting.

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

1. Minutes of the last IQAC meeting were read out by Dr Sushil Kumar, Convenor IQAC and unanimously confirmed by the members of IQAC.
2. It was decided to issue notice to Heads of all departments to prepare departmental academic calendars by 12<sup>th</sup> Oct, 2021 and submit to IQAC for preparation of institutional academic calendar.
3. Further, Ms. Amandeep Kaur was directed to prepare institutional academic calendar by referring university academic calendar and departmental academic calendars submitted by heads of various departments and upload on college website latest by 27<sup>th</sup> Oct, 2021.
4. Ms. Amandeep Kaur was directed to prepare the Annual plan referring Departmental Academic Calendar submitted by HOD's of various departments and Action Plan of feedback committee.
5. Dr. Sushil Kumar informed the team IQAC about the conduct of one day workshop on Role of IQAC in Quality Enhancement & Sustenance in HEI's and Documentation for DVV Process in NAAC Accreditation on 26<sup>th</sup> August, 2022 for Teaching & Non Teaching staff and team IQAC.
6. Chair directed all the members of the IQAC team to thoroughly read NAAC Manual for Self Study report Affiliated/Constituent Colleges and SOP for Data Validation and verification of Affiliated PG Colleges for HEI's before attending the workshop on 26<sup>th</sup> Aug, 2022.
7. As per the feedback analysis report- 2020-2021 submitted by feedback committee to IQAC, it was decided :
  - a. To run more subject specific value added/certificate courses by each department and CGC, Women Cell, YRC to conduct certificate course on soft and life skills for the students.
  - b. LMS to be used rigorously for curriculum delivery
  - c. Entrepreneurship development Cell and IIC to conduct special training programs for entrepreneurial skill development of the students.
  - d. Special focus to be given to organize faculty capacity enhancement programs in the institutional academic calendar.

- e. More administrative training programs for the non teaching staff to be included in the academic calendar.
8. Meeting ended with the vote of thanks proposed by Dr. Sushil Kumar, Convenor, IQAC.

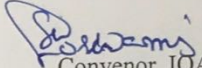
  
Convenor, IQAC

**Coordinator, IQAC**  
**Sanatan Dharma College**  
**Ambala Cantt**

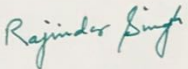
Dated: August 24, 2021

Copy to:

1. All the members of IQAC
2. Heads of All the departments [for necessary actions against point no 2,7]
3. Convenor EDC & IIC [for necessary actions against point no. 7(c) ]

  
Convenor, IQAC

**Coordinator, IQAC**  
**Sanatan Dharma College**  
**Ambala Cantt**

  
**Principal**  
**Sanatan Dharma College**  
**Ambala Cantt.**