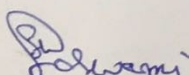


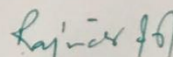
IQAC MEETING MINUTES REGISTER
SESSION: 2019-20

SANATAN DHARMA COLLEGE, AMBALA CANTT
INTERNAL QUALITY ASSURANCE CELL
Session 2019-2020

ACTION TAKEN REPORT ON MINUTES OF IQAC

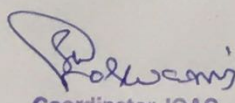
Meeting No./Agenda Item No	Action Plan	Action Taken
M1/A1,A2,A3,A4	Create a departmental academic plan to present in the HOD's meeting with Principal to be held on 16 th July, 2019.	All the departmental heads prepared their departmental academic calendar showcasing schedules of bridge courses, remedial classes, certificate courses, tests, assignments, industrial visits, workshops/guest lectures etc. & submitted to the principal.
	Compilation and Publishing of E-Prospectus on College Website	E-Prospectus was prepared and published on college website in the month of June. Handbook for code of conduct for students, staff and management has been also published on the college website. Code of conduct for students has also been published in the e-Prospectus of the college.
	Preparation of Institutional Academic Calendar and publish on college website by 20 th July.	IQAC prepared the Institutional academic calendar following the teaching and exam schedule prescribed by university in consultation with registrar and principal and displayed on the college website by 20 th July.
	Reframing of standing committees/Subject Association In charges.	46 standing committees were framed & 18 Subject Associations in charges were deputed by the principal and communicated to the students and staff through college website.
M2/A1,A2	New add on/certificate courses to be started by all departments	50 add on/certificate courses were offered by various departments.
	Guidelines to be issued to teachers of all departments regarding adherence to lesson plan, Timely uploading of Internal assessments, visit to library, use of MOOC resources, use of experiential learning practices, recommendations for library Books	Guidelines issued to teachers of all departments by respective HOD's regarding adherence to lesson plan, Timely uploading of Internal assessments, visit to library, use of MOOC resources, use of experiential learning practices, recommendations for library books.

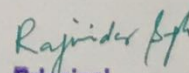

Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt


Principal
Sanatan Dharma College
Ambala Cantt.

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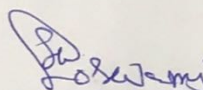
M3/A1,A2,A3,A4,A5	Orientation Program for newly recruited staff and fresh students	To acquaint newly admitted students and fresh staff with code of conduct, activities of various cells , norms and policies of the colleges, orientation program was conducted
		<p>on 18 July,2019 by Principal & Faculty members .Mr. Narender Aggarwal, Professional trainer Gurukul Drona, Ludhiana also oriented students for life skills and personality traits.</p> <p>A Library Orientation Program was organized for the newly admitted students on July 18, 2019 to enable them to use library facility effectively</p>
	Professional Development programs for Teaching & Non Teaching Staff	16 Professional Development/ Administrative training programs for Teaching & Non Teaching Staff , 14 FDP's and 11 workshops were conducted for the teaching staff.
	Energy Audit, Green Audit, Electrical Audit , Internal Academic & Administrative Audit to be conducted	<p>IQAC Conducted Internal Academic and Administrative Audit for the session 2019-20 in the month of February to identify areas of improvement and chalked out the action plan for the session 2020-21. Energy Management Cell conducted energy audit for the analysis of energy utilization and assessment of energy conservative measures adopted and identification of corrective measures to be taken for further improvements.</p> <p>Environment Cell conducted Green Audit to design the framework of Environment Sustainability in compliance with the applicable national policies.</p> <p>Electrical safety audit was performed with the focus on current electrical safety conditions, and selected other safety measures for College complex.</p>
	Skill Based Training	26 Workshops/webinars are conducted for the skill training of the students.

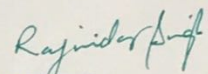

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	Upgradation of Library	Seating capacity of the library has been raised to 300 readers and the reading rooms have been renovated with new flooring, fall ceiling, LED lights, attractive white wash and modern furniture for the readers. Air-conditioning facilities have been provided in the reading rooms to make the atmosphere more congenial. The library has adopted
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