

1ST INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

HELD ON 12TH MAY, 2017

| S.NO | NAME | SIGNATURE |
|------|--|---|
| 1. | Chairperson Dr. Rajinder Singh | Rajinder Singh |
| 2. | Convenor IQAC Dr. Sushil Kansal | Sushil Kansal |
| 3. | Co-Convenor IQAC Dr. Sonika Sethi | Sonika Sethi |
| 4. | Members Dr. Sushil Kumar Dr. Krishan Kumar Ms. Kavleen Bharej Ms. Amandeep Mehta | Sushil Kumar Krishan Kumar Kavleen Bharej Amandeep Mehta |
| 5. | Head of departments (HOD's) Dr. Naveen Gulati (Maths) Mr. Rajeev Chandan Sharma (Commerce) Dr. Vijay Sharma (Hindi) Dr. Ashutosh Angiras (Sanskrit) Dr. Nirvair Singh (Punjabi) Dr. Ramesh Kumar (Political Science) Dr. Madan Rathi (History) Dr. Harvinder Kaur (Economics) Mr. Jitender Kumar (Mass Communication) Dr. Shashi Rana (Physical Education) Dr. Paramjeet Kaur (Music) Ms. Kamlesh Singh (Home Science) Ms. Indra Yadav (Chemistry) Dr. Divya Jain (Botany) | Naveen Gulati Rajeev Chandan Sharma Vijay Sharma Ashutosh Angiras Nirvair Singh Madan Rathi Harvinder Kaur Jitender Kumar Shashi Rana Paramjeet Kaur Kamlesh Singh Indra Yadav Divya Jain |

S.NO

NAME

SIGNATURE

Ms. Zeenat Madan (Zoology)

Zeenat

Ms. Anuradha Goyal (Bio-Tech)

Anuradha

Mr. Praveen Mathur (Electronics & I.P.P.)

Praveen

Dr. Balesh Kumar (Library)

Balesh

Member, Management/Local Society

Dr. R. C. Sharma

Student Representative

Mr. Ravi Nagpal

Ravi

Nominee, Alumni

Mr. Ajay Gupta

Nominee, Employer/Industrialist/
Stakeholders

Mr. Ashish Tayal

IOAC MEETING MINUTES REGISTER

SESSION: 2017-18

MEETING-01

SANATAN DHARMA COLLEGE

AMBALA CANTT

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES

(MEETING-SESSION 2017-18)


- In the chair, Dr. Rajinder Singh, Principal

Agenda: To plan the future course of action for the session 2017-18 (12th May, 2017)

Minutes:

A detailed discussion was conducted during the meeting to chalk out the future initiatives to be taken for the upcoming session:

- ❖ The following plan of activities were proposed:
 - Ms. Amandeep Mehta was assigned to prepare Academic Calendar focusing on all the seven criteria of AQAR and increasing the number of academic tie-ups and functional MOUs for project work, internship, on the job training etc.
 - The HODs should follow a uniform format for mentorship and a sample format to be drafted by Dr. Alka Sharma, convener, career guidance cell in incorporating the personal, academic, co curricular activities undertaken by the students.
 - To increase the amount of private scholarship and concession to aid the meritorious and economically weaker students so that maximum students can be benefitted and the dropout rate is reduced.
- ❖ Admission committee should be apprised about the automation of admission process by DGHE for the first year students from this session. A meeting to be conducted for acquainting the steps to be undertaken for checking the documents and issuing of challans.



Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt


Principal
Sanatan Dharma College
Ambala Cantt

IQAC MEETING MINUTES REGISTER

SESSION : 2017-18

- ❖ It was decided to conduct orientation program for all the first year students to abreast them about the college facilities, support services, rules, duties and infrastructure by Career Guidance Cell within the first five days of the beginning of the session.
- ❖ Library committee to give professional training to students about library mechanics under student internship program. At the beginning of the session the librarian should conduct information literacy program to acquaint the newly admitted students with library services. College Library to strengthen the library resources (Books, Journals, Magazine, E-Resources) for the new session.
- ❖ A meeting is to be conducted with Anti Ragging Cell for the smooth beginning of academic session and informing the rules to be followed by the proctorial committee of the college.
- ❖ It was decided to start Diploma/Advanced Diplomas for the existing eight Certificate Courses run by the college under the category add on courses and start new value added courses as per the feedback by the stakeholders. All departments to motivate and enroll students in subject related certificate, diploma, Advanced diploma and add on courses offered by the respective departments to enhance their hard skills.


Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt


Principal
Sanatan Dharma College
Ambala Cantt.