

3rd Internal Quality Assurance Cell (IQAC) Meeting Held on
 10th July, 2017

Date _____

Sl.No.	Name	Signature
1.	Chairperson Dr. Rajinder Singh	Rajinder Singh
2.	Convener Dr. Sushil Kansal	Sushil Kansal
3.	Co-Convener Dr. Sonika Sethi	
	Members	
4.	Dr. Sushil Kumar	Sushil Kumar
5.	Dr. Krishan Kumar	- Duty Lane -
6.	Ms. Kavleen Bharej	Kavleen Bharej
7.	Ms. Amandeep Mehta	Amandeep Mehta
8.	Convener - Career Guidance Cell Dr. Alka Sharma	Alka Sharma
9.	Member, Management / Local Society Dr. R. C. Sharma	R. C. Sharma
10.	B. Student Representative Ms. Ravi Nagpal Nominee Alumni	
11.	Ms. Ajay Gupta Nominee, Employer / Industrialists / Stakeholders	Ajay Gupta
12.	Mr. Ashish Tayal	

IQAC MEETING MINUTES REGISTER

SESSION: 2017-18

MEETING-03

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 about capability enhancement schemes and career guidance activities(10th July,2017).

Minutes:

- ❖ It was decided that all the departments will introduce and run value added/Certificate/Diploma courses in collaboration with industry and the value added courses for personality development, soft skills enhancement will be run by career guidance cell.
- ❖ Career Guidance Cell to prepare a blueprint of the activities to be conducted for the upcoming session incorporating following points:
 - Orientation program to be conducted for first year students acquainting them about the facilities and opportunities available within and outside the college.
 - Orientation program to be conducted for adhoc teaching staff in the beginning of the session.
 - To conduct training programs on soft skills, interview skills, presentation skills, stress management etc. for students by renowned academician and industrialist throughout the year.
 - Career Guidance Cell to conduct professional training program for competitive examination and consult feedback committee about the students demand for the same.
 - To identify the bridge courses for newly admitted students in various streams, plan and conduct courses for them.
- ❖ For development and enrichment of non teaching staff it was discussed that a personality development and stress management training program should be conducted in order to equip them with the workload.
- ❖ Dr. Alka to coordinate with the HODs of various departments and conduct mentoring system throughout the session and plan activities for skill development.
- ❖ Career Guidance to make students of all streams (Commerce, Science and Arts) aware of opportunities of Career and higher education after they complete graduation. The convener to assign teachers and plan a layout for power point presentation for the final year students and discuss it with IQAC.


Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt.


Principal
Sanatan Dharma College
Ambala Cantt.