

Internal Quality Assurance Cell (IQAC) Meeting Held On
16th August, 2017

Date

Sr. 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	Krishan Kumar
6.	Ms. Kavleen Bharej	Kavleen Bharej
7.	Ms. Amandeep Mehta	Amandeep Mehta
8.	Member, Management / Local Society Dr. R.C. Sharma	
9.	Student Representative Mr. Ravi Nagpal	Ravi Nagpal
10.	Nominee, Alumni Mr. Ajay Gupta	
11.	Nominee, Employer / Industrialists / Stakeholders Mr. Ashish Tayal	

IQAC MEETING MINUTES REGISTER SESSION: 2017-18

MEETING - 06

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 progression and placement of students(16th August,2017).

Minutes:

A detailed discussion was conducted during the meeting to chalk out the feedback procedure, progression and placement of students to be taken for the upcoming session.

- ❖ The following plan of activities were proposed:
 - ❖ It was decided that all the HODs to be informed to instruct all teacher in charges to identify Slow and Advanced Learners in their respective subjects in the beginning of the session so that arrangements of Extra Classes/remedial coaching for Slow learners and special programs for Advanced Learners can be conducted throughout the session.
 - ❖ It was also advised to conduct regular meetings of mentors with mentees and maintenance of record of personal and professional grievances, their solutions by mentor, progression, achievements, strengths, weaknesses in College ERP and in the hard copy both.
 - ❖ For enhancing the employability of the final year students, Placement cell is advised to interact with local and nearby industries and employment agencies for the conduct of in-campus and off campus placement drives Amandeep(Co-convenor, Placement cell)was advised to propose the same in Placement Cell's meetings.
 - ❖ For convenient placement process the mentors are to be instructed by their respective HOSs to maintain the database of final year students with their area of specialization and interest and provide the same to Placement Cell for creating database of potential companies so that Placement cell can invite companies , Banks, industries for the placement drives.
 - ❖ Placement Cell is advised to conduct workshops and guidance talks for the final year students to equip them with soft and vocational skills to make them employable.


Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt


Principal
Sanatan Dharma College
Ambala Cantt.