

Proceedings of the meeting of IQAC
held on 17/11/17 at 3.30 pm in the
committee Room.

PROCEEDINGS.

The Internal Quality Assurance Cell (IQAC) has been reconstituted as per the guidelines of NAAC. Following members are nominated for a term of two years i.e. 2017-19:

- | | |
|----------------------------|------------------------|
| 1. Dr. Kashmir Singh | Chairman |
| 2. Dr. Dharminder Singh | Member, Management |
| 3. Prof. Ashok K. Sood | Nominee, Local Society |
| 4. Mr. Raman Gupta | Nominee, Alumni |
| 5. Mr. Vishal Sood | Nominee, Employee |
| 6. Prof. Pradeep Kaur | Dept. of Zoology |
| 7. Prof. Anupreet Singh | Dept. of Geography |
| 8. Prof. Sangulata Joshi | Dept. of Comp. Science |
| 9. Dr. Kuldeep Kaur | Dept. of Chemistry |
| 10. Prof. Ratneshpal Singh | Dept. of Mgmt. Studies |
| 11. Dr. Shaminder Kaur | Dept. of Commerce |
| 12. Dr. Dilip Singh | Dept. of Agriculture |
| 13. Mr. Lalit Joshi | System Administrator |
| 14. S. Harwinder Singh | Superintendent. |
| 15. Mr. Khushdeep Law | Nominee, Student |
| 16. Prof. Gauri Handa | Co-ordinator |

A meeting of the internal members was called to discuss the role of IQAC in the working of the college and how IQAC can effectively improve it.

The Chairman, Dr. Kashmir welcomed the new members and posed his faith in the ability of the members to help make this institution amongst the top ranking institutes.

1. To submit the AQAR for the Academic Year 2016-17.

2. To create an Academic Environment in the college.

1. The Chairman, Dr. Kashmir emphasised that the AQAR for the year 2016-17 must be uploaded on the NAAC website at the earliest. The delay in submission of AQAR must not be repeated again. Thus all AQARs must be submitted in March every year.



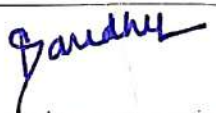

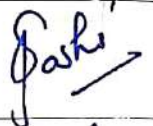
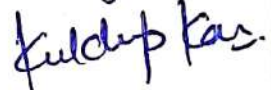
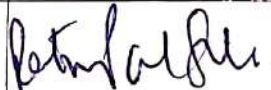



For expediting the submission, the criteria of AQAR were distributed amongst the internal members as follows:

- a. Curricular Aspect - Dr. Kuldeep Kaur
- b. Teaching, Learning & Evaluation - Prof. Ratneshpal
- c. Research, Consultancy & Extension - Dr. Dilip Singh
- d. Infrastructure & Learning Resources - Prof. Anupreet
- e. Student support and progression - Prof. Pradeep Kaur
- f. Governance, Leadership & Mgmt. - Dr. Shaminder
- g. Innovations & Best Practices - Prof. Sangeeta.

2. The Chairperson insisted that the college has excellent infrastructure and facilities. There is a need to improve the Academic environment and to utilize the facilities to their optimum level.

Attendance Sheet

Following members attended a meeting of the IQAC held on 17/11/2017 at 3.30 pm in the
Committee Room.

Sr. No	Name	Designation/Department	Signature
1.	Dr. Kashmir Singh	Chairman	
2.	Dr. Dharminder Singh Ubha	Member Management	
3.	Prof. Ashok K. Sood	Nominee, Local Society	
4.	Mr. Raman	Nominee, Alumni	
5.	Mr. Vishal Sood	Nominee, Employer	
6.	Prof. Pardeep Kaur	Dept. of Zoology	
7.	Prof. Anupreet Singh Tiwana	Dept. of Geography	
8.	Prof. Sangeeta Joshi	Dept. of Computer Sci.	
9.	Dr. Kuldeep Kaur	Dept of Chemistry	
10.	Prof. Ratneshpal Singh	Dept of Management	
11.	Dr. Shaminder Kaur	Dept. of Commerce	
12.	Dr. Dilip Kumar	Dept. of Agriculture	—
13.	Mr. Lalit Joshi	System Administrator	
14.	S. Harwinder Singh	Superintendent	
15.	Ms. Khushdeep Kaur	Nominee, Student	
16.	Prof. Gauri Handa	Co-ordinator	

Proceedings of the meeting of IQAC
held on 20-11-17 at 3:15 pm in the
Board Room.

AGENDA

1. Digitization

a). Library automation.

b. Online fee payment.

PROCEEDINGS

The Chairman welcomed all the members of IQAC, especially the external members who look out time from their busy schedule to attend this meeting.

Dr. Kashmir insisted that with the support of the nominees on the IQAC, the college would certainly attain heights.

1 a. The Chairman enquired about the current status of library automation. He insisted that full automation is required. He emphasised that the rare books should be digitized. In this way, they would be preserved as well. Dr. Akha, nominee management pointed out that books which are hundred years old do not come under the Copyright Act. He also pointed out that several Data houses provide a collection of free e-books. The college must tie-up with paid data houses for e-books.

b. The Chairman pointed out that Online fee payment is the need of the hour. Even Ugc makes it mandatory for all institution to take the fee payment online. Thus, steps must be taken to make the fee payment online by next Academic session.

c. Online Grievance redressal system

d. To enhance interactive video conferencing facilities

Dr Dharmender Singh Usha pointed out that online fee payment is not possible for new entrants in first semester. as fee concessions, installments need to be given to needy students. Dr Kashmir advised that online fee payment can be done for subsequent semesters whereas 1st semester fee payment can be manual.

Mr. Lalit suggested that SBI collect or other payment gateways can be collaborated with for the above said purpose.

Dr Kashmir told Mr. Lalit to tie up with SBI team to process the fee collection through SBI collect.

c. The house unanimously agreed that the grievance redressal system should be made online. Dr. Kashmir told Mr. Lalit to make arrangements for online submission of grievances. The link and form should be available on the college web site.

d. The chairman suggested that video-conferencing facilities should be strengthened. The faculty of SPC institutes can deliver lectures to students of other colleges through video conferences. This would help faculty to develop.

e. To provide services of IQAC to all SQPC institutions.

2. To organise Faculty Development Programmes for Teaching and Non-teaching staff.

3. To make the campus suitable for differently abled.
a. Ramps on campus.

e. Dr Kashmir emphasised that the services of the staff of Mata Gujn College especially the services of Mr. Salit Joshi, systems administrator, be made available to all other SPPC institutes. Dr Charminder Singh pointed that Mata Gujn College can be the leader in IT field.

2. The Chairman suggested that faculty development programmes would be organised in the month of December. Dr Usha insisted that 2 day faculty Recharge Programme should be organised. Mr. Vishal Sood, nominee, Employer emphasised that to switch from good to great, such faculty development programmes are a must. Dr. Kashmir said that the services of external members of IQAE would be called for during faculty development programmes.

The Chairman emphasised the need to make the infrastructure of the college user friendly for differently abled. He pointed out that ramps would be made in buildings which do not have ramps.

4 Alumni Database to be strengthened.

5. To discuss rotation of headship.

6. Teaching:

a. To encourage interaction between industry and academia.

7. To organise summer Internship for teachers

4. The chairperson emphasised that Alumni are strategic resource. Dr. Sood said that alumni should be seen as mentors to current students. He said that alumni should be encouraged to share job opportunities. Dr. Kashmir insisted that soon Dean Alumni would be appointed. Alumni meet would also be organised to strengthen alumni database.

5. On the discussion regarding the rotation of headship, the house unanimously voted in favour of the senior most faculty as the head of the department.

6
a. Industry - Academia interaction would be strengthened. More industrial visits, lectures by industry experts would be encouraged.

7. The house decided that summer internship is necessary for teachers as well. Dr. Kashmir insisted that heads must find opportunities for training programmes relevant for teachers in their respective fields.

6. Research: To encourage faculty and student to undertake research.

7. To collaborate with other autonomous institutes in the region.




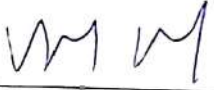
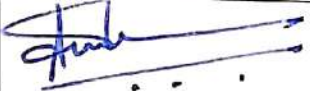
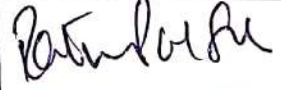


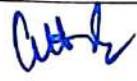
8. To hold individual department meetings and to chalk out the blueprint and action plan to execute the plans of IQAC.

9. Vote of Thanks.

6. Dr. Kashmir insisted that Academic Environment must be created in the college. Prof. Ashok Sood said that there is a need to come out of the complacency mode. The Dean, Research and the research committee have to be made more effective.
7. Dr. Kashmir insisted that the sister concern of Mata Giji college i.e. Khalsa College is also an autonomous institute. and both institutes can grow better if their resources are synergised. and collaborated.
Dr. Dharminder insisted on joint placement drives.
8. The Chairman suggested that separate meetings with the department would be held to plan the execution of the action plan of 1992.
9. The co-ordinator presented vote of Thanks.

Attendance Sheet

Following members attended a meeting of the IQAC held on 20/11/2017 at 3.15 pm in the Committee Room.

Sr. No	Name	Designation/Department	Signature
1.	Dr. Kashmir Singh	Chairman	
2.	Dr. Dharminder Singh Ubha	Member, Management	
3.	Prof. Ashok Kumar Sood	Nominee, Local Society	Ashok Sood
4.	Mr. Raman Gupta	Nominee, Alumni	
5.	Mr. Vishal Sood	Nominee, Employers	
6.	Prof. Pardeep Kaur	Dept. of Zoology	Pardeep Kaur
7.	Prof. Anupreet Singh Tiwana	Dept. of Geography	
8.	Prof. Sangeeta Joshi	Dept. of Computer Sci.	Sangeeta Joshi
9.	Dr. Kuldeep Kaur	Dept of Chemistry	Kuldeep Kaur
10.	Prof. Ratneshpal Singh	Dept of Management	
11.	Dr. Shaminder Kaur	Dept. of Commerce	Shaminder Kaur
12.	Dr. Dilip Singh	Dept. of Agriculture	Dilip Singh
13.	Mr. Lalit Joshi	System Administrator	
14.	S. Harwinder Singh	Superintendent	
15.	Mr. Khushdeep Kaur	Nominee, Student	Khushdeep
16.	Prof. Gauri Handa	Co-ordinator	

Proceedings of the meeting of IQAC
held on 11/12/17 at 2:15 pm in
the Committee Room.

AGENDA

- 1 To discuss the compilation of AQAR 2016-17.



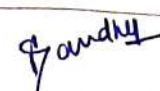

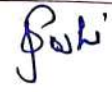
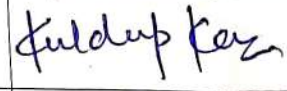
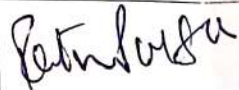

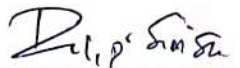

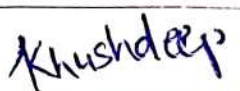

PROCEEDINGS

1 A meeting of the IQAC was called to discuss the progress of the compilation of IQAC's AQAR for the session 2016-17. The Chairman emphasised that the compilation process be expedited and the report must be uploaded at the earliest.

The Chairman enquired from each internal member about the progress of their respective allotted citation. The members reported that the rough drafts are ready. The drafts were handed over to the member secretary for perusal. The Member - Secretary informed the Chairman that a final draft would be presented to him after a thorough proof-reading.

Attendance Sheet

Following members attended a meeting of the IQAC held on 11/12/2017 at 02.15 pm in the
Committee Room.

Sr. No	Name	Designation/Department	Signature
1.	Dr. Kashmir Singh	Chairman	
2.	Dr. Dharminder Singh Ubha	Member Management	
3.	Prof. Ashok K Sood	Nominee, Local Society	—
4.	Mr. Raman	Nominee, Alumni	—
5.	Mr. Vishal Sood	Nominee, Employer	—
6.	Prof. Pardeep Kaur	Dept. of Zoology	
7.	Prof. Anupreet Singh Tiwana	Dept. of Geography	
8.	Prof. Sangeeta Joshi	Dept. of Computer Sci.	
9.	Dr. Kuldeep Kaur	Dept of Chemistry	
10.	Prof. Ratneshpal Singh	Dept of Management	
11.	Dr. Shaminder Kaur	Dept. of Commerce	
12.	Dr. Dilip Kumar	Dept. of Agriculture	
13.	Mr. Lalit Joshi	System Administrator	
14.	S. Harwinder Singh	Superintendent	—
15.	Ms. Khushdeep Kaur	Nominee, Student	
16.	Prof. Gauri Handa	Co-ordinator	

Proceedings of the meeting of IQAC
held on 28-01-18 at 3:00 PM in
the Board Room

AGENDA

1. To discuss the feedback Proforma

PROCEEDINGS

1 A meeting of the IQAC was summoned to discuss the feedback proforma that is in use to take the feedback from the students.

The Chairman and the members discussed the feedback proforma templates available at the NAAC website. After deep deliberation, it was decided that the current feedback form should be revised. It should comprise three sections:

1. Infrastructure & Library services
2. feedback on Teachers
3. feedback on Content/Curriculum.

It was unanimously decided that the feedback would be taken from all outgoing classes. The teacher-in-charges would be responsible for getting the feedback proformas filled. The Heads of the Departments would be responsible for the same. It was further discussed that the feedback from students should be taken in the mid-semester, i.e. April.

Post the feedback from students, the feedback proforma from Teaching and Non-teaching staff, Alumni would also be revised.

2. To introduce Multiple choice Questions as an Examination reform.

3. To form committees to prepare a feedback proforma.

2. It was discussed that Examination Reforms can be introduced in the current semester. The Internal Assessment can be based on Online examination of Multiple Choice Questions.

Prof. Anupreet Tiwana suggested that the MCQs be introduced for compulsory paper of Environment Science. It was decided that the change be brought from the next semester after being discussed in Board of Studies.

3. Keeping in mind the three aspects which should be covered in the feedback proforma, committees were formed to frame questions regarding a particular aspect: following IQAC members to formulate questions for the three aspects:

a. CURRICULUM ASPECT:

- Prof. Pradeep Kaur
- Dr. Kuldeep Kaur

b. FEEDBACK ON TEACHERS

- Prof. Anupreet Singh
- Prof. Ratnesh Singh






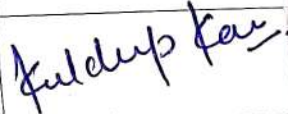
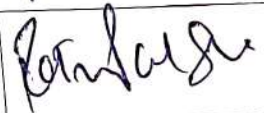

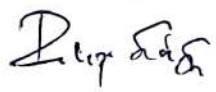


c. FEEDBACK ON INFRASTRUCTURE:

- Prof. Sangeta Joshi
- Prof. Shaninder Kaur
- Prof. Dilip Singh

Attendance Sheet

Following members attended a meeting of the IQAC held on 18/01/2018 at 03.00 pm in the

Committee Room.

Sr. No	Name	Designation/Department	Signature
1.	Dr. Kashmir Singh	Chairman	
2.	Dr. Dharminder Singh Ubha	Member Management	
3.	Prof. Ashok K Sood	Nominee, Local Society	—
4.	Mr. Raman	Nominee, Alumni	—
5.	Mr. Vishal Sood	Nominee, Employer	—
6.	Prof. Pardeep Kaur	Dept. of Zoology	
7.	Prof. Anupreet Singh Tiwana	Dept. of Geography	
8.	Prof. Sangeeta Joshi	Dept. of Computer Sci.	
9.	Dr. Kuldeep Kaur	Dept of Chemistry	
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11.	Dr. Shaminder Kaur	Dept. of Commerce	
12.	Dr. Dilip Kumar	Dept. of Agriculture	
13.	Mr. Lalit Joshi	System Administrator	
14.	S. Harwinder Singh	Superintendent	—
15.	Ms. Khushdeep Kaur	Nominee, Student	—
16.	Prof. Gauri Handa	Co-ordinator	

Proceedings of the meeting of ISAC
held on 16-05-2018 at 2:15 pm
in the Committee Room.

AGENDA

- 1 To discuss the feedback of the students.

PROCEEDINGS.

The IQAC members were summoned for the last meeting of the session 2017-18. The Chairman, Dr. Kashmir Singh presided over the meeting. He thanked the External members for their support and guidance. He congratulated the members of the IQAC for their fruitful efforts during the Academic session in maintaining as well as improving the quality of the institution in all the spheres.

Dr. Kashmir Singh informed the members that the meeting has been called to discuss the feedback received from the students on various aspects i.e. curriculum, academics and infrastructure. The IQAC will also analyse the Plan of Action chalked out by the cell in the beginning of the year and also discuss the outcomes achieved by the year end.

The Chairman said that the gap between plan of action and the outcomes must be looked into and measures be adopted in the coming session to achieve the target.

1. The IQAC had developed its own feedback proforma after deep deliberations. The feedback form focused on curriculum, Teachers and Infrastructure. Various aspects of these three criteria. Feedback was collected from students residing in the hostel about hostel facilities. The responses were obtained

2. To discuss the Outcome of the Plan of Action.

on a four point rating scale in which ratings considered were - Very Good, Good, satisfactory and below average. A feedback from 700 students was obtained.

The feedback report was discussed in detail in the meeting. Suggestions from students were also discussed.

2. The outcomes were discussed at length by the IQAC members. All plans chalked out at the beginning of the year have been accomplished.

The Chairman of IQAC, Dr. Kashmir Singh concluded the meeting with vote of Thanks. He said that he is hopeful that IQAC will continue to work diligently in the coming Academic session as well for the benefit of the college.