

Date: 08.07. 2024

## Minutes of Meeting

IQAC meeting was held in principal office on 08-07-2024 at 10:30 a.m. under the chairmanship of Principal, Dr. Rakesh Sandhu. Staff members Dr. Ramanjeet Kaur, Dr. Saroj Sobti, Dr. Archna Saxena, Dr. Rajvinder Kaur, Dr. Shalini Devi, Mr. Munish, Ms. Mamta Pandey, Ms. Saloni, Ms. Divya were present in the meeting.

### Items of agenda were as follows:

- Discussion on NAAC- DVV clarification
- IQAC for the session 2024-25 according to UGC norms
- Formation of committees, clubs/cells/association etc.
- Any other item with the permission of the chair

### After discussion the following decisions were taken: -

1. The meeting was started with the Gyatri Mantra.
2. NAAC coordinator will consult the NAAC coordinator of mentor college for further guidance regarding NAAC DVV clarifications.
3. IQAC for the session 2024-2025 will be same as for the session 2023-2024.
4. Teacher educators are advised to arrange the documents of their respective criteria wise from the session 2018-19 to 2023-24.
5. For the smooth functioning of the college different committees/ clubs/cells and associations cells of the college are formed with some required changes for the session 2024-25.
6. All the committees and cells will prepare their planning for the session 2024-25 and submit to the respected principal for further discussion and execution.
7. The meeting was ended with the vote of thanks and Shanti Path

Principal

### Members

- Dr. Saroj Sobti
- Dr. Archna Saxena
- Dr. Ramanjeet Kaur
- Dr. Rajvinder Kaur
- Dr. Shalini Devgan
- Mr. Munish
- Ms. Mamta Pandey
- Ms. Saloni
- Ms. Divya

Date: 05.08.2024

### Minutes of Meeting

A meeting regarding NAAC was held in principal office on 05-08-2024 at 3:30 p.m. under the chairmanship of Principal, Dr. Rakesh Sandhu. Staff members Dr. Saroj Sobti, Dr. Archana Saxena, Dr. Ramanjeet Kaur, Dr. Rajvinder Kaur and Dr. Shalini Devi were present in the meeting.


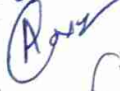
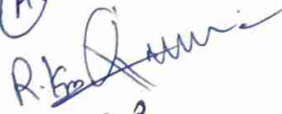

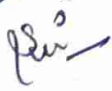

Items of agenda were as follows:


- Discussion on process of NAAC assessment after DVV clarifications
- Submission of fees for assessment on NAAC portal
- Decision regarding peer team visit dates
- Preparation for NAAC Visit

After discussion the following decisions were taken:-

1. Mr. Munish will deposit the fees of pre-qualifier stage and logistic fee on NAAC portal on 06.08.2024
2. Criteria wise PPT will be prepared by respective teachers till 09.08.2024
3. Teacher educators are advised to arrange the documents of their respective criteria wise from the session 2018-19 to 2023-24 till 11.08.2024
4. Criteria wise summary and ppt will be prepared by the respective teachers
5. Mr. Sunil, Mr. Munish, Ms. Monika will keep the record of bills, budget, balance sheets and stock register, prospectus (University and college) from the session 2018-19 to 2023-24.
6. Dr. Saroj Sobti will check the website and upload the SSR on 07.08.2024
7. The following records from 2018-19 to 2024-25 will be maintained:
  - Time- Table
  - Teachers' attendance register
  - Feedback forms
  - Associations and cells
  - Academic calendar
  - Sadans
  - List of committees
  - Internship record
  - IQAC meetings record
8. Respective lab in -charges will update and maintain their labs accordingly
9. Curriculum laboratory will be updated and maintained by respective teachers.
10. The meeting was ended with Shanti Paath and vote of thanks to the chair.

#### Members

- Dr. Saroj Sobti 
- Dr. Archana Saxena 
- Dr. Ramanjeet Kaur 
- Dr. Rajvinder Kaur 
- Dr. Shalini Devgan 
- Mr. Munish 

  
Principal 5.8.24