

MINUTES OF THE MEETING

Internal Quality Assurance Cell

Date: 18th November 2024

Time: 11:00 AM

Venue: Principal's Office

Chairperson: Dr. Harpreet Kaur (Principal)

Coordinator: Dr. Rachna Tuli

Attendees

1. Dr. Harpreet Kaur – Chairperson 
2. Dr. Rachna Tuli – IQAC Coordinator 
3. Dr. Rakesh Bawa – Member 
4. Dr. Ravinder Kaur – Member
5. Smt. Simranjot Kaur – Member 
6. Sr. Daljinder Singh – Member 

Agenda:

1. Review of action taken on the previous meeting's resolutions.
2. Planning of quality enhancement initiatives for the upcoming semester.
3. Discussion on AQAR 2023-24 compilation and data collection status.
4. Discussion on student feedback mechanism and its analysis.
5. Any other matter with the permission of the Chair.

Minutes:

1. Review of Previous Actions:

The Coordinator, Dr. Rachna Tuli, presented a summary of the actions taken based on the resolutions of the last IQAC meeting. The members noted satisfactory progress in areas of academic planning and infrastructure upgrades.

2. Quality Enhancement Initiatives:

Dr. Rakesh Bawa proposed conducting interdisciplinary workshops and collaboration with external academic bodies. The proposal was welcomed and scheduled for implementation in the coming semester.

3. AQAR 2023-24 Compilation:

Dr. Ravinder Kaur reported that data collection for AQAR is ongoing, and department heads have been reminded to submit pending information by the end of November. Final compilation is expected to begin in December.

4. Feedback Mechanism:

Sr. Daljinder Singh emphasized the need for timely collection and analysis of student feedback. It was agreed that online feedback forms would be floated in the first week of December and analysed by mid-December.

5. Other Matters:

The Chairperson stressed the importance of maintaining documentation of all quality-related initiatives.

It was agreed to update the IQAC section of the college website with recent reports and events.

Meeting ended with a vote of thanks by the Chair.

Prepared by:

Dr. Rachna Tuli (IQAC Coordinator)

Approved by:

Dr. Harpreet Kaur (Chairperson, IQAC)