

2017- 18

Action plan of IQAC for 2017- 18

The Chairperson IQAC, Principal Ms. Manju Aggarwal called a meeting of the committee on 03/08/2017 to lay out the goals to be achieved by the college during the session 2017- 18. The major aims were as follow:

1. Adherence to Academic Calendar as provided by KUK
2. All the departmental heads to prepare the calendar for co- curricular activities for their respective departments
3. Constitution of Annual Committees of staff
4. Preparation of Lesson Plan
5. Result Analysis
6. Strengthening Attendance of students
7. Recruitment of extension lecturers
8. Organize inter college competitions or events by the departments and cells
9. Organization of National Level Seminar
10. Building, Construction and Upgradation of Labs
11. New Computer Labs
12. NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility
13. Organizing of Career Guidance Workshops by Placement Cell
14. Mentor Groups and Tutorial Groups
15. Promotion of teachers
16. Orientation Program for First year students
17. Internal Assessment based on assignments and class tests
18. Proposal for NCC Girls Unit
19. Leveling of College Sports Ground
20. Use of IT for teaching and learning
21. Organizing Extension Lectures
22. Best Practices Undertaken by Teachers and Students
23. Organizing Athletic meet and encouraging students to participate in sports activities

The meeting concluded on a positive note and the Chairperson thanked everyone and

asked the committee to submit the Action Plan Report in writing within a week.

Chairperson: Principal Ms. Manju Aggarwal

Members : Ms. Kamlesh *Kamlesh*
Ms. Anu Nagpal *Anu Nagpal*
Ms. Subhashini Gupta *Subhashini*
Dr. Gagandeep Kaur *Gagandeep*
Ms. Alka Chaudhary *Alka*
Dr. Ajit Singh *Ajit*
Dr. Gurmit Singh *(not attended)*

Special invitee for the meeting:

1. Mr. Manoj Walia *Manoj Walia*
2. Sh. Balwinder Singh *Balwinder*

Manu
3.8.17

Minutes of the IQAC Meeting
(Action taken Report)

To assess the overall performance and to take a stock of the targets set to be achieved in the beginning of the session, a meeting of IQAC was called on 03.04.2018 by the Chairperson Principal Mrs. Poonam Vats. The following outcomes were discussed by the committee:

- A. **Adherence to Academic Calendar as provided by KUK**
Followed the academic calendar as provided by the KUK
- B. **All the departmental heads to prepare the calendar for co-curricular activities for their respective departments**
According to the Academic Calendar, the calendar for important events, curricular, co-curricular, extra-curricular and extension activities was prepared by all the departments
- C. **Constitution of Annual Committees of staff**
The annual college committees of staff were constituted for effectively managing the different college activities and the same were communicated to the staff both teaching and non-teaching
- D. **Preparation of Lesson Plan**
All the teaching faculty members prepared and adhered the lesson plan for the session
- E. **Result Analysis**
Result analysis of the previous session examinations was carried out by the examination branch of the college
- F. **Strengthening Attendance of students**
Strict compliance of university norms for the attendance of students are followed for encouraging maximum attendance of students in the classes
- G. **Recruitment of extension lecturers**
Various departments made the recruitment of extension lecturers as per the requirement of workload
- H. **Organize inter college competitions or events by the departments and cells**

College level science exhibition was organized in the college

District level science quiz and science essay writing competition was organized by science faculty (Physics)

Inter college Quiz and poster making competition was organized by the Computer Science department.

District level and Divisional Level Slogan Writing, and On the spot painting competition was organized by Fine Arts department

An Inter-College and Inter-School Slogan and Poster Making Competition was organised by Department of Botany, Zoology and Chemistry Sponsored by Indian Science Congress Association, Kurukshetra.

I. Organization of National Level Seminar

- Commerce department of the college organized the national level seminar on 07.02.2018
- Fine Arts department of the college organized national level seminar on 12.02.2018

J. Building, Construction and Upgradation of Labs

- New Building Construction work under RUSA completed.
- Existing labs were upgraded under RUSA
- New installation of printers, biometric machines, wifi routers, leased line Internet connection, antivirus software was made by the computer science department of the college.
- 10 Computes from RUSA were provided to the Department of Geography for Remote Sensing and GIS lab.

K. New Computer Labs

A new computer lab was started with 40 new computers for the students

L. NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility

NSS unit organized the activities like swachhta pakhwara, swachhta rally, anti-corruption rally, one-day swachhta camp, tree-plantation programme, one-day swachhta camp, The volunteers participated in the Pulse Polio Abhiyan and impregnate the Polio Drops to the children, NSS Special Seven Days and Night camp at adopted village Sultanpur from 18/03/2018 to 24/03/2018.

M. Organizing of Career Guidance Workshops by Placement Cell

- Placement cell of the college organized various career guidance workshops and extension lectures throughout the session.

- District level three days training of students was organized for appearing in the job fair.
- Job Fair was organized by the Placement Cell of the College

N. Mentor Groups and Tutorial Groups

Mentor groups of 15 students per faculty member were formed to redress the problems of the students

O. Promotion of teachers

API verification of the teachers for their promotion was done effectively

P. Orientation Program for First year students

The orientation program was organized for all the new entrants i.e. first year students of all the courses

Q. Internal Assessment based on assignments and class tests

Teaching faculty followed the KUK norms for the internal assessment. The internal assessment was based on the assignments and class tests which further enhanced and improved the subject related knowledge of the students

R. Proposal for NCC Girls Unit

NCC in-charge sent the proposal for the girls unit of NCC

S. Leveling of College Sports Ground

The sports ground of the college was leveled and prepared for holding sports meet of the college

T. Use of IT for teaching and learning

Four projectors were installed (M. Com F, Mass Comm Lab, Geography lab, Seminar hall) for encouraging the use of IT for teaching and learning

U. Organizing Extension Lectures

- Extension lecture was organized by the Dept. of Botany
- Extension lecture on Career Guidance was organized under placement cell
- Extension lecture was organized under women cell

V. Best Practices Undertaken by Teachers and Students

- Inter-College Training Programme on AIDS was organized under Youth Red Cross
- Cdt Aman Kumar participated in Republic Day Parade at New Delhi

W. Organizing Athletic meet and encouraging students to participate in sports activities

- Athletic meet for the session 2017- 18 was organized on 27- 28.10.2017
- Our college students participated in various intercollege level, university level, state and national level competitions and won various prizes.

The meeting concluded on a positive note and the Chairperson thanked everyone and asked the committee to submit the Action Taken Report in writing within a week.

Chairperson: Principal Mrs. Poonam Vats *PVats*

Members :

Ms. Kamlesh	<i>Kamlesh</i>
Ms. Anu Nagpal	<i>Anu Nagpal</i>
Ms. Subhashini Gupta	<i>Subhashini</i>
Dr. Gagandeep Kaur	<i>Gagandeep</i>
Ms. Alka Chaudhary	<i>Alka</i>
Dr. Ajit Singh	<i>Ajit</i>
Dr. Gurmit Singh	<i>(not attended)</i>