

## **MINUTES OF THE IQAC STEERING COMMITTEE**

**Held on 14<sup>th</sup> September 2018**

A meeting of the IQAC Steering Committee was held on 14<sup>th</sup> September 2018 with Dr Anupa Siddhu in the chair. The following members attended the meeting:

1. Dr Archana Kumar
2. Dr Simmi Bhagat
3. Dr Pulkit Mathur

The members reported about the Faculty Development Program on IQAC they had attended at Sri Guru Nanak Dev Khalsa College. The IQAC needed to be formulated urgently and begin making a strategic plan to improve the quality of education. It needed to identify the best practices the college would adopt and develop benchmarks. It also needed to identify the quality initiatives it would take during the year and monitor the same.

The meeting came to an end with a resolve to meet soon to further discuss the formulation of IQAC.

## **MINUTES OF THE IQAC STEERING COMMITTEE**

**Held on 19<sup>th</sup> September 2018**

A meeting of the IQAC Steering Committee was held on 19<sup>th</sup> September 2018 with Dr Anupa Siddhu in the chair. The following members attended the meeting:

1. Dr Archna Kumar
2. Dr Simmi Bhagat
3. Dr Pulkit Mathur

The following were identified as urgent issues to address:

- Holistic development of students
- Placement of undergraduate students
- Formation of the IQAC according to prescribed norms

For holistic development it was suggested that a number of value-added courses be offered to all students viz. Healthy lifestyle, communication skills, computer skills, writing resumes and facing interviews/group discussions. For this Dr Simmi Bhagat was requested to get details from OPOIE a firm dealing with training of students.

It was felt that students should be offered placement opportunities after graduation for which a committee should actively identify the type of companies that would be willing to recruit fresh graduate students of our college. This committee would work with the Publicity committee in approaching companies for a meeting on identifying the core competencies they were looking for in a student, and then organising a placement meet sometime in February. Dr Aparna Khanna was proposed as convenor for the same along with other members like Dr Aparna Agarwal.

The IQAC of the college would have Dr Anupa Siddhu as the Chairperson, Dr Archna Kumar as the Co-ordinator, the GB representative would be Ms Shashi Prabha Gupta. The Admin staff representatives could be Mr Vijay Ram, Mr Amit Meena and the Librarian. From the teachers, the NAAC co-ordinator Dr Simmi Bhagat and the seven Criteria heads would be members, from local society/alumni/student group it could be Ms Neerja Garg and Iksha Chabra. From the employer/industrialist/stakeholder group Dr Sushma Goel could be asked to identify. It was important for a statistician to be in the committee and Dr RM Pandey's name was suggested.