

### Minutes of IQAC meetings and Action taken Report (2019-20)

s. no.	Details of meeting	Action taken
1.	<p>A meeting of Principal with admission committee, HODs and Deans was organized on 6 May, 2019.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• Government schools and rural areas to be visited by staff members to further improve admission.</li> <li>• Hoardings to be displayed at prominent places throughout city and nearby areas.</li> <li>• Brochures and pamphlets to be printed for promotion.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff members were allotted area wise schools. They went to the schools to provide career guidance to students.</li> <li>• College provided conveyance to the teachers for the same.</li> <li>• Hoardings were displayed at prominent places like Jorian, Radaur Road, and Bus stand.</li> <li>• Coloured and Black &amp; White pamphlets were printed for distribution in schools.</li> <li>• School Principals were given college magazines.</li> </ul>
2.	<p>A meeting of Principal with staff members held on 9 July 2019.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• 550<sup>th</sup> birth anniversary of Guru Nanak Dev ji is to be celebrated.</li> <li>• College magazine will be dedicated to Guru Nanak Dev ji.</li> <li>• 550 saplings to be planted by staff and students.</li> <li>• Movie 'Nanak Shah Fakir' to be screened for staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Magazine 'Sachiara', 2019-20 dedicated to Guru Nanak Dev ji</li> <li>• 550 tree saplings were distributed to students and staff on the death anniversary of the founder of the college</li> <li>• Staff and students planted saplings in the nearby areas.</li> <li>• Movie 'Nanak Shah Fakir' was shown to the staff.</li> </ul>
3.	<p>A meeting of Principal with administrative staff, HODs and Deans was held on 12 July, 2019.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• Staff fund will be collected to pay part of fees of needy meritorious students.</li> <li>• Applications to be invited for the same.</li> <li>• Screening to be done by</li> </ul>	<p>Staff fund was collected from the teaching faculty and after due screening, part fees of needy students were paid through this fund.</p>

	<p>Admission committee.</p> <ul style="list-style-type: none"> <li>List of merit holders to be prepared.</li> </ul>	
4.	<p>Meeting with Principal, deans, HODs and various Committee in-charges on 1 August 2019.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>Various academic, cultural and health related events to be organized from time to time.</li> <li>Extension lectures should be organized.</li> <li>Teams to be prepared for youth festival</li> </ul>	<ul style="list-style-type: none"> <li>Fit India Movement and National Sports Day were celebrated.</li> <li>College participated and won laurels in Zonal and Inter- Zonal Youth Festival.</li> <li>A Peer Teaching activity and Vedic Gyan Classes were organized.</li> <li>Extension lectures were organized.</li> <li>Seminars on 'Career Guidance' and 'Awareness for Humanity' were organized.</li> <li>A workshop on 'Menstrual Hygiene' was organized.</li> <li>Online certification Exam- Tallyerp.9 was conducted in collaboration with Tally Academy, Yamunangar.</li> <li>IITs Bombay Spoken Tutorial Online Tests were organized for staff and students.</li> <li>Dental and BMI check-up camps were organized.</li> </ul>
5.	<p>Meeting of Principal with Staff members held on 16 March 2020.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>Preventive measures against Covid-19 to be taken.</li> <li>Students to be engaged online with study material sent through whatsapp groups, emails etc.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing was maintained.</li> <li>Students were regularly sent study material.</li> </ul>