

### Minutes of IQAC meetings and Action taken Report (2016-17)

S. No.	Details of Meeting	Action Taken
1	<p>A meeting with Principal and faculty members was organised on 4 May, 2016.</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> </ul>	<p>All staff members were allotted area wise schools where they went to provide career guidance to students. College buses were provided to the teachers for the same.</p> <p>Hoardings were displayed at prominent places like Buria Sahib, Radaur Road, and Bus stand.</p>
2	<p>Meeting of administrative staff and HODs and Deans with Principal was held on 4 July, 2016.</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>• List of merit holders and screening to be done by Admission committee.</li> </ul>	<p>Staff fund was collected from the teaching faculty and after due screening, fees of needy students were paid through this fund.</p>
3	<p>Meeting with Principal and various Committee incharges on 20 Oct, 2016.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• Various academic, cultural and health oriented events to be organized from time to time.</li> <li>• Formation of teams for implementation of decisions.</li> <li>• Seminar proposals to be prepared and sent to UGC, DST and other agencies.</li> <li>• Extension lectures should be organized.</li> <li>• Organization of educational and excursion trips.</li> </ul>	<ul style="list-style-type: none"> <li>• Free Yoga classes were conducted in the morning.</li> <li>• Free health check up camp was held.</li> <li>• A mock drill on fire safety was organized.</li> <li>• Daughter's day was celebrated.</li> <li>• A National Seminar was organized on 31 March, 2016</li> <li>• A two days leadership Training Camp was organized on 19-20 September, 2016.</li> <li>• Trips were organized to historical places.</li> <li>• Vedic Gyan classes were organized.</li> <li>• A National Seminar was organized on 23 Jan, 2017.</li> <li>• Extension lectures were organized by various departments.</li> </ul>
4	<p>Meeting with Principal and career Guidance cell held on 6 Dec, 2016.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• Seminars and workshops for grooming of students to be organized.</li> <li>• Placement drives to be organized.</li> </ul>	<ul style="list-style-type: none"> <li>• A workshop on 'Best out of waste' theme was organized.</li> <li>• A seminar on Foreign studies was organized.</li> </ul>

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	<ul style="list-style-type: none"><li>• Students should be prepared and sent to placement drives in other colleges.</li></ul>	<ul style="list-style-type: none"><li>• A Campus Placement Drive was organized in which 134 students were present in Screening Test and 13 students were selected.</li><li>• Students participated in placement drive held at MMU, Mullana.</li><li>• A campus Placement drive by Social Media Foundation was organized. 70 students participated and 20 students got selected.</li></ul>
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