

### Minutes of IQAC meetings and Action taken Report (2017-18)

s. no.	Details of meeting	Action taken
1.	<p>A meeting of Principal with admission committee, HODs and Deans was organized on 5 May, 2017.</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>Advertisement to be run on local cable network</li> <li>Advertisement of the college to be given in newspapers</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 where they went to provide career guidance to students.</li> <li>College buses and cars were provided to the teachers for the same.</li> <li>Hoardings were displayed at prominent places like Jorian, Buria Sahib, Radaur Road, and Bus stand.</li> <li>Advertisements were run on local cable channel as well as given in newspapers</li> <li>Coloured and Black &amp; White pamphlets were printed</li> </ul>
2.	<p>A meeting of Principal with administrative staff, HODs and Deans was held on 7 July, 2017.</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 Admission committee.</li> <li>List of merit holders to be prepared.</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>
3.	<p>A meeting of drivers and conductors with principal held on 12 September 2017</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>Drivers to follow the traffic rules strictly</li> </ul>	<ul style="list-style-type: none"> <li>A team was constituted to supervise the proper functioning of buses</li> <li>Teachers were allotted buses which they must check for any irregularity and discrepancy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Buses should stop at stipulated bus stops</li> <li>• Drivers and conductors to be very cautious about their behaviour with the students and parents</li> <li>• Bus passes to be checked regularly and defaulters to be brought to notice.</li> </ul>	
4.	<p>Meeting with Principal, deans, HODs and various Committee in-charges on 8 August 2017.</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>• <b>Teams to be prepared for youth festival</b> <ul style="list-style-type: none"> <li>• Seminars and workshops for grooming of students to be organized.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One day National Seminar on ‘ Bhai Kanhaiya ji’ sponsored by Haryana Punjabi Sahitik Academy was organized.</li> <li>• One day Interational Seminar on ‘ Lohgarh, Khalsa Rajdhani’ sponsored by Haryana Punjabi Sahitik Academy was organized.</li> <li>• One day National Seminar on ‘ Recent Advances in Mathematics and Computer Science Research’ sponsored by DGHE was organized.</li> <li>• Extensions lectures were organized by various departments</li> <li>• A three day workshop on Career guidance was organized</li> <li>• An advance course of Tally for two months was organized in collaboration with Tally Academy, Yamunanagar</li> <li>• Dental and Eye health check-up camp was organized</li> </ul>