

दिनांक 28-07-2020 को IBAC सदस्यों के मध्य ऑनलाइन (गूगल मीट प्लेटफॉर्म) मीटिंग आयोजित की गई। जिसमें विचार-विमर्श के निम्नलिखित बिन्दु रहे -

- (1) वर्ष 2016-17, 2017-18, 2018-19, 2019-20 की रिपोर्ट अपलोड करने के विषय में चर्चा हुई।
- (2) IBAC की संरचना व सलाहकार समिति बनाए जाने पर चर्चा हुई।
- (3) 2018-19 व 2019-20 के अलग-अलग मानदंडों विषय पर चर्चा हुई।
- (4) कार्यालय से एक समर्पित वर्क व कंप्यूटर विभाग से एक व्यक्ति को कार्य हेतु निर्धारित करने के विषय पर चर्चा हुई।

- डॉ. नीना गौयल
- डॉ. आरती सिंह
- श्रीमती दिलशाद कौर
- डॉ. अंजू बाला
- डॉ. दीपिका
- डॉ. प्रभजोत कौर (कैमरेस्ट्री)
- डॉ. प्रभजोत कौर (गृह-किला)
- डॉ. शैली जैन
- डॉ. विभा अवस्थी
- डॉ. मंदीप कौर

श्रीमती पूनम सॉन
डॉ. अनुभा जैन

Minutes of the Action Taken report. (28-07-20)

A meeting of IQAC members with the members of Criteria I and IV was held at 12.00 noon in the Computer department & discussed the following points

1. Need to create an alternative email id for IQAC (Criteria - I)
2. Requirement of ERP/MIS/LMS as desired in Criteria I & IV
3. Requirement of e-books / e journals for the library
4. A separate team of senior teachers may be constructed for making policies regarding different fields

Moyal

Action taken of the meeting ²⁸⁻⁷⁻²⁰ 27-08-2020 को ICAC Members, Advisory

Committee and Criteria incharge के मध्य मीटिंग आयोजित हुई। जिसमें निम्नांकित बिन्दुओं पर विचार-विमर्श किया गया। यथा:-

in Room No 5.

- (1) 2016-17 व 2017-18 की रिपोर्ट अपलोड करने के विषय पर चर्चा हुई।
- (2) 2016-17 के वेब लिंक विषय पर चर्चा हुई।
- (3) एडमिशन पॉलिसी पर चर्चा की गई।
- (4) पूर्व सक्रिय ICAC सदस्यों को वर्तमान ICAC सदस्यों के साथ जोड़कर कार्य करने के विषय पर विमर्श किया गया।
- (5) प्रत्येक फॉर्मेट के साथ किसी अंग्रेजी प्रवक्ता को जोड़ने के विषय पर चर्चा की गई।

परामर्श समूह
Advisory Committee

- | | |
|----------------------|--------------------|
| डा. प्रवीन नारंग | डा. आरती सिंह |
| डा. अनु अत्रेजा | डा. अति शर्मा |
| डा. आर्मिता शर्मा | डा. प्रमजोत कौर |
| डा. नीना गौयल | श्रीमती मोनिका |
| डा. नरेन्द्र पॉल कौर | डा. मंदीप कौर |
| डा. जितेन्द्र कौर | डा. अंजु बाला |
| डा. रंजना मलिक | डा. कुलजीत कौर |
| | श्रीमती पूनम |
| | डा. विभा अवस्था |
| | डा. शर्मिला |
| | डा. गुरविंदर |
| | श्रीमती पिलशाद कौर |
| | डा. अनुभाजन A |

Minutes of the meeting
dated: 28th Sept, 2020

A meeting with all the IQAC team and Criteria Incharges was held in Room No 5 at _____ & discussed the following points

1. Criteria wise teams were asked to analyse their weak points to improve / strengthen our AQAR report.
2. Dr Luxmi was assigned the duty to compile departments annual report, for the filling of 2019-20 AQAR.
3. Official information for filling AQAR may be sorted out first & then in written it may be given to the office clerk.
4. Weblink for student satisfaction survey (SSS) as desired in Criteria-2.
5. Weblink for student feedback form designing & weblink both to be developed.
6. Nomination Letter to the stakeholder.

[Signature]

28-09-2020

दिनांक 28-9-2020 को IGAC Members and
 Incharge के मध्य मीटिंग आयोजित हुई।
 जिसमें निम्न बिन्दुओं पर चर्चा हुई:-

1. Criteria के कमजोर पक्षों या बिन्दुओं को एक स्थान पर लिखा जाए।
2. Complie Criteria एकत्रित किया जाए।
3. College Administration द्वारा जो जानकारी चाहिए उसे एक जगह नोट करके लिया जाए।
4. 2019-20 की वार्षिक रिपोर्ट तैयार की जाए।
5. Criteria-2 के लिए Student Satisfaction Survey and Programme Outcome वेबलिनक तैयार किया जाए।
6. Criteria-4 के लिए वेबलिनक तैयार किया जाए।
 (यह लिंक वर्ष 2016-17, 2017-18, 2018-19, व 2019-20 के लिए)
7. State Holder को पत्र भेजा जाए।

डॉ. नीना गोयल

डॉ. अनुभा जैन

डॉ. शैली जैन

श्रीमती दिलशाद

डॉ. अंबिका कश्यप

डॉ. आरती सिंह

डॉ. विभा अवरुषी

डॉ. आति शर्मा

श्रीमती पूनम खत्री

डॉ. लक्ष्मी गुप्ता

Dr. Anu Gupta

in the Chemistry
Dep. Lab-1

A meeting of IQAC team with the admission Committee on 13th Oct, '2020 & discussed the following points

1. How to design admission policy for the current year?
2. It was suggested that Under the frame work of University admission policy it must be designed
3. How the College policy acc. to the requirement of NAAC may be designed.

The following members attended the meeting

दिनांक 13-10-2020 को College Admission Committee members के साथ एक बैठक हुई। जिसमें निम्न बिन्दुओं पर चर्चा हुई :-

- (1) प्रवेश नियमों (To frame admission policy) पर चर्चा की गई।
- (2) कुरुक्षेत्र विश्वविद्यालय, कुरुक्षेत्र के नियमों को आधार बनाकर प्रवेश व चयन बिन्दुओं पर चर्चा हुई।
- (3) AQAR / NAAC के नियमों पर व ग्राइड लाइन पर विस्तार पूर्वक चर्चा हुई। साथ ही उन्हें किस प्रकार अपनाया जाए, विषय को रेखांकित किया गया।

1. Dr. Vandana Singh ^{13/10/20} vandanasingh72@gmail.com
2. Tarandeep Kaur ^{Tumaha 13/10} tarandeep68@gmail.com
3. Navindu Kaur ^{N-14 13/10/20} nkvin25@gmail.com
4. Dr. Neena Goyal ^{13/10/20} neenagoyal
5. Dr. Luxmi ^{13/10/20} ^{13/10} ^{Dr. Luxmi Goyal} ^{13/10/20}

Minutes of the meeting

15th Oct, 2020

A meeting with the Examination Committee

Agenda of the meeting:

To prepare examination Policy.

Points discussed with the Committee members

1. Class tests to be held by the each department in the month of August to know about their slow learners & fast-learners

2. Two, two hrs exams one in Sept & other in the Last Week of Sept Feb;

3. All the exams may be finished within a week only (Two tests may be taken in a day)

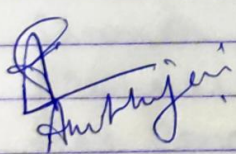
4. Results should also be announced within a week

5. In the end of Sem. retest should be conducted for slow learners

6. For all these an examination calendar may be prepared

दिनांक 15-10-2020 को Examination Committee Members के मध्य एक मीटिंग आयोजित हुई। जिस में निम्न बिन्दुओं पर चर्चा हुई -

- (1) अगस्त में Subject Teachers Teaching Learning के अंतर्गत कक्षा परीक्षा ले।
- (2) सितंबर व फरवरी के अंतिम सप्ताह में 2-2 घंटे की परीक्षाएँ ली जाए। जो कि एक हफ्ते के अंदर ही सम्पन्न हो।
- (3) परीक्षा होने के एक सप्ताह के अंदर 5 अक्टूबर व 5 नवंबर के परीक्षा परिणाम घोषित किए जाए।
- (4) परीक्षा में असफल विद्यार्थियों को नवंबर व अप्रैल के प्रथम सप्ताह में पुनः परीक्षा ली जाए।
- (5) परीक्षा केंद्र बनाने पर चर्चा हुई।
- (6)

 - डॉ. अनुभा जैन Dr. Jatinder Kaur
Kaur
15/10/2020
 Harvinder Kaur
 15/10/20
 Dr. Neena Goyal
 Dr. Jaxmi Gupta
 15-10-20

दिनांक 16-10-2020 को Admission Committee के अध्यक्ष
 एक मीटिंग आयोजित हुई। जो कि दिनांक 13-10-
 2020 की मीटिंग के सन्दर्भ में जिस बिन्दुओं पर
 चर्चा हुई थी, उसके संदर्भ व क्रिया-व्ययन के
 सन्दर्भ में पुनः मीटिंग आयोजित हुई। जिसमें
 निम्न बिन्दुओं पर चर्चा हुई -

- (1) Admission Procedure Online - offline.
- (2) Date of Register (Regis. open Start and end)
- (3) Display of list, Dept wise, Date in the
- (4) Number of students admitted, first list and extra -
- (5) Admission last date without fine and with fine.
- (6) Fee Structure, course wise (U.G. & P.G)
- (7) Strength in each course.
- (8) Minimum % for admission.
- (9) fees Concession.
- (10) Scholarship

Dr. Tarandeep. Tamalia

Dr. Navinder Kaur nk

Dr. Geeta G

Uyot
Dr. Neena Goyal

Dr. Vandana Singh

VS

19-10-2020

12

पिनॉक 19-10-2020 को कॉलेज एवल्यूएशन कमिटी के सम्बन्ध के मध्य मीटिंग आयोजित हुई। जिसमें विभिन्न विद्युओं पर चर्चा की गई है। निम्नलिखित बिन्दुओं के लेन्डर की सहायता से कॉलेज का लेन्डर तैयार किया जाएगा।

2- यह लेन्डर विद्यार्थी केन्द्रित होना चाहिए।

3- इसमें परीक्षा विधि, एडमोशन विधि एवं विभिन्न महीनों में योजनाबद्ध गतिविधियों को सम्मिलित किया जाए।

4- अभिभावक व शिक्षक के मध्य होने वाली मीटिंग को सम्मिलित किया जाए।

5- ट्यूटोरियल क्लासेस की विधि निर्धारित की जाए।

दिनांक 19-10-2020 को College Calendar Commi-
tee members के मध्य एक मीटिंग आयोजित
हुई जिसमें निम्न बिन्दुओं पर चर्चा की गई:-

1. With the help of University
Calendar College Calendar should
be prepared
2. It should be student centric
3. Examination date, admission dates,
activities planned in diff. months
must be added.
4. Parent teacher meeting schedule in
the Calendar
5. Tutorials may be fixed

Dr. Praveen Kaur

Dr. Neena Goyal

Dr. Prabhat Kaur (Chem)

Dr. Aarti Singh

Dr. Anju Bala

Moyal

Kaur

Singh

for Bala

Dr. Amita Roshni

Mrs. Dilshad Kaur

Kaur

दिल्ली के 26 अक्टूबर 2020 को कॉलेज डायरेक्टर
मैम डॉ. वरिन्द्र कौर गाँधी जी व डॉ. आर. ए.
कॉन्सल्टेन्ट डॉ. नीना गोयल जी के मध्य
निम्न बिन्दुओं पर मीटिंग आयोजित हुई:-

- 1- कॉलेज में कौशल विकास कार्यक्रम किस
प्रकार आयोजित किए जाएं।
- 2- Aids जागरूकता से संबंधित कार्यक्रम
आयोजित किए जाएं।
- 3- लिंग भेद विषय पर विद्यार्थियों के मध्य
चर्चा आयोजित की जाएं।
- 4- योगस कैंम्प का आयोजन किया जाए।
- 5- सेवाय कौशल से संबंधित गतिविधियाँ
करवाई जाएं।
- 6- Soft Skills प्रोत्साहित किए जाएं।

डॉ. वरिन्द्र कौर गाँधी (निदेशक)

डॉ. नीना गोयल

M. Gupta

On 26 October 2020, a meeting was held between Dr. Varinder Kaur Gandhi + IQAC Coordinator Dr. Neena Goyal. The following points were discussed in the meeting.

- 1). How to organize the programmes of Skill Development in the College.
- 2) The programmed related to AIDS Awareness should be conducted.
- 3). A discussion should be held among the students regarding gender discrimination.
- 4). yoga camp should be conducted.
- 5). Activities related to Speech Skill must be conducted.
- 6). Soft skills must be encouraged.

Dr. Varinder Kaur Gandhi (Director)
Dr. Neena Goyal

दिनांक 11 नवंबर 2020 को महाविद्यालय निदेशक डॉ. (श्रीमती) वरिन्द कौर गाँधी जी व IBAIC काउन्सिलर डॉ. नीना गौयल के मध्य निम्न बिन्दुओं पर चर्चा हुई :-

1. विद्यार्थियों के समुचित विकास हेतु कैरिअर गाइडेंस वर्कशॉप आयोजित हो।
2. बी.ए. / बी.एस.सी. / बी.कॉम प्रथम सेमेस्टर की students के लिए ओरिएंटेशन आयोजित किया जाए।
3. L.M.S. Software .
4. फीडबैक फार्म को किस प्रकार बनाया जाए।
5. लाइब्रेरी विस्तार किस प्रकार किया जाए।

डॉ. (श्रीमती) वरिन्द कौर गाँधी

डॉ. नीना गौयल

Handwritten signature

On 11 November 2020, a discussion was held between the Director of the College, Dr. Varinder Gandhi & IQAC Coordinator, Dr. Neena Goyal :-

- 1) Career Guidance workshops should be organized for proper growth of the students.
- 2) An Orientation should be conducted for the students of B.A / B.Sc / B.Com 1st Sem.
- 3) L.M.S. software
- 4) How to design the feedback form.
- 5) How to upgrade the library

Dr. (Mrs.) Varinder Kaur Gandhi
Dr. Neena Goyal

दिनांक 12-12-2020 को IBAC कार्डिनल डॉ. नीना गोयल, IBAC Member डॉ. आरती सिंह के गुरुनानक खालसा कॉलेज, थमुनानगर के IBAC कार्डिनल डॉ. आर. एस. शारिया के साथ IBAC के विभिन्न विभिन्न बिन्दुओं को लेकर एक बैठक आयोजित हुई। जिसमें निम्न बिन्दुओं पर चर्चा हुई:-

1. NAAC से संबंधित विभिन्न बिन्दुओं पर वृहद चर्चा आयोजित हुई। जिसमें NAAC से संबंधित समस्याओं व उनका समाधान किस प्रकार किया जाए, किस प्रकार कॉलेज गतिविधियों में सुधार किया जाए।
2. दोनों कॉलेज JOD साइन करेंगे।
3. दोनों कॉलेज मिलकर FDP आयोजित करेंगे।

Action Taken

दोनों महाविद्यालयों के अध्यक्ष दिनांक को J.O.D. साइन हुआ।

डॉ. नीना गोयल
 डॉ. आरती सिंह

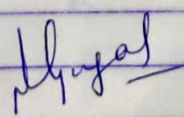
Muzil
 Singh

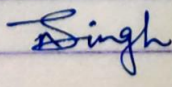
On 12-12-2020 a meeting regarding various points of IQAC was organized. IQAC coordinator Dr Neena Goyal, IQAC member Dr Aarti Singh & IQAC Coordinator of Guru Nanak Khalsa College, Dr. R.S. Bhatia attended the meeting. The following points were discussed:

- 1) A discussion was held on different points regarding NAAC; such as how to solve the problems regarding NAAC and how to improve the College activities.
- 2) Both the Colleges will sign MoU.
- 3) Both the Colleges will Conduct Collective FDP.

Action Taken

M. O. U was signed between both the Colleges.

Dr. Neena Goyal 

Dr. Aarti Singh 

दिनांक 23 दिसंबर 2020 को IQAC Incharge व
ज्यांचव-2 के सदस्यों के मध्य मीटिंग
आयोजित हुई। जिसमें निम्न बिन्दुओं पर
विमर्श हुआ :-

1. ई शिक्षा की उपयोगिता पर चर्चा की गई।
2. ई-शिक्षा के अंतर्गत प्रत्येक विषय को किस प्रकार विस्तारपूर्वक सारगर्भित किया जाए।

1) डॉ. नीना गौयल *Nina Goyal*

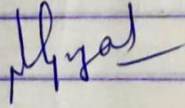
2) डॉ. अमिता रेड्डू *Amita Reddy*

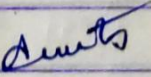
3) डॉ. अंजू बाला *Anju Bala*

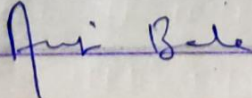
4) डॉ. वेदना *Vedna*

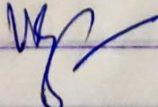
A meeting was held between IQAC Incharge, & Members of Criterion II on 23 December 2020. The following points were discussed in the meeting.

- 1) A discussion was held on the utility of E-education.
- 2) Under E-education, how to make each subject compendious in detail.
- 3)

(1) Dr. Neena Goyal 

(2) Dr. Amita Redhu 

(2) Dr. Anju Bala 

(4) Dr. Vandana 

24-12-2020

22

दिनांक 24-12-2020 को IBAC Incharge एवं
जांचका-3 के सदस्यों के मध्य मीटिंग आयोजित
हुई। जिसमें निम्न बिन्दुओं पर चर्चा की गई:-

A meeting was held between IQAC incharge Dr. Neena Goyal + the members of Criterion 3. The following points were discussed in the meeting:-

1. The IQAC members should meet regularly to discuss the progress of the institution.

2. The IQAC members should monitor the quality of the institution.

3. The IQAC members should maintain a record of the activities.

4. The IQAC members should conduct internal audits.

5. The IQAC members should conduct external audits.

दिनांक 28 दिसंबर 2020 को Gulesta - 4 के सदस्यों के मध्य मीटिंग आयोजित हुई। जिसमें निम्न बिन्दुओं पर चर्चा की गई :-

- 1- आधारिक संरचना एवं कॉलेज के संसाधनों को किस प्रकार और अधिक उपयोगी बनाया जाए।
- 2- आधारिक संरचना के अंतर्गत दो बिन्दुओं को विशेष रेखांकित किया गया - (1) कुशाओं की संख्या (2) कैंटीन सेमिनार हॉल

3-

- 1- डॉ. नीना गौयल IQAC Incharge
- 2- श्रीमती कुलवीत कौर
- 3- डॉ. मीनाक्षी चुप्ता
- 4- डॉ. निरूपमा सैनी

28-12-2020

25

On 28 December 2020, a meeting was held between the members of criterion-4 + IQAC incharge. The following points were discussed in the meeting:-

I) How to make the infrastructure + Resources of the College more useful.

(2) under Infrastructure two points were specially highlighted (i) No. of classes
II) Canteen, Seminar Hall.

1) Dr. Neena Goyal - IQAC incharge

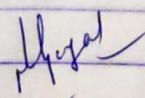
(2) Mrs. Kuljeet Kaur


(3) Dr. Meenakshi Gupta

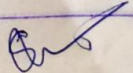
(4) Dr. Nisupama Saini

पिनाक 4 जनवरी 2024 को IQAC Incharge व Outreaching के Members के मध्य "Student Support and Intervention" विषय पर लाइववैरी में मीटिंग आयोजित हुई। जिसमें निम्न बिन्दुओं पर चर्चा हुई :-


1. प्रत्येक गतिविधि का रिकार्ड प्रमाण सहित एकत्र करना है। (फोटो, दस्तावेज सहित सूचनाएँ)
2. मेधावी छात्रों का रिकार्ड एकत्र किया जाए। इस हेतु कॉलेज ऑफिस से हरप्रीत सिंह की ड्यूटी लगाई जाए।
3. ऑफिस से छात्रवृत्ति वितरण का रिकार्ड एकत्रित किया जाए।
4. शुल्क माफी कितने विद्यार्थियों को दी गई है, रिकार्ड ऑफिस से लिया जाए।
5. कॉलेज के सदस्यों द्वारा किए जा रहे डोनेशन व सदस्य का नाम उल्लेख किया जाए।
6. Health Club, Leadership Camp, व्यक्तित्व विकास जैसे कार्यक्रम आयोजित किए जाए।
7. छात्र शिकायत समिति के गठन हेतु प्राचार्य जी से बात की जाए।


• डॉ. नीना गौथल 

• डॉ. अनुभा जैन 

• डॉ. अति 

• डॉ. शर्मिला

• पूनम सैनी 

• डॉ. लक्ष्मी गुप्ता 

On 4-01-2021, a meeting was held between IAAC incharge + the members of criterion V, regarding student support and progression. The following points were discussed in the meeting

1. The record of each + every activity is to be maintained with proof (The informations with photo + signature.)
- (2) The record of brilliant students must be maintained. For this the duty should be assigned to Harpreet Singh from college office.
- (3) The record of scholarship distribution should be collected from the office.
- (4) The no. of students to whom fine concessions is ~~Allowed~~, should be got from the office.
- (5) The record of the donation made by the members of the college, along with their name must be maintained.
- (6) Programmes of personality development, such as Health club, leadership club should be organized.
- (7) Principal name should be consulted for the establishment of student grievance redressal committee.

A three hours workshop was organized by IAS team of Anurup Nanak Girls College, to discuss various issues and Problems of all Criteria.

Name	Signature
1. Cheeti Chindi	
2. Anu Bala Chindi	
3. Ananta Redhu (Sanskrit)	
4. Dr Ansu Wala	
5. Dr Amita sharma	
6. Anubha Jain	
7. Shelly Jain	
8. Dr. Mandeep Kaur	
9. Dr Prabhjot Kaur (N.S)	
10. Dr. Daxmi Gupta (Hindo)	
11. Dr. Shanti Sharma (English)	
12. Dr Navneet Kumar	
13. Dr. Sachit Kaur	
14. Dr - Suresh Parmar	
15. Dr. Sukhender Singh	
16. Neha	
17. Dr. Aarti Singh	
18. Dikshat Kaur	
19. Dr. Meenal K. Gupta	
20. Dr. Nishu Saini	
21. Kuljeet Kaur	
22. Vibha Anandhi	
23. Rachna	
24. A. Sumrit Kaur	
25. Dr. Ambika Kashyap	
Pooram Saini	

- 26. Mrs. Sharmila Poonia
Taraandeep Kaur
Spoken
Tematia
- 27. Navinder Kaur
M/T
5/1/21
- 28. Rajni Malik
Mrs
5/1/21
- 29. Harvinder Kaur
Kaur
- 30. Dr. Vandana Singh
Vandana
- 31. Dr. Prabjot Kaur Chemistry
Prabjot
- 32. Mrs. Deepika Sharma (Botany)
Mrs
- 33. Dr. Neena Goyal (IATC Incharge)
Neena
- 34. Dr. Anu Atreja (Principal)
Anu
- 35. Dr. Varinder Kaur Gandhi (Director)
V.K.
- 36. DR. AMITA SHARMA
Amita
- 37. Mrs. Monica Chopra
Monica
- 38. Gurinder Kaur
Gurinder

A meeting of the IQAC team held on 5th January 2021. The following were the points discussed in the meeting:

- 1.) A brief introduction about the new Revised NAAC guidelines was given by IQAC coordinator.
- 2.) The Criteria wise discussion was held. First of all Dr. Aarti Singh and Mrs. Dilshad Kaur made their views clear about criteria in which they took up the curricular aspects, in which major focus was on designing delivery of curriculum through well planned mechanism.
- 3.) The second Criteria dealt with learning resources and implementation. Dr. Shelly Jain and Dr. Anju took up criteria 2. In the new framework NAAC has demanded the links for feedback mechanism from the students on the College website. Link for outcome of the programmes run in our college. This was an interactive approach.

4) Third criteria was presented very effectively by Mrs. Poonam Saini criteria in charge. There was discussion on the implementation of skill development programme through proper mechanism. And discussion on how to increase the fund to be given to students ^{as scholarship} to continue their studies, was held.

5.) In the fourth criteria Dr. Meenakshi Gupta along with Dr. Vibha and Dr. Kuljeet stressed on ~~glatag~~ Geotag photograph of all the infrastructure available in the college. It included classroom, playground, labs, girls common room, drinking water facilities, toilets and their maintenance through a cell.

6.) Ms. Deepika along with Dr. Prabhjyot presented their views on criteria VI. They focussed on some major issues:-

(i) Purchase of Examination attendance module in the ERP.

7.) Criteria 7 instills moral values and Best Practices was discussed by Dr. Prabhjyot Kaur and Dr. Mandeep

where the major issues were:-

How to make your college green
Plastic free. Management of Solid,
liquid and Biodegradable waste/
energy saving methods / no vehicle
day minimum one a year.

NAAC MEETING MINUTES :-

33

5.2.21

A meeting of the members of GNG NAAC Committee was held on 5 Feb. 2021.

Dr. Neena Goyal, Dr. Tarandeep, Dr. Harwinder, Dr. Aarti Singh, Ms. Dilshad Kaur, Dr. Vandana Singh, Dr. Babhijot (Chemistry Dept.), Dr. Babhijot Kaur (Home Science), Dr. Shanti + Dr. Luxmi attended the meeting.

The following points of IOAC were discussed. The discussion was centred round Criterion I.

- 1) Bridge crosses policies should be made.
- 2) Feedback forms must be got filled.
- 3) It should be assured whether the feedback forms are sent to the University or not.
- 4) Remedial class records should be maintained.
- 5) Members of Board of Studies, Paper setters, examiners, should submit all the letters previous + current to the office.
- 6) There should be notice regarding changes in Annual Report.

7) All the HoD's should prepare the question Bank.

8) A full time clerk is required for smooth functioning of IOAC work.

9) Examination policy should be made.

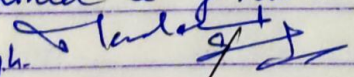
10) Every Department should identify slow and advanced learners.

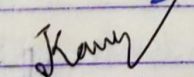
- 1. Dr. Neena Goyal *Neena*
- 2. Dr. Taraandeep *Taralia*
- 3. Dr. Harwinder Mann
- 4. Dr. Aarti Singh *Singh*
- 5. Dilshad Kaur
- 6. Dr. Vandana Singh *Vandana*
- 7. Dr. Prabhjot (Chemistry) *Prabhjot*
- 8. Dr. Prabhjot Kaur (Home Science) *Prabhjot*
- 9. Dr. Shanti *Shanti*
- 10. Dr. Laxmi *Laxmi*

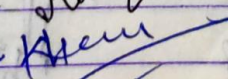
the letter to members of IOAC should be sent to the office.

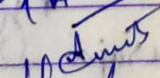
A meeting of the members of the GIG NAAC Committee was conducted on 17 Feb 2021; it was to discuss the exam ^{Policy}.
 Dr. Jitender Kaur, Dr. Harwinder Kaur, Dr. Amita Redu, Dr. Neena Goyal, Mr. Monika Mahendra, Mrs. Haijeet Kaur
 Dr. Shrut Sharma + Mr. Mandeep Singh Attended the meeting.

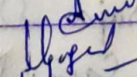
1. class tests to be conducted. They should be in the format of university exams. There will be two sessionals. They will be on fixed dates. It will be of 20 marks ^{each}.
- 2) The tentative date should be six weeks before the commencement of final exams.
3. Students Redressal Exam Committee will be formed:
- 3). There will be date sheet.
 - The syllabus included should be at least 75%.
- 4) The patterns once made will be final.
- 5) No. of Answer sheets should be ten.
- 6) Date sheet will be announced two weeks before the final exams. It will be faculty wise.
- 7) The Question Paper should be submitted to the HoD. It can be hand written / Printed.
- 8) The ^{The Dean of the faculty will ensure that} Question Paper will be provided through Registrar.
- 9) The result should be given in grades.


(i) Mr Mandeep Singh 

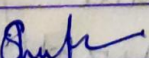
(ii) Dr Jitender Kaur 

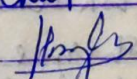
(iii) Dr Harwinder Kaur 

(iv) Dr Amita Redu 

(v) Dr. Neena Goyal 

(vi) Mrs. Monika 

(vii) Dr. Shrut Sharma 

(viii) Ms. Haijeet Kaur 

A meeting of the members of ANA NAA CA Committee was conducted on 22 Feb 2021. It was to discuss the point of Infrastructure. Dr Neena Goyal, Ms. Vibha Awasthi, Ms. Kuljeet Kaur & Dr. Meenakshi Gupta + Dr. Shanti Sharma attended the meeting.

1. The classes should be allotted according to the strength of the students.
2. The groups for the lab students is made according to the university norms.
3. Under Infrastructure, we have separate department cabin.
4. There should be different space for placement cell, data collection, common room, storage, YRC etc.

Dr. Neena Goyal *[Signature]*
 Dr. Shanti Buddhiraja *[Signature]*
 Dr. Nirupama Saini *[Signature]*
 Ms. Kuljeet Kaur *[Signature]*
 Ms. Vibha Awasthi *[Signature]*
 Dr. Shanti Sharma *[Signature]*
 Dr. Meenakshi Gupta *[Signature]*

A meeting of the members of GING NAAC Committee was conducted on 22nd Feb 2021. It was to discuss criterion IV. Dr. Neena Goyal, Dr. Nisupama Saini, Dr. Meenalochi Gupta, Dr. Shakti Buddhisaja, Dr. Shrut Sharma, Ms. Vibha Awasthi &

- 1) There should be proper cabin for NCC/YRC/CAC/NSS.
- 2) There should be outsourced security service, cleaning service, maintenance service, CTCT, water cooler,
- 3) There should be more buses.
- 4) MOU's to be signed.
 - 1) Full Fighting

Dr. Neena Goyal Neena Goyal
 Dr. Kuljeet Kaur Kuljeet Kaur
 Dr. Meenalochi Gupta Meenalochi Gupta
 Dr. Shakti Shakti
 Dr. Nisupama Saini Nisupama Saini
 Dr. Shrut Sharma Shrut Sharma
 Vibha Awasthi Vibha Awasthi
 Dr. Lexmi Gupta Lexmi Gupta

24.7.2021

A meeting regarding the demonstration of ERP was held on 24 July 2021.

Sr. No. Name Sign

1. Dr Heena Goyal

[Signature]

2. Ms. Poonam Saini

[Signature]

3. Dr. Meenakshi Gupta

[Signature]

4. Dr. Anon

[Signature]

5. Sandeep Kaur

[Signature]

6. Mrs. Deepika Sharma

[Signature]

7. Mrs. Tarandeep Kaur

[Signature]

8. Mr. Dilshad Kaur

[Signature]

9. Gurinderjit Kaur

[Signature]

10. Neha Saini

[Signature]

11. Anurita Jain

[Signature]

12. Vandana Singh

[Signature]

13. Dr. Anubita Kashyap

[Signature]

14. Co-Chair

[Signature]

12-8-11

39

Dr. Prabhat Kaur PhD
Chemistry

16) Dr. Anita Redhu Acute

17) Dr. Shelly Jain Shelly

18) Vibha Awasthi Quark

19) Shubh Shari P

20) Dr. Aarti Singh Singh

21) Dr. Laxmi Gupta Laxmi Gupta

22) Kuljeet Kaur Kaur

11.8.2021

40

A meeting on criteria 7 was held on 11.8.21. The following points were discussed in the meeting.

(1) 7.1.1 - Measures for gender Equity promotion - 2020-21

★ Action Plan (women studies NSS, NCC Sports, HD, webinars, Seminars, Co-curricular facilities for women on Campus.

★ women study & cell activities

7.1.2 Usage of alternate sources of energy

★ Solar panel for acid

★ LED

★ Sensor based library plus new building, Computer labs

7.1.3 Measures for waste management
SAP Team

- SWM STP Revival

- LWM → Drain H₂O usage

- EWM → NGO

7.1.4 - Water Conservation Facilities

- (i) Rain, Water Harvesting
- (ii) Sprinkler.
- (iii) Dual Flushing System.
- (iv) Sensor Taps.

7.1.5 - Green Initiatives

- (i) visit to Botanical Garden (ii) Greenary enhancement of Campus (iii) Plastic Free Campus (iv) No vehicle Day
- (v) Battery operated vehicle.

7.1.6 Quality Audits.

→ External Agencies.

- (i) NGO's for Audit

7.1.7 Disabled Friendly Facilities

- Braille in library system
- Wheelchair facility/walker.

7.1.8 → Cultural, religious, social events, Festivals

7.1.9 - national + international

7.1.10 - Code of Conduct

7.1.11 - National + International celebrations

7.2.1 Best Practices

7.3.1 - Institutional Distinctiveness
+ Future Plans

19 August 2021

42

A meeting of the members of SAP Committee & the members of Criterion Seven was held in the Physics Lab on 19 August 2021. The following points were discussed in the meeting

- ⇒ Facility of sensor light in labs, library & rooms.
- ⇒ Optimum use of solar light and extension of solar panel.
- ⇒ Equipping more washrooms with two levels of flushing
- ⇒ Renovation of handicapped washroom with two levels of flushing.
- ⇒ Betterment of water facility.
- ⇒ Discussion about water/waste/Green Campus.

Ms. Poonam Saini Jaini

Dr. Bharti Kambot Bhambhani

Ms. Deepika Sharma Sharma

Dr. Prabhjot Kaur Kaur

Dr. Mandeep Mandeep K.

Dr. Shreuti Sharma Sharma

Dr. Anvita Redha Redha

11.8.21

43

A meeting of the members of Criteria 7 was held on 11 August 2021. The following points were discussed in the meeting.

(1) 7.1.1 - Measures for gender equity promotion 2020-21.

* Action Plan (Women Studies NSS, NCC, Sports, HD, webinars, Seminars, Co-curricular facilities for women on Campus.

* Women study cell activities.

7.1.2 Usage of alternate sources of energy.

* Solar panel for grid.

* LED

* Sensor based Literacy plus new building, Computer labs.

7.1.3 - Measures for waste management
SAP Team

- SWM STP Revival

- LWM - Drain H₂O Usage

- EWM - NGO,

7.1.4 Water Conservation facilities.

→ Rain water harvesting

Sprinklers

Dual flushing system
Sensor taps.

7.1.5 = Green Initiatives

- (i) Visit to Botanical Garden
- (ii) Greenery enhancement of Campus
- (iii) Plastic free campus,
- (iv) NO vehicle Day
- (v) Battery operated vehicle

7.1.6 - Quality Audits

- * External Agencies
- * NAO's for Audit

7.1.7

- Disabled friendly facilities
- Braille in Library System
- Wheelchair facility/walker

7.1.8

→ Cultural, religious, social events, festivals

7.1.9

→ National/International

7.1.10

- Code of Conduct

7.1.11

- National + International celebrations

7.2.1

- Best Practices

7.3.1

- Institutional Distinctiveness + future plans.

Sandeep Kumar

Shubham

Ujjwal

9/9/21

45

A meeting of the members of criterion VII and SAP Committee along with Principal Mann and Head clerk Mr. Simranjeet Singh was held on 6 September 2021. The following points were discussed in the meeting:

1. Rain water Harvesting plant is to be repaired.
2. STP (Solid waste Management) which is in working condition, is to be repaired.
3. Water Filters - R.O's are to be replaced.
4. Sprinklers are to be replaced.
5. Old Flushing Tanks are to be replaced.
6. It was suggested that an E-rickshaw needs to be purchased.
7. Divyanjan Toilets need to be repaired.

The following Members attended the meeting.

Dr. Neena Goyal

Mrs. Poonam Saini

Dr. Mandeep Kaur

Dr. Babhjat Kaur

Ms. Sandeep Reen

Dr. Shant sharma

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

9/9/21

A meeting of the members of criterion VIII was held on September 9, 2021. The following points were discussed in the meeting.

- ① Water Conservation facilities are to be assisted by Sinsanjit Sir.
- ② An inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities is achieved by celebrating Fashion show, arranging Cafeteria, cooping competitions. Moreover, Festivals of different religions like Basant, Holi, Lohri, Teej, Gurpurab, Diwali, Navratri, & Christmas are celebrated.

7.1.9 Oath ceremony on voters' day by Civic Club, by History Deptt, the celebration of Flag Day on 15th Aug + 26 Jan are the proofs of sensitisation of the students and the employees of the institution to the Constitutional obligations, values, rights, duties + responsibilities of the students. The following members were present in the meeting:

Dr. Neena Goyal ^{PhD}

Dr. Prabhjot Kaur ^{PhD}

Dr. Shrutisharna ^{PhD}

Dr. Sandeep Reen ^{PhD}

Dr. Mandup Kaur ^{PhD}

10/9/21

A meeting regarding criterion VII, was held on 10th Sept 2021. The following points of criterion 7.1.7 were discussed in the meeting.

- (i) There is the requirement of disabled friendly standardized washroom.
- (ii) Requirement of ramp + lift connectivity to Administrative Block.
- (iii) Requirement of signposts or hearing aid for deaf.
- (iv) Requirement of tiling system parallel to the actual footpath.
- (v) Requirement of accessible website.
- (vi) speech to text / text to speech facility.

10/9/21

Timings: 1.00-3.00Pm

Agenda of the Meeting :- Discussion of criterion VI under revised framework with all the criterion VI members.

Minutes of the meeting:

6.1.1 - Institutional Organogram to be framed

6.2.1 - ~~Act~~ Description of perspective plan successfully implemented during the five years.

6.2.1 Institutional effective welfare measures for teaching + non teaching staff.

6.3.5 -> Institutional performance, Appraisal system for non-teaching

6.4.1 - Institutional Internal Financial audits

6.4.3 - Strategies for mobilization of funds + optimal utilisation of the resources.

6.5.2 Institutional Reviews in teaching leave process

Following Teachers attended the meeting

49

12/9/21

Mrs. Rachna _____ A. IQAC Coordinator

Mrs. Deepika _____

Dr. Prabhjyot Kaur _____

Dr. Ambika _____

†

11/9/21

2:30 P.M.

Action Taken :-

Meeting with the Principal Madam

21/9/21

Criterion II ↕ A meeting was held on 21/9/21, 26
was about Teaching, Learning + evaluation.

10/11/11

Activity taken

Meeting with the principal regarding

The following members attended the meeting

- 1 - Dr. Madhu Kapoor ~~Madhu~~
- 2 - Dr. Gurinderjit Kaur ~~Gurinderjit~~
- 3 - Prof. Bharti Kapoor ~~Kapoor~~ Kambir Bhanu
- 4 - Dr. Harvinder Kaur ~~Harvinder~~
- 5 - Dr. Neena Goel ~~Neena~~
- 6 - Prof. Narinder Kaur ~~Narinder~~
- 7 - Dr. Rajana Malik ~~Rajana~~
- 8 - Prof. Tarandeep Kaur ~~Tarandeep~~
- 9 - Dr. Renuka Kaur ~~Renuka~~
- 10 - Dr. Vandana Singh ~~Vandana~~
- 11 - Prof. Dilshad Kaur ~~Dilshad~~
- 12 - Dr. Prabhjot Kaur ~~Prabhjot~~
- 13 - Dr. Aarti Singh ~~Aarti~~
- 14 - Dr. Anju Mittal ~~Anju~~
- 15 - Dr. Shelly Paris ~~Shelly~~
- 16 - Dr. Chhanta Sharma ~~Chhanta~~
- 17 - Dr. Anubha Jain ~~Anubha~~

A meeting of the members of criterion 2 was held on.

Principal man, NAAC Advisor, NAAC Co-ordinator + criterion members were present in the meeting.

The discussion was held on various points of criterion 2.

It was decided that:

- Policies related to criterion 2 need to be framed/reframed.
- Reservation Policy.
- Mentoring Policy.
- Internal Assessment Policy.
- Internal examination grievance.
- Scholarships/Concession policy.

It was decided that existing Committees + cells will frame/reframe the policies.

Dr Neena Goyal

Dr Vandana

Dr Anju

Mrs Sandeep

Dr Shalley

Dr Luxmi

Dr Gurinderjeet

Mrs Bharti Kamboj

Dr Amita Reddu

Dr Anubha Jain

A

1) A meeting

- (i) A meeting of the alumni to be held
- A webinar On IPR (Intellectual Property rights)
 - How to develop Healthy relationship with alumna's and how to ~~devel~~ link with them.
 - A meeting of all criterions to be held.
 - Very necessary to make sc bc policies in criterion 2
 - Appreciation to be given to the advance learners in criterion 2.
 - Infrastructure Committee and maintenance Committee to be formed.

Signature

[Handwritten signature]

- 1. Shreesharns - Shreesh
- 2. Dr. Laxmi Gupta - dxx
- 3. Mrs. Monika Chopra monika
- 4. Mrs. Gurnvinder Kaur *[Signature]*
- 5. Mrs. Sharmila Poonia *[Signature]*
- 6. Dr. Shabnam Bhasi *[Signature]* 5/11/22
- 7. Ms. Sandeep Kaur *[Signature]*
- 8. Dilshad Kaur *[Signature]*
- 9. Dr. Asti Singh *[Signature]*
- 10. Dr. Anubha Koshyap *[Signature]* 5/11/22
- 11. Mrs. Rochina Anand *[Signature]*
- 12. Dr. Prabhjot Kaur chemistry *[Signature]*
- 13. Dr. Prabhjot Kaur M.Sc. *[Signature]*
- 14. Pooram Saini *[Signature]*
- 15. Dr. Mandeep Kaur *[Signature]*
- 16. Dr. Gurjinder Kaur *[Signature]*
- 17. Dr. Anita Redhu *[Signature]*
- 18. Anubha Jain *[Signature]*
- 19. Dr. Shelly Jain *[Signature]*
- 20. Dr. Anis Mittal *[Signature]*
- 21. Dr. Vandana Dey *[Signature]*
- 22. Dr. Neelam Saini *[Signature]*
- 23. Ms. Vibha Awasthi *[Signature]*
- 24. Dr. Meenal Singh Gupta *[Signature]*
- 25. Kuljeet Kaur *[Signature]*