

# Swami Swatantranand Memorial College, Dinanagar

## Minutes of the Meeting of the IQAC

**Date:** 25 May, 2018

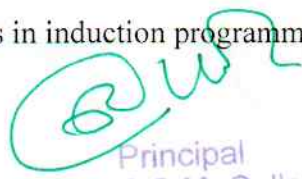
**Time:** 2:30 p.m.

**Venue:** IQAC Meeting Room

- 1. Opening remarks by the Hon'ble Principal Dr. R.K. Tuli, Chairman IQAC and welcome to the members of IQAC:** The Principal Dr. R.K. Tuli, Chairman IQAC, welcomed the members to the 1<sup>st</sup> meeting of the IQAC for session 2018-19. The principal then introduced the new members of the IQAC to the other members.
- 2. Confirmation of the minutes of the meeting of the IQAC held on 20 Feb, 2018:** Dr. Rajan Kumar, Coordinator IQAC put before the committee members, the minutes of the meeting held on 20 Feb, 2018 for their approval and the minutes of the meeting were confirmed by committee members.
- 3. Report of the follow up action on the decisions taken by the IQAC in its meeting held on 20 Feb, 2018:** The follow up action taken on the decisions of the IQAC in its meeting held on 20 Feb, 2018 were noted by the committee members and the details of the follow up actions was attached herewith.
- 4. To discuss the Academic Calendar for the session 2018-19:** In this meeting, the IQAC Coordinator, Dr. Rajan Kumar discussed the academic calendar for the session 2018-19 with the committee members. The action plan for the ongoing session was also discussed and approved by the committee members.
- 5. To discuss regarding the Admission Process for the on-going session:** The IQAC Chairperson discussed about the procedure of the admission for the upcoming session. He elaborated the fee structure, course details, eligibility criteria and scholarships for students in details. It was decided that the admission in few courses like BCA, B.Com, B.Sc. and M.Sc. will be on the basis of Entry Level Test for those students who have not studied the same subject in their previous classes.
- 6. To organize Induction Programme for teaching and non- teaching staff members:** The next agenda was to organize induction programme for teaching and non- teaching staff members to let them know about the working of the institution. It was decided that teachers will be informed about the timetable, syllabus, teacher diary, examination pattern, library rules and discipline in the campus. The Principal Dr. R.K. Tuli will explain the custom & tradition of the college to teaching and non-teaching staff members in induction programme.

  
Coordinator IQAC  
S.S.M. College, Dinanagar



  
Principal  
S.S.M. College  
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7. **To organize Orientation Programme for new students:** The IQAC Coordinator proposed that the orientation programme should be organized for the new students. The decision accepted and approved by the chairperson and other committee members.
8. **To apply for new U.G, P.G, Diploma and Vocational courses:** Dr. Rajan Kumar, Coordinator IQAC, discussed with chairperson and other members of the committee regarding the new courses that need to be applied and after discussion it has been finalized that Diploma and Vocational courses should be applied.
9. **To encourage faculty members for Quality Publications in UGC approved and Scopus/Web of Science indexed National/International Journals:** The chairperson discussed the importance of quality publications in this meeting and decided to encourage the faculty members to publish their work in UGC approved and Scopus/Web of Science indexed National/International Journals.
10. **To encourage faculty members for participation in National & International Seminars/ Conferences/ Workshops/ Symposia:** The IQAC coordinator Dr. Rajan Kumar discussed with chairperson and other members of the committee that research profile of teachers should be improved and for that purpose it was proposed that teachers should be encouraged to participate in National & International Seminars/ Conferences/ Workshops/ Symposia. The financial assistance to attend the above said programmes will be given by the college.

The meeting ended with thanks to the Hon'ble Chairman IQAC, Dr. R.K. Tuli and other members of IQAC.

**Dr. Rajan Kumar**  
(Coordinator IQAC)  
Coordinator IQAC  
S.S.M. College, Dinanagar



**Dr. R.K. Tuli**  
(Principal)  
S.S.M. College  
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