

Swami Swatantranand Memorial College, Dinanagar

Minutes of the Meeting of the IQAC

Date: 16 July, 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 meeting of the IQAC.

2. Confirmation of the minutes of the meeting of the IQAC held on 25 May, 2018: Dr. Rajan Kumar, Coordinator IQAC put before the committee members, the minutes of the meetings held on 25 May, 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 25 May, 2018: The follow up action taken on the decisions of the IQAC in its meeting held on 25 May, 2018 were noted. The new B. Voc and Diploma courses were applied successfully and academic calendar was finalized for the new session.

4. To discuss new B.Voc and Diploma Courses: IQAC chairperson informed the committee members that the college is going to start following courses.

- B.Voc (Retail Management)
- B.Voc(E-commerce & Digital Marketing)
- B.Voc (Software Development)
- B.Voc (Web Technology & Multimedia)
- Diploma in Office Automation and Tally.
- Diploma in Dress Designing and Tailoring.
- Diploma in Food and Beverage Production.

He elaborated the syllabus and future outcomes of these courses for the students with other IQAC members.


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5. To discuss new Add On Courses, Certificate Courses and Value Added Courses:

The chairperson informed the committee members that there is a need to start new Add On/Value Added/Certificate Courses as due to planned curriculum students do not get opportunity to study the other course as per their interest. So keeping in mind the demand of the students, following courses need to be started.

- Certificate Course in Office Management and Vocational Training.
- Certificate Course in Basic Cooking and Catering.
- Certificate Course in Physical Fitness, Empowerment and Development of Self Defense Skills.
- Certificate Course in Health & Management Hygiene.
- Add On Course in Desktop Publishing (DTP).

6. To discuss about 5 days DST INSPIRE Camp 2018: IQAC members talked about the INSPIRE camp. They discussed about the agenda regarding this event like how to start and how long it will go and how many students will enroll in this event. To make the INSPIRE camp more effective, chairperson suggested that some creative programs should be the part of the event.

7. To discuss Unit Test 1, Unit Test 2 & Pre-University Examination: The IQAC members discussed in detail the duties of Examination Committee and Evaluation Committee and about the new internal evaluation reforms to be implemented. The panel for paper setters and evaluators for the house examination was also finalized.

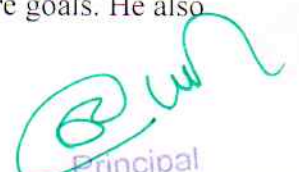
8. To organize Tree Plantation Drive: The IQAC members decided to organize Tree Plantation Drive in the college premises and it was decided that around 100 trees will be planted in the campus. The suggestion accepted and approved by the chairperson.

9. To discuss the preparation of AQAR for the session 2017-18: The chairperson talked about the preparation for the submission of AQAR for the session 2017-18. It was finalized that the activity reports from various committees and departments will be collected for the preparation of AQAR.

10. To identify Slow Learners and Advance Learners and plan their special classes accordingly: The Chairperson proposed to arrange special classes for slow learners and advance learners to polish the knowledge of students for their future goals. He also


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discussed the procedure to identify the slow learners and advance learners as their identification will be on the basis of their performance in their respective class tests.

The meeting ended with a formal vote of thanks by the Hon'ble Chairperson, Dr. R.K. Tuli to all the members of IQAC for their valuable suggestions.


Coordinator IQAC
S.S.M. College, Dinanagar

Dr. Rajan Kumar
(Coordinator IQAC)




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