

Swami Swatantranand Memorial College, Dinanagar


Minutes of the Meeting of the IQAC

Date: 16th November, 2018

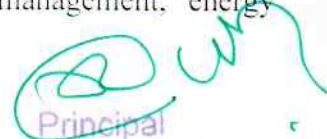
Time: 2:30 p.m.

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 16 July, 2018:** Dr. Rajan Kumar, Coordinator IQAC put before the committee members, the minutes of the meetings held on 16 July, 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 16 July, 2018:** The follow up actions taken on the decisions of the IQAC in its meeting held on 16 July, 2018 were noted. The B.Voc. Courses along with other Certificate/Diploma/Value Added courses started successfully. The INSPIRE Camp was organized in a well-planned manner.
- 4. To upgrade College Central Library, ICT labs and Classrooms with the latest technological gadgets:** Initially, the IQAC members were informed about the various ICT facilities in the college and library. Then, the meeting was about the up gradation of college central library, ICT labs and classrooms with latest software and equipment.
- 5. To discuss regarding Internal and External Academic and Administrative Audit:** The Chairperson IQAC, discussed about Internal and External Academic and Administrative Audit to evaluate the quality of the working of the institution and to suggest activities required to produce, assure and regularly improve quality of the whole system including curricular and co-curricular programs and activities and the infrastructure and support services. The dates were finalized as internal AAA will be on 2 April, 2019 and external AAA will be on 1 May, 2019.
- 6. To discuss regarding Green Audit, Energy Audit and Environment Audit:** It was proposed by the committee members that the college will go for green audit, energy audit and environment audit in the next semester. The audit requires the review of existing greenery and cleanliness of the campus. A committee should be constituted to recommend the ways to improve upon the existing facilities of solid, liquid and e-waste management, energy


Coordinator IQAC
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conservation, recycling of waste, plants, trees and grassy loans. The same committee will assist the external agency to carry out the whole process of auditing.

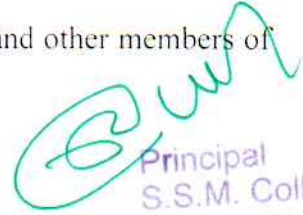
7. **To discuss regarding E-Waste Certification:** The idea to go for E-Waste Certification was proposed by the committee members. The damaged ICT tools like monitors, mouse, printers, motherboard and like will be handed over to the agency so that the waste will be managed in an eco-friendly manner. The responsibility was given to Prof Monika, Assistant Professor, Department of Computer Science.
8. **To sign MoUs with institutions, organizations imparting job oriented skills:** It was decided that the quality MoUs should be signed with different institutions, companies and non-government bodies to provide opportunity to the students to get wide experience and to explore the latest information in the field of Computers, IT, Commerce and Fashion Designing.
9. **To get ISO Certification 9001:2015 & 14001:2015:** The next agenda was to talk about the ISO Certification and its benefits. The Chairperson and the entire committee members approved the idea to apply for the following certifications.
 - 9001:2015 (Quality Management System)
 - 14001:2015 (Environmental Management System)
10. **To conduct Online Students Satisfaction Survey:** It was decided to conduct Online Students Satisfaction Survey to improve the quality of the various services provided by the institution.
11. **To organize Placement Drive:** The chairperson Dr. R.K. Tuli asked to plan the placement drive for final year students. The decision was accepted and implemented in upcoming month.
12. **To submit AQAR 2017-18:** The coordinator Dr. Rajan Kumar discussed about the AQAR report of session 2017-18. The information related to all the seven criteria was discussed in details by the criterion in-charges and certain changes were suggested by the committee members and it was decided that the revised AQAR will be forwarded to the IQAC and then it will be finalized for final submission.

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


Coordinator IQAC
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Dr. Rajan Kumar
(Coordinator IQAC)




Principal
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Dr. R.K. Tuli
(Principal)