

Swami Swatantranand Memorial College, Dinanagar

Minutes of the Meeting of the IQAC

Date: 6th May, 2019

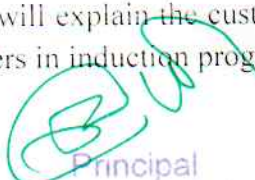
Time: 2:30 p.m.

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 1st meeting of the IQAC for session 2019-20.
- 2. Confirmation of the minutes of the meeting of the IQAC held on 21 January, 2019:** The minutes of the meeting of the IQAC held on 21 January, 2019 was presented before IQAC and it was resolved that the minutes of the meeting of the IQAC be confirmed.
- 3. Report of the follow up action on the decision taken by the IQAC in its meeting held on 21 January, 2019:** The follow up actions taken on the decisions of the IQAC in its meeting held on 21 January, 2019 were noted and details of the same was attached. The renewal of membership for N-LIST and DELNET has been done. The feedback is collected from all stakeholders.
- 4. To finalize the Academic Calendar for the session 2019-20:** In this meeting, Coordinator IQAC, Dr. Rajan Kumar discussed the academic calendar for the session 2019-20 with the committee members. The action plan for the ongoing session was also discussed and approved by the committee members.
- 5. To finalize the new U.G, P.G, Diploma and Vocational courses:** The chairperson IQAC informed the other members that college has applied for the various new vocational courses. The following new courses were approved:
 - Value added course in Professional Ethics.
 - Certificate course in Health Management and Hygiene.
 - Certificate Course in Internet Applications.
 - Office Management and Vocational Training.
- 6. To organize Job Fair for Final Year Students:** The next agenda was to organize the job fair for the final year students. The committee members approved the decision and assigned different duties among faculty members.
- 7. To organize Orientation Programme for new students:** The Coordinator IQAC, proposed the idea that the orientation programme for the new students should be organized. The decision was accepted and approved by the chairperson and other members of the committee.
- 8. To organize Induction Programme for teaching and non- teaching staff members:** The next agenda was to discuss about induction programme for teaching and non- teaching staff members to let them know about the working of the institution. It was decided that teachers should be informed about the timetable, syllabus, teacher diary, examinations pattern, library rules and discipline in the campus. The Principal Dr. R.K. Tuli will explain the customs and 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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9. **To discuss regarding Fee Concession/Scholarships to poor, needy and meritorious students:** The aim of the college is the upliftment of rural backward area by providing quality education. The college tries its level best to provide education to those who cannot afford to pay fees by providing financial assistance in the form of scholarships and fee concession. The budget for scholarships and fee concession was finalized by the committee members for the session 2019-20.
10. **To discuss regarding the digitalization of the College Campus:** The idea of the digitalization of the campus with updated and latest software and hardware facility was proposed by the committee members. The chairperson approved the idea.
11. **To install Public Address System:** The Coordinator IQAC, expressed the need to install the public address system in the college campus for making important announcements. The chairperson and other members approved the idea.

The meeting ended with a formal vote of thanks by, Coordinator IQAC to the Hon'ble Chairperson, Dr. R. K. Tuli and 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
Dinanagar

Dr. R.K. Tuli
(Principal)