Swami Swatantranand Memorial College, Dinanagar

Minutes of the Meeting of the IQAC

Date: 15th July, 2019
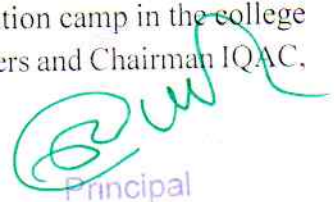
Time: 2:30 p.m.

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 meeting of the IQAC.

2. **Confirmation of the minutes of the meeting of the IQAC held on 6 May, 2019:** The Coordinator IQAC, Rajan Kumar presented the minutes of the meeting of the IQAC held on 6 May, 2019 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 decisions taken by the IQAC in its meeting held on 6 May, 2019:** The follow up actions taken on the decisions of the IQAC in its meeting held on 6 May, 2019 were noted by the committee members that the academic calendar for the ongoing session was finalized and uploaded on the college website. The budget for scholarships and fee concession for poor, needy and meritorious students was decided.

4. **To discuss regarding the up gradation and digitalization of College Central Library:** The Committee discussed about the up gradation of library resources. The chairperson talked about the purchase of KOHA software and some new books, journals, magazines and periodicals for the library. All members appreciated the idea about these library resources.

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

6. **To discuss regarding the Best Practices and focus on Institutional Distinctiveness:** The Coordinator IQAC discussed about the various practices to be adopted keeping in mind the best practices and distinctiveness of the college. The schedule to organize awareness programme, seminars and guest lectures for women empowerment has been finalized. The Department of Computer Science was given the responsibility to submit the list of new equipment to be purchased to upgrade the IT infrastructure of the college.

7. **To form Cells and Committees:** The members of the IQAC have finalized various new committees and cells and also updated the old ones for the smooth and proper functioning of college academic and non- academic activities. These committees will handle and solve the issues of the students, employees and teachers.

8. **To organize Book Donation Camp:** The idea to organize book donation camp in the college premises for the needy students was proposed by the committee members and Chairman IQAC, approved the decision.

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9. **To organize Seminars/ Workshops/ Conferences in different departments:** It was discussed in the meeting that most of the faculty members have updated themselves by attending different webinars, conferences and FDPs. However it was decided to make maximum possible use of lockdown period. The Principal Dr. R.K. Tuli proposed to organize seminar series under the aegis of IQAC. It was decided that all the departments will organize these seminars on their own or in collaboration with other departments and professional bodies.

10. **To discuss about the job fair organized by Govt. of Punjab:** The IQAC Coordinator, Dr. Rajan Kumar informed that the Punjab Government has decided to organize a Job Fair under the scheme Ghar Ghar Rojgaar in our campus. The chairperson ordered to assigne duties to all the faculty members to make this event successful. All the committee members approved the decision.

11. **To organize Solar Ambassador Workshop:** The IQAC Coordinator, Dr. Rajan Kumar discussed regarding the Solar Ambassador Workshop with the chairperson and other faculty members as the demand was made by department of Computer Science. The decision was approved by all the members. Then Chairperson IQAC, ordered to form committee and assign the duties.

12. **To develop smart classrooms:** The need to establish smart classrooms with the latest technology was expressed by certain departments. All the IQAC members appreciated the decision. The department of Computer Science was made responsible to carry out the whole process.

13. **To identify and arrange classes for slow learner and advance learner students:** It was decided that a test in each class should be organized in the first week of August to identify slow learner and advance learner students and on the basis of their performance special classes should be organized. The whole responsibility was given to Examination Committee and Evaluation Committee.

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)