

## Swami Swatantranand Memorial College, Dinanagar

### Minutes of the Meeting of the IQAC

**Date:** 9<sup>th</sup> December, 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 14 October, 2019:** The Coordinator IQAC, Rajan Kumar presented the minutes of the meeting of the IQAC held on 14 October, 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 14 October, 2019:** The follow up actions taken on the decisions of the IQAC in its meeting held on 14 October, 2019 were noted by the committee members. The software Web School Manager was purchased and other major events were organized smoothly. The Pre- university examination was conducted for all classes.
- 4. To discuss regarding Internal Academic Administrative Audit:** The Principal Dr. R.K. Tuli stated that Internal Academic Administrative Audit will be conducted for different faculties. The next discussion was of the formation of Academic and Administrative Audit Committee for the session 2019-20. The names of members of core committee to conduct the audit were discussed and approved in the meeting.
- 5. To organize Plantation Drive to add new plants in the college campus:** The idea to plant new trees in the college premises was proposed by the committee members. The committee members also suggested to organize few awareness programmes for students to develop among them environment consciousness. The idea was approved by the chairperson of the IQAC.
- 6. To discuss the preparation of AQAR for 2018-19:** The chairperson talked about the preparation and submission of AQAR for the session 2018-19. All the members appreciated the idea and duties were assigned among all departments. It was finalized that the activity reports from various committees and departments will be collected for the preparation of AQAR for 2018-19.
- 7. To organize seminar for Women Empowerment:** The IQAC Chairperson conferred the other members about the seminar on Women Empowerment conducted by NCW. The chairperson distributed the different duties among faculty members for the same.
- 8. Regarding Surveillance of ISO Certification 9001:2015 & 14001:2015:** It was discussed that surveillance of ISO Certification for the college campus is due. The committee members

  
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Principal  
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approved the decision and the responsibility was given to Ms. Harinder Kaur, Assistant Professor, Department of English.

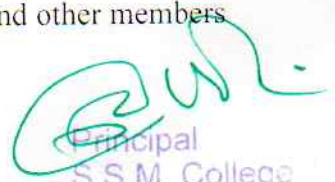
9. **To discuss regarding the MoUs to be signed to promote industrial linkages for training, visits and internships:** It was decided that the more MoUs will be signed with different institutions and non- government bodies to provide vast experience to the students in the field of Computer Science, IT, Commerce and Fashion Designing.
10. **To conduct Online Students Satisfaction Survey:** It was proposed to conduct Online Students Satisfaction Survey to improve the quality of the various services provided by the institution by the Coordinator IQAC. The schedule was finalized by the committee members and it was decided that survey will be conducted in the month of February.

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

  
Coordinator IQAC  
S.S.M. College, Dinanagar

**Dr. Rajan Kumar  
(Coordinator IQAC)**



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