

SESSION

2016-17

IQAC

CO-ORDINATOR

— DR. PREETI SANGWAN

NOTICE

All the members of IQAC are hereby informed that some changes are done in composition of IQAC members today as per the order of chair.

- Dr. Yudhister. → member.
- ↓
- * Dr. Anupam → member.
- * Mrs. Purnam Bhatti → member.
- * Dr. Sonam Barwal → member.
- * Sh. K.K. Ahuja. → member.

Now the Composition of IQAC for the session 2016-17 is as under —:

1. Patron

Major Ashok Yadav (President)

2. Chairperson

Dr. Vandana Gandhi. (Principal)

3. Faculty members

- * Dr. Yudhister

- * Dr. Anupam
- * Dr. Sonam Bansal
- * Mrs. Poonam Bhatti
- * Sh. K.K. Ahuja

Administrative Officers

- * Mr.
- * Mr. Vijay Yadav

Nominee from Local Society

- * Dr. Mahipal

Members of management

- * Rao Rensis Singh
- * Ch. Mahavir Singh

Co-ordinator

Dr. Preeti Sangwan.

NOTICE

All the members of IQAC are hereby informed that first meeting of IQAC for the session 2016-17 will be held on 20th Aug. 2016. All are requested to attend the meeting.

Venue : —: Principal's office

Time : — 1:00 pm.

Jul.
20/08/2016
(Dr. Preeti Sangwar
Co-ordinator
(IQAC))

MEMBERS OF IQAC.

<u>Name</u>	<u>Role Played In IQAC</u>	<u>Signature</u>
1. Major Ashok Yadav	Patron	
2. Dr. Vandana Gandhi	Chairperson	
3. Dr. Yudhistee	member	
4. Dr. Anupam	member	
5. Dr. Sonam Bansal	member	

<u>Name</u>	<u>Role Played In IQAC</u>	<u>Signature</u>
6. Mrs. Poojam Bhat	member	<i>Poojam Bhat</i>
7. Sh. K. K. Ahuja	member	<i>[Signature]</i>
8.		
9. Mr. Vijay Yadav	member	
10. Dr. Mahipal	member	
11. Rao Ramesh Singh	member	
12. Ch. Mahaveer Singh	member	
13. Dr. Preeti Sangwan	Co-ordinator	<i>[Signature]</i>

Name
Role Played In IQAC
1. Dr. Saran Bhat
2. Dr. Anupam
3. Dr. Yashvir
4. Dr. Vandana
5. Major Anshu Yadav



MEETING.

The first meeting of IQAC for the session 2016-17, was held on 20th Aug. 2016 in principal's office at 1:50 PM.

AGENDA OF THE MEETING.

The following issues regarding internal quality enhancement were kept as agenda of the meeting —:

- * Planning Regarding Time-Table
- * Planning Related to administrative work.
- * Planning regarding framing & working of different committees
- * Planning related to maintenance of College property.
- * Issue related to updation of College website.
- * Requirement of books according to new syllabus of B.S. & M.S. Courses.

THE MEMBERS PRESENT IN MEETING.

Name.

Signature

- 1. Major Ashok Yadav
- 2. Dr. Vandana Gandhi
- 3. Dr. Yudhistee
- 4. Sh. K.K. Ahuja
- 5. Mrs. Poonam Bhaeri
- 6. Mr. Vijay Yadav
- 7. Dr.
- 8. Rao Rambir Singh
- 9. Ch. Mahavir Singh
- 10. Dr. Mahipal
- 11. Dr. Preeti Sangwan

~~Signature~~
20/08/16

~~Signature~~
Poonam Bhaeri
20/8/16

Signature
20/08/16

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MINUTE'S OF THE MEETING.

As the main motive of IQAC is enhancing the internal quality of the institution, the following suggestions were given in the meeting:

* Regarding time-table, suggestions were given by the co-ordinator, IQAC & other few members that it should be framed in such a way that regular classes will go side by side with cultural activities. It must not be happened that classes will be ignored just because of the cultural activities. If most of the time combined activities are taken by the teacher educators, it must be avoided as lectures are repeated & students feel bore, as a result it decreases the strength of the students.

Equal work load should be kept in mind while framing the time-table. As, classes of B.S. IInd Year have started from 1st Sept 2016, yet no final & confirm time-table is framed, according to the Chair still home-work is going on regarding Time-Table. It was suggested in the meeting that for quality enhancement time-table must be framed keeping these points essential for teachers as well as for students.

* As one of the function of IQAC is qualitative administrative work because it affects the smooth working of any institution so following suggestions will be given by the coordinator IQAC along with other members regarding administrative work:

→ * After completion of admissions, list of no. of students in a particular course should be prepared along with caste categorization i.e. SC/BC/ST/GEN wise.

** Photocopies of Time-Table should be distributed among faculty members.

** Section wise list should be provided to each teacher.

** Information regarding stopping off name, adding of any name, migration of any child should be provided timely in written form to each faculty member.

** For attending orientation courses, Refresher courses & short-term courses, months should be fixed so that students' study should not be suffered. If any teacher attend such courses in peak working days then students

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It must be fixed, so that in shifting of rooms, Lab, college property - furniture & other resources can be prevented from damaging.

↳ It was discussed in the meeting that Room No. - 6 allotted to faculty members have urgent need of maintenance work. From ~~last time~~ ^{Nov. 2015} faculty members are sitting in dark room due to electricity fault & in dark room no quality fault & in dark place. It was suggested in the meeting by the chair that although many verbal & written requests are done to the chair, again complaint regarding electricity fault should be given to maintenance committee.

* It was discussed in the meeting that college website is not updated from last two sessions. For providing information to the outside stake-holders it is necessary for college to update the website regularly. It was made clear by the Chair that in this session work is going on regarding college website.

URGENT NOTICE

All the faculty members are hereby informed by IQAC regarding CAS. That those who wish to be considered for promotion under CAS can submit duly filled proformas for the session 2015-16 to the IQAC co-ordinator latest by 24.01.2017.

[Signature]
14/01/2017

(Dr. Preeti Sangwan)
IQAC Co-ordinator

(You can download the proformas (API) from departmental site.)

[Signature]
Dr. Vandana Gandhi

(Dr. Vandana Gandhi)
Principal
R.T.S. College of Education,
Sidhsawali.

Signature of faculty members.

[Signature]
16/01/17

[Signature]
16/01/17

[Signature]
16/01/17

[Signature]
16/01/17

to Mr. Rakesh upto 31st May 2017 by all the faculty members who wanted their grade under CAS.

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* It was also discussed in the meeting that NPS account of faculty members should be started as soon as possible. Mr. Vijay Yadav has clarified that soon NPS account of NPS & stated will be started as per initiative of Sh. H.P.S. Yadav, Nodal office of N.P.S.

* Regarding newsletter committee, it was decided in the meeting that newsletter will be published half yearly further & this committee will consist the same members as were in the starting, in its composition i.e. Chief-Patron → Major Ashok Yadav, Patron → Dr. Vandana Gandhi, Editor-in-chief → Sh. K.K. Ahuja, Co-ordinators → Mrs. Purnima Bhatti & Dr. Prieta. Chair gave order for preparing newsletter from Jan. 2017 to April 2017.

* Workshop should be organised on research methodology & extension lectures will be conducted on various important topics in the college for enhancing innovative practices.

* Latest psychological tests are also purchased for quality enhancement by

Lakh Onwards

Capital Man

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Dr. Sonam Bansal, so that students can be taught for assessing the behavioural techniques as well as methods of interpretation of studies.

June
4/05/2017

Dr. Preeti Sangwan
(IQAC → Co-ordinator)

* Related to functioning of different committees, it was suggested that each committee should work actively & functions, objectives should be written clearly & records should be maintained

* It was also suggested that regarding API & professional as well as students, institutional development, advisory committee/council should be established from the next session.

* Regarding maintenance work, the chair stated that maintenance work is going on in the college & with in may all work related to electricity, wood work & A.C. installation will be completed.

* Related to college website, it was suggested that as NAAC guidelines are that IQAC updation should be displayed on college website & so IQAC details should be started to display on college website.

* Regarding library, it was suggested that qualitative books & specially of Hindi medium are required in library.

For CAS promotion, it was communicated in the meeting that API filled proformas should be submitted to co-ordinator & one copy

MINUTES OF THE MEETING

The following decisions were taken in the meeting:

* It was decided in the meeting about time-table of teaching practice of B.S.D. & M.S.D. courses, that due to schedule of all the courses, time-table was not run smoothly but this problem will be sorted out next year. It was decided in the meeting that workload of all the assistant Prof. should be equal including B.S.D Ist Year, B.S.D IInd & M.S.D courses & have to take 24 lectures per week, as per DMC norms from the next session.

* Regarding administrative work, it was suggested in the meeting that copy of time-table should be given to each faculty member in the starting of session. This was also decided that I-card should be given to students during admission time.

It was suggested in the meeting that faculty members should be given prior notice in the month of December of each year regarding submission of H.R.A. affidavit & Tax deduction details & status.

THE MEMBERS INVITED FOR BEING PRESENT IN THE MEETING.

NAME

Signature

- 1. Major Ashok Yadav
- 2. Dr. Vandana Gandhi
- 3. Dr. Yuddhister. Yudh
3/5/17
- 4. Sh. K.K. Ahuja ~~Sh. K.K. Ahuja~~
- 5. Dr. Anupam Anupam
3/5/17
(was not present in meeting)
- 6. Dr. Sonam Bansal, Sonam
03/05/17
- Mrs. Poonam Bhatti Poonam Bhatti
3/5/17
- Mr. Vijay Yadav Vijay Yadav
- Dr. Rao Rambir Singh
- Sh. Mahavir Singh
- Dr. Mahipal
- Dr. Preeti Sangwan Preeti
3/5/17

MEETING - 2

The second meeting of IGAC for the session 2016-17, will be held on 3/05/2017 at 11.00 AM in Principal's office. All the members of IGAC are requested to attend the meeting.

AGENDA OF THE MEETING (Dr. Preeti Sarojan IGAC - co-ordinator)

The issues which were kept on the first meeting will be checked out regarding quality enhancement & proper implementation in this meeting. & establishment of some new committees & cells.

- * Feedback related to time-table.
- * Feedback regarding administrative work.
- * Feedback related to framing & work of different committees, maintenance of college property, college website, college library.
- * Discussion regarding API performance NPS (New Pension Scheme)
- * Discussion regarding advisory Co

* In the last, discussion was done regarding purchasing of books according to the changed syllabus. Both the faculty members as well as learners have urgent requirement of books according to new syllabus.

Dr. Preeti Sangwan
22/08/2016

Dr. Preeti Sangwan

(IQAC

- Coordinator)

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It was suggested in the meeting that some committees remain in active discipline, Red cross committee & Curricular etc.

It was decided in the meeting that sro-club & maintenance committee combinedly will take initiative regarding fogging in the college campus as there is too much problem of mosquitoes in garden area, toilets, classrooms & labs.

It was suggested in the meeting that a newsletter will be published tri-annually, so during each cultural event group photo of all faculty members & students will be clicked.

maintenance of

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Planning Related to College property

As co-ordinator of IDAC, it was suggested in the meeting that maintenance work is required in campus as basic needs fulfillment is required for quality enhancement.

It was suggested in the meeting that labs, resource rooms & faculty's room should be allotted in such a way that for atleast 5-10

have to pay for that. Working days of teacher educators also become less as these days are excluded from teaching days.

* It was suggested in the meeting that no. of D.L. & of these provision of compensatory leaves, should be fixed.

According to the chair two D.L. for attending seminar, workshop & conferences are fixed for each faculty member. Some committees like purchasing & maintenance committee according to the chair can avail more D.L. than other committees.

** It was suggested under planning & working of different committees that

↳ Each committee should circulate information about working/celebration atleast 2 days before the function.

↳ While framing committees, each staff member should get equal opportunities of having membership & having membership so that each one should get equal professional opportunities.