

# **S.D.S.P Memorial College for Women Rayya**

## **IQAC composition**

**2016-2017**

### **Agenda:**

- 1. Intellectual enhancement of the students.**
- 2. Student support Services.**
- 3. Self-reliance and Self confidence their extracurricular activities.**

## **MINUTES OF IQAC MEETING ON**

**July 15, 2016**

### **Meeting:-1**

IQAC meeting was held in the Principal Office on July 15, 2016. The agenda of the meeting was to enhance the quality education in the College and the following were the decision taken by IQAC.

- 1.1** The members of IQAC of the College gave the suggestions regarding the upliftment and betterment of the quality culture to attain the academic excellence.
- 1.2** The seminars and the extension lectures by the various experts from the university and other College are to be arranged so that the students may get the opportunity to interact with the scholars.
- 1.3** The student support services are to be enhanced so that the girls from the marginalized family may get the opportunity to attain the higher education.
- 1.4** Student must take participation in the outreach activities to be undertaken by the NSS and NCC units of the College.
- 1.5** Students must take part in the best practices in order to increase their IQ, EQ, and SQ.
- 1.6** Tours and Trips will be organized to enhance the educational value of Classroom Teaching-Learning process.

**IQAC**

**Principal**

**Coordinator**

## **IQAC Meeting**

### **Meeting:2**

IQAC Meeting convened in the Principal Office on August,10 with the following agenda.

### **Agenda:**

- Teachers weekly teaching plans.
- Teachers Students labs.
- Teaching learning methods.

### **Members Attended:**

Principal	<ul style="list-style-type: none"><li>• Prof. Mrs. Arvind Saini</li></ul>
IQAC Coordinator	<ul style="list-style-type: none"><li>• Dr. Mrs. Anu Kapil</li></ul>
Deputy Coordinator	<ul style="list-style-type: none"><li>• Asstt. Prof. Ms. Varinder Kaur</li></ul>
HOD's	<ul style="list-style-type: none"><li>• Asstt. Prof. Mrs. Amanjot Kaur</li><li>• Asstt. Prof. Harmeen Kaur</li><li>• Asstt. Prof. Geet Inder Dhillon</li></ul>
Teacher Faculty	<ul style="list-style-type: none"><li>• Asstt. Prof. Rupinder Kaur</li><li>• Asstt. Prof. Amandeep Kaur</li><li>• Asstt. Prof. Vandana</li><li>• Asstt. Prof. Hardeep Kaur</li><li>• Asstt. Prof. Gagandeep Kaur</li><li>• Asstt. Prof. Neelima</li></ul>

### **Resolution:**

1. The Chairperson decided that the Teaching Faculty must prepare weekly teaching so that they could be more streamlined.
2. The Teacher Student role should be 1:35 so that the quality of education must be maintained. Moreover the teaching faculty may become enthusiastic to make their teaching qualitative.
3. The teaching must be Innovative and effective and the bright students must be given extra study material so for the slow learners should be provided selected study materials.

The meeting was ended with the vote of thanks by the IQAC Coordinator

**IQAC**

**Coordinator**

**Principal**

## **IQAC Meeting**

### **Meeting:3**

IQAC meeting was convened in the Principal office on Oct 12, 2016. The meeting was held with the IQAC members and the administrative staff of the College.

#### **Agenda:**

- Admission Process
- Information desk and Query desk
- Verification of the documents
- Fee charging pattern

#### **Members Attended:**

Principal	Prof. Arvind Saini
IQAC coordinator	Dr. Mrs. Anu Kapil
Deputy coordinator	Asstt. Prof. Ms. Varinder Kaur
Office Superintendent	Mrs. Ranbir Kaur
Clerk	Mrs.Parmjeet Kaur Mrs. Kulwinder Kaur
Typist	Mrs. Rupinder Kaur

#### **Resolution:**

1. The chair person of the meeting decided that there should be an information query desk so that the students may get easy information regarding admission process required documentation and admission dates etc. so that admission of the new students in the college could be made strong.
2. The documents attached with admission form must be verified thoroughly to avoid any fees in the further submission of the documents. The eligibility criteria issued by the university must be consulted.
3. Fee deposit may be little bit flexible for the needy students. They can deposit the fee on easy installments.

The meeting was ended with the thanks by IQAC Coordinator.

**IQAC**

**Coordinator**

**Principal**

## **IQAC Meeting**

### **Meeting:-4**

IQAC meeting was held in the conference hall with the students of the College on Oct 10,2016. The agenda of the meeting was as follows:-

#### **Agenda:**

- Discipline code of conduct of the College.
- Grievance Redressal.
- Anti-ragging.

#### **Members Attended:**

Principal	<ul style="list-style-type: none"><li>• Prof. Mrs. Arvind Saini</li></ul>
IQAC Coordinator	<ul style="list-style-type: none"><li>• Dr. Mrs. Anu Kapil</li></ul>
Deputy Coordinator	<ul style="list-style-type: none"><li>• Asstt. Prof. Ms. Varinder Kaur</li></ul>
HOD's	<ul style="list-style-type: none"><li>• Asstt. Prof. Geet Inder Dhillon</li><li>• Asstt. Prof. Ms. Varinder Kaur</li><li>• Asstt. Prof. Amanjot Kaur</li><li>• Asstt. Prof. Harmeen Kaur</li></ul>
CSA Members	<ul style="list-style-type: none"><li>• Asstt. Prof. Ms. Varinder Kaur</li><li>• Asstt. Prof. Daljeet Kaur</li><li>• Asstt. Prof. Vandana</li></ul>

#### **Resolution:**

4.1 The chare person decided that the students must aside by the code of conduct of the College. Discipline and Self-discipline must be at the utmost priority in the initiative as manifested in the College prospective.

4.2 Students may register their grievances in the grievances redressal cell of the college so that they must get the solution of their complains and grudges. The suggestion boxes and the complain boxes have been installed so the students may do the same.

4.3 It was decided that ragging in the college campus strictly prohibited .any student involved in the act of ragging will be detained immediately, so there must be the congenial and conducive environment of equality education with the spirit of belongingness and togetherness among the students .

The meeting was ended with the thanks by IQAC Coordinator.

**IQAC**

**Coordinator**

**Principal**

## **S.D.S.P Memorial College for Women Rayya**

### **IQAC composition**

**2016-2017**

#### **Agenda:**

- 1. Achievements in the previous Trimester.**
- 2. Academic Static and invaluable Teaching.**
- 3. Best efforts on the slow learners.**

#### **IQAC Meeting**

**November 20, 2016**

#### **Meeting:-5**

IQAC meeting was held in the Principal Office on November 20, 2016 on the agenda of the outcome of the meeting at the commencement of the session.

- 5.1** The College has won the champion trophy in youth fest. and running champion trophy in sports at G.N.D.U Amritsar.
- 5.2** Students are provided the facility of browsing internet in the College library.
- 5.3** Seminars and the extension lectures have been conducted by the various departments of the College.
- 5.4** Rally, Lectures and Outreach activities are undertaken by the various club societies.
- 5.5** Extra study material given to the bright students and selected study material to be given to the slow learner students who are going to appear in the semester (odd) exams.
- 5.6** Tours/Trips organized to recreate the student's monotonous routine.

**IQAC  
Coordinator**

**Principal**

## **S.D.S.P Memorial College for Women Rayya**

### **IQAC composition**

**2016-2017**

### **Agenda:**

- 1. Review of the minutes in previous meeting.**
- 2. Preparation of AQAR for the session 2017-18.**
- 3. Fee concession on poverty concession and stipend.**
- 4. Feeship to the Sports Students.**

### **IQAC Meeting**

**March 31, 2017**

### **Meeting:6**

IQAC meeting was held in the Principal Office on March 31, 2016 in the IQAC Office of the college. At the closeup of academic session, the members of the IQAC attended the meeting and gave suggestion. Eventually the meeting has been done with the following Minutes.

- 6.1** The president of the college evaluated the agenda on the previous meeting held in the same year.
- 6.2** The member of the IQAC appreciated the Endeavour done by the dedicated faculty of the college and their contribution in having the set target achieved.
- 6.3** Innovative teaching methods have been applied to make the students well versed with the digital mode of education.
- 6.4** Students were given bulky fee concession as well and the book bank felicitated the needy students with the books for the whole academic session.
- 6.5** To cope up with the financial constraints of the students, the college has maintained scholarship cell where students get their scholarship applied.
- 6.6** The college is winning Laurel at the Academic, Excellence, Sports and Youth Welfare Departments.
- 6.7** Total fee ship are half university fee amounted 4, 32,800/- given to the budding players in the academic year of 2016-2017.
- 6.8** Bulky fee concession 2, 27,710/- are Poverty concession amount Rs.2250/- given to the students in current academic year.
- 6.9** Stipend of the 20,800/- given to the meritorious students.

**IQAC**

**Principal**

**Coordinator**

