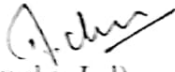


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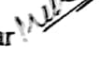
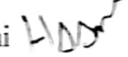

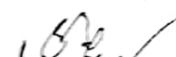

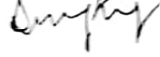




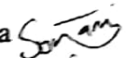
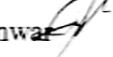
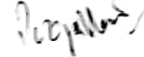








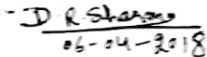
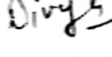
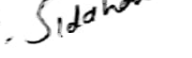



Date : 06.04.18

STAFF CIRCULAR

A meeting of IQAC was held on 15.02.18 to discuss the matter as given in agenda (attached). All the staff members are requested to submit compliance of the task / duty of their concern sincerely. The copy of decisions taken is attached herewith.


(Dr. Jawahar Lal)
Convener, IQAC


Principal

- | | |
|--|---|
| 1. Mrs. Sadhna Kohli  | 21. Mrs. Bhawna  |
| 2. Mrs. Manju Gupta  | 22. Ms. Mehak Talwar  |
| 3. Sh. Harpal Singh Saini  | 23. Sh. Daman Kumar Verma  |
| 4. Dr. Sukhpal Varni  | 24. Ms. Mannu Sachdeva  |
| 5. Dr. Sanjay Kumar  | 25. Mrs. Neelam Devi  |
| 6. Sh. S.S. Kajal  | 26. Ms. Shikha Mittal  |
| 7. Mrs. Kalpna  | 27. Ms. Sonam Khurana  |
| 8. Dr. Bhupinder Tanwar  | 28. Ms. Pooja Vats  |
| 9. Dr. Chuhar Singh  | 29. Sh. Anoop Kumar  |
| 10. Dr.(Mrs.) Shalini Sharma  | 30. Sh. Jai Kumar  |
| 11. Sh. Suresh Kumar  | |
| 12. Dr. Tarun Kansal  | |
| 13. Mrs. Bhavini Tejpal  | |
| 14. Mrs. Prachi Arora  | |
| 15. Dr. Dev Raj Sharma 
06-04-2018 | |
| 16. Dr. Divya  | |
| 17. Sh. Siddhant  | |
| 18. Dr. Sandeep Kumar Sheoran  | |
| 19. Dr. Vinod Kumar  | |
| 20. Dr. Amit Kumar  | |

Meeting Agenda

1. Confirmation of minutes of the meeting of IQAC held on 18.05.17.
2. Submission of due cases of faculty members for their next step promotion to The Dean of Colleges, K.U. Kurukshetra.
3. Preparation of small ground as park for students.
4. Notice for meritorious students to congratulate and motivate them & others.
5. Motivating staff members and students for more use of ICT.
6. Extra classes for weak students.
7. Appreciation to college management and authority for
 - (a) Filling up the faculty posts
 - (b) New Badminton Court & Carpeting
 - (c) New computers for Computer Lab.
 - (d) Digitalization of College Library

Any other point, with the permission of the Chair.



Principal



Co-ordinator

The following matters were discussed:

1. Proceedings of the last IQAC meeting which was held on 18.05.17 were read out and confirmed by the Chairperson.
2. The API cases submitted by faculty members appointed after 2006 for their next step promotion were discussed and it was decided that the received cases of Dr. Jawahar Lal, Dr. Chuhar Singh, Dr. Shalini Sharma and Dr. Tarun Kansal should be sent to university after screening through the following sub-committee.
 - (i) Dr. Ashok Kumar, Chairperson
 - (ii) Dr. Jawahar Lal, Coordinator
 - (iii) Prof. Harpal Singh Saini, Senior Member
 - (iv) Sh. Gian Chand, Head Clerk
3. The preparation of small ground as park for students was proposed and approved unanimously with the proposal to create the entrance in the wall near water cooler.
4. The meritorious students and other students who have remarkable achievements in any other field should be congratulated through notice to motivate others.
5. The staff members should be motivated for more use of ICT. They should be asked to submit the topic of their presentations to the Convener, IQAC. Every staff member should teacher atleast five lectures of their syllabus via power point presentation.
6. After internal assessment tests, a list of meritorious and weak students should be prepared and extra time should be devoted to these students to improve the results.
7. The committee appreciated the college management and other concerned staff for their sincere efforts for
 - (i) Filling up the faculty posts.
 - (ii) New Badminton Court and carpeting.
 - (iii) New computers for Computer Lab.
 - (iv) Digitalization of College Library.
8. In other points, the committee proposed the following:
 - (i) Staff and students should be motivated to make more use of e-journals.
 - (ii) Library should have suggestion box and feedback register.
 - (iii) Staff members should be motivated to prepare and apply for minor research projects.
 - (iv) Every staff member should prepare a question bank of very important questions and display it on notice board.
 - (v) IQAC meetings should be held in Committee Room near Library.
 - (vi) In B.Sc / B.Com / B.A classes more stress should be on basic learning of computers. Practical work in computers should be increased.
 - (vii) Two girl students should be added in the committee.
 - (viii) College gate discipline should be improved. No entry should be allowed without identity card.
 - (ix) Convocation should be planned and organized in the 2nd or 3rd week of April.
9. It was unanimously decided that all staff members should take their lectures as per the lesson plans submitted by them.

The meeting ended with a vote of thanks.


Convener, IQAC