

**Proceedings of the meeting of the IQAC committee meeting held on 09.07.2019 at 11.00 am in the office of the IQAC.**

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A meeting of the Internal Quality Assurance Cell (comprising internal members of Dev Samaj College for Women, Ferozepur City) was held on 09.07.2019 at 11.00 pm under the chairmanship of Mrs. Navdeep Kaur, Officiating Principal in the office of IQAC.

The following member were present –

<b>Name</b>	<b>Nominee As</b>	<b>Category</b>
<b>Mrs. Navdeep Kaur</b>	<b>Chairperson</b>	<b>Head</b>
<b>Er. Prateek Prashar</b>	<b>Coordinator/ Member Secretary</b>	<b>Senior Faculty</b>
<b>Dr. Rajinder Sharma</b>	<b>Member</b>	<b>Local Managing Committee</b>
<b>Dr. Vandana Gupta</b>	<b>Members</b>	<b>(a) Senior Faculty/HODs</b>
<b>Mrs. Sapna</b>		
<b>Dr. Pooja Prashar</b>		
<b>Mr. Nishant Juneja</b>	<b>Members</b>	<b>(b) Teachers</b>
<b>Mrs. Kanika Sachdeva</b>		
<b>Dr. Sanya Gill</b>		
<b>Mr. Shiv Sethi</b>		
<b>Dr. Ramneek Kaur</b>		
<b>Mr. B.S. Dogra</b>	<b>Members</b>	<b>(c) Managerial Staff</b>
<b>Mr. Harvinder Ghai</b>		
<b>Dr. C.S. Pruthi</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Mr. Chandan Prashar</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Ms. Rabia Sidhu</b>	<b>Members</b>	<b>Nominee from Alumni</b>
<b>Ms. Namrata Gupta</b>	<b>Members</b>	<b>Nominee from Stakeholder</b>
<b>Dr. Satinder Singh</b>	<b>Members</b>	<b>Nominee from Local Society</b>

## **AGENDA**

The following agenda was discussed on the basis of which the academic audit of the respective departments will be conducted.

1. Confirmation of the minutes of the previous meeting.
2. Formal welcome of the IQAC members by the Chairperson and the presentation of the agenda of the meeting.
3. To make preparation for the Academic calendar for the upcoming session i.e. begins in July 2019.
4. Strength and Weakness of the college written in the report of NAAC
5. To strengthen the Library
6. Strengthening Industry Academic Link
7. Seeking feedback from the alumnae
8. Technological up-gradation
9. Seed money for the promotion of Research
10. Personality Development Programmes
11. To conduct bridge classes for slow learners
12. Research activities for the students
13. Measures to be taken to maintain the classroom infrastructure etc.
14. Feedback
15. Establishment of Career Guidance Cell

<b>Proceedings/ Decisions/ Actions Taken against the agenda for the meeting held on 09.07.2019 at 11.00 am in the IQAC office.</b>	
1.	The minutes of the previous meeting were read out and confirmed.
2.	After welcoming all the members, the IQAC coordinator placed the agenda before the members which was already circulated along with the meeting notice. IQAC coordinator gave a brief review of the previous meeting proceedings and the action was taken thereon each member gave a self introduction to other members. The chairperson of the IQAC briefly highlighted the agenda of the meeting.
3.	As per the notice propagated, every department has put forward its elaborated academic and activity calendar to the coordinator of IQAC for the coming session 2019-2020 in which the detail of teaching days, the profile of faculty members, visiting faculty, the system of methods to be followed in teaching were included.
4.	Special meeting of all the head of the Departments be organized to review the strength and weakness of the college as written in the last report of NAAC Peer committee.
5.	Keeping in view the primary and valuable role of library, an amount of Rupees 6,00,000 has been approved for the strengthening of library which will include latest software, Books, journals, Digital Library, E-Books for the various departments.
6.	Incessant endeavors are being made to fortify the bond between industry and college. In order to review the existing curriculum and to brush up it according to changing scenario, various industry professionals are invited to attend the workshops and seminars organized by the college. The visits of the industrial professionals have helped in comprehending the recent industrial trends which further helped the institution to revive the existing curriculum.
7.	The IQAC having realized the crucial need of feedback for the betterment of the institution, invited the Alumnae to fill in the feedback forms so that educational system of the institution could be strengthened
8.	After introducing the new courses, the IQAC members expressed the critical need to upgrade the new technology in the form of Internet access, computers, new equipments etc. All the members recognized this suggestion with gratitude and labelled the need to be right and commendable.
9.	Seed money has been sanctioned by the College Management for purchasing latest equipments, software, books and Journals for the promotion of the research. The various research programmes are discussed in the meeting of the IQAC.
10.	The skill development department has taken the responsibility to conduct the workshops and seminars so that the demonstrative and communicative skills can

	be inculcated into the young students so as to make them prepared to appear before the interview panel.
11.	It has been determined to direct the curative courses for the slow learners and give special attention to the advanced learners so as their scintillating qualities could be channelized in a right manner.
12.	To promote the research aptitude among the students it has been unanimously resolved that all the Departments bring out the research journal of the students of their respective Departments so as to make the students aware about the research methodology at graduation and post graduation levels.
13.	Various measures have been taken to check the classroom furniture for any damage and repair, fans and lights.
14.	DSCW observes that it has been the basic necessity for every student to ensure whether proper education is delivered or not and which can only be ensured is through feedback mechanism from the stakeholders which includes students, parents and alumnae. All the heads of the departments submitted the duly filled feedback forms to the IQAC committee. The students have to tick mark in the box that contains excellent, very good, good, satisfactory, poor which evaluates the performance of the lecturers.
15.	To make the students identify their skills and interests, career guidance cell has been formulated by the college. The different experts from different industries, education, MNC's and placement agencies are contacted and invited to channelize the strength of the students in a right manner so that they can become self dependant socially and economically after the completion of their higher education at DSCW.

The meeting concluded, with the chairperson thanking all the members for their active participation.

Name : Er. Prateek Prashar  
Signature of the Coordinator, IQAC

Name : Mrs. Navdeep Kaur  
Signature of the Chairperson, IQAC

**Proceeding of the meeting of the IQAC committee meeting held on 19.10.2019 at 10.00 am in the office of IQAC.**

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A meeting of the Internal Quality Assurance Cell (comprising internal members of Dev Samaj College for Women, Ferozepur City) was held on 19.10.2019 at 10.00 pm under the chairmanship of Mrs. Navdeep Kaur, Officiating Principal in the office of IQAC.

The following member were present –

<b>Name</b>	<b>Nominee As</b>	<b>Category</b>
<b>Mrs. Navdeep Kaur</b>	<b>Chairperson</b>	<b>Head</b>
<b>Er. Prateek Prashar</b>	<b>Coordinator/ Member Secretary</b>	<b>Senior Faculty</b>
<b>Dr. Rajinder Sharma</b>	<b>Member</b>	<b>Local Managing Committee</b>
<b>Dr. Vandana Gupta</b>	<b>Members</b>	<b>(a) Senior Faculty/HODs</b>
<b>Mrs. Sapna</b>		
<b>Dr. Pooja Prashar</b>		
<b>Mr. Nishant Juneja</b>	<b>Members</b>	<b>(b) Teachers</b>
<b>Mrs. Kanika Sachdeva</b>		
<b>Dr. Sanya Gill</b>		
<b>Mr. Shiv Sethi</b>		
<b>Dr. Ramneek Kaur</b>		
<b>Mr. B.S. Dogra</b>	<b>Members</b>	<b>(c) Managerial Staff</b>
<b>Mr. Harvinder Ghai</b>		
<b>Dr. C.S. Pruthi</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Mr. Chandan Prashar</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Ms. Rabia Sidhu</b>	<b>Members</b>	<b>Nominee from Alumni</b>
<b>Ms. Namrata Gupta</b>	<b>Members</b>	<b>Nominee from Stakeholder</b>
<b>Dr. Satinder Singh</b>	<b>Members</b>	<b>Nominee from Local Society</b>

## **AGENDA**

The following agenda was discussed on the basis of which the academic audit of the respective departments will be conducted.

1. Confirmation of the minutes of the previous meeting.
2. Arrangement of industry institute interaction
3. Bridge courses for the newly admitted first year students
4. Encouragement to the students for joining coaching classes for the competitive exams.
5. Remedial classes for the slow learners
6. Tree Plantation drive
7. Feedback on the development of curriculum by the University
8. Regular assessment and evaluation
9. Examination reforms implemented
10. To encourage the students to participate in the College, University, State and National level cultural and sports events.
11. Active participation in the community services
12. To establish linkage with the multination companies for the campus placement drive.
13. Students' grievance redressal cell

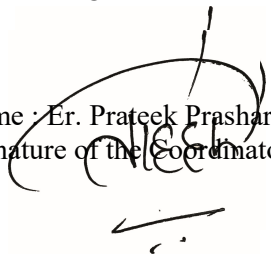
**Proceedings/ Decisions/ Actions Taken against the agenda for the meeting held on 09.10.2019 at 10.00 am in the office of IQAC.**

1.	The minutes of the previous meeting were read out and confirmed by all the members. Discussion was held on the resolutions made in the last meeting.
2.	Consistent efforts are being made to strengthen the bond between industry and college. Various industry professionals are invited from time to time for workshops and seminars which gives them an insight to the existing curriculum and the need for curriculum revisions. Industry visits have helped in understanding the recent industrial trends which further contributed in the curriculum revisions.
3.	As reported by the Heads of the Departments to the IQAC coordinator that almost all the departments offered one bridge course for 1 <sup>st</sup> year students who have entered in the higher education for the first time to offer attention to what they are going to study as a course work.
4.	The IQAC members encouraged the students to appear for competitive exams by providing UGC sponsored coaching for Banking, NET, SET etc. As reported to the IQAC cell by the placement cell, students attended the classes from the various streams of the courses.
5.	As reported by the head of the departments almost all the departments keeping in view that the backwardness of the border area had organized remedial classes for slow learners so that they should be at par with the main stream line of the students.
6.	As reported by the environment cell of the college that the college took up the issues of environment and green campus project by creating awareness of clean and sustainable environment amongst the students. The college got solar lights installed in the campus. The planning for utilizing the waste product from the plants in the college premises was done with the creation of source of manure for plants. The Science department conducted green audit of its premises and declared the science block as a plastic free zone. A site of the college ground has been developed for water harvesting. Each project was discussed and appreciated by the IQAC members in the meeting.
7.	The principal reported to the IQAC members that 04 members of the faculty were nominated by the University on the board of studies who constructively contributed for the change of the curriculum as per the requirement of the day.
8.	The Heads of the departments submitted the three months reports to the IQAC of their assessment and evaluation of all the projects, assignments, class tests, midterm exams of the students which were done periodically by the faculty members.
9.	The examination committee submitted their reports regarding the new innovative methods involved for the reforms of the examination and informed that this year maximum tests in the form of short term class test, verbal, non verbal, three hours tests, class tests, home assignments were taken and care.


10.	The Department of Youth Welfare and Central Association organized a three day workshop to chisel the hidden potential of the students and showcase their latent talents in them in them about Music, Theater, Dance, Fine Arts Literary items etc. Sports trials for the different games like Kho-Kho, Kabadi, Boxing, Tug of War and other games were conducted to shortlist the students for the final admission in the college.																				
11.	The DSCW Community Cell submitted a report to IQAC in which they have informed that they had organized so many community services like Road Safety awareness events by organizing-Skits and Walkathons and Cycle rallies. AIDS awareness through the RED RIBBON CLUB besides the scheduled programmes. The efforts were praised by the IQAC and a discussion for having more innovative methods in this direction was held.																				
12.	The placement cell informed the IQAC cell that to promote the vocational skilled oriented courses at UG & PG level. They have established a strong linkage with the multinational companies of international repute for holding campus placement drives like Wipro, Daksh, INFOSIS, IBM Concentric, Accentore, CS Infotech.																				
13.	<p>The students lodged their grievances in the prescribed form available from the Dean College Development. The students submitted the duly filled form to the incharge of the grievances cell. The incharge in turn intimated the matter to the committee members for the necessary action. Final report based on the grievances received and resolved is submitted to the Principal and further course of action decided is intimated to the students.</p> <p>The Composition of the grievance cell is as follows:-</p> <table border="1"> <thead> <tr> <th>Sr. No,</th> <th>Name</th> <th>Designation</th> <th>Contact No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mrs. Naveep Kaur</td> <td>Officiating Principal</td> <td>99156-47336</td> </tr> <tr> <td>2.</td> <td>Dr. Vandana Gupta</td> <td>Associate Professor</td> <td>98556-14632</td> </tr> <tr> <td>3.</td> <td>Dr. Mokshi</td> <td>Assistant Professor</td> <td>86996-34979</td> </tr> <tr> <td>4.</td> <td>Dr. Anju Bala</td> <td>Assistant Professor</td> <td>78371-76100</td> </tr> </tbody> </table>	Sr. No,	Name	Designation	Contact No.	1.	Mrs. Naveep Kaur	Officiating Principal	99156-47336	2.	Dr. Vandana Gupta	Associate Professor	98556-14632	3.	Dr. Mokshi	Assistant Professor	86996-34979	4.	Dr. Anju Bala	Assistant Professor	78371-76100
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1.	Mrs. Naveep Kaur	Officiating Principal	99156-47336																		
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The meeting concluded, with the chairperson thanking all the members for their active participation.

Name : Er. Prateek Prashar  
Signature of the Coordinator, IQAC



Name : Mrs. Navdeep Kaur  
Signature of the Chairperson, IQAC





**Proceeding of the meeting of the IQAC committee meeting held on 18.01.2020 at 2.00 pm in the office of IQAC.**

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A meeting of the Internal Quality Assurance Cell (comprising internal members of Dev Samaj College for Women, Ferozpur City) was held on 18.01.2020 at 02.00 pm under the chairmanship of Mrs. Navdeep Kaur, Officiating Principal in the office of IQAC. The following member were present –

<b>Name</b>	<b>Nominee As</b>	<b>Category</b>
<b>Mrs. Navdeep Kaur</b>	<b>Chairperson</b>	<b>Head</b>
<b>Er. Prateek Prashar</b>	<b>Coordinator/ Member Secretary</b>	<b>Senior Faculty</b>
<b>Dr. Rajinder Sharma</b>	<b>Member</b>	<b>Local Managing Committee</b>
<b>Dr. Vandana Gupta</b>	<b>Members</b>	<b>(a) Senior Faculty/HODs</b>
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<b>Mr. Harvinder Ghai</b>		
<b>Dr. C.S. Pruthi</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Mr. Chandan Prashar</b>	<b>Members</b>	<b>Nominee from Industry</b>
<b>Ms. Rabia Sidhu</b>	<b>Members</b>	<b>Nominee from Alumni</b>
<b>Ms. Namrata Gupta</b>	<b>Members</b>	<b>Nominee from Stakeholder</b>
<b>Dr. Satinder Singh</b>	<b>Members</b>	<b>Nominee from Local Society</b>

## **AGENDA**

The following agenda was discussed on the basis of which the academic audit of the respective departments will be conducted.

1. Confirmation of the minutes of the previous meeting.
2. Submission of the various progress reports from July to December to the IQAC.
3. To promote research culture with the publication and presentation of research papers.
4. Spreading awareness about the entrepreneurs
5. Organizing personality development courses
6. To setup a botanical garden
7. Regarding Internal Evaluation
8. Seeking feedback from the alumnae
9. Use of the differently colored bins
10. Regarding college publicity

**Proceedings/ Decisions/ Actions Taken against the agenda for the meeting held on 18.01.2020 at 2.00 pm in the office of IQAC.**

1.	The minutes of the previous meeting were read out and confirmed.
2.	As per the notice issued by the chairperson of the IQAC all the heads of the departments submitted their six months detailed progress report of their activities. The detailed progress report of the various departments were read out and suggestion were given to further strengthen their departments by introducing more innovations, new technology, new methodology and also research to be incorporated in their teaching methodology. The Principal appreciated the brilliant work conducted by almost all the departments.
3.	As per the information submitted to IQAC by the heads of the various departments that 06 faculty members presented their papers in National/International Seminars/ Conferences and 06 faculty members got their research papers published and authored 28 Books. Their efforts were appreciated by the IQAC and it was unanimously decided to promote more research culture in the college campus.
4.	Awareness about startups and entrepreneurs is spread among students through the Entrepreneurship Development Cell (EDC) of the college. Students have been informed about the various schemes being offered by government to start with own business ventures. Students are encouraged to come up with various business ideas and how to implement those ideas in reality.
5.	The placement cell conducted a workshop on personality development for imbibing for professional skills among the students who were to take part in the campus placement.
6.	The Botany Department informed the IQAC about the setup a botanical garden in which around about 200 medicinal, useful and herbal plants were planted to educate the students about the different species of the useful plants. The proposal was fully recognized and appreciated by the IQAC.
7.	The examination committee informed the IQAC that to strengthen the students knowledge, internal evaluation is conducted by means of regular unit test, Sectional Test, Assignment Programme, terminal examination and preliminary examination as well as regular classroom assessment programmes.
8.	The feedback form filled up by Alumnae gave a lot of awareness about the introduction of the new subjects required, their future prospects and how we can strengthen our college at the global system of the

	education.
9.	In order to segregate the college waste the college has separated different colored dustbin for the collection of the different type of waste.
10.	The new ways about effective publicity for the admission for the next session were chalked out in the meeting of IQAC through college website, advertisement in the daily newspaper, through social networking, alumnae networks, newspapers, career guiding camps so as to ensure that whole of the Punjab should be aware about the number of courses, infrastructure, sports, and academic result of the college before sending their wards for the admission.

The meeting concluded, with the chairperson thanking all the members for their active participations.

Name : Er. Prateek Prashar  
Signature of the Coordinator, IQAC  
IQAC

Name : Mrs. Navdeep Kaur  
Signature of the Chairperson,