Meeting held in SESSION 2021-2022

**(1st July 2021- 30th June 2022)**

**Members of IQAC**

1. **DR. R. S. Jhanji (Chairperson)**
2. **Dr. Sanjeev Kumar (Convenor)**
3. **Dr. K.K. Sharma (Co- Convenor)**
4. **Dr. Balwinder Kumar**
5. **Prof. Dinesh Kumar**
6. **Dr. Shiv Kumar**
7. **Dr. Anil Kumar**

**Meeting of IQAC**

1. 5th August 2021
2. 12th August 2021
3. 23rd August 2021
4. 27th August 2021
5. 2nd September 2021
6. 11th September 2021
7. 30th September 2021
8. 11th October 2021
9. 3rd November 2021
10. 15th November 2021
11. 4th December 2021
12. 9th December 2021
13. 4th February 2022
14. 7th February 2022
15. 25th February 2022
16. 26th February 2022
17. 29th March 2022
18. 5th April 2022
19. 10th May 2022
20. 1st June 2022
21. 9th June 2022

**1ST Meeting of IQAC of ASC**

**AGENDA:**

1. **Constitution of the Members of IQAC**
2. **Welcoming of the members.**
3. **Providing Guidelines for the upcoming session.**
4. **Activities carried out in annual year 2021-22.**

**Members Present:**

1. **DR. R. S. Jhanji (Chairperson)**
2. **Dr. Sanjeev Kumar (Convenor)**
3. **Dr. K.K. Sharma (Co- Convenor)**
4. **Dr. Balwinder Kumar (Co- Convenor)**
5. **Prof. Dinesh Kumar**
6. **Dr. Shiv Kumar**
7. **Dr. Anil Kumar**

The first meeting of IQAC was held on **5th August 2021** in **Principal Office.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Constitution of the members**  | **Discussion:**With through understanding and seeing the expertise and experience of all the faculty, a committee was constituted by the Head of the institute. **Action Taken:**Notice has been circulated for the new members of the committee for the session 2021-22. |
|  | **Welcoming the members** | The Chairperson welcomed all the members of the committee.  |
|  | **Providing Guidelines** | **Discussion:**Various guidelines for the IQAC were given among members by the Chairperson regarding formulate subcommittee for the data collection of all criteria. **Action Taken:**The guidelines were noted and decided that Sub Committee will be formulated by the Convenor for data collection. |
|  | **Activities carried out in annual year 2021-22.** | **Discussion -**It was decided that which new activities to be carried in upcoming session and the chairperson decided that new non-formal courses will be started and MOU will be signed by the institute.**Action Taken -**The next meeting was called with head of departments to discuss these activities. |

**2nd Meeting of IQAC of ASC**

**AGENDA:**

1. **Constitution of the Sub – Committee of Members of IQAC**
2. **Allocation of Criteria of IQAC among members.**
3. **Providing Guidelines for Data Collection from departments for session 2020-21.**
4. **Activities carried out in annual year 2021-22.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 5th August 2021 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The second meeting of IQAC was held on **12th August 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Constitution of the members**  | **Discussion:**With through understanding and seeing the expertise and experience of all the faculty, a sub – committee was constituted by the Convenor of the committee. **Action Taken:**Notice has been circulated for the new members of the sub - committee for the session 2021-22 for the collection of data.  |
|  | **Welcoming the members** | The Convenor welcomed all the members of the committee.  |
|  | **Allocation of Criteria of IQAC among members.** | **Discussion:**All the seven criteria’s of IQAC was distributed among IQAC members and further it was decided that the previous literature was provided to them. **Action Taken:**Notice was circulated to distribute all criteria among members (Annexure 1). And, Hard and Soft copies of templates will be provided to them. |
|  | **Providing Guidelines** | **Discussion:**Various guidelines for the IQAC were given among members by the Convenor regarding data collection and compilation of IQAC for session 2020-21. **Action Taken:**The guidelines were noted by members for data collection. |
|  | **Activities carried out in annual year 2021-22.** | **Discussion -**The guidelines given by the Chairperson for MOU sign and non- formal courses was discussed in the meeting and focus on areas to be developed for next IAQC. **Action Taken -**The notice was circulated among departments for the same and data for the session 2020-21 was demanded at asciqac@gmail.com.  |

**Annexure 1**

**Distribution of Criteria**

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| **Sr.no.**  | **Name of member** | **Criteria** |
|  | **Dr. K.K. Sharma**  | **Criteria – 1**  |
|  | **Dr. Balwinder Kumar**  | **Criteria – 4**  |
|  | **Prof. Dinesh Kumar** | **Criteria – 2**  |
|  | **Dr. Shiv Kumar** | **Criteria – 3**  |
|  | **Dr. Manpreet Kaur** | **Criteria – 7**  |
|  | **Dr. Manish Garg** | **Criteria – 6**  |
|  | **Dr. Yashmin Sofat** | **Criteria – 5**  |

**3rd Meeting of IQAC of ASC**

**AGENDA:**

1. **Check the progress of departmental data received.**
2. **Activities carried out in annual year 2021-22.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Anil Kumar**
9. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 12th August 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The third meeting of IQAC was held on **23rd August 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Progress of departmental data** | **Discussion:**A system has been developed for the effective collection of data from various departments for the annual year 2020- 2021. **Action Taken:**E-filing of all department were prepared and attached to college website so as to easily assess of departmental data and notice has been circulated for the same.  |
|  | **Activities carried out in annual year 2021-22.** | **Discussion:**It was decided in the meeting that MOU will be signed by Baja Fin Ltd to benefit the students. **Action Taken:**Contact with Bajaj Fin Ltd. for the finalization of the MOU. |

**4th Meeting of IQAC of ASC**

**AGENDA:**

1. **Received departmental data**
2. **Sending data to members Criteria wise.**
3. **Providing Guidelines for Criteria filling.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 23rd August 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The fourth meeting of IQAC was held on **27th August 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Received Departmental data** | **Discussion:**It was informed in the meeting to all the members that data has been received by majority of the departments and system has been developed for the effective circulation of MS- Word file of all the collected data from various departments for the annual year 2020- 2021. **Action Taken:**A reminder notice was sent to remaining departments whose data was pending or missing.  |
|  | **Sending data to members Criteria wise.**  | **Discussion:**A system has been developed for the effective circulation of MS- Word file of all the collected data from various departments for the annual year 2020- 2021. **Action Taken:**Soft copy of Ms- Word file will be send to all the members criteria wise for the filling of their respective criteria of all the departments in totality.  |
|  | **Providing Guidelines for filling criteria** | **Discussion:**It was decided in the meeting that previous data was send as hard and soft copy for their reference so that every member can go through so as to proper compiling of data can be done for 2020-2021. **Action Taken:**Previous Criteria wise Soft and Hard copy was provided to all the members for their reference. |

**5th Meeting of IQAC of ASC**

**AGENDA:**

1. **Sending data to members Criteria wise.**
2. **Guidelines for data collection of remaining items.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 27th August 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The fifth meeting of IQAC was held on **2nd September 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Sending data to members Criteria wise.**  | **Discussion:**A system has been developed for the effective circulation of MS- Word and Excel file of all the collected data from various departments for the annual year 2020- 2021. **Action Taken:**Soft copy of Ms- Word and Excel file will be send by evening to all the members criteria wise for the filling of their respective criteria of all the departments in totality.  |
|  | **Providing Guidelines for collecting remaining data** | **Discussion:**It was decided in the meeting that the data which was not received by the department can be collected from general office or a notice will be circulated to the concerned person or department so as to proper compiling of data can be done for 2020-2021. **Action Taken:**Notices will be circulated for data collection.  |

**6th Meeting of IQAC of ASC**

**AGENDA:**

1. **Sending data to members Criteria wise.**
2. **Deciding the deadline of final submission of their respective criteria.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Anil Kumar**
9. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 2nd September 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The sixth meeting of IQAC was held on **11th September 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Sending data to members Criteria wise.**  | **Discussion:**It was informed to all members that pending data of biology, Punjabi and public administration was received and will be provided final criteria in excel sheet to them. **Action Taken:**Soft copy of final criteria in excel sheet including pending departments will be sent to all members in their mailing account with their respective criteria wise.  |
|  | **Deciding the deadline of final submission of their respective criteria.** | **Discussion:**It was decided in the meeting that all the members must submit their criteria after finalizing to convenor at asciqac@gmail.com on or before 30 September 2021. **Action Taken:**Email address and final date was conveyed to all.  |

**7th Meeting of IQAC of ASC**

**AGENDA:**

1. **Checking the status of Receiving data by members Criteria wise.**
2. **Circulation of Survey Performa**
3. **Deciding the deadline of final submission of remaining members of their respective criteria.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 11th September 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The seventh meeting of IQAC was held on **30th September 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Checking the status of Receiving data by members Criteria wise.**  | **Discussion:**It was informed to all members that Criteria 4, 5 and 6 was received by the convenor and rest was pending due to the incomplete information given by various departments.  **Action Taken:**Further notice was sent to the concerned members for the collection of data.  |
|  | **Circulation of Survey Performa** | **Discussion:**It was decided in the meeting that for the collection of data regarding student, employee, employer and alumni survey form should be circulated so that timely data can be compiled.  **Action Taken:**Further notice was sent to all the departments along with survey form to be filled by student, employee and alumni.  |
|  | **Deciding the deadline of final submission of remaining members of their respective criteria.** | **Discussion:**It was decided in the meeting that all the remaining members must submit their criteria after finalizing to convenor at asciqac@gmail.com on or before 10th October 2021. **Action Taken:**Email address and final date was conveyed to all.  |

**8th Meeting of IQAC of ASC**

**AGENDA:**

1. **Checking the status of Receiving data by remaining members Criteria wise.**
2. **Status of Circulated Survey Performa**

**MEMBERS PRESENT:**

1. **Dr. K.K. Sharma (Co- Convenor)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 30th  September 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The eighth meeting of IQAC was held on **11th October 2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Checking the status of Receiving data by remaining members Criteria wise.**  | **Discussion:**It was informed to all members that Criteria 1, 2, 3, 4, 5, 6 and 7 was received by the convenor and given to alternative members to check. **Action Taken:**Hard copy of all criteria received circulated among members alternative so as to check each other’s. |
|  | **Status of Circulated of Survey Performa** | **Discussion:**It was informed in the meeting that for the collection of data regarding student, employee, employer and alumni survey form which was circulated has been received and data compilation is in progress.  **Action Taken**It is instructed to the member to timely compiled the data collected by all the departments regarding survey form to be filled by student, employee and alumni.  |

**9th Meeting of IQAC of ASC**

**AGENDA:**

1. **Finalizing all the criteria on new changed Performa.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Anil Kumar**
9. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 11th October 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The nineth meeting of IQAC was held on **3rd November** **2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Finalizing all the criteria on new changed Performa.**  | **Discussion:**It was discussed in the meeting that all the new relevant information was collected from various departments and it was included by the respective criteria members and now it will be unloaded on portal after all the members provide their annexures of their respective criteria. Further, it was decided that all members go through the criteria of each other.  **Action Taken:**Next meeting will be scheduled on 15 November, 2021for the submission of annexures. And, the hard copy of all criteria will be provided so that each member can go through it.  |

**10th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on other criteria deficiencies.**
2. **Providing annexures.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Anil Kumar**
9. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 3rd November 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The tenth meeting of IQAC was held on **15th November** **2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on other criteria deficiencies.** | **Discussion:**It was discussed in the meeting that all members gone through all the criteria and finalized each other’s criteria. Further it was directed to start uploading on portal.   **Action Taken:**The analyst of portal will start uploading the criteria.  |
|  | **Provide the annexure** | **Discussion:**It was further discussed in the meeting that all members provide their collected annexure required for uploading. **Action Taken:**All members provided soft copy of annexure to the concerned member. |

**11th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on portal uploading.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Manish Garg**
8. **Dr. Anil Kumar**
9. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 15th November 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The eleventh meeting of IQAC was held on **4th December** **2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on deficiencies.** | **Discussion:**It was discussed in the meeting that portal has been opened and start uploading the data criteria wise and it was found that some data was insufficient or exceeding the word limits specified there. uploading start was found that various new points were added in various criteria and for that data should be collected.  **Action Taken:**Members are required to submit their deficiencies or changes as per portal by 9th December 2021. |

**12th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on uploading data on portal.**

**MEMBERS PRESENT:**

1. **Dr. Sanjeev Kumar (Convenor)**
2. **Dr. K.K. Sharma (Co- Convenor)**
3. **Dr. Balwinder Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 4th December 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The twelfth meeting of IQAC was held on **9th December** **2021** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on uploading data on portal.** | **Discussion:**It was discussed in the meeting that analyst uploaded various criteria and only some annexure was pending. And, it was found that all members completed their annexure data.  **Action Taken:**Members provided their annexure and recommended data by portal. All criteria will be uploaded by due date. |

**13th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on new activities to be carried for next IQAC report.**
2. **Discussion on Non-Formal Courses.**
3. **Discussion on Policy Formation.**

**MEMBERS PRESENT:**

1. **Dr. R.S. Jhanji (Chairman)**
2. **Dr. H.S.Bhatti**
3. **Dr. Balwinder Kumar**
4. **Prof. Ravinderjeet Singh**
5. **Prof. Dinesh Kumar**
6. **Dr. Shiv Kumar**
7. **Dr. Manpreet Kaur**
8. **Dr. Puneet Aneja**
9. **Prof. Mohit Kumar**
10. **Prof. Gagandeep Sethi**
11. **Dr. Manish Garg**
12. **Dr. Gurvir Singh**
13. **Dr. Anil Kumar**
14. **Dr. Yashmin Sofat**
15. **Dr. Parvesh Kumar**
16. **Dr. Inderjit Singh**
17. **Prof. Princpal**
18. **Prof. Kuljinder Singh**
19. **Dr. Arvinder Kaur**
20. **Prof. Gurpreet Singh**

The last meeting of IQAC was held on 9th December 2021 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The thirteenth meeting of IQAC was held on **4th February** **2022** in **Principal Office.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on new activities to be carried for next IQAC report.**  | **Discussion:**It was discussed in the meeting that college will be going to start with non – formal courses and policy documents for the institute.**Action Taken:**Meeting called with Heads of all departments and UGC Cell Committee. |
|  | **Discussion on Non- Formal Courses** | **Discussion:**It was discussed in the meeting that all the heads of the departments in collaboration with their respective faculties prepare the syllabus of non- formal courses will be start with next session. **Action Taken:**Next Meeting called with Heads of all departments with complete syllabus of non- formal courses to be start in next session. |
|  | **Discussion on Policy Formation** | **Discussion:**Further it was discussed in the meeting that all the members of IQAC in collaboration with UGC members will prepare policy documents for the institution. **Action Taken:**Next Meeting called for the allocation of policy for policy document and literature regarding policy document of Panjab University policy was provided to all members so that will go through it.  |

**14th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on MOU Sign.**
2. **Discussion on progress of Non-Formal Courses.**
3. **Allocation for Policy Formation.**

**MEMBERS PRESENT:**

1. **Dr. R.S. Jhanji (Chairman)**
2. **Dr. H.S.Bhatti**
3. **Dr. Balwinder Kumar**
4. **Dr. Sanjay Talwani**
5. **Prof. Ravinderjeet Singh**
6. **Dr. Shiv Kumar**
7. **Dr. Manpreet Kaur**
8. **Dr. Puneet Aneja**
9. **Prof. Mohit Kumar**
10. **Prof. Gagandeep Sethi**
11. **Dr. Manish Garg**
12. **Dr. Gurvir Singh**
13. **Dr. Anil Kumar**
14. **Dr. Yashmin Sofat**
15. **Dr. Parvesh Kumar**
16. **Dr. Inderjit Singh**
17. **Prof. Princpal**
18. **Prof. Kuljinder Singh**
19. **Dr. Arvinder Kaur**
20. **Prof. Gurpreet Singh**

The last meeting of IQAC was held on 4th February 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The fourteenth meeting of IQAC was held on **7th February 2022** in **Principal Office.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on MOU Sign.** | **Discussion:**It was discussed in the meeting that college already signed 2 MOUs of Computer and Commerce Department. Now, as per the direction of Sectary Higher Education, Government of Punjab, all the heads of departments were advised to sign MOU with the concern industries for the purpose of training and employment of our students. **Action Taken:**Heads of various departments will contact with the concerned industries for the purpose of the same.  |
|  | **Discussion on progress of Non- Formal Courses** | **Discussion:**Further it was discussed with the heads of departments regarding the progress of the syllabus of non- formal courses that will be start with next session. Further, it was found that all departments decided the name of courses to be stared as non- formal certified courses.**Action Taken:**Next Meeting called with Heads of all departments with complete syllabus of non- formal courses to be start in next session. |
|  | **Discussion on allocation for Policy Formation** | **Discussion:**It was discussed in the meeting that all the members of IQAC in collaboration with UGC members will prepare policy documents for the institution and for this purpose duties were assigned for the preparation of policy documents which annexure is attached here by (Annexure 1).**Action Taken:**Next Meeting will be called after 2 weeks with complete assigned duties.  |

**Annexure 1**

**The following members were assigned duties as per the details given below for preparation of policy document**

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| **Sr. no.** | **Policy Document** | **Name of the teacher** |
|  | Research Policy | Dr. Yashmin Sofat |
|  | Incubation and Start Up Policy | Dr. Inderjit Singh |
|  | IT Policy | Dr. Vivek Bhambri |
|  | Policy for maintenance and Utilization, Physical and Academic Sports Facilities (Laboratory, Library, Sports Complex, Computer Class Rooms etc.) | Dr. Balwinder Kumar and Dr. Manisg Garg |
|  | Policy for Resource Mobilization | Prof. Dinesh Kumar |
|  | Policy on Gender Equity and Annual Gender Sensitization  | Dr. Manpreet Kaur and Dr. Rajpreet Kaur |
|  | Policy on Code of Conduct | Dr. Puneet Aneja |
|  | Policy on Waste Management  | Dr. Anil Kumar |
|  | Policy on Green Campus and Environment Audit | Dr. Manpreet Kaur and Dr. Rajpreet Kaur |
|  | Policy for Non- Teaching Staff | Dr. Puneet Aneja |
|  | Policy for Examinations | Dr. Shiv Kumar and Prof. Mohit Kumar  |
|  | Policy for NCC and NSS | Dr. K.K. Sharma |
|  | Policy for Admission Fee/ Scholarship/ Fee Concession | Dr. Parvesh Kumar Sharma |
|  | Policy for Alumni | Prof. Mohit Kumar |

**15th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on NAAC Manual.**
2. **Discussion on Non- Formal Courses.**
3. **Discussion on other activities to be carried.**

**MEMBERS PRESENT:**

1. **Dr. R.S. Jhanji (Chairman)**
2. **Dr. Sanjeev Kumar (Convenor)**
3. **Dr. Balwinder Kumar**
4. **Prof. Dinesh Kumar**
5. **Dr. Shiv Kumar**
6. **Dr. Manpreet Kaur**
7. **Dr. Puneet Aneja**
8. **Prof. Mohit Kumar**
9. **Dr. Rajpreet Kaur**
10. **Dr. Anil Kumar**
11. **Dr. Yashmin Sofat**
12. **Dr. Parvesh Kumar Sharma**
13. **Dr. Inderjit Singh**

The last meeting of IQAC was held on 7th February 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The fifteenth meeting of IQAC was held on **25th February 2022** in **Principal Office.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on NAAC Manual**  | **Discussion:**It was discussed in the meeting that members were urged to thoroughly read the NAAC Manual and SOP from the PPT that will be shared today as new points will be added for different criteria. **Action Taken:**Convenor circulated the PPT and NAAC Manual in the What’s up Group of IQAC members.  |
|  | **Discussion on progress of Non- Formal Courses** | **Discussion:**Further it was discussed that college prepared the certified non- formal courses and it will be printed in hard copy of non- formal courses that will be start with next session. **Action Taken:**Next Meeting called with Heads of all departments for the submission of non- formal programmes for printing.  |
|  | **Discussion on new activities to be carried**  | **Discussion:**It was further discussed in the meeting that all the members of IQAC in collaboration with UGC members will finalize the first draft of policy documents and further the idea of college providing consultancy services to the community was discussed and again it was reminded to the members to sign MOU and collaborate with industrial houses. In the meeting, it was also brought notice to the members to redraft the feedback Performa meant for students, resource persons and alumni etc. so that it will be filled timely. It was also discussed about the future appointment of doctors in the college premises for the benefit of students and staff.**Action Taken:**Next Meeting will be called after 1 month with complete policy document. Further, a doctor will be consulted for the services to the college and Performa was redesigned.  |

**16th Meeting of IQAC of ASC**

**AGENDA:**

1. **Finalization of Non- Formal Courses.**
2. **Discussion on administrative Audit.**

**MEMBERS PRESENT:**

1. **Dr. R.S. Jhanji (Chairman)**
2. **Dr. Sanjeev Kumar (Convernor)**
3. **H.S.Bhatti**
4. **Dr. Balwinder Kumar**
5. **Dr. Sanjay Talwani**
6. **Prof. Ravinderjeet Singh**
7. **Dr. Shiv Kumar**
8. **Dr. Puneet Aneja**
9. **Prof. Gagandeep Sethi**
10. **Dr. Gurvir Singh**
11. **Prof. Princpal**
12. **Prof. Kuljinder Singh**
13. **Dr. Arvinder Kaur**
14. **Prof. Gurpreet Singh**

The last meeting of IQAC was held on 25th February 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The sixteenth meeting of IQAC was held on **26th February 2022** in **Principal Office.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Finalization of Non- Formal Courses** | **Discussion:**It was found in the meeting that all departments prepared the certified non- formal courses and it was ready for printed in hard copy for next session. **Action Taken:**It was conveyed to the Convenor that send the hard copy of non- formal programmes for printing.  |
|  | **Discussion on administrative Audit**  | **Discussion:**It was further discussed in the meeting that plan to go for academic and administrative audit of institution was also deliberated upon.**Action Taken:**Chairperson discussed with the concerned authority for the same.  |

**17th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on Policy Documentation.**

**MEMBERS PRESENT:**

1. **Dr. K.K. Sharma (Co- Convener)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Puneet Aneja**
7. **Prof. Mohit Kumar**
8. **Dr. Vivek Bhambri**
9. **Dr. Manish Garg**
10. **Dr. Rajpreet Kaur**
11. **Dr. Anil Kumar**
12. **Dr. Yashmin Sofat**
13. **Dr. Parvesh Kumar Sharma**
14. **Dr. Inderjit Singh**

The last meeting of IQAC was held on 26th February 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The seventeenth meeting of IQAC was held on **29th March 2022** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on Policy Documentation**  | **Discussion:**It was discussed in the meeting that policies made by each member should follow same pattern having five heading such as Vision, Mission, Objectives, Strategies and Action Plan and Administrative and Monitoring Committee.**Action Taken:**All policies will be streamlined on the same pattern by all members.  |

**18th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on Policy Documentation.**

**MEMBERS PRESENT:**

1. **Dr. K.K. Sharma (Co- Convener)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Puneet Aneja**
7. **Prof. Mohit Kumar**
8. **Dr. Vivek Bhambri**
9. **Dr. Manish Garg**
10. **Dr. Rajpreet Kaur**
11. **Dr. Anil Kumar**
12. **Dr. Yashmin Sofat**
13. **Dr. Parvesh Kumar Sharma**
14. **Dr. Inderjit Singh**

The last meeting of IQAC was held on 29th March 2022 in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The eighteenth meeting of IQAC was held on **5th April 2022** in **Commerce Department.**

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on Policy Documentation**  | **Discussion:**It was discussed in the meeting that each policy made by member should be reduced by focusing same heading of Vision, Mission, Objectives, Strategies and Action Plan and Administrative and Monitoring Committee. Further, it was discussed that basic issue should be covered and the policies should be streamlined at national level.**Action Taken:**All policies will be streamlined on the same pattern by all members.  |

**19th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on Updating of website.**

**MEMBERS PRESENT:**

1. **Dr. K.K. Sharma (Convener)**
2. **Dr. Anil Kumar**
3. **Dr. Yashmin Sofat**
4. **Dr. Yadwinder Singh Deol**
5. **Dr. Rajan Manro**
6. **Prof. Sharda Rani**
7. **Dr. Inderjit Singh**

The last meeting of IQAC was held on 5th April in Commerce Department. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The nineteenth meeting of IQAC was held on **6th May** **2022** in **Principal Office**.

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on Updating of Website.**  | **Discussion:**It was discussed in the meeting that college website has been redesigned with new platform on the college domain name [www.asckhn.com](http://www.asckhn.com) and updated. And, it was informed to the computer analyst and college automation and website committee to update all the information and data for NAAC purpose.**Action Taken:**A notice was circulated to all the heads of departments to provide all information regarding departmental profile and activities to update the website at website.asckhn@gmail.com  |

**20th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on IQAC for session 2021-22.**

**MEMBERS PRESENT:**

1. **Dr. K. K. Sharma (Co- Convener)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 6th May 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The twentieth meeting of IQAC was held on **10th May** **2022** in **Principal Office**.

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on IQAC for session 2021-22.**  | **Discussion:**It was discussed in the meeting that database of students must be prepared by all departments. Latest proforma to be sent to department for data according to AQAR 21-22. Data wise results, subject wise percentage, university position. MOU to be signed by departments. **Action Taken:**A notice was circulated to all the heads of departments to provide all information regarding departmental profile and activities to update the website at website.asckhn@gmail.com  |

**21th Meeting of IQAC of ASC**

**AGENDA:**

1. **Data required for IQAC for session 2021-22.**

**MEMBERS PRESENT:**

1. **Dr. K. K. Sharma (Co- Convener)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Manish Garg**
7. **Dr. Anil Kumar**
8. **Dr. Yashmin Sofat**

The last meeting of IQAC was held on 10th May 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The twentieth first meeting of IQAC was held on **1st June 2022** in **Principal Office**.

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Data required for IQAC for session 2021-22.**  | **Discussion:**It was discussed in the meeting that data regarding IQAC 2021-22 is to be collected from the faculty members in MSWord format soft copy regarding their individual as well as students’ academic achievements i.e. seminars, workshops, conferences, chapter in books, paper published in journals etc from the session 2015 till date so that NAAC record can be maintained. **Action Taken:**A notice was circulated to all the faculty members of various departments to provide all information regarding the activities at asciqac2022@gmail.com  |

**22th Meeting of IQAC of ASC**

**AGENDA:**

1. **Discussion on policy documentation.**

**MEMBERS PRESENT:**

1. **Dr. K. K. Sharma (Co- Convener)**
2. **Dr. Balwinder Kumar**
3. **Prof. Dinesh Kumar**
4. **Dr. Shiv Kumar**
5. **Dr. Manpreet Kaur**
6. **Dr. Puneet Aneja**
7. **Prof. Mohit Kumar**
8. **Dr. Vivek Bhambri**
9. **Dr. Manish Garg**
10. **Dr. Rajpreet Kaur**
11. **Dr. Anil Kumar**
12. **Dr. Yashmin Sofat**
13. **Dr. Parvesh Kumar Sharma**
14. **Dr. Inderjit Singh**

The last meeting of IQAC was held on 1st June 2022 in Principal Office. The minutes of the meeting were read out with formal discussion with IQAC members. These minutes of the meeting were approved by all the members of IQAC.

The twentieth second meeting of IQAC was held on **9th June** **2022** in **Principal Office**.

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| **SR. NO.** | **RECOMMENDATIONS GIVEN BY COMMITTEE MEMBERS** | **ACTION TAKEN FOR IMPLEMENTATION AND OUTCOMES** |
|  | **Discussion on policy documentation.**  | **Discussion:**It was decided in the meeting that to finalize the policy document, the meetings with the concerned member of their respective policy on daily basis will be conducted. And, in this meeting convenors and co-convenors of IQAC and UGC will discuss and finalize the policy. **Action Taken:**Meetings will be held for the month of June with the concerned member of policy for 1 or 2 days and feedback was given. |