

## **Minutes of the Meeting**

A Meeting of the members of NIRF was held in Principal Office on 10.10.2020. Following faculty members were present in the meeting Chaired by the Principal.

1. Dr. Balraj Thapar ,(Principal Incharge )
2. Dr. Jasveen Dua , Coordinator IQAC
3. Dr. Meeru Sehgal Coordinator NIRF, Dean Commerce
4. Dr. Gagandeep Sharma , Dean admissions
5. Dr. Sajeev Soni, Dean Science
6. Dr. Yashpal Taneja, Dean Development
7. Dr. Kapil Dev, Placement Coordinator
8. Dr. Ramniwas, Coordinator Statistical Cell
9. Mr. Naveen Dalal, Nodal Officer
10. Mr. Sumant Datta , Incharge IQAC

Following faculty members could not attend the meeting Chaired by the Principal

1. Dr. Navneet Batra , HoD, Biotechnology
2. Dr. Virender Singh , Dean Alumni

The various issues related to the NIRF were discussed in details. The points discussed were as follows:

1. Dr. Meru Sehgal initiated the discussion by detailing out the parameters as well as allocating responsibilities parameter wise so that improvement in each parameter could be made.
2. Dr. Gagandeep Sharma suggested creating a research fund, which would be utilized for travel and paper presentation, cost in seminar conference to improve the score in 2<sup>nd</sup> parameter i.e research and publication.
3. Dr. Meru Sehgal suggested that cash incentives for paper publication, specially higher incentive for publication in Scopus index journals, Web of Science etc. to improve score.

Dr. Naveen Dalal suggested that improvement of just 3 points should be done i.e. 48.43 to 51+, to improve this particular parameter gradually. He mentioned that increase in expenditure would be reflected in next year's data and not this year.

2. Dr. Jasveen Dua , Coordinator IQAC suggested that all the HoD's will be requested to motivate their respective faculties to provide details like h index value, SJR, SNIP, Scopus etc about their research work. She also suggested that Annual Report should be in printed form.

3. Dr. Jasveen Dua , Coordinator IQAC suggested that there should be provision for departmental budgets. Dr. Yashpal Taneja, Dean Development suggested that there should be a budgetary allocation in annual budget for the research work.

4. Dr. Gagandeep Sharma suggested that the Automation cell of the college should be strengthened by adding more staff in the cell as the data of the college in various types will be needed by various agencies like NIRF, AISHE, and NAAC etc from time to time.

5. Dr. Ram Niwas expressed the need for the statistical cell.

6. Dr. Meru Sehgal, Coordinator NIRF suggested that we should create more heads in expenditure so that operational expenditure can be increased which will help us in obtaining more score in TLR section of NIRF. All the committee members supported the thought that it should be incurred in a phased manner. Further, few suggestions were made by the committee

- a) More Permanent Staff Members both teaching and non teaching.
- b) Purchasing e-books as well as physical books in library.
- c) Creating infrastructure like Commerce lab and Statistics Lab.

***Meeting ended with thanks to the chairperson.***

### Minutes of the Meeting

A Meeting of the members of IQAC Steering Committee was held in President's Office on 24.12.2020 at 11.30 a.m. The meeting was Chaired by the Principal. The members notified for the meeting :

1. Mr. Upkar Krishan Sharma , President , GGSDS College Society
2. Dr. Balraj Thapar,(Principal Incharge )
3. Dr. Jasveen Dua , Coordinator IQAC
4. Dr. Gagandeep Sharma , Dean Admission
5. Dr. Jasamrit K Nayyar HoD, Chemistry
6. Dr. Navneet Batra HoD, Biotechnology
7. Dr. Amit Mohindroo , Assistant Prof. Commerce & Management
8. Dr.Nidhi Grover Assistant Prof. Commerce & Management
9. Mr. Naveen Dalal , Nodal Officer
10. Dr. Monika Soni , Assistant Prof. Political science
11. Mr. Gurpreet Singh, Librarian
12. Mr. Sureet Singh, Assistant Prof. Commerce & Management
13. Mr. Sumant Datta, Incharge IQAC

Following faculty members could not attend the meeting Chaired by the Principal:

1. Dr. Navneet Batra ,HoD, Biotechnology
2. Dr. Jasamrit K Nayyar HoD, Chemistry
3. Mr. Naveen Dalal,Nodal Officer
4. Mr. Sureet Singh,Assistant Prof. Commerce & Management

The various issues related to the NAAC were discussed in detail. The points discussed were as follows:

1. The meeting started with the presentation regarding Road Map for the next NAAC. given by Dr. Jasveen Dua, Coordinator IQAC. In the presentation she

incorporated all the work done by IQAC from last NAAC visit and discussed the various activities which will be done in next few months. She also presented some concerns of the college before the Management regarding upcoming NAAC.

2. Dr. Balraj Thapar, (Principal In charge) has provided the latest updates regarding the NGO registration of the college, which he informed will be finalised within a month.

3. Mr. Gurpreet Singh, Librarian provided the information that the process of RFID system for the library has been finalised and order has been placed. Further, he told the committee that the process for buying physical books, e-books and anti-plagism software has been initiated. He suggested that the library can initiate the research-based activities after purchasing the above said material. President Sir, Sh. Upkar Krishan Sharma asked Mr. Gurpreet Singh, Librarian to provide the data of books issued to the teachers.

4. Dr. Gagandeep Sharma raised the issue of fee from students enrolled in the Research Centres running in the college. He informed that the fee is charged by the Panjab University and not by the college. President Sir, Sh. Upkar Krishan Sharma has instructed the Principal to take this matter with the University on priority basis.

5. Dr. Monika Soni suggested giving stress on Mind, Body and soul component of students studying in the college. The members present there suggested to start a happiness club for the students of the college. She may initiate such a club after discussing with other staff members and seek their involvement.

President of Managing Committee GGSDS College, Chandigarh Sh. Upkar Krishan Sharma suggested the following points in the meeting:

1. The Academic counselling to be documented in a structured manner and Principal to preside a meeting with the HoDs for the same.
2. To create the SOP and Job descriptions of all functionaries.
3. Feedback from students after every activity related to the students.
4. More emphasis on the functioning of Alumni & Placement Cell, as it has been a weak point for upcoming NAAC.

5. Stress on mental health of students and active role of Psychology Department and its Manasuday Club. Also to start a PG course in Psychology.
6. Review of various clubs and societies and ensure their active roles.
7. Extension and strengthen of Automation Cell / Data Management system.

The meeting ended with thanks from Dr. Jasveen Dua, Coordinator IQAC.

Coordinator IQAC.

15.01.2021

### **Minutes of the Meeting**

A Meeting of the members of IQAC Steering Committee was held in IQAC Office on 14.01.2021 at 11:00 a.m. The Coordinator IQAC chaired the meeting. The members notified for the meeting:

1. Dr. Jasveen Dua , Coordinator IQAC
2. Dr. Gagandeep Sharma , Dean Admission
3. Dr. Jasamrit K Nayyar HoD, Chemistry
4. Dr. Navneet Batra HoD, Biotechnology
5. Dr. Amit Mohindroo , Assistant Prof. Commerce & Management
6. Dr.Nidhi Grover Assistant Prof. Commerce & Management
7. Mr. Naveen Dalal , Nodal Officer
8. Dr. Monika Soni , Assistant Prof. Political science
9. Mr. Gurpreet Singh, Librarian
10. Mr. Sureet Singh, Assistant Prof. Commerce & Management
11. Mr. Sumant Datta, Incharge IQAC

Following faculty members could not attend the meeting:

1. Dr.Nidhi Grover Assistant Prof. Commerce & Management

The various issues related to the NAAC were discussed in detail. The points discussed were as follows:

1. A copy of office orders of all the Faculty members holding any office should be collected.
2. Dr. Gagandep Sharma suggested that a request should be sent to Automation Cell of the college for the formation of e-Form for teachers in consultation with Statistical cell for collection of data required in NAAC.  
He also suggested that repository of Question papers should be restarted and constituting a team for the same. Further, he suggested that there should be an addition of pages on distinguished Alumni with their pics and achievements in the prospectus.

He also stressed upon the up gradation of various software's related to research like SPSS , MINI TAB etc.

3. Dr. Jasamrit K Nayyar HoD, Chemistry, has been requested by Coordinator IQAC to work on standardize instructions for laboratory , working assistants students on campus and staff in general and during COVID 19 Period . Further the hostel wardens are also been requested to standardize the instructions for visitors, hostel staff and students.

4. Dr. Jasveen Dua , Coordinator IQAC raised the points on the Green and energy audits by the institute.

5. Dr. Monika Soni , Assistant Prof. Political Science has been requested by Coordinator IQAC to collect the data for the students progression of the college.

6. Mr. Gurpreet Singh, Librarian informed the committee that quote for online books from EBSCO host has already been received and they are negotiating with the company for the contract for 3 years. Further, he informed that the Anti Plagism software has already been purchased @ Rs. 1, 49,000/- (appox).

7. Dr. Navneet Batra HoD, Biotechnology & Mr. Sureet Singh, Assistant Prof. Commerce & Management has been requested by Coordinator IQAC to recommend the name of some industry experts to be included in the Steering committee.

The Meeting was concluded at 2: 00 P.M (3hrs) with vote of thanks by Coordinator IQAC.

Coordinator IQAC.