



# NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE

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(Affiliated to M.D. University, Rohtak)

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Ref. No. NBGSMC/IQAC/

Date: 18-06-2020

## Minutes of Meeting of IQAC held on 15<sup>th</sup> June 2020 at 11:00 AM via Webex Video Conferencing.

The following members were present:

- |                        |  |
|------------------------|--|
| 1. Dr. M.S. Khatri     | Principal & Chairperson, IQAC                              |
| 2. Sh. Vinod Babbar    | Management Representative                                  |
| 3. Mrs. Raman Manhas   | External Expert  |
| 4. Mrs. Asha Kapoor    | External Expert  |
| 5. Prof. G.S. Popli    | External Expert  |
| 6. Smt. Shashi Aneja   | External Expert  |
| 7. Dr. D.P. Singh      | Member (Incharge – Cultural Affairs & Coordinator,<br>UGC) |
| 8. Ms. Neha Gupta      | Deputy Coordinator – IQAC & Incharge – Red Cross           |
| 9. Dr. S.P. Monga      | Member (Teaching Staff)                                    |
| 10. Dr. Amit Kumar     | Coordinator – IQAC   |
| 11. Sh. Shekhar Gautam | Incharge – NCC   |
| 12. Dr. Surender Kumar | Librarian  |
| 13. Sh. Aman Kumar     | Member – Administration                                    |
| 14. Sh. Sunil Kumar    | Estate Officer   |
| 15. Sh. Kishore Singla | Alumnus  |
| 16. Ms. Deepali Bansal | Student  |

Following members could not attend the meeting:

- |                    |         |
|--------------------|---------|
| 1. Sh. Sunil Kumar | Student |
|--------------------|---------|

In the beginning, Dr. M.S. Khatri, Chairperson, IQAC, has welcomed all the members of the IQAC and introduced members with each other.

Following agenda points were discussed and approved unanimously.

### **1. Confirmation of the minutes of the previous IQAC meeting held on 25-09-2019.**

Resolved to confirm the minutes of the meeting of IQAC held on 25<sup>th</sup> Sept. 2019. (Annexure-I)

### **2. Follow up Action Taken Report on the decisions made by the IQAC in its previous meeting dt. 25-09-2019.**

Action Taken Report on the minutes of the meeting held on 25-09-2019 was presented and approved by the house (Annexure-II).

### 3. Achievements of the college in the session 2019-20

- 37 UG and 27 PG students of our college were placed in University Merit List.
- The students of N.B.G.S.M. College, Sohna (2<sup>nd</sup> and 3<sup>rd</sup> year) has participated in the Zonal Youth Festival, organised by M.D.University, Rohtak at SDIMT, Tigaon on 9th, 10th and 11th November 2019 and Inter-Zonal Festival organised by M.D.University Rohtak in the University Campus on 13th, 14th and 15th November 2019. The performance of the students are as follows:

Name	Class	Category
Kavita,	B.A. III	IInd position in Sanskrit Shloka Uccharan and Light Music Vocal (Geet) (Zonal Youth Festival)
Himanshu	B.Com. II	IInd position in Urdu and Punjabi poetry (Zonal Youth Festival)
Himanshu	B.Com. II	Ist position in Urdu Poetry (Inter-Zonal Youth Festival)
Kavita	B.A. III	IInd position in Sanskrit Shloka Uccharan (Inter-Zonal Youth Festival)

The students of N.B.G.S.M. College, Sohna (1<sup>st</sup> year) has participated in three days Youth Festival of Gurugram University, "Shankhnaad Fest" in the University Campus from 22nd to 24th January 2020. The performance of the students are as follows:

Name	Class	Category
Ramakant	B.Com I	Ist position in mimicry
Adarsh	B.A. I	Ist position in Punjabi Poetic Recitation
Manisha	B.A. I	Ist position in Sanskrit Declamation
Adarsh	B.A. I	IInd position in Urdu Poetic Recitation and Light Music (Vocal)-Bhajan
		IInd position in Slogan Writing
Neha	B.A. I	IIIrd position in Sanskrit Shloka Uccharan
Aarti	B.A. I	IIIrd position in Haryanvi Poetic Recitation Competition

- In sports, achievements are as follows:

Name	Class	Category
Aadithyaa	BBA 1 <sup>ST</sup>	3 <sup>rd</sup> in 50 m Rifle Shooting in All India Inter-University Championship
Sunil	B.A. 3 <sup>rd</sup>	Gold Medal IN 400 m Race in Open State level Championship

Sapna	B.A. 2 <sup>nd</sup>	<b>Silver Medal in 3000 m Stipple Chase</b> in Open State level Championship
Sanju Chouhan	B.COM 3 <sup>RD</sup> (A)	<b>Bronze Medal in Archery</b> in M.D. University championship
Nitesh	B.A 3rd	<b>Best cadet NCC</b>

- In 2019-20, 12 students of NCC has appeared for Certificate 'C' Examination.

Mrs. Raman Manhas has suggested to device certain benchmarks for accessing academic achievements in past few years and have it in a graphical form for clarity.

#### 4. New Initiatives

- Internal Quality Assurance Cell, N.B.G.S.M. College, Sohna has organised a six days workshop (21st April to 27th April 2020) on "Integrating ICT in Teaching-Learning Process" to acquaint the faculty members on various modes of E-learning and other ICT technologies to support the online teaching learning process.
- Internal Quality Assurance Cell, N.B.G.S.M. College, Sohna has organised three days online workshop (18th May to 20th May 2020) for the secretarial staff members of NBGSM College, in which other colleges of Haryana were also allowed to participate. The workshop was conducted online on the Google Meet platform and was attended by 34 participants from 09 different colleges of Haryana.
- The college has shifted 100% to LED for its lighting power requirements.
- In addition to 10 kW, Solar Power System in City Campus an additional 20 kW Solar Power System has been installed in Alwar-Road Campus.

#### 5. Completion of NAAC Assessment & Accreditation process

A two days visit by NAAC Peer Team members was held on 25<sup>th</sup> and 26<sup>th</sup> Nov. 2019, the outcome of which is announced by NAAC in its 48th Meeting of the Standing Committee (08th January 2020). The institution has acquired a Grade 'B' with CGPA 2.04.

#### 6. To explore the mechanism for implementing the recommendations made by the NAAC Peer-Team members.

S. No.	Recommendations	Suggestive measures to be adopted
1	The Student Feedback needs to be made more systematic and regular so as to address Student grievances in efficient manner.	An online Student Satisfaction Survey was conducted as per the NAAC format.  A Grievance Redressal Cell has also been constituted to address the grievances/concerns of the students about internal assessment, completion of syllabi, examinations, issue related to back papers, admission process, etc. Prof. G.S. Popli has suggested maintaining a record of the grievances received and action taken. He has further suggested informing all the staff members to divert all grievances to Grievance Redressal Cell for maintaining a proper record.



2	Sincere measures and efforts be put in to decrease the prevailing drop out percentage ratio of students, in particular for highly demanding course like the B. Com.	No member of the cell advanced any suggestion on this issue.
3	Strong efforts need be taken to fill up vacant faculty-positions on a war-footage.	The Principal, Dr. M.S. Khatri has informed the IQAC that the recommendation has been forwarded to the management and the decision is to be taken by the Governing Body on this issue.
4	The huge amount of financial aid available through various funding agencies like the UGC & DST need to be exploited to facilitate the Management in providing all possible facilities to the Students.	Dr. D.P. Singh (Coordinator, UGC) has informed the members that the 13 <sup>th</sup> Five Year Plan is yet to be launched by the UGC, it is only after this the institution can approach for grants/funds as per the plan stipulations. In this regard, Prof. G.S. Popli has suggested to take follow up with the UGC at regular interval. He further mentioned to have a record of the follow up in writing and explore various funding opportunities in UGC as well as other funding agencies.
5	The Fourth Recommendation of the Peer Team Report of Cycle 1 such as encouraging the faculty to take up MRPs (Major/Minor Research Projects) funded by Agencies like the UGC & DST for Professional Development needs to be taken up with utmost urgency.	The Principal, Dr. M.S. Khatri has informed the members that only regular faculty is eligible to apply for research grants from UGC and DST. At present only four regular faculty is available. If anyone of them would apply for the same, college will consider the request sympathetically.
6	Competent Resource Persons from industry and academia be invited regularly to equip the students with skills for their holistic development.	Prof. G.S. Popli has offered to arrange good faculties and experts for this purpose.
7	The Placement Cell may enhance initiatives to see that Students are skilled enough to compete with their peers in other institutions.	Prof. G.S. Popli has suggested to include some skill development courses in the institution such as Advance Excel, Digital Marketing, Soft Skills and Tally.
8	The Faculty need to be oriented to establish a functional Mentoring System to cater to the manifold needs of the Students.	The Principal has informed the members that the college has a mentoring system in place, which shall be further geared up to work efficiently. Prof. G.S. Popli, suggested to maintain a file of each student in which the suggestions / advices given and follow up should be recorded. Mrs. Raman Manhas has suggested to add the mentoring session in the Timetable and make a list of the Mentor-Mentee allocation. Principal, Dr. M.S. Khatri informed that it is already in place.
9	The Central Library needs urgent up-gradation with regard to purchase of relevant books, subscription of subject-specific Journals, and relevant software.	Librarian Dr. Surender Kumar informed the IQAC members that the textbooks and issue-return system has been completely digitized. Mrs. Raman Manhas has suggested the Librarian to submit a proposal regarding upgradation of library to IQAC. It was also suggested to procure

		some specific offline journals and books as per the need of the college and NAAC requirements.
10	The IQAC may be empowered to materialise the Perspective Plan for the next five years.	The composition of IQAC has been revised to formulate and materialize the perspective plan for the next five years. The Perspective plan as prepared by the college (2019-24) has been shared with the newly joined members for their consideration.

## 7. Best Practices

In the session 2019-20, the best practices adopted were:

- i) Personality development classes to improve the communication and interpersonal skills of the students and
- ii) Paperless office communication procedures through G-suite and ERP solution.

For the upcoming session 2020-21 the IQAC has resolved to include two Best Practices as:

- i) ICT enabled Teaching-Learning system and blended learning and
- ii) Paperless office communication procedures through G-suite and ERP solution

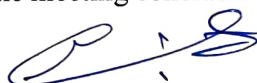
## 8. Analysis of Student Satisfaction Survey conducted in April 2020.

The observations of the Student Satisfaction Survey (Annexure – III) and the perspective plan for the upcoming session 2020-21 has been put forward for discussion. The IQAC has confirmed the perspective plan (Annexure – IV).

## 9. Any other suggestions/recommendations for the academic session 2020-21.

- Prof. G. S. Popli has suggested to encourage the faculty members to record their lectures in a 15-20 min video and upload the same on YouTube. Dr. Amit Kumar has informed the members that the college has initiated the process of hosting the E-content on college website.
- Prof. G.S. Popli has suggested organizing a session on Bloom's Taxonomy for the faculty members.
- With reference to ERP implementation, Mrs. Raman Manhas has suggested to prepare a report on the digitization made through ERP so far and the pending issues to be resolved by ERP solution provider.
- Principal, Dr. M.S. Khatri has suggested carrying out a survey on the usage of smartphones by the students of our college, so that the viability and suitability of measures regarding the online learning management system can be assessed.

The meeting concluded with a vote of thanks to the chair and members of the IQAC.



Dr. Amit Kumar

Coordinator, IQAC



Dr. M.S. Khatri

Principal & Chairperson, IQAC

Copy to: All concerned