



NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE

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Ref. No. NBGSMC/IQAC/

Date: 16-01-2021

Minutes of Meeting of IQAC held on 15th January 2021 at 11:00 AM via Google Meet Video Conferencing.

The following members were present:

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|------------------------|---|
| 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, 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 |
| 17. Ms. Sapna | Student |

Following agenda points were discussed and approved unanimously.

1. Confirmation of the minutes of the previous IQAC meeting held on 15-06-2020.

Dr. Amit Kumar, Coordinator, IQAC put before the house the minutes of the meeting of IQAC held on 15-06-2020 for confirmation. (Annexure- I, already circulated via. Email)

Resolved to confirm the minutes of the meeting of IQAC held on 15th June 2020.

2. Follow up Action Taken Report on the decisions made by the IQAC in its previous meeting dt. 15-06-2020.

Action Taken Report on the minutes of the meeting held on 15-06-2020 was presented and approved by the house (Annexure-II).

3. Calendar of Activities for the academic session 2020-21

The calendar of activities for the academic session 2020-21 i.e. from 01st Oct. 2020 to 21st Aug. 2021 (Annexure-III) is shared with all IQAC members of the college through e-mail for any observations/ suggestions.

Prof. G.S. Popli suggested to maintain the records of the activities conducted and a report of the same to be placed in the next IQAC Meeting. There shall be focus on activities resulting into better score in NAAC or NIRF.

The calendar of activities was discussed and approval granted.

[Action to be taken by all HoDs]

4. New Initiatives

- An MoU was signed with **Anudip Foundation** to conduct two Job-oriented courses viz. Certificate in Office Automation and Digital Education, and Diploma in Accounting with Tally (Annexure-IV).
- The college has registered for India Rankings 2021. The data submission process is in progress and will be submitted before the last date i.e. 05th Feb. 2021.

[Action to be taken by Dr. Amit Kumar]

5. Research Development Course

To empower the faculty in the area of research and to increase the volume of and quality of research outputs a Research Development Board was formed. It was proposed by the board to organize a **one-week research development course in research methodology**.

Principal Dr. M.S. Khatri requested Prof. G.S. Popli to be a resource person in this program and invited suggestions from the IQAC members.

Resolution

Praising the efforts of the institution towards research and development, the IQAC members has accepted this proposal. Prof. G.S. Popli has accepted to be a part of this program and also offered to support the institution in providing resource persons.

[Action to be taken by Dr. D.P. Singh]

6. Report on ERP implementation

The detailed report prepared by Dr. Amit Kumar, convener, ERP was submitted to the IQAC for observations and feedback (Annexure- V, already circulated via. Email). It was suggested that if the ERP is unable to provide the solution on timely basis and is not functioning as per the goals of the institution, then alternate sources should be thought of.

Resolution:

Mrs. Raman Manhas suggested to organize a virtual meeting with the concerned authorities from the ERP solution provider viz. MasterSoft ERP with the management and discuss on the pending issues. A decision could be made thereafter.

[Action to be taken by the office]

7. Preparation of AQAR 2019-20

Dr. Amit Kumar, Coordinator-IQAC has submitted that the preparation of AQAR for the academic session 2019-20 is in progress. The complete report will be submitted to the members of the IQAC before the last date to submit the data online on NAAC portal i.e. 31st May 2021 (Annexure-VI).

[Action to be taken by Dr. Amit Kumar]

8. Suggestions/ recommendations for the academic session 2020-21

- Prof. G.S. Popli suggested to begin at least one more add-on course either English language, Advance Excel or Digital Marketing. He further suggested if UGC is taking time in sanctioning the grants, we can begin at our own level by charging a suitable fee from the students or financing from college funds.
- Mrs. Shashi Aneja recommends to have a regular follow up with the UGC with reference to Skill Development Courses and any other funding.
- Mrs. Asha Kapoor asked to mention the strategies adopted for improvement in academic results by the faculty.
- The committee recommends to follow up with the concerned authorities regarding the filling up of vacant positions.

The meeting was stimulating and informative. Dr. Amit Kumar, Coordinator, IQAC, thanked the Hon'ble Chairman IQAC, Dr. M.S. Khatri and other members of the IQAC for their valuable suggestions.


Dr. Amit Kumar

Coordinator, IQAC


Dr. M.S. Khatri

Principal & Chairperson, IQAC

Copy to: All concerned