



NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE

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Ref. No. NBGSMC/IQAC/

Date: 22-10-2021

Minutes of Meeting of IQAC held on 22nd Oct. 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. Dr Amit Kumar | Coordinator – IQAC |
| 9. Ms Neha Gupta | Deputy Coordinator – IQAC & Incharge – Red Cross |
| 10. Dr Sapna Agarwal | Member-Teaching Staff |
| 11. Sh. Shekhar Gautam | Incharge – NCC |
| 12. Dr Surender Kumar | Librarian |
| 13. Sh. Aman Kumar | Member – Administration |
| 14. Sh. Sunil Kumar | Estate Officer |
| 15. Mr Kishore Singla | Alumnus |

The following member could not attend the meeting:

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|----------------------|---------|
| 1. Ms Deepali Bansal | Student |
| 2. Ms Sapna | Student |

The members of the IQAC discussed the agenda points and resolved the following:

1. Confirmation of the minutes of the previous IQAC meeting held on 22-05-2021.

Dr. Amit Kumar, Coordinator, IQAC put before the house the minutes of the meeting of IQAC held on 22-05-2021 for confirmation. (Annexure- I, already circulated via. Email)

Resolved to confirm the minutes of the meeting of IQAC held on 22nd May 2021.

2. Follow up Action Taken Report on the decisions made by the IQAC in its previous meeting dated 22-05-2021.

Action Taken Report on the minutes of the meeting held on 22-05-2021 was presented before the house (Annexure-II).

Regarding the digitalization of the college through MasterSoft ERP, Mrs Raman Manhas informed to submit a report of the shortcomings of the previous ERP solution provider and take support from experts in IT such as Mr Sunil Madan who can guide and suggest the college in finding the right solution. Furthermore, after due discussion with the management, a formal notice should be sent to the company to inform them about the termination of the contract.

In this regard, Principal Dr M.S. Khatri shared that the college has sent an email to MasterSoft ERP on 12-10-2021 for discontinuation of the ERP. The college after due discussion at various levels has proceeded went for a trial with the shortlisted company for 3 months. Only after due satisfaction, we will proceed with the further contract. He also said that guidance from Rev. Sunil Madan ji will be solicited through proper channels.

3. Update on the Calendar of Activities for the academic session 2020-21 and approval for the session 2021-22.

The activities completed in the academic session 2020-21 (Annexure-III) is shared with all the IQAC members of the college through e-mail for any observations/ suggestions.

The calendar of activities for the current academic session 2021-22 (Annexure-IV) is put forward for suggestions/feedback.

Prof. G.S. Popli suggested working sincerely on completing the activities and maintaining their proper records.

Mrs. Asha Kapoor suggested having clarity on what shall be organized on the specific date instead of just mentioning a broad terminology

4. Quality Initiatives

It was placed before the members for a proposal to institutionalize a “Research Promotion Policy” through which the faculty can be encouraged to pursue research. The recommendations made therein were drafted by the Research Development Board.

Furthermore, in the meeting of the staff council it was proposed to adopt a “Earn While You Learn” scheme to employ meritorious and needy students.

Both the proposals were shared with the members as Annexure-V via email.

Prof. G.S. Popli appreciated the efforts made by the concerned committees in drafting these proposals and said that it would support enhancing the research culture in the college as well as support to needy students was a good initiative. However, he stressed on sincerely implementing the policy and maintaining records of each activity to meet the NAAC criteria.

All the members of the cell unanimously approved the above-mentioned quality initiatives and gave a go-ahead in implementing the same.

5. Recommendations given by the Staff Council

5.1 Dr M.S. Khatri informed the members that the college has a Women Cell, Anti-ragging Cell and Proctorial Board for timely redressal of student grievances including sexual harassment and ragging cases. However, a Grievance Redressal Cell is already working in the college to effectively addressing the grievances of the students.

5.2 It was suggested to introduce short term courses in IT to increase the employability of the students. NIIT certified courses such as Active and Basic IT, Web Development, Tally and Spoken English & Personality Development etc. are under discussion with Nirankari Vocational Centre and are likely to be introduced next month.

6. Recommendations given by the Academic Committee

6.1 Dr Manoj Kumar (Assistant Professor, Mathematics) proposed to establish a Math Lab in the college.

Prof. G.S. Popli and Mrs Manhas suggested that if the college has sufficient funds to establish, we may go ahead.

6.2 Although the college has subscribed to 6000+ e-journals from N-LIST, the faculty have asked for a few physical journals to be kept in the college library. Similarly, quality reference books are also required to be purchased to enrich the database of the college library.

Mrs Raman Manhas advised the Librarian to actively pursue this matter and complete the said task at the earliest.

6.3 To assess the learning levels of the students advanced learners and slow learners shall be identified at the onset of the academic session. Subject faculty have been informed in the staff meeting to take necessary follow-ups and work as per the learning levels of the students. The record of such identification and its implementation shall be assessed during the yearly Administrative and Academic Audit.

Mrs Asha Kapoor suggested that a faculty could take a class test to identify such students.

Mrs Shashi Aneja suggested a teacher can use his/her experience during classes and can identify such students.

It was therefore recommended to use both formative and summative assessment methodology in identifying such students. Furthermore, Prof. G.S. Popli suggested that it is very important to have all these things documented.

Dr M.S. Khatri informed the members that an Academic and Administrative Audit shall be conducted shortly in which the documentation of all such activities shall be assessed.

6.4 Dr M. S. Khatri shared with the members that the college has introduced the Mentorship Program and shared its guidelines in the last academic session (Annexure-VI). The mentors have been further allocated their respective classes and informed to work on it religiously.

No suggestion/ feedback was received in this regard.

6.5 He further informed that a committee has been formed to monitor and record the pass percentage, drop-out ratio and progression to higher education as mentioned in the AQAR Metric No. 2.6.3 & 5.2.2.

No suggestion/ feedback was received in this regard.

6.6 In addition, the college has also institutionalized the conduct of Special Classes for UGC-NET aspirants. Department of Commerce and Department of Economics are holding special classes every year in this regard.

No suggestion/ feedback was received in this regard.

6.7 It was proposed that an IGNOU Centre can be started in the college.

Mrs. Raman Manhas & Prof. G.S. Popli mentioned that it is not in the ambit of IQAC, hence a proposal could be decided at the college level taking in consideration of all pros & cons.

7. Report on the feedback and suggestions from the teaching staff.

A report on feedback and suggestions from the teaching staff was shared with the members of the IQAC via email as Annexure-VII.

Principal, Dr M.S. Khatri informed the members that actions have been taken at the suggestions received from the teaching staff at various levels.

Mrs Asha Kapoor advised including the suggestions of teaching staff in improving the results of the college and work on their suggestions accordingly.

8. Report on Student Satisfaction Survey.

A report on Student Satisfaction Survey has been shared with the members of the IQAC via email as Annexure-VIII.

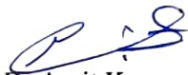
Prof. G.S. Popli suggested enhancing the ambit of student satisfaction survey and including all the stakeholders viz. parents, alumni and employers in the process of feedback collection and analysis.

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

Prof. G.S. Popli suggested that the IQAC should focus on ensuring the quality in the institution by checking on what is required, forming a quality assurance policy and maintaining its record.

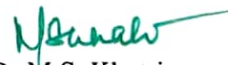
Mrs Raman Manhas recommended to compile a report on various initiatives made by the IQAC after the NAAC accreditation.

The meeting ended on a happy note. Chairman IQAC, Dr M.S. Khatri thanked the members of the IQAC for their valuable suggestions.



Dr Amit Kumar

Coordinator, IQAC



Dr M.S. Khatri

Principal & Chairperson, IQAC

Copy to: All concerned