



INTERNAL QULAITY ASSURANCE CELL

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA
RUPNAGAR PUNJAB-140111 Est. 1975**

Govt. Aided under 2(f) ad 12(B) of UGC, Permanently Affiliated to Punjabi university, Patiala

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Ref. No.: IQAC/BELA/19/6/54

dated: 27/6/2019

MINUTES OF 54TH MEETING OF IQAC

54th meeting of IQAC was held on 27/06/2019 in the Conference Room at 2.30.p.m. onwards

MEMBERS OF IQAC as per Version 5 dated 12-01-2018(23/5/2018) of UGC

S. No.	Name	Designation	Composition as per NAAC Norms	Signature of members who attended meeting
1.	S. Sangat Singh Longia	President, M.C.	Management Representative	
2.	S. Sukhwinder Singh Whisky	Manager, M.C.	Employer	
3.	Prof. Surmukh Singh	Head of the Institution	Chairperson	
4.	Dr. Shailesh Sharma	Director & principal, COP, Bela	Stakeholder	
5.	S. Ombir Singh	Director, SGGS Sen. Sec. School, Chamkaur Sahib	Alumni Representative	
6.	S. Narinder Singh	Member, Block Samiti	Local Representative	ABSENT
7.	S. Amrik Singh	CEO, Nango Pharma Pvt. Ltd.	Industrialist	
8.	Mr. Rakesh Joshi	HOD, Computer science	In charge of Criterion – I: Curricular Aspects (Teacher Member)	
9.	Dr. Harpreet Kaur	HOD, Punjabi	In charge of Criterion – II: Teaching, Learning and Evaluation (Teacher Member)	ABSENT
10.	Dr. Parvinder Kaur	A.P. Biotechnology	In charge of Criterion – II: Teaching, Learning and Evaluation (Teacher Member)	
11.	Dr. Satwant Kaur Shahi	HOD, Chemistry	In charge of Criterion – III: Research, Innovations and Extension (Teacher Member)	
12.	Dr. Baljeet Singh	HOD, Physics	In charge of Criterion – IV: Infrastructure and Learning Resource (Teacher Member)	
13.	Ms. Sunita Rani	HOD, Humanities	Criterion – V: Student Support and Progression (Teacher Member)	

MINUTES OF 54TH MEETING OF IQAC, ASBASISM COLLEGE, BELA ROPAR PUNJAB

14.	Mrs. Ishu Bala	HOD, Commerce	Criterion – V: Student Support and Progression (Teacher Member)	<i>Ishu Bala</i>
15.	Mr. Gurlal Singh	HOD, Management Studies	Criterion – VI: Governance, Leadership and Management (Teacher Member)	<i>Gurlal Singh</i>
16.	Mrs. Manpreet Kaur	Assistant Professor	In charge of Criterion – VII: Institutional Values and Best Practices (Teacher Member)	<i>Manpreet Kaur</i>
17.	Dr. Avni Vij	Assistant Professor	In charge of Criterion – VII: Institutional Values and Best Practices (Teacher Member)	ABSENT
18.	Mrs. Jasbir Kaur	Superintendent	Senior Administrative Officer	<i>Jasbir Kaur</i>
19.	Mr. Gurdeep Singh	Sr. Clerk	Senior Administrative Officer	<i>Gurdeep Singh</i>
20.	Ms. Anuroop Kaur	Student	Student Representative	<i>Anuroop Kaur</i>
21.	Mrs. Mamta Arora	Associate professor	Coordination/ Director Of the IQAC	<i>Mamta Arora</i>

AGENDA

Agenda 54.1 Confirmation of minutes of previous meeting

Minutes of previous meeting were confirmed.

Agenda 54.2 Agenda: To install water harvesting system

RESOLUTION: To reduce gap in demand and supply of fresh water, it was resolved to install water harvesting system.

Agenda: 54.3: To conduct Green audit

RESOLUTION: To upgrade NAAC CGPA and environment condition in and around the college, it was proposed by Director/Coordinator to carry out performing task like energy audit, waste Management audit, Health Audit, renewable energy sources, Health audit etc. Responsibility was assigned to coordinator with the help of external experts.

Agenda 54.4: Academic Audit

RESOLUTION: Members decided to conduct academic audit to review the quality of academic process in the institute. IQAC members suggested constituting academic audit committee which will be responsible to review quality in institute using scientific and systematic method.

Agenda 54.5: Administrative Audit

RESOLUTION: It was resolved to carry out administrative audit in the institute to evaluate the efficiency and effectiveness of the administrative procedures. To fulfill the need of administrative audit IQAC members suggested to form committee of administrative audit

Agenda 54.6: Library Audit

RESOLUTION: It was resolved to conduct library audit in the institute which is a hub of academic activities for students and teachers. Members decided to form library audit committee which will do needful. It was resolved to reframe Library advisory committee

Agenda 54.7: Formation of PTA

RESOLUTION: Members put forward an idea to conduct Parent Teachers meeting once in a year to discuss academic growth of the student and any kind of problem student is facing in the college.

Agenda 54.8: To revise fee structure of M.Sc Biotechnology, B.A., B.Sc. (Non-Medical) courses and to propose fee structure for B.Voc Renewable Energy Technology

RESOLUTION: IQAC members decided to lessen hurdle of large fees in accomplishing degrees. Members put forward revised fee structure of M.Sc Biotechnology, B.A., B.Sc (Non- Medical) courses.

Agenda 54.9: Examination reform committee

RESOLUTION: IQAC members put forward an idea to create transparency and accountability in the examination, new reforms must be implemented. Members decided to form examination reform committee to conduct examination according to new guidelines for the betterment of the students. IQAC members put forward an idea to create transparency and accountability in the examination, new reforms must be implemented.

Agenda 54.10: Management Information System


RESOLUTION: Members decided to purchase Management Information System to enhance efficiency and transparency and productivity.

Agenda 54.11: To purchase new Computers & biometric machines

RESOLUTION: Members proposed to install new biometric machines in the college. Members decided that it is mandatory for each teaching and non-teaching staff to mark biometric attendance on their arrival and departure


Chairperson, IQAC

Principal
ASBASJS Memorial
College Bela (Ropar)


Coordinator, IQAC