



## INTERNAL QUALITY ASSURANCE CELL

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

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

[igacbela@gmail.com](mailto:igacbela@gmail.com)

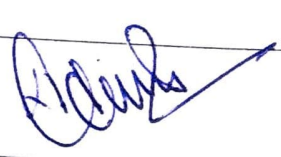
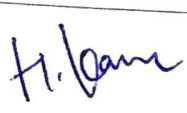

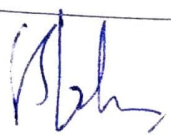
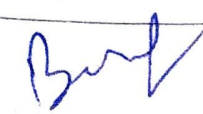
Ref. No.: IQAC/BELA/19/9/57

dated: 5/09/2019

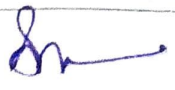
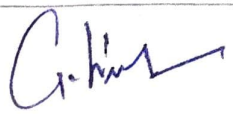
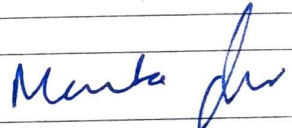
#### MINUTES OF 57<sup>th</sup> MEETING OF IQAC

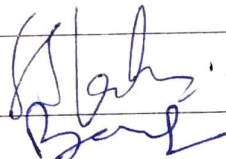
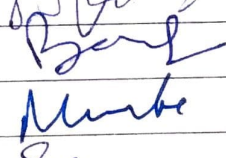
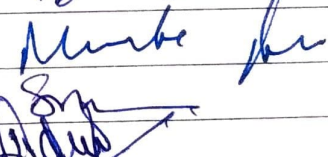
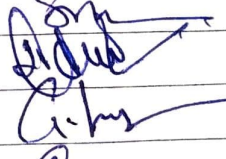
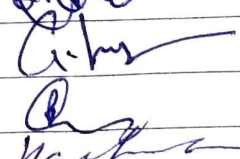
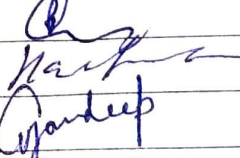
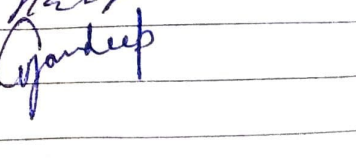
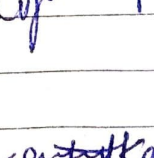
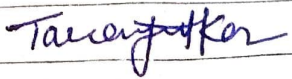
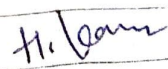
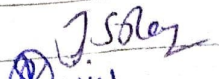

57<sup>th</sup> meeting of IQAC was held on 5/09/2019 by president, M.C. and Manager, M.C. in the Conference Room at 1.00.p.m. onwards

#### FOLLOWING MEMBERS AND FACULTY ATTENDED THE MEETING

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	
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)	
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. Baljit Singh	HOD, Physics	In charge of Criterion – IV: Infrastructure and Learning Resource (Teacher Member)	

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

S.NO	Name	Designation	Signature of Faculty who attended meeting
1	Prof. Surmukh Singh	Principal	
2	Dr. Satwant Kaur Shahi	Associate Prof. Chemistry	
3	Dr. Baljit Singh	Associate Prof. Physics	
4	Dr. Mamta Arora	Associate Prof. Biotech	
5	Ms. Sunita Rani	Assit. Prof. History	
6	Mr. Rakesh Joshi	Assit. Prof. Comp. Sci.	
7	Mr. Gurlal Singh	Assit. Prof. Management	
8	Mrs. Rozy Rani	Assit. Prof. Pol.Sci.	
9	Mr. Harpreet Singh	Assit. Prof. Punjabi	
10	Mrs. Gagandeep Kaur	Assit. Prof. English	
11	Ms. Manpreet Kaur	Assit. Prof. Biotech	
12	Mr. Pritpal Singh	DPE	
13	Mrs. Taranjit Kaur	Assit. Prof. Comp. Sci.	
14	Mrs. Ramandeep Kaur	Assit. Prof. Biotech	
15	Mrs. Ishu Bala	Assit. Prof. Commerce	
16	Dr. Harpreet Kaur	Assit. Prof. Punjabi	
17	Mr. Jaspreet Singh	Assit. Prof. Hist/Pbi	
18	Dr. Parvinder Kaur	Assit. Prof. Biotech	



19	Mrs. Preet Kamal Kaur	Assit. Prof.H.R.	
20	Dr. Surjit Kaur	Assit . Prof. Punjabi	<i>Surjit</i>
21	Ms.Jaspreet Kaur	Assit. Prof.Biotech	
22	Mr. Gurinder Singh	Assit. Prof. Management	
23	Ms. Ramanjit Kaur	Assit. Prof. Chemistry	<i>Raman</i>
24	Ms. Raveena Saini	Assit. Prof.Math.	<i>Raveena</i>
25	Ms. Amandeep Kaur	Assit. Prof. Commerce	<i>Amandeep</i>
26	Ms. Mandeep Kaur	Assit. Prof. Commerce	<i>Mandeep</i>
27	Ms. Sanjivni	Assit. Prof. Maths.	<i>Sanjivni</i>
28	Mr. Lovepreet Singh	Assit.Prof.English	<i>Lovepreet</i>
29	Ms.Parneet Kaur	Assit.Prof.Biotech	<i>Parneet</i>
30	Ms.Sumanpreet Kaur	Assit. Prof. Management	<i>Suman</i>
31	Ms. Jaspreet Kaur	Assit. Prof. Physics	<i>J.B</i>
32	Mrs. Anninder Kaur	Faculty Member	<i>Anninder</i>
33	Mr. Amarjeet Singh	DPE	<i>Amarjeet</i>
34	Ms. Avni Vij	Assit. Prof. Biotech	
35	Ms.Navreet	Assit. Prof. Food- Proc.	
36	Mr. Dinesh Kumar	Assit. Prof. Comp. Sci.	<i>Dinesh Kumar</i>
37	Ms. Manpreet Kaur	Assit. Prof. Comp. Sci.	<i>Manpreet Kaur</i>
38	Ms. Himani Saini	Assit. Prof. Chemistry	<i>H.S</i>
39	Dr.Ketanpreet Kaur	Assit. Prof. Economics	<i>Ketanpreet</i>
40	Ms. Rupinder Kaur	Assit. Prof. Maths.	<i>Rupinder</i>
41	Mr. Mandeep Singh	Assit. Prof. Comp. Sci.	<i>Mandeep</i>
42	Mr. Iqbal Singh	Assit. Prof. Comp. Sci.	
43	Ms. Parminder Kaur	Assit. Prof. Biotech	<i>Parminder Kaur</i>
44	Ms. Mamta Devi	Assit. Prof. Comp. Sci.	
45	Ms. Harpreet Kaur	Assit. Prof.Management	<i>H.Kaur</i>
46	Ms. Ramandeep Kaur	Assit. Prof. Commerce	<i>Ramandeep</i>
47	Ms. Neetu Sharma	Assit. Prof. Comp. Sci.	<i>Neetu Sharma</i>
48	Ms. Rajinder Kaur	Assit. Prof. Maths.	
49	Ms. Smriti	Librarian	<i>Smriti</i>
50	Mr. Ashok Kumar	Supdt.	<i>Ashok</i>
51	Mrs. Jasvir Kaur	Supdt.	<i>Jasvir</i>
52	Mr. Gurdeep Singh	Sr. Clerk	<i>Gurdeep</i>

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Mr. Khalil Mohammed

Clerk

**Agenda 57.1: confirmation of minutes of previous meeting**

Minutes of previous meeting were confirmed.

**Agenda 57.2: Progress of NAAC report**

RESOLUTION: President, M.C. S. Sangat Singh Longia and Manager, M.C. S. Sukhwinder Singh Whisky asked Coordinator to present progress of NAAC report. Report was presented with respect to following criterion

- Detailed activity report of 38 committees
- SSR preparation
- AQAR presentation to BOG.
- Feedback work analysis under process
- MIS-under process
- Calendars of NSS, NCC, Sports, Library, IPR ,PTA have been finalized
- Associations calendars finalized
- Academic calendar finalized
- Newsletter have been published
- Vision 2030 have been released.

Work done by 4 September, 2019 was found to be satisfactory.

**Agenda 57.3: Implementation of new amendments of DVV updated on 26/8/2019**

RESOLUTION: New amendments of 26 August, 2019 displayed on website of NAAC were discussed criterion wise and it was decided that Criterion In charge will do needful.

**Criterion 1,2,4,5,6,7:** by 6 September,2019

**Criterion 3:** by 9 September, 2019.

Points to be amended are presented below criterion wise

**Criterion1:**

Feedback analysis reports of various stakeholders, implementation of value added courses. Summary report of each program year-wise. Structure of program and mapping with learning outcomes. Brochure of courses, reports of field visits, ATR by Governing Body on feedback will be submitted in time. Or any other point as per amendments.

**Criterion 2:**

Experience certificate of faculty, domicile certificate other state students, link of resources created,, mentor Mentee program as per revised guidelines, translation of any document in regional language,



certified reports from Head of the institution indicating pass percentage of students program wise or any other amendments as per revised guidelines.

**Criterion3 :**

e-copies of certificates of incentives granted by institution, code of ethics to check malpractices and Plagiarism in research as per guidelines, Detailed report of extension activities, recognition /appreciation letters from stakeholders for extension activities, List of activities conducted under MOUs signed by both parties or any other point as per amendments.

**Criterion 4:**

Hyper linked Videos, LMS for ICT, budget allocation in balance sheet,, proceedings of library committee, gateway used to remote access, , purchase of computers in approved stock register, Balance sheet showing maintenance of physical facilities infrastructure, augmentation facilities or any other point as per amendments.

**Criterion 5:**

Consolidated document of free ship and no. of beneficiaries in each year, sanction letters reports of capability enhancement program viz. Language Lab, Copy of circulars and Brochures of program, Yoga and Meditation, Bridge courses, personal counselling, Guidance and Competitive examination, Career Counselling, soft skill development, Summary report of VET program, minutes of meetings of redressal, anti-ragging justifying objectives of the metric, reports of alumni meeting, alumni budget, report of sports and cultural activities or any other point as per amendments.

**Criterion 6:**

ERP Document, Screen shots of user interface of each module, Annual e- governance report approved by M.C., Policy document on providing financial support to teachers, e-certificates of FDP of faculty, MOOC, NPTEL Courses or other parts as per revised amendments.

**Criterion 7:**

DPR of environment program, Geotagged photos of energy sources, Maintenance bills, Waste Management Policies and implementations, AMCs, geotagged photos for 7.1.9 & 7.1.10 summary report and newspaper report published to address Inclusion and Situatedness, Contribution to local community, Geotagged photo of display of core values, report on planning and organization regarding fundamental duties, Symbols and other constitutional obligations, Availability of professional code and ethics or any other part as per revised guidelines.

**Agenda 57.4: Vision 2030**

RESOLUTION: Vision 2030 was discussed in detail by Coordinator and it was resolved that it will be displayed at 6 localities in the campus.

**Agenda 57.5: On line Fee**

RESOLUTION: It was resolved to start on line payment for Fee for Master classes. Principal asked Supdtt. to do needful.

**Agenda 57.6: Regarding MIS**

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RESOLUTION: IQAC mandated the working of all modules of MIS. To ensure same Principal asked Office clerk to do needful and present report within 2 days.

Principal  
Amrta Shaheed B.A.S.J.S.M. College  
Bela (Ropar) Punjab-140111

