


**Summary of Minutes of IQAC Meetings held during the Academic Session
2020-21 & ATR**

SNo	IQAC Meeting Agenda/Outcomes	Action towards compliance
1.	Prevailing Covid situation and State Govt. guidelines were discussed.	<ol style="list-style-type: none"> 1. State Govt. Guidelines were followed. 2. Various SoPs regarding Covid-19 were implemented. 3. Mentor-Mentee group was strengthened to overcome limitations caused by Covid-19.
2.	Admission process was reviewed, and comments were invited to make the process in synchronization with Covid-19 guidelines.	<ol style="list-style-type: none"> 1. Admission committees were formulated, and different members were appraised of decisions. 2. Members were asked to follow Covid-19 SoPs. 3. Admissions were made in fully online mode from Application Submission to Fee Submission. 4. Hostel admissions were also done through online mode.
3.	The results for the previous academic years were analyzed.	Staff Meeting was held, and members were appraised about the results and discussions were held to improve performance further in the present scenario.
4.	DGHE guidelines regarding conduct of online classes was appraised and discussed.	<ol style="list-style-type: none"> 1. College/Department level Timetable were framed. 2. Teachers were asked to take online classes, using application they are most comfortable with, as per the Timetable. 3. They were asked to create WhatsApp group of their classes to share the information and bridge the gap caused due to ongoing pandemic. 4. They are asked to employ LMS and share online resources with the students.
5.	Modalities regarding cocurricular and extra-curricular activities considering restriction imposed by Covid-19 were discussed. It was also discussed to establish Students club to promote society connect and groom the students as a socially relevant value based individual.	Teachers and Mentors were asked to share various upcoming events with their students/mentees and encourage them to participate in various online events.

6.	Matter regarding pending lighting in college campus was discussed.	Defected electric lamps and points were repaired to ensure lighting in the campus.
7.	To strengthen ICT infrastructure	Extension of existing Internet connection to the whole campus through inter-block underground fiber cable was carried out to get rid of overhead messy ethernet cables.
8.	Capacity Building of the faculty to adopt blending learning was discussed	<ol style="list-style-type: none"> 1. Existing Wi-Fi network expanded to cover whole academic campus. 2. Teachers were encouraged to participate in online FDPs/Seminars/Conferences.
9.	Capacity Building of the students in emerging areas was discussed	Courses like AI, IoT and Cloud Computing were offered to MCA Students.
10.	Adoption of old age home by students to know their moral responsibility	Students were encouraged for same through co-curricular activities like NSS/NCC and flagship scheme of department was implemented effectively in the institute.
11.	Conduct of workshops/seminars/ Industry Visits/ conferences.	Workshop/Lectures were organized under aegis of Computer Science/Economics/ NSS/NCC/Women Cell/Red Cross Society in this regard.
12.	Develop the institution as a model environment friendly campus-STPs, water conservation, recycling of waste etc.	Concrete initiatives undertaken to ensure water conservation and green environment.
13.	Undertake more Digitization Initiatives.	<ol style="list-style-type: none"> 1. Smooth conduct of Semester Examination in Online Mode as per University Guidelines and ensuring zero inconvenience to the students. 2. Creating web interface between Website developed by the department, for promotion of students to higher classes, and students for effective and hassle-free intimation of information to students for ensuring their convenience AND Extension of existing Internet connection to the whole campus through inter-block underground fiber cable and getting rid of overhead messy ethernet cables. 3. Digitization of Hostel Admission Process to ensure zero physical contact and whole admission process from applying to admission carried out while students

		while staying safe at home.
14.	Inculcate feeling of patriotism and human values among students.	Programs were organized to ensure these.
15.	Submission of AQAR with NAAC and AISHE data.	This was complied with in the specified time limits.
16.	Offer entrepreneurship and job skill enhancement training to students.	Online entrepreneurship and job skill enhancement offered through online mode to all final year students in collaboration with Navjyoti Global Gurugram.
17.	Timely and effective disbursement of important information to students in trying times of Covid pandemic.	Mentor-mentee WhatsApp groups were utilized to max.
18.	Offer Value Added Courses and Life skills building programmes.	New Value-Added Courses under the aegis of Department of Higher Education offered.


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