

# **R.K.S.D. (P.G.) COLLEGE, KAITHAL**

## **MINUTES AND ACTION TAKEN REPORT OF IQAC MEETINGS**

### **Meeting No. 4**

Minutes and ATR of the Meeting of IQAC held on April 21, 2019 at 3:00 pm in Principal's Office chaired by the Principal, Dr. S. K. Goyal.

#### **Members Present:**

1. Dr. S.K. Goyal (Chairperson)
2. Dr. Seema Gupta (Co-ordinator)
3. Dr. Satyabir Mehla
4. Dr. C.B. Saini
5. Dr. Rajbir Parashar
6. Dr. Gagan Mittal
7. Mr. Shri Om
8. Dr. Shilpy Agarwal
9. Dr. Virender Pal Goyal
10. Dr. Surender Singh
11. Dr. Suruchi Sharma
12. Mr. Jaibir Dhariwal
13. Dr. Anil Jindal
14. Ms. Pooja Mittal
15. Mr. Naresh Garg
16. Mr. Rajesh Singh
17. Ms. Nidhi Goyal (Evening Session)
18. Mr. Ankit Garg (Evening Session)
19. Mr. Anil Kumar Garg
20. Mr. Jaidev
21. Mr. Mandeep

Following decisions were taken:

- **Intellectual Property Rights and Quality Initiatives:** The issue of IPR was discussed in detail and it was decided that the research endeavors of faculty should be promoted with due awareness of intellectual property rights. It was also decided that IQAC and the research committee of the college should make efforts to check any kind of plagiarism if any.

- **Impact-Assessment of Training for Support Staff:** The training program for support staff was conducted in order to achieve their computer literacy and improve their soft and communication skills from 12-31 Dec.2018. The feedback received from students and faculty reveals a qualitative change in their overall performance and level of communication.
- **Single Window System:** The admission process in the next academic session i.e. 2019-2020 should be done through a Single Window System provided at a central location with the objective of rationalizing the admission process and making it hassle free for the Freshers. More over the senior students should also be involved to guide the new comers in the admission process.
- **Upgradation of college website:** It was proposed that the college website should be updated to a user friendly format to provide easy access to the visitors.
- **Participation of Alumni:** Prominent Alumni should be invited as chief guests on various events organized by the institution so as to make them connect with their Alma Mater.
- **Departmental Chapters of Alumni Association :** Chapters of Alumni Association of various Departments to be started in order to track Student Progression and engage alumni in the overall mission, objectives and progress of the institution.
- **College Magazine on Website:** It was suggested that Gyananjali should be uploaded on the College Website as soon as the website is updated.
- **Advance Constitution of committees:** As Committees play an effective role in the day to day functioning of institution, a decision was taken to constitute these committees before the commencement of new academic session. This will help qualitative improvement in the orientation program for Freshers.
- **Schedule of Athletic Meet:** It was proposed that the athletic meet should be held in the second week of February instead at the ending of the session so as to maximize participation of students.

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**Dr. Seema Gupta**  
Co-ordinator