

R.K.S.D. (P.G.) COLLEGE, KAITHAL
MINUTES AND ACTION TAKEN REPORT OF IQAC MEETINGS

Meeting No. 1

Minutes of the Meeting of IQAC held on 01-07-2019 at 12:30 pm in Conference Room of the College chaired by the Principal, Dr. S.K. Goyal.

Members Present:

1. Dr. S.K. Goyal (Chairperson)
2. Dr. Seema Gupta (Co-ordinator)
3. Sh. Rattan Bansal
4. Sh. Mahesh Mangal
5. Dr. Rajesh Goyal
6. Sh. Deepak Agarwal
7. Sh. Ram Chaudhary
8. Dr. Rajbir Parashar
9. Dr. Gagan Mittal
10. Mr. Shri Om
11. Dr. Shilpy Agarwal
12. Dr. Virender Pal Goyal
13. Dr. Surender Singh
14. Dr. Anil Jindal
15. Ms. Nidhi Goyal (Evening Session)
16. Mr. Ankit Garg (Evening Session)
17. Mr. Anil Kumar Garg
18. Mr. Jaidev

- **To confirm minutes of the last meeting**

Read by the co-ordinator, Dr. Seema Gupta, the same were unanimously confirmed.

- **Recruitment against vacant regular positions in teaching and non-teaching staff**

Having recruited the non-teaching staff in the month of June, it was decided to take necessary steps for filling up all vacant posts of regular teaching faculty in govt. aided structure.

- **To upgrade student support system by implementing Single Window System of Admissions with effect from academic session 2019-2020**

In order to provide the students Single Window System of Admission, it was decided to revamp the existing mechanism and implement a more systematic and student-centric system, with all

Admission related formalities and procedures executed from the main hall of the College where faculty and non-teaching staff in class wise different committees shall complete the process.

- **Circular Transport facility for Female students of the College**

With utmost sensitivity towards the safety and security of female students, the issue was discussed thoroughly at all appropriate levels. The College Governing Body, Principal, teaching and non-teaching staff to work as a cohesive team to reach out to the target group and their parents. Given the urgency and wide scope of the facility, it was considered prudent that in this larger issue of community interest, District administration be engaged and additional resources be mustered.

- **Appreciation for Outstanding Performers among the Teaching and Non-Teaching Staff**

The issue was deliberated in detail and it was decided that to encourage competitive performance among the teaching and non-teaching staff, outstanding performers in various fields, especially students-centric contributions, selected employees may be honored and be given letters of appreciation.

- **Financial Assistance to deserving students**

It was decided to expand institutional support to needy and deserving students, special efforts be made to procure funding for Students' Welfare.

- **Refurbishment of the college infrastructure and its premises**

In a planned way, action needs to be taken at all necessary levels in a mission mode to identify key locations and factors urgently requiring repair, re-planning and hence, to adhere to the Master Plan of the premises, each block of building needs to be refurbished to upgrade infrastructure with the objective to provide state of the art facilities for students, teachers and other staff.

- **Construction of new extension building**

It was felt that the separate block planned with a vision to address the futuristic needs of the institution should be completed by December 2020.

- **Installation of Solar Power Plant in Library**

Steps be taken for fast execution of installation of 43 KW Solar power plant and centralized AC in library, which are to be done through government agencies.

- **Institutional support to students for grooming Sports persons, artists and their active participation at the State/National level festivals and competitions**

Keeping in view the glorious legacy of the institution in this particular field, all round support and facilities extended to students and faculty involved.

- **Career Guidance and Counselling Cell to take initiatives for the needful**

It was suggested by members that the Cell needs to carry forward more vigorously initiatives taken previously such as career-oriented workshops, extension lectures, on and off campus placement.

- **Transition from Manual to Online feedback from Stakeholders**

As implemented as per IQAC guidelines and requirements, it was decided to continue the practice.

- **Upgradation of college Website**

Through systematic planning, the College Website to be upgraded and each and every dimension of the institutional legacy, mission, objectives, future plans, achievements and day to day functioning showcased in a user-friendly manner.

- **Provision for written off books in Library**

Decided to arrange a sale counter for the written off books for students, faculty and general public.

- **Organization of State/National and International seminars**

Decided to submit proposals to the funding agencies.

At the end, the chairperson and the co-ordinator thanked all the members of IQAC for their positive and constructive inputs and suggestions made in the interest of the institution.

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Dr. Seema Gupta
Co-ordinator