

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

**Meeting No. 3**

Minutes of the meeting of IQAC held on 22-11-2019 at 1:30 pm in the 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.
- **Discussion on Revised Format of AQAR launched by NAAC**  
A detailed discussion was held exclusively on the new format of AQAR and the quality assurance measures expected through its conceptual transitions and advances. It was decided to reorient quality assurance measures accordingly.
- **To hold Convocation and Annual Prize Distribution Function**  
It was decided to organize both functions in the last week of March, 2020.
- **To plan ERP, Management Information System in accordance with the technological imperatives mandated by the affiliating University and Haryana Govt**

It was proposed to revamp, upgrade and integrate the existing mechanism for ERP, Management Information System with the overall system of administration.

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

Progress was reviewed and found satisfactory.

- **Artificial recharging of ground water through special provision of rain water harvesting**

Process advancing.

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

A review of the ongoing progress was done and it was decided to continue the process.

- **Starting FM Community Radio**

All the members endorsed the proposal and requested the Chair to take necessary steps in this direction.

- **Upgradation of Seminar Room in PG Block**

Reviewed progress of ongoing work.

- **Flexibility in Curriculum as per affiliating system**

It was decided to continue with the given options of Flexibility in curriculum.

In PG classes, options provided by the affiliating University are open for students as per their choice. However, due to practical and administrative considerations, the cap of minimum number of students opting a particular choice was considered must.

- **Promotion of Quality research through Major/Minor research projects as granted by UGC**

Approved a plan for support to such endeavours through seed money provided by the institution. It was also decided to promote research by getting required clarity from UGC for approval of new research proposals. This was mainly deliberated and pointed out that the funding agency had some policy level pendency delaying consideration of budgetary allocation for this purpose.

- **Internal and External audit at Academic and Administrative levels**

Decided to get the audit done as per schedule of the affiliating university

- **Timely submission of AISHE data**

Planned a timely submission of Institutional data to AISHE by March, 2020.

- **To explore additional Quality Audit**

Decided to take needful measures.

- **Due efforts for Risk Management Policy and SWOT Analysis**

Need for regular and viable measures were felt. Installation of fire protection system was successfully done.

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**Dr. Seema Gupta**

Co-ordinator