Attendance of the meeting of IQAC held on 02-07-2018 at 1:30 p.m.

Signature

1. Dr. O. P. Garg (Chairperson)

2. Dr. Rajesh Goyal (Nominee from Employers/ Stakeholder/ Industrialist.)

3. Sh. Deepak Agarwal (Nominee from Employers/ Stakeholder/ Industrialist.)

4. Sh. Anil Kumar Garg (Nominee Administrative Staff)

5. Sh. Jaidev (Nominee Administrative Staff)

6. Sh. Mandeep (Nominee Students)

Signature

7. Dr. Seema Gupta, (Co-ordinator)

Members Teaching Staff

8. Dr. SatyabirMehla
9. Dr. C.B. Saini
10. Dr. RajbirParashar
11. Dr. Gagan Mittal
12. Prof. Shri Om
13. Dr. Virender Pal Goyal
14. Dr. Shilpy Agarwal
15. Dr. Surender Singh
16. Dr. Suruchi Sharma
17. Prof. JaibirDhariwal
18. Dr. Anil Jindal
19. Prof. Pooja Mittal
20. Prof. Naresh Garg
21. Prof. Rajesh Singh
22. Prof. Nidhi Goyal (Evening Session
23. Prof. Ankit Garg (Evening Session)

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

MINUTES AND ACTION TAKEN REPORT OF IQAC MEETINGS

Meeting No. 1

Minutes and ATR of the Meeting of IQAC held on 02-07-2018 at 1:30 pm in Principal's Office chaired by officiating Principal, Dr. O. P. Garg.

Members Present:

1. Sh. Saket Mangal, Advocate (President, Governing Body)
2. Sh. Pankaj Bansal (General Secretary, Governing Body)
3. Dr. O. P. Garg (Chairperson)
4. Dr. Seema Gupta(Co-ordinator)
5. Dr. Rajesh Goyal
6. Dr. Satyabir Mehla
7. Dr. C.B. Saini
8. Dr. Rajbir Parashar
9. Dr. Gagan Mittal
10. Mr. Shri Om
11. Dr. Shilpy Agarwal
12. Dr. Surender Singh
13. Dr. Suruchi Sharma
14. Mr. Jaibir Dhariwal
15. Dr. Anil Jindal
16. Ms. Pooja Mittal
17. Mr. Naresh Garg
18. Mr. Rajesh Singh
19. Ms.Nidhi Goyal (Evening Session)
20. Mr.Ankit Garg (Evening Session)
21. Mr. Anil Kumar Garg
22. Mr. Jaidev

- **Welcome of the new Governing Body:** All the members of IQAC adopted a resolution to welcome the newly elected Office bearers of the Governing Body.
- **To draft overall Action Plan in the light of the Recommendations made by NAAC peer Team:**
  The committee reviewed the suggestions made by NAAC peer team and decided that the recommendations should be implemented in a systematic manner along with other significant initiatives and action plan already adopted for institutional progress.

- **Appointment of Regular Principal**: The chair brought it to the notice of the members that the approval of the post of regular principal has been received from Director General Higher Education, Panchkula and the post will soon be advertised in national dailies as per UGC regulations and Haryana Govt. rules.
- **Eco-friendly policy implementation such as solar power plant and artificial recharging of groundwater**: The chairperson IQAC reported the groundwork be accomplished and it was also decided that measures be taken for water harvesting and artificial recharge of ground water. A plantation drive was also suggested as the need of time.
- **Scrutiny and Approval of API of three faculty members for CAS**: The cases of the following faculty members, were discussed and approved by IQAC. The same were forwarded to the Dean, Academic Affairs, KUK, for further necessary action.

1. Dr. Surender Singh
2. Dr. Suruchi Sharma
3. Mr. Jaibir Dhariwal

- **Schedule of Academic and extra-curricular activities as per University Calendar for the session 2018-19**: It was decided that in the light of the university calendar and the framework already published in the college information brochure, the activities of various Departments and Cells should be broadly planned and visualized in the beginning of the session for smooth functioning of academics, co-curricular activities and properly managing the infrastructure available.

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.

sd/-
Dr. Seema Gupta
Co-ordinator

Seema
Coordinator
IQAC
R.K.S.D. College
Kaithal

Attendance of the meeting of IQAC held on 26-11-2018 at 12:30 p.m.

	Signature
1. Dr. S.K. Goyal (Chairperson)	
2. Sh. Rattan Bansal, FCA (Nominee Management)	
3. Sh. Mahesh Mangal (Nominee Management)	
4. Dr. Rajesh Goyal (Nominee from Employers/ Stakeholder/ Industrialist.)	
5. Sh. Deepak Agarwal (Nominee from Employers/ Stakeholder/ Industrialist.)	
6. Sh. Ram Chaudhary, Advocate (Nominee Alumni)	
7. Sh. Anil Kumar Garg (Nominee Administrative Staff)	
8. Sh. Jaidev (Nominee Administrative Staff)	
9. Sh. Mandeep (Nominee Students)	
10. Dr. Seema Gupta, (Co-ordinator)	

Members Teaching Staff

	Signature
11. Dr. SatyabirMehla	
12. Dr. C.B. Saini	
13. Dr. RajbirParashar	
14. Dr. Gagan Mittal	
15. Prof. Shri Om	
16. Dr. Virender Pal Goyal	
17. Dr. Shilpy Agarwal	
18. Dr. Surender Singh	
19. Dr. Suruchi Sharma	
20. Prof. JaibirDhariwal	
21. Dr. Anil Jindal	
22. Prof. Pooja Mittal	
23. Prof. Naresh Garg	
24. Prof. Rajesh Singh	
25. Prof. NidhiGoyal (Evening Session)	

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

MINUTES AND ACTION TAKEN REPORT OF IQAC MEETINGS

Meeting No. 2

Minutes and ATR of the Meeting of IQAC held on 26-11-2018 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. Sh. Deepak Agarwal
6. Dr. Satyabir Mehla
7. Dr. C.B. Saini
8. Dr. Rajbir Parashar
9. Dr. Gagan Mittal
10. Mr. Shri Om
11. Dr. Shilpy Agarwal
12. Dr. Surender Singh
13. Dr. Suruchi Sharma
14. Mr. Jaibir Dhariwal
15. Dr. Anil Jindal
16. Ms. Pooja Mittal
17. Mr. Naresh Garg
18. Mr. Rajesh Singh
19. Ms.Nidhi Goyal (Evening Session)
20. Mr. Ankit Garg (Evening Session)
21. Mr. Jaidev
22. Mr. Mandeep

As per agenda, the following decisions were taken:

- **Welcome of the new Principal**: IQAC Coordinator, Dr. Seema Gupta informed the house that the post of regular Principal was advertised on 29.07.2018 in national dailies. The interview was conducted on 28.10.2018 and Dr. S.K. Goyal was appointed as the 9th regular Principal of the college. IQAC Co-ordinator on behalf of all members of IQAC extended a warm welcome to Dr. S. K. Goyal who joined on Nov. 12, 2018.

- **To confirm minutes of the last meeting**: Read by the Co-ordinator, Dr. Seema Gupta, the same were unanimously confirmed.
- **Updating Infrastructure of the college to provide better facilities to the students/ stakeholders:**
  1. As per feedback of students and parents, it was decided that the Library infrastructure needs upgradation including Air-conditioning. Regarding the infrastructural upgradation of library, the principal Dr. S. K. Goyal informed that the Chief Librarian, KU. Kurukshetra will visit the library in December and renovation of the library will be under taken after consultation with him.
  2. Requirement of new teaching block was felt in view of the growing needs. It was decided to request the Governing Body for consideration.
- **Seed Money for Research:** In order to encourage the faculty for research as suggested by NAAC Peer Team, a budget of 1.5 lac was proposed to be provided as seed money for the research projects of faculty/students. It was suggested that a research committee of two to three faculty members be set up, on the recommendations of which the faculty can avail the incentives. The amount of Rs 1Lac was proposed as seed money for facilitating the faculty in their research pursuits, and 50,000 Rs for mini research projects of students under the guidance of faculty.
- **Organization of State/ National/ International Seminars:** It was decided that different departments should take appropriate steps to organise seminars at various levels i.e. State, National and International levels.
- **AQAR for session 2017-18 to be submitted in Dec. 2018**: Seven criterions were decided to be examined by the IQAC members as per details below:

Criterion –I	Dr. Seema Gupta & Ms. Nidhi Goyal
Criterion –II	Dr. Rajbir Parashar & Mr. Jaibir Dhariwal
Criterion –IIII	Dr. Shilpy Agarwal & Dr. Suruchi Sharma
Criterion –IV	Mr. Shri Om & Dr. V.P. Goyal
Criterion –V	Dr. Anil Jindal & Mr. Naresh Garg & Mr. Ankit Garg
Criterion –VI	Dr. Gagan Mittal & Mr. Rajesh Singh
Criterion –VII	Dr. Surender Singh & Ms. Pooja Mittal
Overall Incharge:	Dr. Satyabir Mehla& Dr. C.B. Saini

- **Girls-students and their problem of local travel from Bus Stand to the college:** On the issue of transportation facility for girls, IQAC decided to chalk out an action plan under the guidance of a separate Transport Committee for running two buses on experimental basis on the route from Bus Stand to the College.
- **Discipline and Proctorial Duties:** The idea of Block-wise Incharge/ Proctor was approved, and it was deliberated that I-Cards play a major role in maintaining discipline in the institution, and the process of issuing I-Cards to students be thoroughly reviewed and analyzed.

- **Subject Societies/ Cells and Participation of Students:** Deliberating this issue of subject societies, it was emphasized that the participation of students must be made mandatory in managing/organizing events by various cells and societies. The faculty's role should be to act as patron or a supervisor/ faculty coordinator.
- **Popularizing Online Learning Resources:** It was observed that the faculty is actively using a number of e-resources at individual level without systematic planning at the departmental level. Particularly, INFLIBNET resources are in random use. It was recommended that a systematic and well documented approach should be implemented and students should also be involved in the process.
- **Monitoring of students' progression:** Different departments were requested to do the needful. It was decided that the convener of Career Guidance cell, Mr. Naresh Garg, to monitor the activity.
- **Mentorship Policy:** A group of 30-40 students was proposed to be formed and mentored by the faculty individually.
- **Feedback from stakeholders:** After deliberating the issue, it was decided that the formats of feedback from various stakeholders be prepared so that the transition from manual to online is achieved in due course.
- **Student Satisfaction Survey:** The questionnaire for SSS is decided to be prepared and uploaded on the college website as per new guidelines by NAAC and new format of AQAR (2018-19). The chairperson has authorized the coordinator to form a sub-committee of IQAC to supervise the feedback procedure as per NAAC requirements.
- **Addressing Special Requirements of Students Interested in English Medium Learning Resources:** In order to help 'English Medium' students, the IQAC recommended ensuring English medium Books and e-books in the library. The idea of separate sections for English Medium students was also welcomed with a suggestion of filling an option in the Admission forms.
- **Students' feedback analysis:** While analyzing students' grievances and feedback, Student Nominee Mandeep raised very important issues as Air-conditioning and upgradation of library, Music Room in the college, Wash Room for Girls in PG Block, Photostat machine for students in College campus on subsidized rates and a Students' Council Room in the campus. He was assured of addressing all these issues in near future.
- **Risk Management policy and SWOT Analysis:**Risk Management policy and SWOT Analysis were recommended by IQAC to implement. It was decided that Ms. Pooja Mittal will look into the matter.
- **Other Issues/Items:** 1) **Flexibility in Curriculum, 2) High Tech Audio-Visual Facility cum Studio, 3) Experiential Learning Infrastructure/Language Labs for English:** It was decided to proceed on these issues in consultation with the Governing Body.

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

Seema
Coordinator
IQAC
R.K.S.D. College
Kaithal

Dr. Seema Gupta
Co-ordinator

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

MINUTES AND ACTION TAKEN REPORT OF IQAC MEETINGS

Meeting No. 3

Minutes and ATR of the meeting of IQAC held on 08-12-2018 at 12:30 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. Satyabir Mehla
6. Dr. C.B. Saini
7. Dr. RajbirbParashar
8. Dr. Gagan Mittal
9. Mr. Shri Om
10. Dr. Shilpy Agarwal
11. Dr. Virender Pal Goyal
12. Dr. Surender Singh
13. Dr. Suruchi Sharma
14. Mr. Jaibir Dhariwal
15. Dr. Anil Jindal
16. Ms. Pooja Mittal
17. Mr. Naresh Garg
18. Mr. Rajesh Singh
19. Ms. Nidhi Goyal (Evening Session)
20. Mr. Ankit Garg (Evening Session)
21. Mr. Anil Kumar Garg
22. Mr. Mandeep

- **To confirm the minutes of the last meeting:** The committeeconfirmed the minutes of the last meeting read by Co-ordinator, Dr. Seema Gupta
- **Deliberations on timely submission of AQAR and collection of relevant data and information:**Deliberations were made on various issues with special focus on Best Practices, SWOT Analysis, Student Support System and future plans of institution, etc. Dr. S.K. Goyal, Chairperson IQAC appreciated the active participation of the members and laid emphasis on the timely submission of AQAR reflecting all round initiatives for quality assurance during 2018-2019.

- **Rationalizing the use of parking space in the campus:** It was decided to accommodate increasing number of vehicles/two wheelers and reduce disturbance to teaching learning process by utilizing the parking space more systematically. This step also aims at making the campus eco-friendly and noise and pollution free.
- **A.I.S.H.E. Auditing:** It was decided to take appropriate steps for timely submission of data in AISHE.
- **Computer training for supportive staff:** A two-week computer training for supportive staff was decided to be organised by Department of Computer Science.
- **Remedial Classes:** Faculty requested to assess the needs of students and propose special classes for the weak students.
- **Academic and Administrative Audit:** It was decided to take appropriate action as per schedule given by the affiliating university. At the college level, IQAC in consultation with the Chair to monitor quality assurance measures taken by various departments and cells including individual Academic Performance Indicators of faculty.
- **Scrutiny of API of eight faculty members for CAS**: The cases of following faculty members were approved by IQAC and forwarded to Dean, Academic Affairs, KUK.

1. Dr. Ashok Sharma
2. Ms. Rachna Sardana
3. Mr. Vishal Anand
4. Mr. Naresh Garg
5. Mr. Rajesh Singh
6. Ms. Anjali
7. Mr. Raghbir Singh
8. Dr. S. P. Verma

- **Recruitment of non-teaching staff members:** Process initiated with sanction of nineteen teaching and twenty seven non-teaching posts from DG, Higher Education and subsequent advertisement in English and Hindi dailies.
- **Student Satisfaction Survey**: A sub-committee to supervise the feedback procedure was formed under the convener ship of Dr. Anil Jindal and Dr. Suraj Walia. It was also decided that during 2018-19 a well-structured manual feedback will be done with inbuilt function of SSS, however as per new format of AQAR, SSS through separate questionnaire will be done from the next academic session (i.e. 2019-20).

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

Seema
Coordinator
IQAC
R.K.S.D. College
Kaithal

Dr. Seema Gupta
Co-ordinator

Attendance of the meeting of IQAC held on 21-04-2019 at 3:00 p.m.

	Signature
1. Dr. S.K. Goyal (Chairperson)	
2. Sh. Rattan Bansal, FCA (Nominee Management)	
3. Sh. Mahesh Mangal (Nominee Management)	
4. Dr. Rajesh Goyal (Nominee from Employers/ Stakeholder/ Industrialist.)	
5. Sh. Deepak Agarwal (Nominee from Employers/ Stakeholder/ Industrialist.)	
6. Sh. Ram Chaudhary, Advocate (Nominee Alumni)	
7. Sh. Anil Kumar Garg (Nominee Administrative Staff)	
8. Sh. Jaidev (Nominee Administrative Staff)	
9. Sh. Mandeep (Nominee Students)	

	Signature
10. Dr. Seema Gupta, (Co-ordinator)	

Members Teaching Staff

11. Dr. SatyabirMehla	
12. Dr. C.B. Saini	
13. Dr. RajbirParashar	
14. Dr. Gagan Mittal	
15. Prof. Shri Om	
16. Dr. Virender Pal Goyal	
17. Dr. Shilpy Agarwal	
18. Dr. Surender Singh	
19. Dr. Suruchi Sharma	
20. Prof. JaibirDhariwal	
21. Dr. Anil Jindal	
22. Prof. Pooja Mittal	
23. Prof. Naresh Garg	
24. Prof. Rajesh Singh	
Prof. NidhiGoyal (Evening Session)	

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 from12-31 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 thatGyananjali 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.

-sd-

Coordinator
IQAC
R K S D College
Kaithal

Dr. Seema Gupta
Co-ordinator