

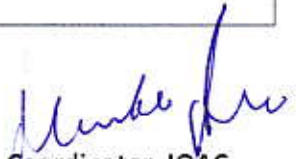
ACTION TAKEN REPORT
53RD MEETING OF IQAC HELD ON 3/5/2019

AGENDA	ACTION TAKEN
Agenda 53.1: confirmation of minutes of previous meeting	Minutes confirmed.
Agenda 53.2: Agenda: Common staff room RESOLUTION: Members decided to make common staff room for all faculty members. Members decided suitable room and listed all the arrangements needed to establish common staff room.	<ul style="list-style-type: none"> • Responsibility to set up common faculty room in the college was given to A.P. Amarjit Singh • New AC and Computer system were installed in the common room. • Center table and chairs were settled.
Agenda 53.3: Face to face meeting of chairperson and Coordinator with criterion head and team members RESOLUTION: To monitor the work related to NAAC it was resolved to organize one to one meeting with criterion head and its members to discuss data management and progress of work	Criterion was meeting held on for one week with Head and members of 7 criterion.
Agenda 53.4: Formation of various committees RESOLUTION: It was resolved to constitute various committees in the college under the chairmanship of Principal for the growth and development of the college. Members believed this step will increase a sense of responsibility among teachers and they will engage not only in teaching tasks but also in college development activities.	Various committees were constituted, having one senior faculty as Convener and other faculty members.
Agenda 53.5: SOP RESOLUTION: Standard operating procedures enhances transparency, provides clarity to concerned, optimise working and efficiency.	Standard operating procedure committee was formed with following members from various departments: Dr. Satwant Kaur Shahi (Convener), Dr. Baljeet Singh), Mr. Rakesh Joshi, ms. Prof. Navreet, dr. Avni, Ms. Ramanjeet, Kaur, Mrs. Jaspreet kaur, and Ms. Himani
Agenda 53.6: To install water meters to check usage of water and to start fountain system for water irrigation RESOLUTION: IQAC members put forward an idea to initiate practices to conserve water in the college. Therefore, members decided to install water meters to measure water usage and to take steps to prevent water wastage. Members also decided to install fountain system to water gardens , they hoped this	D.P.E. Pritpal singh were assigned the duty to purchase meter for motor. Mr. Sonu was assigned duty to note down reading on daily basis.

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approach will result into less wastage of water	
Agenda 53.7: To participate in Swachh Bharat Abhiyan RESOLUTION: Members put forward an idea to participate in Swachh Bharat Abhiyan to enhance focus on sanitation in the campus.	Dr. Mamta Arora ll do needful.
Agenda: Discussion on Rainwater harvesting in the Institute RESOLUTION: All the members were encouraged to give ideas to harvest rainwater for various activities. Requirements needed for project of Rainwater harvesting were discussed	Manager, S.Sukhwinder Singh whisky contacted Ambuja Cements Ltd. For construction of water Harvesting system in the campus.

Chairperson, IQAC


Coordinator, IQAC

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Principal
ASSAS JE Memorial
College, Bala (Ropar)