AGENDA	ACTION TAKEN
Agenda 54.1 Confirmation of minutes of previous meeting	Minutes Confirmed
Agenda 54.2 Agenda: To install water harvesting system RESOLUTION: To reduce gap in demand and supply of fresh water, it was resolved to install water harvesting system.	Manager. Sukhwinder Singh Whisky has taken the responsibility to install it in the campus by Ambuja Cement Pvt. Ltd. Ropar out of CSR funds.
Agenda: 54.3: To conduct Green audit RESOLUTION: To upgrade NAAC CGPA and environment condition in and around the college, it was proposed by Director/Coordinator to carry out performing task like energy audit, waste Management audit, Health Audit, renewable energy sources, Health audit etc. Responsibility was assigned to coordinator with the help of external experts.	External agency has been contacted to do needful. College started various green practices like less use of paper, use of LED bulbs and energy efficient machines and equipment's.
Agenda 54.4: Academic Audit RESOLUTION: Members decided to conduct academic audit to review the quality of academic process in the institute. IQAC members suggested constituting academic audit committee which will be responsible to review quality in institute using scientific and systematic method.	Six members committee including AP Sunita Rani, Dr Ketanpreet Kaur, A.P. Lovepreet Singh, A.P. Taranjeet Kaur, A.P. Manpreet Kaur, has been constituted. Committee has submitted report.
Agenda 54.5: Administrative Audit RESOLUTION: It was decided to carry out administrative audit in the institute to evaluate the efficiency and effectiveness of the administrative procedures. To fulfill the need of administrative audit IQAC members suggested to form committee of administrative audit	1. Two members committee was constituted including A.P. Rajesh Joshi and A.P. Gurlal Singh. 2. Committee has submitted the report.
Agenda 54.6: Library Audit It was resolved to conduct library audit in the institute which is a hub of academic activities for students and teachers. Members decided to form library audit committee which will do needful. It was resolved to reframe Library advisory committee	1. Five members committee was formed including A.P. Ishu Bala, A.P. Prabhjit Kaur, A.P. Amandeep Kaur, A.P. Mandeep Kaur and A.P. Mamta Devi. 2. Committee has submitted report. 3. Library advisory committee has been reframed.
Agenda54.7: Formation of PTA	Two faculty members visited registration office to do needful.

Members put forward an idea to conduct Parent Teachers meeting once in a year to discuss academic growth of the student and any kind of problem student is facing in the college.	Constitution has been framed
Agenda 54.8: To revise fee structure of M.Sc Biotechnology, B.A., B.Sc. (Non-Medical) courses and to propose fee structure for B.Voc Renewable Energy Technology IQAC members decided to lessen hurdle of large fees in accomplishing degrees. Members put forward revised fee structure of M.Sc Biotechnology, B.A., B.Sc (Non- Medical) courses.	Revised fee structure has been notified in prospectus.
Agenda 54.9: Examination reform committee IQAC members put forward an idea to create transparency and accountability in the examination, new reforms must be implemented. Members decided to form examination reform committee to conduct examination according to new guidelines for the betterment of the students. IQAC members put forward an idea to create transparency and accountability in the examination, new reforms must be implemented.	Examination reform committee has constituted and committee has submitted report on 18/7/2019
Agenda 54.10: Management Information System Members decided to purchase Management Information System to enhance efficiency and transparency and productivity.	Vendor has been finalized to proceed further.
Agenda 54.11: To purchase new Computers & biometric machines Members proposed to install new biometric machines in the college. Members decided that it is mandatory for each teaching and non-teaching staff to mark biometric attendance on their arrival and departure	A committee of Mr. Dinesh kumar ad Mr. Amarjit Singh was formed by principal to purchase Computers and Biometric system o New computers and Biometric systems have been purchased

Chairperson, IQAC

Coordinator, IQAC

Principal
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