

Record Of IQAC Meeting		
Meeting	Recommendation	Action taken
1	While preparing time table, give separate period to the practical classes.	In the time table as per the suggestions, Labs and practical periods are added.
	Start Orientation programs + personality development programs for entry classes.	Orientation program (10 days) is organized covering different fields. About 40-50 students are benefitted.
	To provide platform to the students to exhibit their hidden talent.	Talent hunt program was organised
	To involve maximum Students in departmental activities.	Days/festivals/Departmental activities are celebrated.
2	While discussing the university results, suggestions were given to give extra care to the meritorious to increase their percentage and full attention to the weak performers.	For further improvement in the meritorious, practice of ten years paper is given and regular tests are taken. For slow learners easy notes are provided
	It was suggested to conduct pre semester exams minimum from 75% syllabus. This should be organized after regular class tests.	Regular class tests are taken. Date for pre semester exam is fixed in the month of October.
	P.T. Meet should be arranged immediate after preparation of house tests results.	PT meet was arranged.
	For providing first-hand knowledge to the students, arrange educational tours.	Educational trips are organized by Punjabi and commerce department.
	Try to celebrate important days by involving maximum number of students	Different days are celebrated.
3	While making timetable, more stress should be given to the tough subjects and practical.	Timetable is prepared according to suggestions given in the meeting.
	To provide maximum practical knowledge to the students, suggestion is given to arrange departmental workshops as well as FDP.	Heads of all the departments are called to plan workshops and FDP of their subjects during the session and intimate the authority about their future plan related to this.
4	Make the class test a regular feature.	Regular class tests were taken
	To make the study more interesting PPT training should be given to the students and motivate them to participate in the competitions related to this wherever conducted.	Students were given the training of internet accessing and preparing of PPT.
	Extra classes, regular tests, solution of ten years question papers should be provided.	For further improvement in the meritorious, practice of ten years paper is given and regular tests are taken. For slow learners easy notes are provided
	To seek the help of faculty apart from their duty in the institution to make its working more smooth.	Duties are assigned to the faculty for the university exams.
	Proper planning for final exam should be there in advance.	examination controller was made to make the arrangements for final examination exam