

Internal Quality Assurance Committee

**Minutes of the Meeting**

**Agenda: Finalizing Functions of IQAC**

Dated: 03.12.2016

A meeting of IQAC was conducted at 1:00 PM in Principal's Office.

The minutes of the previous meeting were discussed and passed by the august gathering.

The aim of the current meeting was to finalize the agenda and functions of IQAC.

- 1) The functions of IQAC discussed in the meeting on 1 Dec, 2016 were finalized.
- 2) A joint meeting of IQAC and Internal Assessment Committee was proposed to suggest/discuss improvements required in internal assessment to ensure attendance of students in class.

The following members attended the meeting:

Dr. Jatinder Bir Singh

Dr. Kawal Gill

Dr. Harvinder Kaur

Dr. Rekha Sharma

Dr. Deen Dayal Chaturvedi

Dr. Gurminder Kaur

Dr. Naveen Dua

Dr. Manju Bhatia

Mrs. Jasjit Kaur Kochhar

Mrs. Ushveen Kaur

Mrs. Hersheen Kaur

Mr. Vaibhav Puri

*[Handwritten signatures in blue ink corresponding to the names listed above]*