

Regional Institute of English
Sector-32C, Chandigarh
IQAC Meetings

S.No	Date, Time and Venue	Attended	Agenda	Discussion
1.	12-8-2014, 10 a.m., DRIE office	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Dr. Preeti Sharda Mr Gopal C Nayak Mr Randeep Rana Ms Sarita Tiwari Ms Sneh Lata Mr.Jatinder Sharma Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill	Meeting No-1 *Formation of IQAC. * Discussing the NAAC SSR booklet.	Meeting No-1 *IQAC was formed. * NAAC was discussed and all the members read the criteria.
2.	19-8-2014	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal	Meeting No-2 *For the division of criteria for filling up the forms	Meeting No.-2 Following criteria's were distrubuted among the staff

		<p>Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Mr Gopal C Nayak Mr Randeep Rana Ms Sneh Lata Mr.Jatinder Sharma Ms Surinder Kaur Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill</p>	<p>members Dr. Jyoti Singh / Archana (Page No. 45 to 54 and Introduction, the dept profile) Dr. Bindu Bajwa/ Mr. Shiviner Kang (Page No. 55 to 58 and the dept profile (PD) Shivinder – (Curricular Aspects) Ms. Vandana Lunyal/ Tulika /Sumeet Gill/Sarita Tiwari (Page No. 58 to 67 and the dept Profile (C-TOSS , primary Education –UT), Vandana Lunyal – (Teaching, Learning and Evaluation) Dr. Gunbir Kaur (Dept Profile (PGCTE) Dr. Vijaya (Page No. 67 to 75 (Research, Consultancy and Extension) Mr. Gopal C Nayak (Page No. 75 to 82 (Infrastructure and Learning Resources) Mr. Sumeet Gill (Page No. 82 to 86 (Student Support and progression) Ms. Namrata Parmar (page No. 86 to 90 (Governance, Leader ship and Management)</p>
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				Dr.Preeti Sharda (page No. 91 (Innovations and best practices)
3.	26-9-2014	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Mr Gopal C Nayak Mr Randeep Rana Ms Sarita Tiwari Ms Sneh Lata Mr.Jatinder Sharma Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill	Meeting No. – 3 Feedback by the members on SSR	Meeting No. – 3 Raised points of criteria was discussed
4.	1-10-2014	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Mr Gopal C Nayak Mr Randeep Rana Ms Sneh Lata	Meeting No. -4 Discussion of SSR	Meeting No. – 4 Raised points of criteria were discussed

		Mr.Jatinder Sharma Ms Surinder Kaur Mr Deepak Verma Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill		
5.	20-10-2014	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Dr. Preeti Sharda Mr Gopal C Nayak Mr Randeep Rana Ms Sarita Tiwari Mr.Jatinder Sharma Ms Surinder Kaur Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill	Meeting No. -5 First draft of document was to be presented before the house	Meeting No. – 5 First draft of document was presented before the house and suggestions were given by the members
6.	20-11-2014	Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Dr. Preeti Sharda Mr Gopal C Nayak	Meeting No. – 6 Second draft of SSR report was to be put in front of committee	Meeting No. – 6 SSR report was compiled and submitted to Director for scrutiny

		<p>Mr Randeep Rana Ms Sarita Tiwari Ms Sneh Lata Mr.Jatinder Sharma Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill Mr Deepak Verma</p>		
7.	10-12-2014	<p>Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Mr Randeep Rana Ms Sarita Tiwari Ms Sneh Lata Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill</p>	<p>Meeting No. – 7 Incorporating the Suggestions by DRIE in SSR report</p>	<p>Meeting No. – 7 DRIE reviewed the SSR report and gave members five days to incorporate the suggestions.</p>
8.	17-12-2014	<p>Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Mr Randeep Rana Ms Sarita Tiwari</p>	<p>Meeting No. -8 Presenting the final draft of SSR report in front of the Committee. Uploading the SSR report.</p>	<p>Meeting No. – 8 The committee approved the SSR report and forwarded it for uploading and binding.</p>

		<p>Ms Sneh Lata Mr.Jatinder Sharma Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill</p>		
9.	26-12-2014	<p>Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Mr Randeep Rana Ms Sarita Tiwari Mr.Jatinder Sharma Ms Surinder Kaur Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill</p>	<p>Meeting No. – 9 Uploading the final draft on the institute’s Website.</p>	<p>Meeting No. – 9 Final draft was uploaded on the website and sent for the binding.</p>

NOTICE

Members of IQAC had a meeting on 17th July, 2015. Meeting was attended by Dr. Tejvir Singh, Dr. Preetisharda, Mr. Sumit Gill and Rajpreet with the DRIE as the Chairperson of the meeting. It was discussed to hand over the different sections of A & AR to the following staff members:

- (i) Part - A → P. S.
- (ii) Criterion 1 → S. Kang *[Signature]*
- (iii) Criterion 2 → V. K. *[Signature]*
- (iv) Criterion 3 → V. K. *[Signature]*
- (v) Criterion 4 → G. N. *[Signature]*
- (vi) Criterion 5 → Sumit Gill *[Signature]*
- (vii) Criterion 6 → N. P. *[Signature]*
- (viii) Criterion 7 → P. S.

The information gathered is to be submitted by 27th July, 2015 which is to be seen by the Chief - Co-ordinator (DRIE).

[Signature]
Chairperson

Tejvir Singh
Chairman

	15-12-2015	Dr.Sharda Kaushik Dr Vandana Lunyal Dr Jyoti Singh Mr Ausutosh Sharma Dr Preeti Sharda Mr Gopal C Nayak Mr Randeep Rana Ms Sarita Tiwari Mr Jatinder Sharma Ms Surinder Kaur Mr Shivinder Kang	Meeting No. – 11 To Revise the members of the NAAC Steering Committee	Meeting No. – 11 Following Members were deputed as the members of the NAAC Steering Committee: 1. Coordinator: Dr Jyoti Singh 2. Associate Coordinator: Dr. Preeti Sharda 4. Technical Coordinator: Mr Randeep Rana 5. Administrative Coordinator: Mr. Jatinder Sharma 6. Office Assistant: Ms Rashmi Tomar
	27-1-2016	Dr Vandana Lunyal Dr.Jyoti Singh Mr Ausutosh Sharma Ms Monika Kumar Ms Sarita Tiwari Mr Jatinder Sharma Ms Mandeep Kaur Ms Rashmi Tomar Ms Harpreet Kaur	Meeting No. – 12 To discuss the plan of Community Outreach Programmes	Meeting No. – 12 ST was made incharge of the Programmes Various outreach programmes were discussed Workshops for MA students All departments to showcase their profiles by 3 rd Februry 2016
	1.02.2016	Dr Vandana Lunyal Dr.Jyoti Singh Mr Ausutosh Sharma Ms Monika Kumar Ms Sarita Tiwari Mr.Jatinder Sharma Ms Maneep Kaur	Meeting No. – 13 To Discuss the Criteria 1 in Detail	Meeting No. – 13 Criteria 1 of SSR was discussed in Detail and responsibilities were fixed of the various staff members.

		Ms Rashmi Tomar Ms Harpreet Kaur		
	15.02-2016	Dr Vandana Lunyal Dr Jyoti Singh Mr Ausutosh Sharma Dr Preeti Sharda Ms Namrata Parmar Ms Monika Kumar Ms Sarita Tiwari Mr Randeep Rana Mr Shivinder Kang Dr Tulika Kakkar Ms Rashmi Tomar Ms Harpreet Kaur	Meeting No. – 12 To Discuss the SIG To Start MS Word Classes for MA Students Workshop of INFLIBNET and DELNET	Meeting No. – 12 To create 5 SIG Groups and SK as incharge To Start MS Word Classes for MA by KRS Workshop of INFLIBNET and DELNET by PS
	16.02-2016	Dr Vandana Lunyal Dr Jyoti Singh Mr Ausutosh Sharma Ms Monika Kumar	Meeting No. – 13 To discuss SIG and RUSA workshop with MA Students	Meeting No. – 13 MA Students volunteered for the Cultural Programme to be presented during NAAC Team Visit. Students were informed about : 1. upcoming RUSA courses : a) Enhancing Employability Skills – 1 Day b) Research Methodology – 2 Days 2. SIG programmes initiated by the RIE
	26-02-2016	Dr Vandana Lunyal Dr Jyoti Singh	Meeting No. – 14 To discuss the	Meeting No. – 14 All the departments will come up with the

		Ms Monika Kumar Dr Tulika Kakkar Ms Rashmi Tomar	Minute to minute Programme of NAAC Peer Team Visit	minute to minute programme of NAAC Peer Team Visit of their departments.
	26-02-2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda	Meeting No. – 15 To formulate the various committees to work at the time of NAAC Peer Team Visit	Meeting No. – 15 Various committees were formulated to work at the time of NAAC Peer Team Visit
	1-03- 2016	Dr Vandana Lunyal Dr Jyoti Singh Mr Ausutosh Sharma Ms Sarita Tiwari Mr Shivinder Kang	Meeting No. – 16 Visit to various Infrastructural Facilities of the Institute and Discuss Criteria I of SSR	Meeting No. – 16 Various Infrastructural Facilities of the Institute were visited and team pointed out the shortcomings and gave few suggestions to be incorporated Criteria I of SSR was discussed in Detail
	2-03- 2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda Dr Tulika Kakkar	Meeting No. – 17 Discuss Criteria II of SSR SIG and Guidance and Placement Cell	Meeting No. – 17 Criteria II of SSR was Discussed in Detail and it was decided to create a supplement to support the additional information of SSR
	3-03- 2016	Dr Vandana Lunyal Dr Jyoti Singh	Meeting No. – 18 Discuss Criteria III	Meeting No. – 18 Criteria II of SSR was Discussed in Detail

		Ms Monika Kumar	of SSR and	Community Outreach Programme PPT was showcased
4-03-2016	Dr Vandana Lunyal Dr Jyoti Singh Mr Ausutosh Sharma Ms Monika Kumar Dr Preeti Sharda Ms Namrata Parmar Mr Shivinder Kang Dr Tulika Kakkar Mr Randeep Rana Ms Sarita Tiwari Ms Sneh Lata Mr Jatinder Sharma Ms Surinder Kaur	Meeting No. – 19 Discuss Criteria IV &V of SSR	Meeting No. – 19 Criteria IV &V of SSR was Discussed in Detail	
8-03-2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda Ms Namrata Parmar	Meeting No. – 20 Discuss Criteria VI & VII of SSR Visit to the Library	Meeting No. – 20 Criteria VI &VII of SSR were discussed in Detail Library was Visited and all the displays were checked	
16-03-2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda Ms Monika Kumar Ms Namrata Parmar Ms Sarita Tiwari Mr Shivinder Kang Dr Tulika Kakkar	Meeting No. – 21 To discuss the RUSA/ NAAC policy papers Minute to minute program of cultural evening	Meeting No. – 21 RUSA/ NAAC policy papers to be ready Minute to minute program of cultural evening to be prepared by Ms. Namrata Parmar. Invitation cards – Mr Randeep (List to be given by Dr Jyoti Singh to Mr Randeep) It was decided that 19 March, 23 March, 25 March and 2 April & 3 April will be working for	

				the Institute
	19-03-2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda Ms Monika Kumar Ms Namrata Parmar Ms Sarita Tiwari Mr Shivinder Kang Dr Tulika Kakkar	Meeting No. – 22 Dry run of all the Departments and Library	Meeting No. – 22 Dry run of all the Departments was done and Library files were monitored
	19-03-2016	Dr Vandana Lunyal Dr Jyoti Singh Dr Preeti Sharda Ms Sarita Tiwari	Meeting No. – 23 To discuss the Minute to minute Programme during the NAAC Peer Team Visit	Meeting No. – 23 A tentative Minute to minute Programme during the NAAC Peer Team Visit was Prepared