

1st Meeting

Date:- 26/9/2018

Time:- 2:30pm

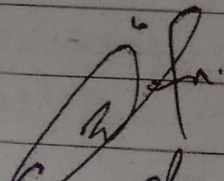
Meeting started with Prayer by IQAC coordinator Asst. Prof. Neetu Khanna. After words; IQAC Coordinator explained about the NAAC work where we stand & what we have to do yet. All the seven criteria coordinators were also present there and they presented their reports about what they had done and what still left.

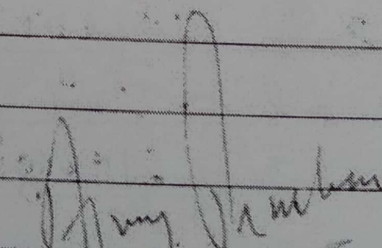
Suggestions:-

1. It was suggested that the check list must be submitted by 8th Sep, 2018.
2. It was suggested that the check list of to do things must include rough estimate of budget also.
3. It was suggested that the criteria coordinators must have supporting documents with him/her.
4. It was suggested that criteria coordinators must be cleared about each & every point and there should not be any confusion.

Decision taken:-

1. It was decided that 1st volume of Trinity Journal will be released very soon.
2. It was decided that committees will be formed to accomplish NAAC work smoothly.
3. It was decided that ICATC will have meeting with all club coordinators to guide them about NAAC preparations.


Coordinator


Principal

2nd Meeting

Date:- 7/1/2019

Time:- 1.30pm

Meeting started with silent prayer by all the members. Asst. Prof. Neetu presented a brief report about NAAC work. Afterwards, Committee discussed about various committees to be formed for different responsibilities during NAAC peer team visit.

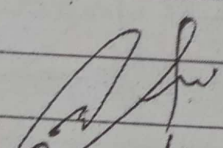
Suggestions:-

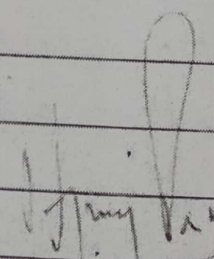
1. It was suggested that each member is part of NAAC work and all must work with team spirit.
2. It was suggested that each committee should prepare a detailed plan first and then start working according to that plan.

Decision taken:-

1. It was decided that there must be one reception committee and one cultural committee.

2. It was decided that there will be Alumni, Students and parents meet committees separately and they ^{will} work for their specific areas.
3. It was decided that there will be one committee for Venue setting, & decorations and one committee will be for refreshment arrangements.
4. It was decided that Student cabinet members will be made a part of ~~all~~ NAAC work.
5. It was decided that ^{for} Videography, Photography and computer assistants ~~professionals~~ will be hired for NAAC peer team visit.


Coordinator


Principal.

3rd Meeting

Date:-15/2/2019

Time:-1.30pm

Meeting started with prayer by Asst. Prof. Jessy Julian. Afterwards IQAC coordinator read out the minutes of last meeting and told to the members about NAAC peer team visit.

Decision taken:-

1. It was decided that IQAC will make the new staff members aware about the 5'S practice once again.
2. It was decided that collegen ^{teachers} will stay upto 4 o'clock to complete the work regarding NAAC.
3. It was decided that there will be a mock peer team visit to get experience for better preparation.
4. It was decided that professional assistant will not ^{be} hired from outside for peer team.

Suggestion:-

1. It was suggested that each faculty member should help each other and work as a team.
2. It was suggested that faculty members should ~~not~~ take leave only in urgency as so much preparations is needed for NAAC.

Coordinator
Members :-
Name

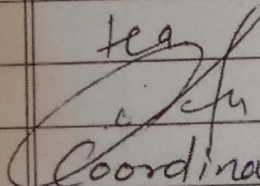
Principal
Signature.

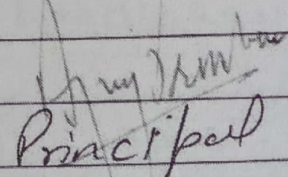
Rev. Fr. Peter
Asst. Prof. Ajay Prashar
Asst. Prof. Baljeet Kaur
Asst. Prof. Puya Gaba
Asst. Prof. Nidhi
Asst. Prof. Jessy
Asst. Prof. Neeru
Asst. Prof. Daljeet

Principal
Baljeet
Nidhi
Jessy
Daljeet

10. It was suggested that Alumni Association should work effectively
11. It was suggested that Placement Cell must collect the whole data and work efficiently
12. It was suggested that each department should start certificate courses or add-on courses to increase the intake of students.
13. It was suggested that ^{inter}dept-~~dept~~ department activities must be arranged according to impact factor or outcomes
14. It was suggested that teachers must update their self.

Meeting ended at 5:00pm and all members dispersed after having a cup of tea


Coordinator


Principal

4th Meeting (with Staff)

Date:- 23/3/2019

Time:- 2:00pm.

Meeting started with beautiful prayer by all staff members. Asst. Prof. Neetu Coordinator of IQAC, Congratulated to all for the successful NAAC VISIT for first cycle. She also expressed her gratitude to the management, principal and all the staff members for working as a team and contributed their whole heartedly efforts for the betterment of college. Afterwards Coordinator IQAC, Asst. Prof. Neetu invited all the staff members for the evaluation of NAAC VISIT. Then staff members gave their suggestions and shared their experiences.

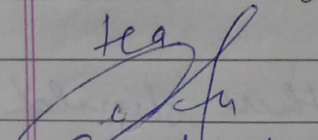
Decision:-

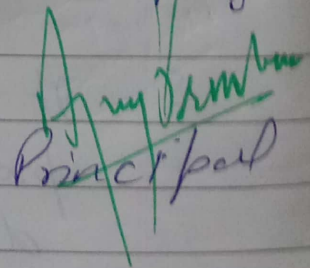
It was decided that IQAC will form format for collection of data for NAAC suggestions:-

1. It was suggested that college should work more for social contribution as it is very important for NAAC purpose.
2. It is also suggested that record must

10. It was suggested that Alumni Association should work effectively
11. It was suggested that Placement Cell must collect the whole data and work efficiently
12. It was suggested that each department should start certificate courses or add-on courses to increase the intake of students.
13. It was suggested that ^{inter}dept- department activities must be arranged according to impact factor or outcomes
14. It was suggested that teachers must update their self.

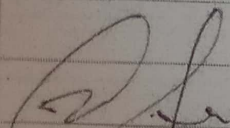
Meeting ended at 5:00pm and all members dispersed after having a cup of tea.

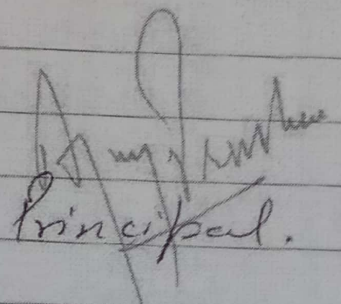

Coordinator


Principal

ICACAction Taken Report
(2018-19)

- ⇒ The major task on agenda of ICAC in 2018-19 was to have proper organisation of NAAC ACCREDITATION. All the meetings discuss micro level planning for NAAC ASSESSMENT.
- ⇒ Awareness, team work and to have minutes plans were the main essential
- ⇒ All the decisions taken were well implemented and college got accreditation by March 2019.
- ⇒ All the suggestions given in the meeting focusing on evaluation of NAAC were incorporated for planning of 2019-20.


Coordinator


Principal.

TRINITY COLLEGE, JALANDHAR
INTERNAL QUALITY ASSURANCE CELL
FIRST QUARTERLY MEETING 2019

Minutes of Meeting

DATE: 6-09-2019

TIME: 2.30 PM

Venue: Principal's Office

Members Present: All except Dr. Ekonkar, Mr. Jackson, Rev Sr. Rita Maria

The meeting started with prayer lead by Asst. Prof. Harpreet. Respected Principal Asst. Prof. Ajay Prashar formally welcomed all the members to first quarterly meeting of IQAC. The meeting was conducted with pre-planned and pre-informed agenda:

1. The chairperson of the meeting, Prof. Ajay Prashar initiated the meeting by briefing about the college to the members. He explained about the number of courses run by college, research journal 'Trinitarian', Digital App for students and teacher and cash less campus etc.
2. Afterwards the IQAC coordinator Asst. Prof. Neetu introduced the members with the working of IQAC. She narrated that the cell is working from 2010 onwards and has taken various quality initiatives like documentation, internal and external academic audits, collecting and analyzing feedback from various stakeholders. Besides all above basic functions, IQAC Council suggests many quality initiatives for up gradation of teachers and students.
3. After the brief introduction of IQAC, The coordinator proposed academic calendar 2019-20 for due consideration by the members. The members appreciated the way it has been prepared date wise and suggested that:
 - Its name can be changed from academic calendar to academic and co academic holistic calendar
 - The activities proposed by various cell specially placement and career guidance, NSS and NCC should also be included so as to make the calendar more appealing. One of the members exemplified his views by suggesting activities like for saving environment to have rain harvesting and save water awareness campaign for ensuring tank alarming system at homes.
 - More student development programs can be added in the plan as inviting experts from other colleges for topic coverage will increase the interest of the students in the curriculum.
4. Next point of the agenda was related with discussion on various concern areas of college namely:
 - **Improving Academic Performance:** The respected members suggested that for improving academic performance of students, few students can be identified in advance and should be explained the way of attempting the examination. Their motivation lecture must be taken in the beginning and past year university question papers can be provided to them for revision. Members further suggested that all the teachers must take personal interest in the class for the creating interest among the students. Therefore time to time faculty must also be motivated for the same. As it was said that consistent efforts with a special connect with the student will definitely generate the results.

- **Placement and Employability:** This point was discussed by the respected members and one of the member suggested that this is the major area where college must focus more vigorously. It was discussed that companies must be invited for campus placement and even online internships can be taken up for making the students industry fit. The students in the final semester must be motivated and trained for the placement. The whole placement work must be centralized. The coordinator must identify the sectors where students can be sent for the job.
 - **Alumni:** The alumni association must be made an active and a proper communication should be made with them. It was suggested by the members that alumni are the brand ambassadors of the college. One satisfied student will bring more student to the college and they must be encouraged to contribute to the growth of the institution.
 - **New Courses:** It was suggested that instead of PG courses, more add on and certificate courses can be started with industry centric curriculum
 - **Building Brand Image:** It was discussed that if students and alumni are associated with the institution by heart then there is no need of marketing. They themselves will work for the betterment of the institution.
5. Asst. Prof. Neetu put forward the quality initiatives planned by IQAC for the upcoming session:
- **IQAC Cluster:** She explained that IQAC of the college plans to have a voluntary group of all the IQAC coordinator from different colleges of the city. This forum will discuss various quality initiatives and will work for training and conducting seminar on quality assurance in higher education. The plan was highly appreciated by the members and was approved for further implementation.
 - **Benchmarking:** The next initiative proposed was applying benchmarking technique for improving academic performance. Where target results will be set after comparing the college results with other colleges and teacher will be given their goals for improving the performance accordingly. The members approved the plan with a suggestion that selection of the landmark college should be done with caution.

The meeting dispersed at 4.15 pm with a vote of thanks expressed by Asst. Prof. Neetu Khanna.

Principal


IQAC

Trinity College Jalandhar
IQAC 2nd Quarterly Meeting
13th December 2019

Time: 1:00 pm
Venue: Principal Office

AGENDA

- Prayer
- First draft of AQAR
- Students' feedback and Teachers evaluation
- Introduction of New courses
- Mentoring report
- Any other matter with permission of the chair

The meeting started with a silent prayer. The coordinator read the minutes of the last meeting and the minutes were proposed by Principal Ajay Prashar and seconded by Asst. Prof. Puja Gaba.

➤ **Action taken Report:**

1. New courses have been finalized for new academic session. PGDBM, B.Lib, Diploma in Cosmetology and BA with music.
2. As discussed guest lecturers have been organized by different departments to enhance the interest of the students in learning

➤ **Minutes:**

1. Coordinator informed all the members that IQAC has joined IQAC CLUSTER INDIA to take part in various quality initiatives being discussed in the group.
2. The first draft of AQAR was presented to the members. Members approved it for final submission.
3. Summarized report of Students' and teacher feedback about the college was presented at the meeting. They suggested improvement in canteen, lab and library. It was decided that the teachers' report would be discussed by Principal with every teacher on one to one basis.
4. Principal informed the members about the new courses planned for the next session. The college would start three new courses in the session 2020-21

- P.G diploma in business management
- B.Lib
- Diploma in Cosmetology
- Music as subject in BA

The members appreciated the initiatives take by the college.

5. Members suggested that the website should be updated regularly.
6. Further a detailed discussion was made on campaign work. Few members suggested to appoint professional marketing team and to set the targets for staff on monthly basis.
7. The coordinator presented the final draft of teachers evaluation form as suggested by Dr Thomas Lobo in internal review meet.
8. The coordinator presented the mentoring report where it was shown that all the mentors were regularly taking mentoring sessions, group wise and on individual levels. The director Rev. Fr. Peter suggested to carry out this process more vigorously.

The meeting dispersed after having a cup of tea.

IQAC


PRINCIPAL

Trinity College, Jalandhar
IQAC 3rd Quarterly Meeting
30th April 2020

Platform: Online on ZOOM

Time: 4.00 pm

Agenda:

- To review the effect of pandemic COVID 19 on Education
- To plan for admissions 2020-21

Action taken:

- AQAR for session 2018-19 successfully submitted.
- College applied for two new courses namely B. Lib., B.A. with Music and Diploma in Cosmetology.
- Campaign work was completed vigorously and the team reached to more than 3000 students of 25 schools.

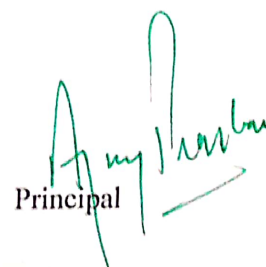
Minutes

The meeting started with a prayer for well being of everyone. Asst. Prof. Nectu Khanna put forward the concerns over effect of corona and lockdown on students' study. The members discussed this issue in detail and following decisions were taken:

1. Classes must continue through online mode.
2. Various platforms can be used for online teaching considering the convenience of the students.
3. Respective head of the departments must ensure that syllabus is completed in time.
4. The Staff Secretary will keep the track record of every class being taken by teacher.
5. Online Examinations will be conducted in the second week of April as per pre scheduled datasheet.
6. IQAC will plan some FDPs for the faculty to enhance digital skills.
7. It was decided that teachers should be in continuous link with students and they should be involved for organising various awareness campaign against this pandemic disease.
8. It was decided that all the faculty members must attend various webinars being organised during this period to enhance their knowledge and on the same time, the departments should also organise webinars.
9. Members suggested for online admission campaign and online registration of the students for session 2020-21.

The meeting ended up at 5.30 pm.


IQAC


Principal



TRINITY COLLEGE JALANDHAR
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IST QUARTEELY MEETING

2020-2021

VENUE: Bishop Symphorian Hall, Trinity College Jalandhar

TIME: 11.00 am

Date: 28 December 2020

Agenda

- ❖ Prayer
- ❖ Welcome
- ❖ Brief Report for session 2020-21
- ❖ IQAC Initiatives
- ❖ Future Initiatives
 - New courses
 - AICTE Approval
 - Projects and Grants
 - IQAC Cluster
 - Green Audit
- ❖ Any other matter with permission of the chair

Members Present: All except Asst Prof Baljeet Kaur, Asst. Prof. Nidhi Sharma, Mr Prince Gupta, Ms Anu, Mr Jackson and Mr Jatin

The meeting started at 11.30 am with a prayer initiated by Asst. Prof. Harpreet Kaur. Dr. Ajay Prashar, Principal, Trinity College Jalandhar welcomed all the members and presented a brief report of college activities during 2020-21. He mentioned about all the FDPs, new courses, research activities and other progressive deeds being undertaken by the college.

Asst Prof Neetu Khanna read the minutes of last IQAC meeting and presented action taken report. She briefed about the initiatives taken by IQAC during 2020-21 including 7 days international FDP, series of webinars, SDPs, social contributions made during pandemic, establishment of IPR cell and research cell.

The meeting proceeded ahead with discussion on pre-planned agenda:

1. New courses



Dr Ajay Prashar explained in his report that college started new courses of diploma in cosmetology, B.Lib and govt approved certificate courses on cosmetology, computer applications and saloon.

The members suggested that college must start P.G. degree and diploma courses along with graduate diplomas. One of the members suggested for the courses related to agriculture and medical services. Similarly, college can focus more on skill-oriented courses to raise employability of students including B.Voc. and other technical courses

2. AICTE Norms

This agenda was put forward by Dr Sunil, principal TIMT. He explained that college is planning to have MBA course under AICTE norms. The members appreciated the initiative and suggested that the specialisation of MBA course should be planned very carefully. It can be associated with medical or hospital management to make it unique from others. One of the members suggested to seek approval from AICTE as soon as possible since the body keep upgrading the requirements for the course approval.

3. IQAC Cluster

Asst. Prof Neetu expressed her concern over formation of IQAC Cluster. She explained that college has joined IQAC Cluster India and now wish to include colleges from Punjab to be part of this cluster. However. Colleges are reluctant to join the same may be due to fear of competition.

Dr Nishchay Behl suggested to form one informal group for IQAC coordinators of various colleges. He further suggested that one workshop can be conducted under supervision of IQAC Cluster India and local colleges can be motivated to join the cluster during that workshop

4. Green Audit

The basic purpose of this point of the agenda was to seek advice from external members for green audit process. The members appreciated this initiative and extended their selfless support to conduct green audit in the organisation. Dr. Ashish Arora suggested names of some external organisations who conduct such audits. Dr. Ekonkar suggested that the institution must work on management of e-waste, liquid waste and solid waste. Similarly, Dr. Nishchay emphasised on taking small steps for conservation of environment, energy and water. He suggested for donation of old equipments to some schools or needy children which will ensure management of e-waste for social purposes.

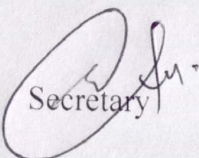
Apart from agenda few more points were discussed and following suggestions were made by various stakeholders:

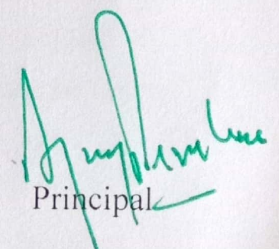
1. Training and placement cell should be made to work more vigorously. Students should be sent for online and offline internships. Similarly, coordinator can be in regular touch with TPOs of other colleges to know about various off campus and on the campus placement drives being run in nearby colleges.
2. Students should be motivated to act as brand ambassadors and to bring more admissions for the college.
3. All the faculty members must be upgraded for using various ICT Tools to make the teaching and learning more effective
4. The institution can have some collaborations with foreign universities and colleges, where those students can be guided to join after their graduation, who are interested to go to abroad.
5. Various corporate houses must be contacted and motivated for sponsorships since they are under obligation to spend certain amount towards social work under CSR.
6. Giving reply to the query raised by one of the members, Dr Ashish suggested to have incubation centre in the college which should be effective to guide the student for launching his enterprise or business in the market.
7. All the faculty members with Ph.D degeee must be encouraged to work for capacity building grants from DST and ICSSR
8. Parent representative Mrs Gayatri suggested to focus on personality development and spoken English classes for the students.

Decision:

It was decided that college will focus more on skill oriented courses.

The meeting ended at 1.30 pm followed by high tea.


Secretary


Principal

Trinity College Jalandhar
IQAC 2nd Quarterly Meeting

Date: 27 March 2021

Platform: ZOOM

Time: 4.00 pm

Agenda

1. Admin Block
2. Promotion Criteria
3. NIRF Ranking
4. AQAR 2019-20
5. Incubation Centre

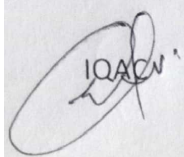
Following points were discussed:

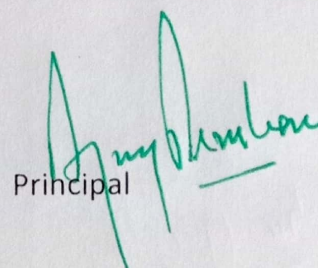
1. Rev Fr. Peter briefed about the development of new building and informed that the Admin block will be ready by end of June 2021.
2. IQAC discussed about the criteria for promotion of Asst Professor to Associate Professor's Grade for the discussion. Many constructive suggests were given by respected members.
3. The members suggested IQAC should go for NIRF ranking for inculcating quality culture in the institution.
4. The draft copy of AQAR was presented before the members for the approval. The members appreciated the initiatives taken by the college for catering the need of various stakeholders.
5. Entrepreneurial Development Cell invited the ideas from the members regarding initiating incubation center in the college. One of the members suggested that there should be separate area for displaying student's work related to revenue generating projects.

Decision:

It was decided that inauguration of new building will be done in next session.

The meeting ended at 5.30 pm


IQAC


Principal

Trinity College Jalandhar
IQAC 3rd Quarterly Meeting

Date: 19th June 2021

Platform: ZOOM

Time: 5.00 pm

Agenda

1. Admin Block
2. Promotion Criteria
3. AQAR 2019-20
4. Research Cell

Following points were discussed:

1. Rev Fr. Peter briefed about the development of new building and informed that the Admin block will be ready for inauguration in the first week of August 2021.
2. IQAC put forward the draft criteria for promotion of Asst. Professor to Associate Professor's Grade for the discussion. Members reviewed it critically and suggested some amendments.
3. IQAC informed that members about final submission and approval of AQAR 2019-21. The coordinator expressed her gratitude for her team members.
4. An in-depth discussion was undertaken to review and revamp the structure of Research cell to make it more functional. It was suggested that a research policy should be developed to motivate and support research culture in the institution.
The meeting ended at 6.30 pm

Decision:

It was decided in the meeting that inauguration program of new building will be organized as mega event.



Principal

Trinity College Jalandhar
Internal Quality Assurance Cell
2021-22
Ist Quarterly Meeting

Date: 18 Sep 2021

Members Present: All except Dr Ek Onkar, Mr. Jackson, and Ms. Gayatri

Agenda

1. Academic Session 2021-22 Theme
2. List of Responsibilities
3. AQAR 2020-21
4. Employee's Feedback form
5. Self Appraisal form 2020-21
6. Any other agenda with the permission of the chair

The meeting started at 11.00 am in principal's office with a silent prayer. The coordinator, Asst. Prof. Neetu Khanna welcomed all the members and presented the agenda before the members.

Following points were discussed and finalised in the meeting:

1. The members approved the theme of college for the year 2021-22 "Enrich to Empower" as suggested by IQAC.

2. To encourage decentralisation in authority and responsibility, it was decided that with effect from session 2021-22, Faculty of Arts will be divided into 4 new departments named as

- A. Dept of Languages headed by Rev Sr Elseena
- B. Dept of Physical Education headed by Asst Prof Karanvir ,
- C. Dept of Cosmetology and Fitness headed by Asst Prof Anita Sharma
- D. Dept of Social Sciences to be coordinated by Dr Ajay Prashar.

3. Regarding fast and slow learners and alumni, it was decided that these students will be dealt by the departments and the data and information will be furnished by departments at the end of the year in their dossiers. The members suggested a standardised form to be created by IQAC for recording the data of alumni, slow learners and fast learners.

4. IQAC coordinator informed the council that last date for AQAR 2020-21 is 31st December 2021. therefore, criteria coordinators must start making the draft of their criteria She also informed that there is minor change in the AQAR format 2020-21.

5. The IQAC coordinator Asst. Prof Neetu Khanna presented Employee's Feedback form requested heads to ensure that their dept teachers fill the feedback form in time. She further informed that Self Appraisal format for the session 2020-21 has been amended for which will be shared with the members for discussion within in a week.

6. Report of internal and external academic audit 2020-21 was presented before the house and approved by members

The meeting ended at 12.30 pm


IAAC


Principal

Trinity College Jalandhar
Internal Quality Assurance Cell

2021-22

2nd Quarterly Meeting

Date: 4th December, 2021

Members Present: All except Rev. Sr. Elseena, Dr Ashish Arora and Mr. Jatin

Agenda

1. Updated self-appraisal format for faculty
2. Self-appraisal format for clubs and associations
3. AQAR 2020-21
4. Slow and Fast Learners
5. Employees' Feedback: The key points
6. Any other agenda with the permission of the chair

Action Taken Report

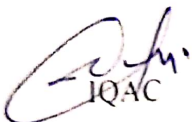
- The theme for the year Enrich to Empower was communicated to the students in induction programme.
- Final Draft of AQAR 2020-21 got ready by IQAC team.
- Employee's feedback got filled and analysed by the IQAC.

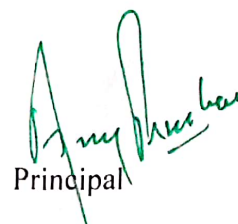
The meeting started at 11.00 am in conference hall of admin block with prayer. The coordinator, Asst. Prof. Neetu Khanna welcomed all members and presented the agenda before the members.

Following points were discussed and finalised in the meeting:

1. The revised format for self-appraisal of faculty was approved by the members with one suggestion to include the details of FDPs attended by the faculty during the year.
2. The formats proposed by IQAC for self-appraisal of cells and clubs, slow learner and fast learners were approved by the council and it was decided to institutionalize these forms w.e.f. session 2021-22
3. Summary report of feedback of employees regarding institution was discussed by Rev. Sr. Preema. She disclosed few areas of concerns and asked suggestions from the members to remove these barriers. The areas of concerns as perceived by the faculty include:
 - Openness to change
 - Less opportunity for promotion and career development
 - Lack of team work in the department
 - Delay in communication of information
 - Need of rewards and appreciations for the work performed by the faculty
4. The final draft of AQAR 2020-21 was approved by all the members for uploading on NAAC portal

The meeting ended at 12.30 pm with cup of tea.


IQAC


Principal

TRINITY COLLEGE JALANDHAR
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF QUARTERLY MEETING

2021-2022

VENUE: Conference Hall, Trinity College Jalandhar

TIME: 02:30 p.m.

Date: 05-03-2022

Agenda

- Prayer
- Welcome
- Minutes of Previous IQAC Meeting
- Brief Report by the Principal
- New Initiatives

- ❖ Institutional MOUs
- ❖ Faculty Exchange & Student Exchange
- ❖ Green Audit
- ❖ ISO Certification
- ❖ Non-government Agencies for funding Research Proposals

- Steps Towards New horizons
- Vote of Thanks

Members Present: All the nominated members along with Dr Thomas Lobo, Management Advisor as special chairperson.

Fr. Anthony from Navjeevan and Mrs Gayatri (parent representative) were not present in the meeting

The meeting started at 02:30 pm with a prayer initiated by Asst. Prof. Neetu Khanna. Asst. Prof. Neetu Khanna welcomed all the members and read the minutes of last IQAC meeting with action taken report. Dr. Ajay Prashar, Principal, Trinity College Jalandhar presented a brief report of college activities during 2021-22. He mentioned all the FDPs, new courses, research activities and other progressive works undertaken by the college. The secretary put forward the agenda for discussion in the meeting focusing on MOUs, Funding of research Projects, ISO certifications and new projects to be initiated by IQAC in the upcoming year.

The meeting proceeded ahead with discussion and all the expert members expressed their opinions on these agendas. The suggestions by all the members were as follows:

Dr Nischay Behl Suggested

- ✓ Focus on Training & Placement it will automatically bring more MOUs, No of companies visiting and quality of job matters
- ✓ One-person should be in charge of MOU only
- ✓ Focus on patents. Teachers and students can work collaboratively for patents
- ✓ Focus on Pre-Placement Offers (PPO) while signing MOU
- ✓ Improve skills of students at base level with regard to resume writing and making digital resumes
- ✓ We should strengthen in house projects to give hand on training to the students.

Dr. Ik Onkar Suggested

- ✓ One or two MOUs can be given to each faculty member for monitoring.
- ✓ Alumni and Placement Cell should work in collaboration
- ✓ Due to NEP now students will be going for internships in between degrees
- ✓ We should incorporate students in manufacturing as well as marketing

Dr. Ashish Arora Suggested

- ✓ There should be 30 hours Add on course for commerce students in banking
- ✓ Some software should be developed for monitoring MOU
- ✓ In MOU it should be mentioned that students will get monetary benefit in internship
- ✓ At the time of admission, we should ask the students about their aim and work on enhancing the basic skills specially communication skills.
- ✓ Research proposals framed by faculty members can be sanctioned by the management on the condition of publication of the research work. One project from each department can be made compulsory and increment can be given to the teachers who procure projects
- ✓ An App can be developed to keep contact the alumni

Dr. Lobo Suggested

- ✓ ISO helps in building documentation culture and helps in NBA, therefore college can go for the same.
- ✓ College must try to strengthen its relation with cluster as NAAC appreciated the colleges who share good practices on NAAC Cluster.

Parent Views

- ✓ Appreciated the way college teachers look after students and its overall environment.

Alumni Views

- ✓ Alumni network can be strengthened by inviting more alumni to college functions

College Cabinet Views

- ✓ Conversation boosting club can be started in college to enhance communication skills of students

Formal Vote of Thanks was given by Lt. Navodita Bammi, Joint IQAC Coordinator. The meeting ended at 04:00 pm followed by high tea.

Decision:

It was decided that college will be active participant in IQAC Cluster as per Mr. Thomas Lobo suggestion.

Secretary

Principal

Trinity College Jalandhar
Internal Quality Assurance Cell
2021-22

IV Quarterly Meeting

Date: 4th June

Time: 1.00 pm

Members Present: All except Mr. Jatin, Mr. Tushar, Dr Nischay and Dr. Ekonkar

Action Taken Report

1. AQAR has been uploaded
2. Format for monthly progress of department has been designed by IQAC

Minutes

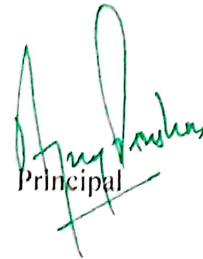
The meeting started at 1:15 pm with silent prayer. Asst. Prof Neetu read action taken report and minutes of last meeting. Following decisions were taken in the meeting:

1. Asst. Prof. Neetu presented the detailed report on NAAC requirements needed for the upcoming sessions after analysis of changed format of AQAR and SSR.
2. Monthly Progress report format for the departments was presented and approved for implementation in session 2021-22
3. It was decided that ACR format will be finalized by Rev Fr Peter for evaluating performance of teaching and non-teaching staff as required by NAAC

The meeting dispersed at 3.30 pm after a cup of tea.



IQAC



Principal

Note: Points discussed related NAAC desired changes have been attached here.

Trinity College Jalandhar
Internal Quality Assurance Cell

2022-23

Ist Quarterly Meeting

Date: 2 Sep 2022

Members Present: All except Dr Ek Onkar, Dr. Ashish Arora , Dr. Ashish Arora. Mr. Jackson. and Ms. Gayatri

Agenda

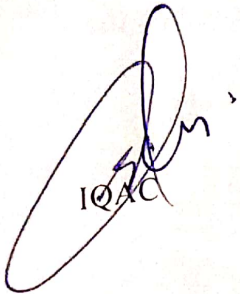
1. Theme of the college for session 2022-23
2. Time table

The meeting started at 11.00 am in principal's office with a silent prayer. The coordinator, Asst. Prof. Neetu Khanna welcomed all the members and presented the agenda before the members.

Following points were discussed and finalised in the meeting:

1. The theme of college for the year 2021-22 "Enrich to Empower" will be continued for the session 2022-23.
2. IQAC coordinator informed the council that last date for AQAR 2021-22 is 31st December 2022 therefore, criteria coordinators must start making the draft of their criteria.
3. Report of internal and external academic audit 2021-22 was presented before the house and approved by members
4. It was suggested to increase the lecture duration from 40 to 50 minutes to ensure effective learning and subjects can be adjusted by allotting 3 to 5 lectures in a week to each subject considering the technicality of the syllabus of the subject.

The meeting ended at 12.30 pm


IQAC

Trinity College Jalandhar
Internal Quality Assurance Cell
2021-22
2nd Quarterly Meeting

Date: 2nd December, 2022

Members Present: All except Rev. Sr. Elseena, Dr Ashish Arora, Dr Ekonkar, Dr. Ashish Arora and Mr. Jatin

Agenda

1. AQAR 2021-22
2. Dossiers After Mid Semester
3. Time Table review
3. Exhibition

Action Taken Report

- The theme for the year Enrich to Empower was communicated to the students in induction programme
- Final Draft of AQAR 2021-22 got ready by IQAC team.
- Time table with 50 minutes duration lecture was implemented.

The meeting started at 11.00 am in seminar hall of admin block with prayer. The coordinator, Dr., Neetu Khanna welcomed all members and presented the agenda before the members.

Following points were discussed and finalised in the meeting:

1. The final draft of AQAR 2021-22 was presented before the members and it was approved by all the members for uploading on NAAC portal
2. It was decided that each cell and department will prepare dossiers at the end of the semester so as to ensure timely documentation.
3. It was decided that certificate courses on salon, Beauty, Yoga Tally, Dance, Singing and Computer will be started w.e.f. January 2023 under Trinity School of Skill Enhancement.
4. It was suggested that Coaching classes can also be started for giving tuition to students of grade nursery to Xth residing in local community.
5. It was decided that college will organize a gala exhibition in the month of February to give platform to students to exhibit their talent. It was discussed that the exhibition will strengthen the experiential learning among students.
6. It was decided that one day FDP will be organized in first week of January by IQAC as per academic planner.

The meeting ended at 12.30 pm with cup of tea.


IQAC





Trinity College Jalandhar

Internal Quality Assurance Cell

Minutes of Meeting

Date and Time: 4th March, 2023

Time: 2:00 p.m.

Venue: Conference Hall, New Building, Trinity Group of Institutions

Members present: All members except Rev. Fr. Jose P, Rev. Fr. Anthony J, Rev. Fr. William, Mr. C B Sharma, Mr. Jackson, Rev. Fr. Anthony Vezhapilly, Mr. Prince Gupta and Mrs. Gaytri.

Agenda: Second Cycle of Accreditation: Concern and Challenges

Important points

1. Meeting Started at 2:30 p.m.
2. Dr. Neetu Khanna, IQAC Coordinator formally welcomed all the IQAC Members.
3. Minutes of the last Meeting was read by Dr. Neetu Khanna.
4. She presented the Action Taken Report as well.
5. Dr. Ajay Prashar, Principal, Trinity College Jalandhar presented the College Report for the session 2022-23.
6. Dr. Neetu Khanna requested the dignitaries and all the members to guide the institution and give suggestions to improve the upcoming second cycle of NAAC accreditation.
7. Dr. Ashish Arora, Associate Professor and Head, G.N.D.U. College RC Jalandhar gave the following suggestions:
 - Start B.Voc. courses or diploma courses similar to vocational courses.
 - For Plagiarism, he suggested going for individual subscription or we can consult G.N.D.U. Amritsar for collaboration.
 - To do a SWOC Analysis of the NAAC questions and focus on the questions with maximum weightage and take the help of experts in analysing it.
 - He suggested that instead of online classes we can have online tests and assignments for the students on Saturdays. He suggested to make these tests compulsory as a criteria to give roll no to the students.
 - To get domain based email ids for all the teachers as well.
 - Workshops can be organised on Patents and Research Projects for faculty members.
 - NPTEL courses should be made compulsory.

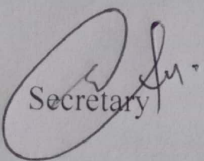
Apart from agenda few more points were discussed and following suggestions were made by various stakeholders:

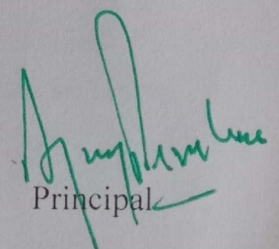
1. Training and placement cell should be made to work more vigorously. Students should be sent for online and offline internships. Similarly, coordinator can be in regular touch with TPOs of other colleges to know about various off campus and on the campus placement drives being run in nearby colleges.
2. Students should be motivated to act as brand ambassadors and to bring more admissions for the college.
3. All the faculty members must be upgraded for using various ICT Tools to make the teaching and learning more effective
4. The institution can have some collaborations with foreign universities and colleges, where those students can be guided to join after their graduation, who are interested to go to abroad.
5. Various corporate houses must be contacted and motivated for sponsorships since they are under obligation to spend certain amount towards social work under CSR.
6. Giving reply to the query raised by one of the members, Dr Ashish suggested to have incubation centre in the college which should be effective to guide the student for launching his enterprise or business in the market.
7. All the faculty members with Ph.D degeee must be encouraged to work for capacity building grants from DST and ICSSR
8. Parent representative Mrs Gayatri suggested to focus on personality development and spoken English classes for the students.

Decision:

It was decided that college will focus more on skill oriented courses.

The meeting ended at 1.30 pm followed by high tea.


Secretary


Principal

Trinity College Jalandhar
Internal Quality Assurance Cell

2023-23

IV Quarterly Meeting

Date: 2 June 2023

Time: 12.30

Members Present: All except Mr. Jatin, Mr. Tushar, Dr Nishay , Dr. Ashish and Dr. Ekonkar

Action Taken Report

- Email IDs with college Domain Name were created for regular staff members.
- It was decided that from session 2023-24, every teacher will create Google Classroom and there will online classes on first and third Saturday for students.
- Workshop for IPR was organised for students and faculty on 20 April 2023
- Workshop on Research Projects and grants was organised by Research Cell in April 2023.

Agenda

- To Discuss Content of Qualitative questions of SSR criteria
- To evaluate previous session
- To overview Feedback of stakeholders
- To discuss suggestions given in academic council

Minutes

1. The meeting started at 12.30 pm with silent prayer. Dr. Neetu Khanna read action taken report and minutes of last meeting.
2. Dr. Puja explained the qualitative questions of criteria 1. similarly Asst. Prof. Jessy Jullian, Dr. Inderpreet , Asst. Prof Nidhi Sharma, Asst. Prof. Daljit Kaur, Asst. Prof. Lt. Navodita and Asst Prof Kapil Sharma presented qualitative questions of their respective criteria. Suggestions were given to edit the matter and to submit the hard copies to IQAC for further analysis on or before 8 June 2023.
3. Following the Agenda, previous session was evaluated and some of the concerns which were discussed in academic Council meeting held on 29-30 May 2023, were again discussed to find out concrete solution. These include
 - To reduce paper usage, formats of Fast and Slow Learners will be reframed.
 - Dean Academics will review the results and will return the copy within ten days to respective Head, of the department.
 - Student's App will be updated so as to bring more transparency between and college and students. This app will ensure that information regarding Attendance, Marks, fees and other notifications are passed to students immediately through App.
4. It was decided that Academic Retreat for the session 2023-24 will be orgnaised by IQAC on 30 June and 1 July. Dr Amit Kauts from GNDU Amritsar and Dr Nischay Bahl from DAV College Jalandhar.
5. Academic Planner for the session 2023-24 will be reframed after considering the discussion held in academic Council Meeting.
6. Self Appraisal Form for faculty was reviewed and sent to Management for reconsideration.
7. Dr. Neetu Khanna Presented feedback report of all the stakeholders including alumni, employer and parents. The overall report was very satisfactory and suggestions given by the stakeholders were to

to include more professional courses, to conduct alumni meet every six months and to get it registered. The suggestions given by students are discussed by principal in academic council were put on table for detailed discussion and it was decided that faculty must focus on a content management and use of ICT for effective teaching learning process.

The meeting ended at 2:00 pm

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