

Trinity College Jalandhar
Internal Quality Assurance Cell
Session 2023-24

MINUTES OF 1ST QUARTERLY MEETING

Date: 24/6/2023

Venue: Conference Hall (Administrative Block)

Time: 10:00 am

Agenda:

- Brief Report of session 2022-23
- Planning for NAAC Preparation

Member Present: All except Rev. Fr. Antony Joseph, Dr. Ekonkar Singh, Dr. Ashish Arora , Dr. Nishchey Behal, Mr. Vijay Kumar, Mrs. Gayatri.

- The meeting began with a prayer by Asst. Prof. Navodita.
- Dr. Neetu Khanna Coordinator IQAC , read the formal welcome note to the worthy members.
- Dr. Neetu Khanna presented a brief report of the activities conducted by IQAC in the previous session which was appreciated by all the members.
- In the meeting NAAC preparation remained the main focus of the discussion. All the members shared their valuable opinion for the attainment of better grade in the coming NAAC Inspection this year.
- It was discussed that academic as well as administrative excellence should be the priority for all.
- All the members agreed that the college is lagging behind in the area of Research and special effort and motivation is needed to improve .
- It was discussed that paperless campus practices should be promoted and E-Resources should be utilized to the maximum.
- It was also discussed that IQAC will guide all faculty members for NAAC visit preparation .

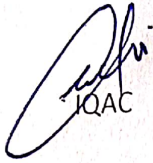
Decision taken:

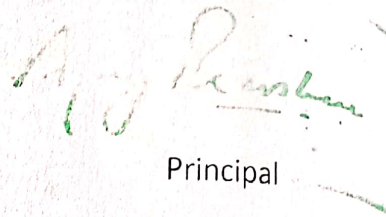
- It was decided that IQAC will conduct one session about NAAC preparation for faculty.
- It was decided that the theme of the year "Embrace the Present and Build the future" will remain the focus of the activities.
- It was decided that IQAC will conduct Induction Program for new staff members.

Meeting ended with National anthem at 1:00 pm .

Action Taken:

- As per the decision, NAAC Orientation session was conducted by IQAC.
- As per the decision Induction program for new staff members was conducted by IQAC on 22/7/2023
- As per the decision taken, Academic calendar has been prepared with planned activities focusing the theme of the year.


IQAC


Principal

Trinity College Jalandhar
Internal Quality Assurance Cell
Session 2023-24

MINUTES OF 2nd QUARTERLY MEETING

Date: 8/9/2023

Venue: Conference Hall (Administrative Block)

Time: 1:00 pm

Agenda:

- NAAC SSR Preparation progress report
- IQAC Initiatives
- Social Audit
- Session for administrative staff

Member present: All except Rev. Fr. Antony Joseph, Dr. Ekonkar Singh, Dr. Ashish Arora , Dr. Nishchey Behal, Mr. Vijay Kumar, Mrs. Gayatri.

- Meeting commenced with a prayer by Asst. Prof. Navodita.
- Formal welcome note was presented by Dr. Neetu Khanna to all worthy members.
- Dr. Neetu Khanna presented the progress report of the preparation for NAAC SSR which was found satisfactory by the members however suggestion was given to take expert opinion.
- Rev. Fr. Peter discussed about Social audit with the members and told all to be prepared for the same.
- Dr. Neetu Khanna conveyed the members about various initiatives to be taken by IQAC in the coming days like NIRF participation and Green ,Energy & Environment audit.
- It was discussed that College will try to get Alumni Association registered.
- It was discussed that quality practices and initiatives should be encouraged more.
- It was discussed that administrative staff should also be given training session for new skills.
- It was suggested that IQAC should arrange meeting with all criteria coordinators time to time for checking the progress of work and guidance.

Decision taken:

- It was decided that Fr. Gigi will visit the college for workshop on NAAC SSR and Five S' inspection.
- It was decided that Fr. Gigi will give motivational session to administrative staff.
- It was decided that Green ,Energy & Environment audit will be conducted soon.
- It was decided that soon college will get alumni association registered
- It was decided that NIRF data will be submitted as soon as possible.

Meeting ended with cup of tea at 3.30pm.

Action Taken:

- Fr. Gigi visited the campus and met all criteria coordinators & IQAC and guided them for NAAC .
- Fr. Gigi gave a motivational session along with tips for better efficiency to the administrative staff.
- Five S' inspection was conducted.
- Social Audit was conducted .
- Workshop on NAAC SSR preparation was conducted by IQAC .
- Green ,Energy & Environment audit was done by the official team by visiting the campus .
- NIRF data was submitted .


IQAC



Principal

Trinity College Jalandhar
Internal Quality Assurance Cell

Session 2023-24

MINUTES OF 3rd QUARTERLY MEETING

Date: 16/03/2024

Venue: Conference Hall (Administrative Block)

Time: 1:00 pm

Agenda:

- NAAC SSR final draft submission
- Feedback of the stakeholders

Member present: All except Rev. Fr. Antony Joseph, Dr. Ekonkar Singh, Dr. Ashish Arora , Dr. Nishchey Behal, Mr. Vijay Kumar, Mrs. Gayatri.

- Meeting began with a prayer by Rev. Sr. Elseena.
- Formal welcome note was presented by Dr. Neetu Khanna to all worthy members.
- Dr. Neetu Khanna presented the plan for NAAC SSR submission which was appreciated and ratified by all members.
- Dr. Neetu Khanna conveyed the members that feedback of students and parents can be taken at the end of this academic session.
- It was discussed that all faculty members should work together to obtain good grade in the NAAC inspection.
- It was suggested that IQAC should guide students and teachers for Students' satisfaction survey.
- It was suggested that one training and motivation session should be arranged for Administrative staff.

Decision taken:

- It was decided that IIQA will be submitted by the end of March
- It was decided that parents' feedback will be taken during PTM and students' feedback will be taken in the first week of April.

- It was decided that SSR final draft will be submitted after the IIQA submission.
- It was decided that IQAC will conduct awareness session for SSS.
- It was decided that Dr. Ajay Prashar will give a session to the administrative staff.

Meeting ended with cup of tea at 4.00pm.

Action Taken:

- Parents' feedback was taken during PTM and students' feedback was taken in April.
- IIQA was submitted on time.
- As decided, SSR final draft was submitted.
- One training and motivational session was conducted for administrative staff.
- Awareness session for SSS was conducted by IQAC and students' email data was updated by all departments.


IQAC



Principal

Trinity College Jalandhar
Internal Quality Assurance Cell
Session 2023-24
MINUTES OF 4th QUARTERLY MEETING

Date: 21 /06/2024

Venue: Conference Hall (Administrative Block)

Time: 10:00 am

Agenda:

- NAAC Preparation and Mock visit
- Academic Planner and theme for coming session
- Internal Audit
- Alumni meet

Members present: All except Rev. Fr. Antony Joseph, Dr. Ekonkar Singh, Dr. Ashish Arora , Dr. Nishchey Behal, Mr. Vijay Kumar, Mrs. Gayatri.

- Meeting began with a prayer by Rev. Sr. Elseena.
- Formal welcome note was presented by Dr. Neetu Khanna to all worthy members.
- Dr. Neetu Khanna presented the academic planner which was appreciated and ratified by all members.
- Theme for the new academic session was discussed.
- It was discussed that College PPT and Departments' PPTs should be prepared by Principal and Departments' Heads respectively.
- It was discussed that NAAC Mock visit should be conducted soon so that we can get time and suggestions to prepare well for final NAAC inspection.
- It was suggested that website should be updated timely.
- It was suggested that Alumni meet should be conducted before NAAC visit.

Decision taken:

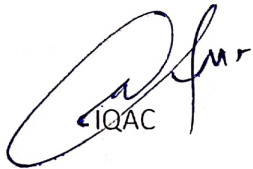
- It was decided that NAAC Mock visit will be conducted at the end of July 2024.
- It was decided that the theme for the new session will be the same as of last year.

- It was decided that alumni meeting will be conducted soon.

Meeting ended with National anthem at 1.00pm.

Action Taken:

- NAAC Mock visit was conducted in July 2024.
- Alumni meeting was conducted .


IQAC



Principal