

# Syon College

Affiliated to Panjab University, Chandigarh

K.M.- 7, Hanumangarh Road, Abohar- 152116, Distt. Fazilka.

Ph. 092168-10809 01634-278278

E.mail : syoncollege@gmail.com, v2n200@yahoo.com

Ref. No. IQAC/2022/01

Date: 29<sup>th</sup> July, 2022

## Syon College, Abohar Minutes of meeting IQAC: Session -2022-23

### Meeting: 1


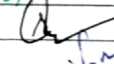

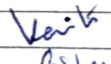
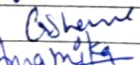


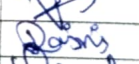
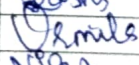
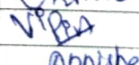
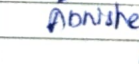



A meeting of all members of IQAC was conveyed on 29 July 2022 at 12 p.m. in the principal's office.

### Agenda:

- Review of previous session's quality assurance measures.
- To Discuss the Co-curricular and Extension Activities in the session (2022-23)
- To review the duties for several cell, Committees which organize those activities.
- Admission 2022-23
- To prepare College Academic Calendar under the broader view of Panjab University Academic Calendar.

**In Chair: Chairperson IQAC, Principal**

### Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. G.L. Sharma	Principal/ Chairperson	
2	Mr. Sushil Garg	Management Member	
3	Mr. Vipul Narang	Governing Body	
4	Dr. Kavita	IQAC Coordinator	
5	Mr. Gourav Sharma	Faculty Member	
6	Ms. Anamika Watts	Faculty Member	
7	Ms. Meenu Sachdeva	Faculty Member	
8	Mr. Varun Chilana	Senior office Superintendent	
9	Ms. Rajni Bala	Nominees from Students	
10	Ms. Urmila Devi	Nominees from Students	
11	Mr. Vipin	Nominees from Alumni	
12	Mr. Abhishek Verma	Nominees from Alumni	
13	Mr. Amit	Local Society Member	
14	Mr. Arun Kumar	Local Society Member	

Principal  
Syon College  
Abohar

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## Minutes of meeting

It was resolved in the meeting that:

1. Dr. G.L. Sharma, Chairperson of the Internal Quality Assurance Cell (IQAC), commenced the meeting with a warm welcome to all. He underscored the critical role of quality assurance in enhancing academic standards and fostering continuous improvement within the institution.
2. Organization of Different Curricular and Extension Activities for the coming session was discussed and the nomenclature of most of cell & committees remain same.
3. Circular for nomination of students' office bearers for houses, WDC and other cells will be notified later.
4. The academic calendar proposed by the Panjab University for 1<sup>st</sup> and 3<sup>rd</sup> and 5<sup>th</sup> semester has been approved.
5. The proposed activity calendar has been approved.
6. It was suggested that the institution provide the facility of help desk for admission and accordingly guide students about the enrolment procedure, important dates etc.

The meeting was ended with vote of thanks.

*Kavita*  
Dr. Kavita  
Coordinator (IQAC)  
29/7/2024

*G.L. Sharma*  
Dr. G.L. Sharma  
Principal

*G.L. Sharma*  
Principal  
Syon College  
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## **Syon College, Abohar**

### **Minutes of IQAC Meeting**


#### **Session-2022-23**

#### **Meeting:2**

A meeting of all members of IQAC was conveyed on 5<sup>th</sup> August 2022 at 12 p.m. in the principal's office.

#### **Agenda:**

- To conduct orientation programme for 1st Semester students during the academic year 2022-2023.
- To organize Community Outreach Activities.
- More MoUs with Institutions.
- Celebration of Days of national and International Importance.
- To organize Azadi ka Amrit Maha Utsav
- To organize webinar on Hindi Language development on Hindi Diwas
- To organize Talent Hunt Programme
- To organizes National Seminar on NEP 2020.

  
Principal  
Syon College  
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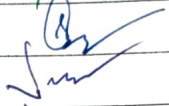
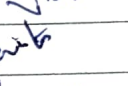

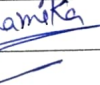

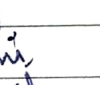







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## Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. G.L. Sharma	Principal/ Chairperson	
2	Mr. Sushil Garg	Management Member	
3	Mr. Vipul Narang	Governing Body	
4	Dr. Kavita	IQAC Coordinator	
5	Mr. Gourav Sharma	Faculty Member	
6	Ms. Anamika Watts	Faculty Member	
7	Ms. Meenu Sachdeva	Faculty Member	
8	Mr. Varun Chilana	Senior office Superintendent	
9	Ms. Rajni Bala	Nominees from Students	
10	Ms. Urmila Devi	Nominees from Students	
11	Mr. Vipin	Nominees from Alumni	
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## Minutes:

It was resolved in the meeting that:

1. It was resolved that Community Outreach Activities should be organized on a regular.
2. It was resolved that the college should sign more Memoranda of Understanding (MoUs) with other institutions to explore and develop opportunities in various areas.
3. It was Resolved and decided to celebrate upcoming days of national and international importance like Hindi Diwas, Gandhi Jayanti, Childrens' Day, Teacher's day, International Literacy Day, Diwali celebration. etc
4. It was resolved to finalize the schedule for the orientation programme and to discuss key points to be communicated to students, including the code of conduct during the programme.
5. It was proposed that the institution collaborate to organize the "Azadi ka Amrit Mahotsav" celebration during the second week of August
6. It was resolved and decided to organize a webinar on Hindi Language Development in celebration of Hindi Diwas.
7. It was resolved to gather and compile all suggestions for the organization of the Talent Hunt Programme. This will involve collecting input on event structure, participant engagement, and any other relevant aspects to ensure a well-organized and successful event.
8. It was resolved to schedule and organize the National Seminar on NEP 2020 for the last week of November.

The meeting was ended with vote of thanks.

  
Dr. Kavita

Coordinator (IQAC)

  
Dr. G.L. Sharma

Principal

  
Principal  
Syon College  
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## Syon College, Abohar

### Minutes of IQAC Meeting

#### Session -2022-23

#### Meeting: 3

A meeting of all members of IQAC was conveyed on 9th Jan 2023 at 12 p.m. in the principal's office.

#### Agenda:

- To get feedback from students, teachers, alumnus and from employer
- To encourage faculty for participating in different webinar.
- To organize Faculty Development Programme
- To organize workshop for Skill Enhancement .
- To Organize National Seminar on environment

**In chair: Chairperson IQAC, principal**

#### Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. G.L. Sharma	Principal/ Chairperson	G.L.S
2	Mr. Sushil Garg	Management Member	Sushil
3	Mr. Vipul Narang	Governing Body	Vipul
4	Dr. Kavita	IQAC Coordinator	Kavita
5	Mr. Gourav Sharma	Faculty Member	Gourav
6	Ms. Anamika Watts	Faculty Member	Anamika
7	Ms. Meenu Sachdeva	Faculty Member	Meenu
8	Mr. Varun Chilana	Senior office Superintendent	Varun
9	Ms. Rajni Bala	Nominees from Students	Rajni
10	Ms. Urmila Devi	Nominees from Students	Urmila
11	Mr. Vipin	Nominees from Alumni	Vipin
12	Mr. Abhishek Verma	Nominees from Alumni	Abhishek
13	Mr. Amit	Local Society Member	Amit
14	Mr. Arun Kumar	Local Society Member	Arun

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## Minutes of meeting

It was resolved in the meeting that:

- Feedback should be collected timely from students, teachers, alumnus and from employer.
- It was suggested that the faculty must participated in workshop and webinar for their professional development.
- Discussions took place regarding the organization of Faculty Development Programs (FDP) and guest lectures.
- IQAC is planning to conduct a workshop for students.
- A plan was made to organize a National Seminar on the topic of Voluntary Efforts for Saving the Earth and Environment in the mid of March.

*Kavita*  
Dr. Kavita  
Coordinator (IQAC)

*G.L. Sharma*  
Dr. G.L. Sharma  
Principal

*G.L. Sharma*  
Principal  
Syon College  
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## Syon College, Abohar Minutes of IQAC Meeting: Session-2022-23

### Meeting:4

A meeting of all members of IQAC was conveyed on 3<sup>rd</sup> April 2023 at 12 p.m. in the principal's office.

### Agenda:

- To discuss the NAAC preparations, submission of IIQA and filing of SSR.
- To organize Alumni Meet
- Green campus imitative

### Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. G.L. Sharma	Principal/ Chairperson	G.L. Sharma
2	Mr. Sushil Garg	Management Member	Sushil Garg
3	Mr. Vipul Narang	Governing Body	Vipul Narang
4	Dr. Kavita	IQAC Coordinator	Kavita
5	Mr. Gourav Sharma	Faculty Member	Gourav Sharma
6	Ms. Anamika Watts	Faculty Member	Anamika Watts
7	Ms. Meenu Sachdeva	Faculty Member	Meenu Sachdeva
8	Mr. Varun Chilana	Senior office Superintendent	Varun Chilana
9	Ms. Rajni Bala	Nominees from Students	Rajni Bala
10	Ms. Urmila Devi	Nominees from Students	Urmila Devi
11	Mr. Vipin	Nominees from Alumni	Vipin
12	Mr. Abhishek Verma	Nominees from Alumni	Abhishek Verma
13	Mr. Amit	Local Society Member	Amit
14	Mr. Arun Kumar	Local Society Member	Arun Kumar

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## Minutes:


It was resolved in the meeting that:


- The Chairperson informed the members that we are planning for NAAC accreditation. Therefore, a staff meeting needs to be arranged to discuss the NAAC process, the Self-Study Report (SSR) Manual, and Standard Operating Procedures (SOPs).
- It was decided to finalize the schedule for the alumni meet. Additionally, key points to be communicated to students and activities were discussed.
- It was resolved to organize Green Campus initiatives, which will be led by the faculty.

The meeting was ended with vote of thanks.

  
Dr. Kavita  
Coordinator (IQAC)

3/4/2023

  
Dr. G.L. Sharma  
Principal

  
Principal  
Syon College  
Abohar