

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

<b>S.No</b>	<b>Date, Time and Venue</b>	<b>Attended</b>	<b>Agenda</b>	<b>Discussion</b>
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>
--	--	--	--	--

				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


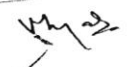
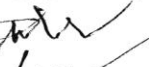
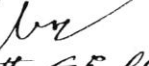


		Mr.Jatinder Sharma Ms Surinder Kaur Mr Deepak Verma Ms Namrata Parmar Ms Archana V Singh Mr Shivinder Kang Mr Sumeet Gill		
5.	20-10-2014	Dr.Sharda Kaushik Dr. Bindu Bajwa Ms Vandana Lunyal Dr. Gunbir Kaur Dr.Jyoti Singh Dr. Vijaya Singh Dr. Preeti Sharda Mr Gopal C Nayak Mr Randeep Rana Ms Sarita Tiwari 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 17<sup>th</sup> July, 2015. Meeting was attended by Dr. Tejendra Singh, Dr. Preeti Sharda, 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 
- (iii) Criterion 2 → V. K. 
- (iv) Criterion 3 → V. K. 
- (v) Criterion 4 → G. N. 
- (vi) Criterion 5 → Sumit Gill 
- (vii) Criterion 6 → N. P. 
- (viii) Criterion 7 → P. S.

The information gathered is to be submitted by 27<sup>th</sup> July, 2015 which is to be seen by the chief-co-ordinator (DRIE).

  
Chairperson

Tejendra Singh  
Chairperson