

## **BANWARI LAL JINDAL SUIWALA COLLEGE TOSHAM**

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Minutes of the meeting of IQAC held on 11 February, 2023 at 2:00 p.m. in the office of the Principal, BLJS College, Tosham

Following members were present in the meeting:

1. Principal Dr Rakesh Kumar Bhardwaj (Chairperson)
2. Sh. Devender Dev Sharma (Trustee)
3. Dr Daleep Singh (Senior Administrative officer)
4. Sh. Yash Pal Mehta ( Member)
5. Sh. Jaswant Singh ( Member)
6. Sh Ashwani Kumar (Member)
7. Dr. Mahender Singh (Alumni)
8. Sh. Shiv Kumar Sharma (Local Society)
9. Sh Aseem Attri (Stakeholder)
10. Dr.Shailja Sharma (Coordinator)

In the meeting the items as per the agenda were discussed and resolved in the committee as follows-

1. The minutes of the last meeting were confirmed.
2. The action taken report with regard to the minutes of the previous meeting held on 9th December 2022 were noted.
3. As for item no 1, it was resolved that all the teaching faculty would be asked to prepare and submit lesson plans for the even semester.
4. As for item no 2, it was resolved that to evaluate the progress of departmental and cell activities , principal sir will take meetings of head of the department and cell incharges, where performance of each department/cell will be assessed as per activity calendar.
5. As for item no 3, it was resolved that all the computer systems will be checked for software and hardware update and the equipment and materials for all the practical labs will be updated as per the syllabus requirement for the coming session.
6. As for item no 4, it was resolved that for assessment of preparedness for NAAC Accreditation for 3rd Cycle one and each parameter will be discussed in detail to know where we can improve and what information needs to be furnished.

The meeting ended with a vote of thanks.

Dr. Shailja Sharma  
(IQAC Coordinator)

Dr. Rakesh Kumar Bhardwaj  
Principal,  
B.L.J.S. COLLEGE  
TOSHAM

## Action Taken Report

(For the Meeting of the college IQAC held on 11 February 23)

| Agenda  | Action Taken   |
|---|--|
| Lesson plan for even semester                                 | Lesson plan was prepared by the faculty and implemented for the session.   |
| Departmental and cell activities review meetings              | Principal sir discussed the progress of proposed activities by the departments and cells with the heads and incharges individually..   |
| Updation of computer and practical labs                       | <ul style="list-style-type: none"><li>• All the computer systems were examined for any kind of updates and a thorough software and hardware updation was done of old working systems.</li><li>• New computer systems had also been purchased for administrative work.</li><li>• New material/instruments are added to the practical labs as per the requirement submitted by the respective departments.</li></ul> |
| Assessment of preparedness for NAAC Accreditation for Cycle 3 | Criteria wise data collection and tabulation work has been initiated for the purpose. So that the nature of the required information can be understood.  |

Dr. Shailja Sharma  
(IQAC Coordinator)

Dr. Rakesh Kumar Bhardwaj  
Principal,  
B.C.J.S. COLLEGE  
TOSHAM