MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC with Criteria Conveners was held on Thursday, 12th July, 2018 at 11.00 a.m. in the IQAC Room. The following members were present:

i. Dr. Ruchi Tyagi, Coordinator, IQAC
ii. Dr. Tarkeshwar
iii. Dr. Rakhee Chauhan,
iv. Dr. Amit Kumar
v. Dr. Pushpa Bindal
vi. Dr. K. Vandana Rani
vii. Dr. Nivedita Giri
viii. Dr. Manisha Arora Pandit,
ix. Dr. Nidhi Kapoor,
x. Ms. Shalini Sharma,
xi. Ms. Karnika Gaur
xii. Ms. Manila Narzary
xiii. Ms. Seema Sahdev
xiv. Ms. Gunjan Varma
xv. Dr. Alka Chaturvedi
xvi. Ms. Sunita Sharma

Minutes of the Meeting

1. To discuss the status of the reports and other requirements from various departments..

2. It was decided to visit our collected and compiled data so far prepared for AQAR 2017-19

3. Reminder to sent to TICs for remaining data of their respective departments at the earliest.

4. Further meeting was scheduled on 01-08-2019 to be chaired by the Principal.

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC with Criteria Conveners was held on Wednesday, 1st August, 2018 at 02:00 PM. in the presence of the Principal as Chair, in Seminar Room. The following members were present:

i.   Dr. (Ms.) Anula Maurya
ii.   Dr. Ruchi Tyagi, Coordinator, IQAC
iii.   Dr. Tarkeshwar
iv.   Dr. Rakhee Chauhan
v.   Dr. Amit Kumar
vi.   Dr. Pushpa Bindal
vii.   Dr. Punita Verma
viii.   Dr. Nivedita Giri
ix.   Dr. Manisha Arora Pandit
x.   Dr. Nidhi Kapoor
xi.   Dr. K. Vandana Rani
xii.   Ms. Karnika Gaur
xiii.   Ms. Manila Narzary
xiv.   Ms. Seema Sahdev
xv.   Ms. Gunjan Varma
xvi.   Dr. Alka Chaturvedi

Minutes of the Meeting

1. Status of the Criteria reports were discussed

2. Reminder to sent to TICs for remaining data of their respective departments at the earliest.

3. The following were discussed and suggested:

   i.   **Part –A :**
        Academic and Administrative Audit need more robust process of assessment.

   ii. **Criteria- I**
        a. UGC related documents to be procured from SPA to Principal.
        b. AECC and AEEC should be included in Para 1.2 (i) of AQAR and Dissertations in Physics department
        c. For Feedback of Employers a Proforma to be prepared and may be discussed further.

iii. **Criteria – II**
   a. Associate professor data to be corrected
   b. In para 2., Vacant position should be Nil as we have appointed Full Time Adhoc Faculties.
   c. Include Resource persons as Visiting faculties
   d. Also include SOL and B.Voc. as visiting faculties
   e. For average percentage of students formulation was discussed
   f. For para 2.2 correct the data from SPA to Principal

iv. **Criteria – III:**
   a. ISBN of Edited book should also be included.
   b. Include the National Conference Dr. Ambedkar on Women's Rights in India under para 3.11.

v. **Criteria – IV**
   a. Mention the funds received from concerned department procured under DST-SERB/UGC Project
   b. Include the data of Furniture purchased for B.Voc lab and Office
   c. Include the data of Networking in B.Voc. under Technology Upgradation.

vi. **Criteria –V**
   a. Mention Ph.D. data as Not Applicable (NA)
   b. Correct the data of para 5.3. b
   c. Include data from Add-on Course for para 5.3.c
   d. More emphasis needed for para 5.4 regarding Coaching for Competitive exams
   e. Request TICs to collect more data about participation of students in cultural activities specially National/International Activities.
   f. Include the revised time-table rectified after students grievances

vii. **Criteria –VI**
   a. Repetition to be avoided, if required, reference of earlier mention may be given.
   b. Vision-Mission Statement would remain same in all AQARs.
   c. Information in para 6.3.1 to be written as bullet points
   d. Para 6.3,2 refer to criteria 2
   e. Work for creating Collaboration with DU affiliated colleges, DU approved Venture and for more Industrial Collaboration and MoUs.

viii. **Criteria –VII**
   a. SWOT analysis should be more comprehensive.

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee was held on Friday, 7th September, 2018 at 02:00 pm in Principal Office to finalize Subject experts for scrutiny of in-house projects invited under college sponsored corpus fund. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii.   Dr. Tarkeshwar
iii. Dr. Rakhee Chauhan
iv.   Dr. Amit Kumar

<u>Minutes of the Meeting</u>

1. It was decided that each project would be reviewed by external experts as suggested by the full IQAC.

2. List of Subject experts were proposed and finalised.

3. Venues and Schedule of the Presentations was finalised.

4. Schedules for Students' General Assembly and Online Feedback were finalised.

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee was held on Friday, 7th September, 2018 at 04:00 pm in Principal Office to finalize Subject experts for scrutiny of in-house projects invited under college sponsored corpus fund. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii. Dr. Tarkeshwar
iii. Dr. Rakhee Chauhan
iv. Dr. Amit Kumar

Minutes of the Meeting

1. It was decided that each project would be reviewed by external experts as suggested by the full IQAC.

2. List of Subject experts were proposed and finalised.

3. Venues and Schedule of the Presentations was finalised.

4. Schedules for Students' General Assembly and Online Feedback were finalised.

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC was held on Friday, 07th September, 2018 at 11.00 a.m. in the Seminar Room. The following members were present:

i. Dr. Anula Maurya, Principal and Chairperson, IQAC
ii. Mr. Deepak Marwah, Chairman, Governing Body
iii. Mr. Ankush Narang, Treasurer, Governing Body
iv. Prof. P.C. Tandon, Vice-Chancellor's Nominee, Governing Body
v. Prof. Anu Aggarwal, Vice-Chancellor's Nominee, Governing Body
vi. Prof. Sri Prakash Singh, Department of Political Science, University of Delhi.
vii. Dr. Ruchi Tyagi, Coordinator, IQAC
viii. Dr. Anjula Bansal, Convener, Academic Committee
ix. Dr. Nidhi Kapoor, Bursar
x. Dr. Rachna Kumar, Science Representative
xi. Dr. Poonam Sachdeva, Commerce Representative
xii. Dr. Rakhi Chauhan, Representative, Social Sciences
xiii. Ms. Indu Chaudhary, Social Responsibilities & Extension Activities
xiv. Dr. Tarkeshwar , Physical Facilities
xv. Dr. Harvinder Kaur, Students Mentoring & Extracurricular Activities
xvi. Dr. Arun Malhotra, Retired Faculty
xvii. Dr. Santosh Sachdev, Retired Faculty
xviii. Mr. Noorul Haq, Administrative Officer/Infrastructure
xix. Ms. Sudha Pandey, Alumni
xx. Ms. Mamta Sachdeva, Alumni
xxi. Ms. Muskan, President, Students' Union
xxii. Ms.Vrinda Sharma, General Secretary, Students' Union
xxiii. Ms. Shailja Sharma, Parents Representative

Criteria Conveners as Special Invitees
a. Dr. Sanavar
b. Dr. Pushpa Bindal,
c. Dr. Rachna Kumar,
d. Dr. Varsha Singh
e. Dr. Punita Varma
f. Dr. Nivedita Giri
g. Ms. Indu Chaudhary (Extension Activities)
h. Dr. Manisha Arora Pandit,
i. Ms. Karnika Gaur
j. Ms. Manila Narzary
k. Dr. Vinita Meena

l. Ms. Seema Sahdev
m. Ms. Gunjan Varma
n. Dr. Alka Chaturvedi
o. Dr. Nidhi Kapoor
p. Dr. K. Vandana Rani

1. Minutes of the IQAC Meeting held on 30th August 2017 were placed and approved.

2. AQAR 2017-18 was placed before the IQAC. All Criteria Conveners presented their respective criteria. Following was suggested to be incorporated in the AQAR and for further quality assurance and enhancement:

    i.   **Part –A :**
    A mechanism should be devised for mentoring, counselling and redressal of students' problems and grievances.

    ii.   **Criteria – II**
      a. Considering difference between activity and innovations, the College Faculty should innovate unique practices; for example,
        • Students' Seminars, involving present students and alumnae of the college.
        • Students' Week may be observed highlighting any particular theme.
        • III year students may teach II &/or I year students in the presence of respective faculty members, who may act as moderators/experts on the subject.
        • Time-bound assignments may be given to students, who must deposit the same next morning.
      b. Students of NCWEB and SOL should also be involved in community outreach programmes
      c. Students with short of attendance should not be allowed to appear in examinations.

    iii.   **Criteria – III:**
      a. It was suggested that outcome of 22 Research Projects should be highlighted and all PIs should make the efforts to get their results published.
      b. External experts should be invited for monitoring and accountability of and transparency in research projects.
      c. Faculty should be encouraged to search for sponsors and funding for better quality research in the college.
      d. Details of lectures and Resource Persons should be given only in Criteria III.

    iv.   **Criteria – IV**
      a. It was submitted that extension of old Academic Block is not possible, as its building is 50 years old structure.
      b. All science laboratories do not have adequate space for sanctioned number of students.

    v.   **Criteria –V**
      a. All details should be given in Annexure
      b. More efforts to be made for career counselling of the students.
      c. More facilities for sports should be provided and sports committee should be made more active
      d. Concerning alumnae following was suggested:

- Strong alumnae would encourage and improve the quality of students in the long run.
- During the three year stay in college, teams of students should be created under the leadership of faculty. Students with good academic record may be hand-picked for the purpose. Mediocre may also be given a platform for meaningful involvement.
- A mechanism should be developed to track the alumnae; a web-link/ e-mail may be created, where they may upload their achievements and they also get apprised about college achievements.
- Departmental societies should play pivotal role in students' progression. Alumni may be invited as guest(s) / speaker(s) / resource person(s) in departmental functions.
- A Sports and Cultural Forum may be created to revive alumnae involvement in the College. Achievements of faculty and students may by highlighted to attract alumnae towards the college;
- Achievements of alumnae to be showcased on the College website;
- Activities and involvement of alumnae in the College activities should be increased. It was felt that at least some of them would be in a position to pay-back to the institution.
- Formal Alumnae Association should be registered and should be made more active. Bi-yearly alumnae activities should be organized.
- Available funds should be utilized in a meaningful manner.

vi. **Criteria –VI**
   a. Repetition to be avoided, if required, reference of earlier mention may be given.
   b. Vision-Mission Statement would remain same in all AQARs. It was suggested that such points in 'Mission Statement' should be avoided that are difficult to execute. 'Activity line' must correspond the 'Mission Statement'.
   c. Workshop(s) may be conducted to encourage students for lateral/forward thinking.

vii. **Criteria –VII**
   a. A Concept Note on *Rahmat* – manual scavengers should be prepared and submitted to the Delhi Government.
   b. Best Practices to be reframed. College activities should not be included in Best Practices.
   c. SWOT analysis should be more comprehensive. Identified weaknesses must be treated as challenges and opportunities for improvement and further development.

Dr. Anula Maurya, Principal and Chairperson of the Internal Quality Assurance Cell (IQAC), stated that all suggestions shall be incorporated in the AQAR 2017-18 and would be followed in the Action-Plans for the next year.

IQAC, Coordinator

Dr. Anula Maurya
Principal & Chairperson
Internal Quality Assurance Cell
(IQAC)

IQAC Meeting
27·9·18

A meeting of IQAC core committee with held with Principal in principal room to discuss New AQAR format.

— __New AQAR__

__1·3__ — Add-on Courses / Value added courses.
- Department wise course designing & termwise implements
- Prepare a guideline for Value added course.
- Resource person and MoUs & Nodal agencies.
- Convener & Co-convener — for All 3 Streams.
-

__1·4__ — Feedback
- Employers - G.B. - Chairman & Treasurer
-

__2·3·1__ — ICT LMS & e-resources
- Departmentwise information
- 1 Smart room @ Cyber Centre - LAN Connection.
- Assessment of teaching by Principal
- Workshop ~~for this~~ for ICT & e-resources.
- Prepare a feedback questionnaire.

__2·3·2__ — Student Mentoring system.
- Add the point for mentoring & mentoring register in Academic Audit.

__2·7__ — Student Satisfaction Survey
- Questionnaire
  — Dr. Seema Gupta
  — Dr. Deepak Yadav
  — Dr. Amelia Chhatani

__2·8__

__3·2__ — IPR — FDP
- Chemistry

__3·2·3__ — Incubation Centre
→ Follow-up — Dr. T.G.

__3·5__ — Collaborations

__3·5·3__ — Indo-Nepal Collabo.
- NGOs

__3·5·2__ — Linkages — Record maintain.
-

__4·1·1__ — Budget Allocation
- Committee — AO, Bursar, S.O. Account, Dr. Poonam Sachdeva
- as per NAAC Guidelines.
  Guidelines as per AQAR for Non-teaching

Gaurav
Ruchi
27 Sep 2018

- 4.2.1 - Followup by Kamika Gaur
  ④ - weeding out - Department wise. weeding out - meeting.

4.3.3 - E-content - development.
  - Journalism

4.3.4 - Dr. Punita Verma.

5.1.2 - Language lab - English, Hindi, Sanskrit.
  - Yoga

5.1.3 - Dr. Sangita Dhar

5.1.4. Grievance Redressal Cell. - Chair - Principal.
  - Dr. Rachna Kumar. Sudha Gulati
  - Dr. Anjula Rawat Shweta Raj
  - Dr. Manju Sharma. (Hindi) - Con.

5.2.1 - Off Campus - placement
  - Student Progression & Quality of exam.
  • Dr Indu Chaudhary & team.
  • Dr Sudha, Dr. Neelam

5.2.4 - Data deficien.
  - Meeting c students & staff advisor.
  -

Meeting IQAC = Principal Ma'am.
28.9.2018, 4:00 P.M.
Principal Office

5.3.1 :- Record of Cultural Activities
- TIC & 1-2 Students from society or
- A feedback / evaluation of the Students prepared by teacher including the certificate
  • A proforma to be prepared.

5.3.2 • Registered / Enrolled Alumni
  • Alumni Contribution (Rupees) :- More exercise / survey to be done.

6.2.2 Planning & Development - e-Governance

6.3.1 & 2 & 3 :-

6.5 - External Auditor for Academic & Admin
  - PTA - Activities - 3 activities.
      - Search the name & ask for PTSI

6.5.4. Post-Accreditation

6.5.5 - Data / document for 6.5.5 , Mag.

6.5.6 - Quality Initiative

7.1.3 - Rest Room /
  - Special skill development for PWD
      - NAB, RBA + EOC + IQAC

7.1.4 - Events for locality - local community

7.1.5 - Code of Conduct

7.1.6 = Universal Values & Ethics
  ○ All department & TICs.

  - MIS- Committee - Dr. TG, Dr. Amit,
                         Dr. Pankaj
                    Dr.

  - Printing - B.Voc
  - Website Maintenance - B.Voc (A competition to be held for the same.)

7.2:- _Best Practices._
- Design & Proceed for skill development.
-

- Disaster Mgmt — Dr Seena
- Yoga — Phy. Edu
- Self defence - WDC

-. Gambusia fish —— to Innoculation

Meeting of IQAC Core Committee with the Principal
27th & 28th September 2018

A meeting of IQAC Core Committee with The Principal was held in the Principal Room on 27th and 28th September 2018.

1. AQAR 2017-18 was handed over for approval from the Governing Body.
2. New Guidelines for AQAR 2018-19 issued by NAAC were discussed in details and following was suggested:

Relative Points of AQAR	AQAR Question	Details of Suggestions
Part-A.17	Does the Institution have **Management Information System?** Yes No If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)	Committee was formed comprising: i. Dr. Tarkeshwar ii. Dr. Amit Kumar iii. Mr. Pankaj Sambyal iv. Mr. Praveen (Accounts)
1.2.3 & 1.3.1	No. of Students enrolled in **Certificate/ Diploma Courses** introduced during the year	For wider reach of Add-on & Value Added Courses : i. Whole college may divided in two parts ii. IQAC to prepare Guidelines iii. New Team of Coordinators: • Dr. Rini Pundhir • Dr. Vandana K. Rani • Ms. Gunjan Verma
	Value-added courses imparting transferable and life skills offered during the year • Value added courses • Date of introduction • Number of students enrolled	
1.4.1	Whether structured feedback received from all the stakeholders. 3) Employers	Feedback of Employers IQAC to prepare Format
2.3.1	Percentage of teachers using ICT for effective teaching with **Learning Management Systems (LMS), E-learning resources** etc. (current year data) • Number of teachers on roll • Number of teachers using ICT (LMS, e-Resources) • ICT tools and resources available • Number of ICT enabled classrooms • Number of smart classrooms • E-resources and techniques used	i. For use of ICT by teachers, TICs may be asked to collect data from individual teachers ii. Procedure for Smart Class Room to be initiated from one lab area of Cyber Center iii. IQAC to request for LAN connection in ICT enabled classrooms iv. IQAC to arrange workshop for e-resources and usages of ICT tools; Research Methodology; Questionnaire to be prepared
2.3	**Students mentoring system** available in the institution? Give details. (maximum 500 words) • Number of students enrolled in the institution	TICs to make Mentor/Mentee Group in accordance with Tutorial/Practical Group and ensure that each teacher maintains record of their mentees

2.7	• Number of fulltime teachers • Mentor-Mentee Ratio **Student Satisfaction Survey (SSS)** on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)	Students Satisfaction Survey : New Team of Coordinators: • Dr. Seema Gupta • Ms. Anshu Chotani • Dr. Deepak Yadav
3.2.1	Workshops/Seminars Conducted on **Intellectual Property Rights. (IPR)** and Industry-Academia Innovative practices during the year • Title of Workshop/Seminar • Name of the Dept. • Date(s)	Intellectual Property Rights – Department of Chemistry to be requested to arrange workshop / lecture series
3.2.3	No. of Incubation centre created, start-ups incubated on campus during the year • Incubation Centre/ Name/ Sponsored by • Name of the Start-up/ Nature of Start-up/ Date of commencement	Incubation Centre. Dr, Nisha Bakshi, Convener, Skill Enhancement Cell to visit ANDC and ARSD for first hand survey and take initiative in College Dr. Tarkeshwar may be contacted for any guidance
3.5.1	Number of Collaborative activities for research, faculty exchange, student exchange during the year • Nature of Activity • Participant • Source of financial support • Duration	Staff to be encouraged for Collaboration
3.5.2	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year • Nature of linkage • Title of the linkage • Name of the partnering institution/ industry /research lab with contact details • Duration (From-To) • participant	Staff to be encouraged for Linkages Data of Internship to be collected; Placement Cell to be requested for the same
4.2.1	Library is automated {Integrated Library Management System -ILMS}	Librarian to be involved : • ILMS • Weeding (Hard & Soft)
4.1.1 / 4.4.1	4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year • **Budget allocated for infrastructure augmentation** • Budget utilized for infrastructure development 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year	For Budget allocation accounts related issues, new committee to be formed • Senior Faculty : Dr. Poonam Sachdeva (Convener) • Administrative Officer: Mr. Noorul Haq • Bursar: Dr. Nidhi Kapoor • SO A/c : Mr. Amit Gupta

Ref	Description	Details
4.3.3	**Facility for e-content** • Name of the e-content development facility • Provide the link of the videos and media centre and recording facility	Creation of e-content to be taken up by Department of Journalism
4.3.4	• **Assigned budget on academic facilities** • Expenditure incurred on maintenance of academic facilities • **Assigned budget on physical facilities** • Expenditure incurred on maintenance of physical facilities	
5.1.2	E-content developed by teachers such as: e-PG-Pathshala, CEC (Under Graduate) SWAYAM other MOOCs' platform NPTEL/NMEICT/any other Government initiatives & institutional (learning Management System (LMS) etc.	Dr. Punita Verma to be requested for E-content; e-Pathshala; Institutional (Learning Management System (LMS) etc.
5.1.3	Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab; Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., • Name of the capability enhancement scheme • Date of implementation • Number of students enrolled • Agencies involved	• Language Lab: TICs of English, Hindi, Sanskrit • Remedial Classes: Dr. Meena Charanda • Yoga: Dr. Sunita Sharma, Department of Physical Education to be requested for Yoga Camp/classes • Faculty to be requested for more ideas
5.1.4	Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year • Year • Name of the scheme • Number of benefited students by Guidance for Competitive examination • Number of benefited students by Career Counselling activities • Number of students who have passed in the competitive exam • Number of students placed	Coaching Classes for Competitive Examinations: Dr. Sangita Dhal to be requested for holding regular classes
5.2.2/3	**Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year** • Total grievances received • No. of grievances redressed • Average number of days for grievance redressal **Student progression** to higher education in percentage during the year • Year • Number of students enrolling into higher education • Programme graduated from • Department graduated from • Name of institution joined • Name of Programme admitted to	Students Grievance Redressal Cell to be constituted: i. Chairperson : Principal Dr. Anula Maurya ii. Dr. Sudha Gulati (Coordinator) iii. Dr. Shweta Raj iv. Dr. Manju Sharma Students' Progression & Record of Students Qualifying various competitive Examinations i. Dr. Indu Chaudhary ii. Dr. Sudha Gulati iii. Ms. Neelam Bareja

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)	TICs to ensure: i. Each teacher give & record feedback of each student in their Tutorial/Practical Group
	• Year • Name of the award/ medal • National/ International • Sports • Cultural Student ID number • Name of the student	
5.4.3 & 4	• Alumni contribution during the year (in Rupees)	Alumni Coordinators/Staff Advisors need to expand and diversify activities and contribution of college alumni
6.1.2	Does the institution have a **Management Information System (MIS)?** Yes/No/Partial:	Same as Part A.17
6.2.2	Implementation of **e-governance** in areas of operations : Planning and Development	
6.5.1	Whether **Academic and Administrative Audit (AAA)** has been done? Audit Type External - Agency Internal - Authority	i. IQAC to continue with Internal Academic & Administrative Audit For Academic Audit – Follow up Team to review development since last internal review. ii. IQAC to initiate External Academic & Administrative Audit
6.5.2	Activities and support from the Parent – Teacher Association (at least three)	i. Wider publicity of PTSI to be done by PTSI Committee ii. Involvement and contribution of Parents to ensured
6.5.4	Post Accreditation initiative(s) (mention at least three) a. Submission of Data for AISHE portal : (Yes /No) b. Participation in NRF : (Yes /No) c. ISO Certification : (Yes /No) d. NBA or any other quality audit : (Yes /No)	i. Dr. Deepak Yadav, Nodal Officer for AISHE to be requested for copies of submitted documents ii. Submission for Drishti-Outlook Ranking
6.5.5	Number of **Quality** initiatives undertaken during the year	IQAC to organize Workshop, Lecture, Seminar
6.5.6	• Year • Name of quality initiative by IQAC • Date of conducting activity • Duration (from—to—) • Number of participants	
7.1.3	**Differently abled (Divyangjan) friendliness** • Braille Software/facilities • Rest Rooms • Special skill development for differently abled students • Any other similar facility	i. For Divyangjan: Special Skill Development – EOC to coordinate ii. Mr. Nitin and Dr. Anjani to be requested to do the needful

7.1.5	**Human Values and Professional Ethics** Code of conduct (handbooks) for various stakeholders • Title • Date of Publication • Follow up (maximum 100 words each)	i. Code of Conduct : IQAC to identify and upload web links from DU website ii. For students, Kalindi's norms of Do's and Dont's to be finalized and uploaded on college web site
7.1.6	Activities conducted for promotion of universal Values and Ethics • Activity • Duration (from——to——) • Number of participants	i. TICs to be requested to identify events/activities/lecture/competition for promotion and encouragement for values & ethics
7.3	**Institutional Distinctiveness** Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words	To be identified by discussion and discourse

PRINCIPAL

Dr. Ruchi Tyagi (Coordinator, IQAC)

Dr. Tarkeshwar (IQAC Core Committee)

Dr. Rakhee Chauhan (IQAC Core Committee)

Dr. Amit Kumar (IQAC Core Committee)

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC with Criteria Conveners was held on Monday, 1st October, 2018 at 10:30 am in Seminar Room. The following members were present:

i. Dr. Ruchi Tyagi, Coordinator, IQAC
ii. Dr. Tarkeshwar
iii. Dr. Rakhee Chauhan
iv. Dr. Amit Kumar
v. Dr. Pushpa Bindal
vi. Dr. Punita Verma
vii. Dr. Nivedita Giri
viii. Dr. Manisha Arora Pandit
ix. Dr. Nidhi Kapoor
x. Dr. K. Vandana Rani
xi. Ms. Karnika Gaur
xii. Ms. Manila Narzary
xiii. Ms. Seema Sahdev
xiv. Ms. Gunjan Varma
xv. Dr. Alka Chaturvedi

Minutes of the Meeting

1. The following were discussed and suggested:

   i. **Part –A :**
   A workshop was proposed regarding new AQAR Format for all the faculty members on 6th October 2019.

   ii. **Criteria- I**
   A centralized feedback committee to be constituted
   Every department has to make curriculum delivery strategy.
   Departments have to design certificate/ add-on courses

   iii. **Criteria – II**
   a. Every department will procure students' demand ratio for the office
   b. Definition of ICT was discussed
   c. Mentoring registers to be maintained by all faculty members

   iv. **Criteria – III:**

a. TICs were asked to discuss the possibilities of establishing incubation centers in the college
b. Wide publicity of the academic journal to be done.
c. Department wise data to be maintained for research publications

v. **Criteria – IV**
    a. Weeding out of old books of library
    b. Budget allocation and bifurcation has to be done according to 4.1 and 4.4

vi. **Criteria –V**
    a. Follow-up of different activities of the students to be done.

vii. **Criteria –VI**
    a. Meeting was scheduled for lab development fund committee.

viii. **Criteria –VII**
    a. Students' activities and undergraduate research to be included under best practices.

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with feedback committees was held on Wednesday, 3rd October, 2018 at 02:00 pm in Seminar room with Principal in Chair to discuss the format of feedback proformas of different stakeholders. The following members were present:

i.	Dr. Ruchi Tyagi, Coordinator, IQAC
ii.	Dr. Tarkeshwar
iii.	Dr. Rakhee Chauhan
iv.	Dr. Amit Kumar
v.	Dr. Sudha Gulati
vi.	Dr. Seema Gupta
vii.	Dr. Aprajita Gaur
viii.	Ms. Anshu Chotani
ix.	Dr. Chaity Das
x.	Dr. M. Arunjit Singh
xi.	Mr. Pankaj Sambyal
xii.	Mr. Praveen Kumar Babloo

Minutes of the Meeting

1. Format of different feedback proformas were discussed.

2. In students feedback separate section was created to include Student Satisfaction Survey (SSS) as per NAAC format.

3. It was proposed by IQAC to create a self-appraisal and Intradepartmental Feedback incompliance to Employers feedback.

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with the Principal in Chair was held on Thursday, 29th October, 2018 at 02:30 pm in Principal office to discuss about 7 Day National Workshop to be held in January 2019. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii.   Dr. Tarkeshwar
iii.   Dr. Rakhee Chauhan
iv.   Dr. Amit Kumar

Minutes of the Meeting

1. A rough draft of the Workshop Schedule of "Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow" approved by NAAC was proposed.
2. It was suggested by the Principal to constitute a Workshop Committee comprising Representatives of all the concerned segments.
3. All the committee members to be requested to bring a rough draft of theme, sub-themes, tentative list of resource persons in respective areas.
4. It was suggested to run parallel sessions of all the segments.
5. It was directed by the Principal As per NAAC rules, dates of workshop cannot be changed and the same must be conducted on proposed schedule.
6. All names in various suggested broad areas were finalised by Principal. However, as per our requirement, we can invite additional members in any committee.

कालिन्दीमहाविद्यालय
(दिल्लीविश्वविद्यालय)
पूर्वीपटेलनगर, नईदिल्ली-110008
☎ : 011-25787604 , Fax No.: 011-25782505
E-mail: kalindisampark.du@gmail.com
Website :www.kalindi.du.ac.in

KALINDI COLLEGE
(University of Delhi)
East Patel Nagar, New Delhi-110008
☎ : 011-25787604 ;
Fax No.: 011-25782505
E-mail: kalindisampark.du@gmail.com
Website: www.kalindi.du.ac.in

Date: 30th October, 2018

NOTICE

Kalindi College is organizing a NAAC sponsored Six-Day National Workshop on "Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow" from 07th January to 12th January 2019.

All the following are requested to manage respective days, invite Resource Persons and suggest additional sub-themes in the respective areas given bellow:

Day	Broad Areas	Sub-themes	Name of Faculty Members
1.	ICT Usages	• Importance of ICT in teaching-learning • How & why to make PPT for lectures • Use of overhead projectors • Preparation of digital assignments and delivery to students • MCQs, question banks etc. • Circulation of reading list/materials	1. Dr. Vandana Gupta 2. Dr. Varsha Singh
3.	ICT in Research	• Article research • Different repositories • Impact factor	1. Dr. Punita Verma 2. Dr. Indu Chaudhary
4.	ICT in College Corporate Life	• Student Management software • Institutional Repository • Cashless transactions • ICT supporting systems	1. Dr. Nidhi Arora 2. Dr. Tarkeshwar 3. Dr. Amit Kumar 4. Mr. Praveen 5. Mr. Vinay Bhushan
6.	Intellectual Property Rights	• Introduction of IPR • Areas covered in IPR • Importance of IPR while preparing/writing PPTs, assignments, research images, paragraphs etc. • Copyright and other restrictions	1. Dr. Naina Hasija 2. Dr. Sanavar
7.	Administration & Institutional Management	• GFR Rules • Motivational Talk • Introduction to leave rules, allowances, health/medical guidelines, grants etc. • Use of MS-Word, Excel & Internet etc. • Usages of ICT • Record keeping • RTI	1. Dr. Divya Verma 2. Dr. Nidhi Kapoor 3. Dr. Seema Sahdev 4. Mr. Noorul Haq 5. Mr. Amit Gupta
6.	Libaray Library	• Library Management System • Automation of Library etc.	1. Ms. Karnika Gaur 2. Dr. Renu Bala 3. Dr. Manisha Arora Pandit

For Sponsorships : Dr. Seema Gupta, Ms. Gunjan Verma & Dr. Utpal Kumar

Workshop Coordinators
IQAC Core Team

For PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with the NIRF Nodal officer, Kalindi College was held on Tuesday, 6th November, 2018 at 10:30 am in IQAC room to discuss NIRF Proforma and requirements. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii.   Dr. Deepak Kuamr Yadav, Nodal Officer, NIRF, Kalindi College
iii.   Dr. Tarkeshwar
iv.   Dr. Rakhee Chauhan
v.   Dr. Amit Kumar

Minutes of the Meeting

1. NIRF proforma was discussed and requirements were sought for the same to IQAC.

2. It was decided to correlate the data with IQAC and Office while entering into NIRF Portal.

3. Following documents were handed over to the concerned staff with proper acknowledgement:

   a. SSR 2015-16

   b. Addendum to SSR

   c. AQAR 2016-17

   d. Corrigendum to AQAR 2016-17

   e. AQAR 2017-18 (Rough draft)

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with the Nodal officer, ARIIA, Kalindi College was held on Tuesday, 13th November, 2018 at 11:00 am in IQAC room to discuss ARIIA framework and requirements. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii. Dr. Seema Sahdev, Nodal Officer, ARIIA, Kalindi College
iii. Dr. Rakhee Chauhan
iv. Dr. Amit Kumar

Minutes of the Meeting

1. ARIIA framework and guidelines and proforma was discussed.

2. Regarding ARIIA framework, a rough draft of "About the College" was proposed and other requirements were sought through mail from different committees and nodal officers & conveners.

3. It was suggested to constitute a committee for different parameters of ARIIA framework.

4. The same may be asked to upload the data on ARIIA portal in January/February 2019.

A meeting of student management software (SMS) committee for conducting the session ICT in college, corporate life # in skill enhancement at workshop (7-12 Jan 2019) were held in cybercentre on 08/12/2018. The following members were present:

1. Dr. Tarkeshwar — *signature*
2. Dr. Amit Kumar — *signature* 08/12/18
3. Mr. Praveen K Babloo — *signature* 6/1/18
4. Mr. Vinay Bhushan — *signature* 6/1/18

The following points were discussed.

The topics divided among the committee members as:
- o Cashless transaction — Mr. Praveen K Babloo
- o ICT Supporting system — Mr. Praveen K Babloo
- o Institutional Repository — Mr. Vinay Bhushan
- o Student Management software — Dr. Tarkeshwar & Dr. Amit Kumar

The Resource Person (Proposed) has been communicated and the confirmation is awaited.

The training session for all the above points will be conducted during the same day.

signatures 6/1/18   08/12/18   6/1/18   08/12/18

NAAC sponsored Six-Day National Workshop on

"Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow"

From 07th to 12th January 2019.

MINUTES OF MEETING

A meeting for NAAC sponsored Six-Day National Workshop on "Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow" from 07-12 January 2019 was held on 14th November 2018 at 11.30 a.m. in Seminar Room. Following were present:

1. Dr. Vandana Gupta   -   ICT Usages
2. Dr. Punita Verma   -   ICT in Research & Intellectual Property Rights
3. Dr. Divya Verma   -   Administration & Institutional Management
4. Dr. Seema Sahdev   -   Administration & Institutional Management
5. Ms. Karnika Gaur   -   Library
6. Dr. Utpal Kumar   -   Sponsorships
7. Dr. Sunita Sharma   -   ICT in Research & Intellectual Property Rights
8. Dr. Rashmi Chaishary -   ICT in Research & Intellectual Property Rights
9. Dr. Triranjita Srivastava-   ICT in Research & Intellectual Property Rights
10. Dr. Ruchi Tyagi   -   IQAC

Following was suggested:

i. **Intellectual Property Rights:** Dr. Punita Verma, Convener, Research & Innovation Committee offered:
    a) To cover ONE full day (that may be extendable up to one & half day) for IPR;
    b) Proposal sent to IQAC
    c) Committed to arrange resource persons
    d) This section would address Teaching Faculty
    e) Requested to extend the team including : Dr. Sanavar; Dr. Nivedita; Dr. Sunita Sharma; Dr. Rashmi Chaudhary; Dr. Triranjita; Dr. Richa Gupta;

ii. **ICT in Research:** Dr. Punita Verma, Convener, Research & Innovation Committee proposed:
    a) To cover TWO days covering three sub-areas
        1. Research Methodology: for Social Sciences; Sciences; & Commerce.
        2. E-resources – incursion, references etc.
        3. Workshop on LATEX
    b) Requested to extend the team including : Dr. Varsha Yadav; Dr. Savita Sharma

iii. **ICT Usages:** Dr. Vandana, Department of Computer Science proposed:
    a) To cover SIX days covering two modules:
        1. For Beginners including Office, PPT, e-mail, web-access etc.
        2. Advance Learners
    b) Would arrange two parallel sessions for batch of 30 each;
    c) Requested to extend the team including all Ad-hoc members of Computer Science Department

d) For hands-on training, it was suggested that Computer Science, Physical Science, Mathematics students would be attached on one:one basis
e) It was suggested that Dr. Nidhi Arora may be requested to join Dr. Vandana for ICT Usages; and Dr. Varhsa Singh may be requested to help in the areas concerning ICT in College Corporate Life

iv. **Library**: Ms. Karnika Gaur proposed
   a) For Library staff SIX day workshop/training on KOHA the Open Source Software
   b) For Teaching Staff One to Two days' workshop on use of e-resources and citation etc.
   c) Requested for larger team for planning, execution and coordination

v. **Administration & Institutional Management:** Dr. Seema and Dr. Divya proposed to hold sessions in two categories
   a) For Administrative Office
      • Usages of ICT – Training for paper-free office
      • Record keeping
      • RTI

   b) Common Sessions for all (Teaching & non-teaching staff)
      • GFR Rules (Mr. Haq to be requested to help)
      • Motivational Talk
      • Introduction to leave rules, allowances, health/medical guidelines, grants etc.

vi. Dr. Utpal accepted to coordinate with his team members for sponsorship for the Workshop.

vii. ICT & Corporate life of College could be discussed as coordinators were preoccupied with End-Semester practical exams.

viii. All were requested to arrange resource persons and calculate the expected cost of their respective sessions and communicate to IQAC latest by 20 November 2018.

ix. IQAC Coordinating Core Committee (Dr. Ruchi Tyagi, Dr. Tarkeshwar, Dr. Rakhee Chauhan & Dr. Amit Kumar) to organize:
   a) Inaugural Function
   b) Valedictory Session
   c) Coordinate with NAAC to send Resource Persons as per their provisions.
   d) To plan schedule for common, parallel &/or separate sessions
   e) Form committees for organization of six-day mega workshop

INTERNAL QUALITY ASSURANCE CELL
Kalindi College
University of Delhi
East Patel Nagar,
Delhi-110008
E-mail: iqac@kalindi.du.ac.in

MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee was held on Wednesday, 5th December, 2018 at 11:00 am in IQAC room to finalize Speakers/Resource person for the 7 days workshop to be held on January 2019. The following members were present:

i.   Dr. Ruchi Tyagi, Coordinator, IQAC
ii. Dr. Tarkeshwar
iii. Dr. Rakhee Chauhan
iv. Dr. Amit Kumar

<u>Minutes of the Meeting</u>
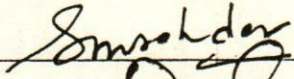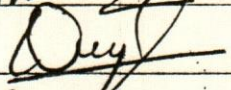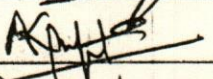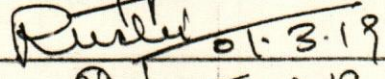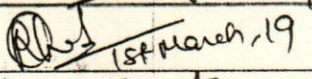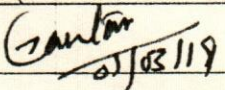
1. List of speakers and resource persons were finalised.
2. Venues and Schedule of the workshop was finalised.
3. Guidelines, rules and regulations for the forthcoming workshop were finalised.
4. It was submitted that a Gmail account for the workshop has been created

<u>IQAC, Core Comm. Meeting</u>

A meeting of the members of Internal Quality Assurance Cell (IQAC) was held in Principal Room with Principal in chair on 1st March, 2019 at 11:00 am.

following members were present:

1. Dr Seema Sahder
2. Dr Divya Verma
3. Amit Gupta
4. Dr Ruchi Tyagi   01·3·19
5. Dr Rakhee Chauhan   1st March, 19
6. Dr. Tarkeshwar   01/03/19

Agenda

− Work allocation amongst members
− Dates decide of PTSI, Assembly, Visits to facilities and labs
− Audit of Academic & Account
− feedback analysis committee and software
− Meetings with Departments and Committees
− Criteria wise division

   PTSI − 9th March, 2019

   Internal Audit − 31st April, 2019

   Visits to facilities and labs − first week of April

   Software feedback Meeting − 5th March, 2019

   Student's Assembly − 6th March, 2019 − IIIrd Year

                        13th March, 2019 − II & I Year

New Committees has to be constituted as per New AQAR

Meeting of the Principal and IQAC Core Committee

Held on 01ˢᵗ March 2019

MINUTES OF MEETING

A meeting of IQAC Core committee members with the Principal Dr. Anula Maurya in Chair was held on 01ˢᵗ March 2019 at 11:30 a.m. in Principal office. Strategies/action plans for the fulfilment of AQAR 2018-19 were discussed in the meeting. Strategies for the quality enhancement of College in various field were also discussed.

In the meeting following were discussed:

1. Dr. Anula Maurya, Principal, Kalindi College, welcomed new members of IQAC, constituted for 2018-19.

2. As per the new AQAR format, responsibilities among core committee members were decided and work plans were allocated accordingly.

3. Students' General Assembly for the Even Semester 2018-19 is decided as:

   i.   III Year Courses   :   Wednesday, 06ᵗʰ March 2019 at 11:30 AM
   ii. II Year Courses   :   Wednesday, 13ᵗʰ March 2019 at 11:30 AM
   iii. I Year Course   :   Wednesday, 13ᵗʰ March 2019 at 12:00 PM

4. Parent Teacher Student Interface (PTSI) was scheduled for 16ᵗʰ March 2019.

5. Academic and Administrative Audit (AAA) proformas were discussed and a revised format was suggested as per the AQAR and Revised Accreditation Framework (RAF).

6. It was decided to collect Academic and Administrative Audit (AAA) proformas from all the department, admin and account office by the end of March (31ˢᵗ March 2019).

7. It was suggested by the Principal that wrong or misleading information in AAA should be avoided and all the documents must be acknowledged by concerned TIC or convener.

8. Further the objections raised in AAA by internal/external auditors must be rectified as soon as possible.

9. Review visits were tentatively scheduled in summer vacation 2019, immediately after submission of AAA by concerned departments.

10. A meeting of all the TICs, Conveners of Clubs and Societies was scheduled tentatively in the 2ⁿᵈ week of April 2019, to discuss:

    • Action Plan prepared in starting of academic session and its execution,

    • Submission of data and documents asked for the AQAR and in AAA,

    • Observation made during review visits and their rectification,

    • Future plan for the coming academic session.

11. It was suggested by the Principal, that non-submission of data and/or documents asked for AQAR and AAA must be explained to her office by the concerned TIC or Convener,.

12. Non submission of Administrative Audit Report for Academic year 2017-18 was discussed in the meeting and the same was directed to Mr. Amit Gupta (Offg. A.O.) to submit the same by 31ˢᵗ March 2019.

13. A meeting of the, Student Feedback & SSS Project Coordinator, Mr. Pankaj Sambyal, (Computer Science Department) and MIS software development committee, Dr. Tarkeshwar and Dr. Amit Kumar, was scheduled with IQAC core committee and the Principal, on 5th March 2019 at 2:00 PM in the committee room.

Following members were present in the meeting:

1. Dr. Ruchi Tyagi
2. Dr. Tarkeshwar
3. Dr. Rakhee Chauhan
4. Dr. Seema Sahdev
5. Dr. Divya Verma
6. Mr. Amit Gupta (Offg. A.O.)

Dr. Tarkeshwar
Coordinator IQAC

Dr. (Ms.) Anula Maurya
Chairperson, IQAC & Principal

A meeting of IQAC members with Principal Ma'am in chair was held on 5th March, 2019 at 2 PM in Committee Room.

Dr. Amit and Dr Pankaj Sambyal were invited for the Student feedback software and Data Compilation software.

following members were present for the meeting:

Dr Seema Lehder	_signature_
Mr. Pankaj Sambyal	_signature_
Dr. Amit Kumar	_signature_ 05/3/19
Dr RUCHI TYAGI	_signature_ 05-3-19
Dr Rakhee Chauhan	_signature_ 5th March 2019
Dr. Tarkeshwar	_signature_ 05/03/19

Dr Pankaj of Department of Computer Science was not ready with his presentation due to some problem in his laptop.

Dr Amit presented the software of Data Compilation. Everyone in the meeting hailed the efforts done. & Principal Ma'am congratulate Dr Amit for his fine efforts.

Meeting of the Principal and IQAC Core Committee

Held on 05th March 2019

MINUTES OF MEETING

A meeting of IQAC Core committee members with the Principal Dr. Anula Maurya in Chair was held on 05th March 2019 at 11:30 a.m. in Principal office. Strategies/action plans for the fulfilment of AQAR 2018-19 were discussed in the meeting. Strategies for the quality enhancement of College in various field were also discussed.

1. Mr. Amit Gupta was requested to procure Server for efficient operation of MIS of the college, because the same had been demanded for the smooth functioning of MIS due to accumulation of heavy database.

2. IQAC requested the office to install LAN connection in IQAC office.

3. Ms. Asha Rawat (Office Assistant) was deputed for Secretarial Assistance to IQAC.

4. Link for Online Student feedback and Student Satisfactory Survey (SSS) was planned to launch in the month March 2019.

5. It was decided to collect data/information for preparation of College Annual Report in accordance with IQAC and AQAR and a Management Information Software was also to be launched, for the collection of all the database, in the month of March 2019.

6. It was directed by the Principal to conduct follow up meetings with committees constituted for the implementation of various aspects as per the new AQAR format.

7. IQAC requested for a room for data repository/storage adjacent to the existing IQAC room.

8. Teams for Internal Academic and Administrative Audit were constituted as under:
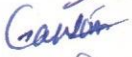
Internal Academic Audit Committee

i. Dr. Ruchi Tyagi (Representative, Chairperson, IQAC)
ii. Dr. Tarkeshwar (Coordinator, IQAC)
iii. Dr. Rakhee Chauhan (Co-coordinator, IQAC)
iv. Dr. Rachna Kumar
v. Dr. Chaity Das
vi. Dr. Rini Pundir

Internal Administrative Audit Committee

i. Dr. Ruchi Tyagi (Representative, Chairperson, IQAC)
ii. Dr. Tarkeshwar (Coordinator, IQAC)
iii. Dr. Rakhee Chauhan (Co-coordinator, IQAC)
iv. Dr. Nidhi Kapoor (Bursar)
v. Dr. Punita Verma
vi. Dr. Divya Verma

Following members were present in the meeting:

1. Dr. Ruchi Tyagi
2. Dr. Tarkeshwar
3. Dr. Rakhee Chauhan
4. Dr. Seema Sahdev
5. Dr. Divya Verma
6. Mr. Amit Gupta (Offg. A.O.)

Dr. Tarkeshwar

Coordinator IQAC

Dr. (Ms.) Anula Maurya

Chairperson, IQAC & Principal

A meeting of IQAC members with Principal in chair was held on 7th March, 2019 at 2.00 PM in Principal's Room.

It was decided that Action Plan / Activity Plan/ Academic calander have to be taken in the beginning of each academic session.

In case of non submission of any data, concerned member will be directly answerable to Principal.

Administration Audit will be done in the month of March.

Data Compilation to be done through MIS.

Internet through Airtel was discussed and things should also to be pursued with DUCC.

Following Members were present:-

Dr Rakhee Chauhan.

7th March, 2019

A meeting of the IQAC members with Principal Ma'am for demonstration of Student feedback software by Mr. Pankaj Sambyal (Computer Science Department) was held on 12.3.2019 at 11:00 AM in IQAC Room.
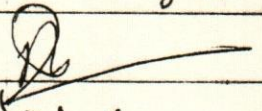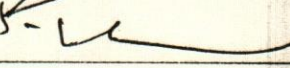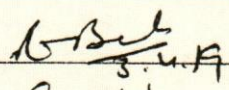
The following member were present is the Same.
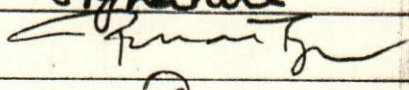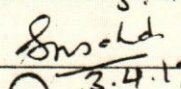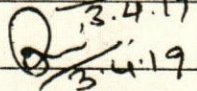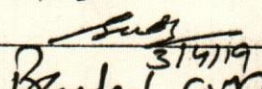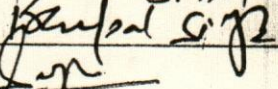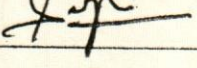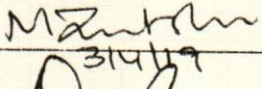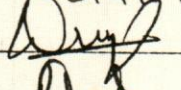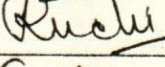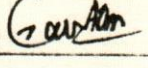
1. Mr. Pankej Sambyal   _signature_ 12/3/2019
2. Dr RUCHI TYAGI   Ruchi 12-3-19
3. Dr Amit k   _signature_ 12/3/19
4. Dr. Tarkeshwar   Gautam 12/3/19
5. ~~Dr~~

- Student feedback System was discussed.
- The problems of software like multiple phone numbers (of students) was pointed out.
- Dialogue Box of not satisfactory is to be inserted in some of the points.
- In the Departmental related points some more things had to be inserted such as — Name of the clubs, Punctuality of the students.
- It was decided that incase no problems occured then it is to be uploaded on server within a week.
- There should not be any time-out.
- Feedback committee to be notified and activated and coordinate with Mr. Pankaj incase of any problem.
- For staff (both teaching & Non-teaching) feedback to be activated from 1 April, 2019.

A meeting of the IQAC members with TIC of the Departments was held on 3rd April, 2019 at 11.30 a.m in seminar room.

Agenda - Academic Audit

Following members were present in the meeting:

Name	Department	Signature
1. DR Punam Tyagi	Economics	
2. Mrs Anju Kitti	Maths	
3. Seema Gupta	Physics	
4. Renubala	Chemistry	
5. Leema Sahdev	Geography	
6. Dr. Rini Purdur	History	
7. Sujata Pandey	Physical Education	
8. Dr. Prempal Singh	Mathematics	
9. DR. Sunita	Pol. Sc.	
10. DR. DESH RAJ	Sanskrit	
11. Monica Zutshi	English	
12. Dr Divya Verma	Botany / IQAC	
13. Dr Rakhee Chauhan	Pol-Sc / IQAC	
14. Dr Ruchi Tyagi	IQAC	
15. Dr. Tarkeshwar	IQAC / Zoology	

- All the TICs were informed about the Academic Audit - its necessity and how to fill/answer the questions asked in it.

- Some of the newly formed committees constituted earlier such as value added courses and Skill Enhancement committees need to be operational

A meeting of IBAC with various committees was held on Monday, 15th April 2019 at 2:00 p.m. in the Seminar Room.
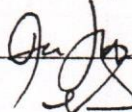
Principal chaired the meeting.
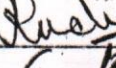
Following were present in the meeting:

	Name	Committee	Signature
1.	Dr. Manisha A. Pandit	Skill enhancement Cell	
2.	Ms Anshu Chotani	Innovation Club	
3.	Vandana Gupta	C- Content development	
4.	Dr. Rini Pundir	Value Added Course	15.4.19
7.	Dr. Punam Socksdeva	Budget Allocation & utilisation 15.4.19	
8.	Dr. Nisha Bakshi	Skill Enhancement	15/4/19
9.	Dr Ranjana Roy Misha	Entrepreneurship cell	
10.	Mr Praveen Kumar Badhu	Management I.S.	15/4/19
11	Dr Amit Kr	MIS	15/4/19
12	Dr Seema Saldar	I CA te Gov.	15.4.19
13	Dr. Indu Choudhary	Students Progression & Placement cell	15/4/19
14.	Dr. K. Vandana Rani	Innovation club + Value added course	15/04/19
15.	Dr Rachana Kumar	Innovation club	R Kumar 15/4/19
16	Dr. Seema Gupta	SSS Entertainment Skill cell Tk	15-4-19
17	Dr. Sudha Gulati	Student Grievance Redressal cell	15/4/19
18	Dr Sudha G.	+ Student Progression to Higher Education	
19	Dr. Deesh Ray	D. Ray	15/4/19
20.	Ms. Neelam Bareja	Student Progression Placement cell	Neelam
21	Mr Pankaj Sambyal	Manager of Prabhu Colin	15/4/19

22. Dr. Nidhi Kapoor — Budget allocation & Entrepreneurship — Nidhi

23. Dr. Tarkeshwar — IQAC — Tarkeshwar 15/4/23

— SSS Committee — Report to Principal and reminder to all TIC.

— Budget Allocation — Plan to allocate budget to different heads

— E-Content — An e-content development workshop to be done or an FDP on SWAYAM / MOOCs in May / June

— EVC and IPR — Not present

— Skill Enhancement Cell — A workshop was conducted and it was suggested that a visit should be done to the colleges like ARSD and ANDC

— Value Added Courses — four department had given proposals at least 30 hours course to be done

— Placement Cell — Data to be procured from the Central Placement Cell of DU. It was decided that regular meetings should be held of Placement club.

— Innovative Club — A meeting was conducted by the members and an Innovative Mela/conclave to be organised in the near future

— Entrepreneurship — not present

— Students Grievance Redressal Committee — It was informed that the Student Grievance Redressal Committee is separate from Admission Committee and the important work to be done by this committee is followup of student's complaint. It was also decided that a monthly meeting is essential.

— It was decided that Remedial Classes/coaching classes and for language lab a separate meeting will be called.

A meeting of the IQAC with chair, Principal was held on 18th April, 2019 with various committees at 2:00 PM in the Committee Room.

following were present in the meeting:

Name	Committee	Signature
1. Dr. Sangita Dhal	Coaching	Dhal
2. Dr. Reena Malhotra	Class	—
3. Mr. Avej Akel Kausar	EOC	
4. Dr Meena Charande	Remedial Class	18/4/2019
5. Dr. Amit Kumar	CHEMISTRY	18/4/2019
6. Dr Punita Verma	E-Content Dev	Punita 18/4/19
7. Dr Rakhee Chauhan	IQAC	18th April 2019
8. Dr Ruchi Tyagi	IQAC	Ruchi 18.4.19
9. Dr. Tarkeshwar	IQAC	Gautam 18/4/19
10. Dr Seema Sohdar	IQAC	Seema

Remedial classes — It was decided that Timetable convener will give a permanent slot till then Conference room or Sangam Parisar could be used.

Coaching classes — Convener talked about the money constraints. It was decided that whoever will take these classes college will provide them Certificate of Appreciation and priority should be III Year.

E-content — Future Plan to be submitted

IPR — Chemistry department will organise a workshop on IPR as they are teaching this paper. for this a departmental meeting will be called.

EOC — Concerned NGO's will be invited, Braile Books should be purchased.

~~A meeting of the IQAC, in chair, principal was held on~~

It was discussed that a collaboration with NGO who are working for differently abled (Divyang) students should be done.

A letter should be sent to University EOC so that some equipments and books should be purchased for the VH students.

Following up should be done by all the members for the Divyang students.

It was instructed by the Principal Ma'am that Convener should assign duties amongst the committee members.

Course mentioned recorder and study material has to be procured for the concerned students. The duty was given to Mr. Nitin Malhotra, one of the members of the EOC.

A meeting of IQAC with Department of ~~BOD~~ English with Principal in Chair was held on 1 May 2019 at Seminar Room at 10:00 a.m. to check Academic Audit. Following were present in the meeting:

1. Monica Zutshi — MZutshi 1/5/2019
2. Dr. (Mrs.) Mukesh — 1.5.2019
3. Tanu Sharma — Tanu Sharma 1/5/2019
4. Shipra Gupta — Gupta 1/5/19.
5. Sushrut Bhatia — Bhatia 1/5/19
6. Ch. Anupama — 1/5/19
7. Sneha Sawai — 1/5/19
8. L. Parvein — Parvein 1/5/19
9. Arun Singh Awana — A.S.Awana 1/5/19
10. Chaity Das — C Das 1.5.19

11. Dr. Rini Ponder (Deptt. of History, Internal Academic Audit) — Rini 1.5.19

12. Dr. Rakhee Chauhan — IQAC — 1.5.19
13. Dr. Ruchi Tyagi — IQAc — Ruchi 1 May 2019 01-5-2019
14. Chaity Das — C Das 1.5.19

Department of Economics

1. Dr. Punam Tyagi — Punam Tyagi 1-05-18
2. Dr. Indu Choudhary
3. Dr. Anjali Bansal
4. Dr. Richa Gupta
5. Ms. Madhuri Singh — Madh
6. MS. ANITA — Anita
7. Dr. Shalini ~~Agarwal~~ — Shalini

Department of Commerce

1. ANITA VERMA — _Anita_ 1/5/19
2. Shweta Raj — _Shweta_ 1/5/2019
3. Dr. Nidhi Kapoor — _Nidhi_ 1/5/19
4. Sonia Kamby — _Sonia Kamby_ 1/5/19
5. Dr. Punam Sachdeva — _Punam Sachdeva_ 01/05/19
6. Dr. Aasha Veer — _sig_ 1/8/19
7. Ms. Komal Mittal — _Komal_ 1/5/19
8. Ms Anupama — _Anupama_ 1/5/19
9. Ms. Isha Verma — _sig_ 1/5/19
10. Dr. Alka Chaturvedi — _Chaturvedi_ 1/5/19
11. Ms. Gunjan Verma — _Gunjan_ 1/5/19
12. Dr. Pankaj Kumar — _Pankaj_ 01/5/19

Department of Hindi   1.15

1. Dr. Manju Sharma — _sig_ 1.5.19
2. Ms. Rekha Meena — _sig_ 1.5.19
3. Ms. Baljit Kaur — _Dhruv_ 01/05/19
4. DR. Raksha Geeta. — _Baljit_
5. DR. Sanjay Kumar Singh — _sig_ 01.5.19
6. Dr. Ritu — _sig_
7. DR. Vibha Thakur — _sig_ 1/5/19
8. Ms. Navneeta Kumari — _sig_ 1/5/19
9. Hemant Raman Rani — _sig_ 1.5.19
10. Dr. Pukhraj Jangid — _sig_ 1/5/19

English - Suggestions were given on point 10, 11, 41, 50, 54.

Economics - Short term and long term planning to be revised.
Some of the data was missing.

Commerce - Academic Audit was not ready.

Hindi - Master Master groups data was missing.

2nd May 2019

Department of History   10·30 a.m.

1. DR. Rini Pundir   Rini 2·5·19
2. DR. Garima Prakash   Garima 2/5/19
3. Ms. RICHA MANI   Richa 2/5/19
4. DR. krishna kumar   krishna
5. Dr. Om Prakash   omprakash
6. Ms. Adity Chowdhury   Aditi
7. DR. Nutan Pandey   N. P. 2/5/19
8. Mr. Tsering Punchok   2/5/19

~~Department of Journalism~~   11 a.m.

following from IQAC were present during
the checking of Academic Audit.

9. Dr Rakhee Chauhan   IQAC   2 May 2019
10. Dr Ruchi Tyagi   IQAC   Ruchi 02. May 19
11. Dr. Chaity Das   7Q   5·19

12. Dr. Rini Pundir Academic Audit   2·5·19
Suggestions were given on the following
Point—6— Filing of Interdisciplinary programmes
Point—12 — Sanctiond Posts to be filled
Proofs of Point 56 were not there in Academic
   Audit - It is to be provided
Point-58- Challenges are not mentioned

2nd May, 2019

Dept. of Journalism (11:00 AM)

1. Ezra John
2. Mamta
3. Manisha
4. Gaurav Kumar
5. Salma Rehman
6. Ritika Pant
7. D.R. Sunil
8. Dr. Nivedita Aini

Satisfactory work done in Academic Audit

Department of Mathematics 11.50 a.m.

1. Anju Rattan
2. Charu Khanna
3. Neelam Bareja
4. Anshu Chotani
5. Dr. Abhishek kr Singh
6. Mr. Sanjay Kumar
7. Dr. Mohd Nadeem
8. Dr. Indarpal Singh
9. Ms Sunita Sharma
10. Mr. Avneesh Kumar
11. Dr. Premlal Singh

Satisfactory work.

Department of Music 12.15 p.m.

1. Renu Gupta
2. Anuradha Koliyal

Academic Audit to be revised again. There are no proofs attached and information to be filled again

3rd May 2019

Department of Political Science 10. am

1.	Manila Narzary	Manila 03.5.19
2.	DR Meena Charada	YS 03/5/2019
3.	Dr. Nivedita Cin	03/5/2019
4.	Ms. Vandana Rani	Vandana 3.5.2019
5.	Dr. Vinita Meena	Vinita 3-05-2019
6.	Dr. Ritu SHARMA	Ritu 3/5/2019
7.	Dr Anita Tagore	3.5.2019 3.5.19
8.	Dr. Nisha Baksm	Nisha 03/5/19
9.	Dr. Sangita Dhal	Dhal
10.	Dr. Deepak Yadav	03/5/19
11.	Dr. Nitin Malhotra	NM
12.	Mr. Rounak Pathak	Pathak 3/5/19
13.	Dr. Sandeep Kumar	Sandeep k.
14.	DR. ANJANL Kumar	3/5/19 3/5/19
15.	Dr. Seema Mathur	Seema
16.	Dr Ruchi Tyagi	Ruchi 3/5/19
17.	DR. Sunita	03. May 19
18.	Dr. Rakhee Chauhan	3 May 2019

— Curriculum Plan of some of the faculty members are not according to the performa.

— It was suggested that all faculty member should use innovative methods.

— More members should take part in curriculum development committee of DU.

Department of Sanskrit 11:30 a.m

1. DR. NISHA GOYAL.   Nisha Goyal
2. DR. DESH RAJ   DRaj
3. Dr. Manju later.   M
4. DR. Shashi   Shi
5. Dr. Rinku Kaushik   Rite
6. Dr. Vishvajeet Vidyalankar   Anoop
7. Dr. Divya Mishra   Di
8. डॉ ग्यानेन्द्राचार्य ,गौरव   Reena Kumari 3/05/2019
9. Dr. Reena Kumari   Jyoti
10. Jyoti Dwivedi.   Simerjit Kaur
11. Ms. Simerjit Kaur.   2Arndg
12. Dr. DEEPMALA

Academic Audit of the Department of Sanskrit was not complete. It was suggested that TIC should divide the points amongst all the faculty members and complete it in all aspects.

It was also suggested that TIC can take help of one of the IQAC members.

Dept. of Vocation

[B. Voc. (Printing Technology) 12.15
&
B. Voc. (Web Designing)]

1. Pankaj Kumar — Pankaj 3/5/19
2. Rajeev Kumar Rai — Rajeev 3/5/19
3. Sanjay Bharti — Sanjay Bha. 3/5/19
4. Dr Sanjay Kumar Singh 3/5/19
5. Arun Singh Awana Arun 3/5/19
6. Ms Rajani Rajani 3/5/19
7. Dr. Yogendra Meena 08/08/19
8. Dr. Sunita 3/5/19

Audit was ~~not~~ ready but not satisfactory

Department of Physical Education 12.50

1. Ms Sudha Panely Sudha 3/5/19
2. Dr Sunita Sheerwa Sunita 3/5/19

Dr. Rimi Pundir Academic Audit 3.5.19

— It was suggested to the Department of Physical Education that one value added or skill enhancement course should be ~~initiated~~ by the department on Yoga.
— Audit was not complete.

A meeting of IQAC with Department of Chemistry with Principal in Chair was held on 8 May 2019 at Committee Room at 12·20 p·m to check Academic Audit·

Following faculty members were present in the meeting

Name		Signature
1.	DR. APRAJITA GAUR	[signature] 08/5/2019
2.	Dr. Renu Bala	[signature] 8·5·19
3.	Dr. Shilpika Bali Mehta	[signature]
4.	Dr. Amit Kr	[signature]
5.	DR. PRIYANKA BIDHURI	Priyanka Bidhuri
6.	Dr. Swati Aggarwal	[signature]

Dr Rathee Chauhan	IQAC	[signature] 8 may 2019
Dr. Rini Purdin		[signature] 8·5·19
Dr. Ruchi Tyagi	IQAC	[signature] 08-May-19
Dr Tarkeshwar	IQAC	[signature] 5·19

- Some of the related proofs were not ready.
- It was suggested that research work should also be taken over by permanent faculty.
- Some Skill Enhancement or value added course should also be designed by the faculty members
- Drop out rate was high it was some confusion.
- Department should meet regularly as it was very less.
- Mentor-mentee record was not complete.

Department of Physics   1:00

1) Dr Shailendra Gulati Kerella
                          8/5/19

2) Dr. Seema Gupta   8.5.19

3) Dr. PUSHPA BINDAL   P Bindal
                                      8.5.19

4. Dr. Monika Bassi   MBassi
                                      8.5.19

5. Dr Rachana Kumar   R Kumar
                                      8/5/19

6. Dr. Punita Verma   Punita Verma 8/5/19

7. Dr Roshni Menon   8/5/19

8. Dr. Madhav A9.   8/5/19

9. Ankur Anand   8/5/19

10. Ms. Varsha   8/5/19

11. Dr Savita   Savita
                                      08/5/19

12 Dr. Triranjita Srivastava 8/5/19

— Curriculum plan performa is to be revised again.
— Value added course is to be initiated by the Department

A meeting of IQAC with Department of Zoology with Principal in Chair was held on 9th May 2019 at Committee Room at 12:30 P.M to check Academic Audit.

following faculty members were present:

1. Dr. P. P. Saini ~~Tsdrperan~~ 9/5/2019
2. Dr. Shanuja Beri Shanuja Beri 9·5·19
3. Dr. K. Vandana Rani ~~KM aw~~ 9/05/19 Gautam 9/5/19
4. Dr. Tarkeshwar
5. Dr. varsha Singh
6. Dr. M. Rojena Devi Rojena 9/5/19

Dr Rakhee Chauhan   IQAC   9 May 2019
Dr. Rini Pandi   Academic Audit   9 May 2019
Dr. Rachana Kumar   Academic Audit   RKumar
Dr. Tarkeshwar   IQAC   Gautam 9/5/19.
Department of Botany   1·45 P·M
1. Dr. M. Arunjit Singh

~~Botany~~ was not ready with the Academic Audit
~~Zoology~~ — Timely submission of Report is to be done
- for Theory and Practical same teacher should be there
- ER students number was high.
- It was decided that result of the department should be compared with 5 other colleges and submitted till 15 May, 2019.
- Work is to be allocated in summer Vacation to lab staff.

A meeting of IQAC with Administration and Accounts, with Principal in chair, was held on 13th May 2019 at Principal's room at 3:00 P.M.

Following members were present during the meeting:

Dr Rakhee Chauhan	IQAC	Rb 13 May 2019
Dr. Punita Verma	member IQAC	Puni
Dr. Nidhi Kapoor	Bursar Member, IQAC	Nidhi 13/5/15
Amit Gupta	A.O (Offg.)	Agupta 13/5/19
Dr Ruchi Tyagi	IQAC	Ruchi 13/5/19
Bhawna	for SPA	B 3.5.19
Kalnika Gaur	Library	Gaur 13/5/19

- Departmental performa for Administration Audit that was given to all the lab related courses was not received. Only Zoology had submitted the performa.

- follow up of these performa was not done by the concerned officials

- Re-Academic Report was incomplete.

- Do's and Don'ts of all the offices has to be made.

- There are problems related to admissions. Those had to be rectified.

- Distribution of Id cards to the students must be on time.

- Students should not face any problem related to Examination.

A meeting of Criteria Convener & Con conveners with Principal as Chair, was held on 15-05-2019 in Seminar Room at 12:30 P.M.

Following members were present during the meeting:

S.No.	Name	Criteria	Sign
1	DR. PUSHPA BINDAL	II	PBindal 15/5/19
2	DR RACHANA KUMAR	II	R Kumar
3	DR. VARSHA SINGH	II	Varsh 15 15/19
4	Dr Seema Sahdar	VI	Ssmahdar
5	Ms. Gunjan Verma	VI	Guy Verma 15-5-19
6	DR Alka Chaturvedi	VI	Achaturvedi 15/5/19
7	Dr. Vinita Meena	V M	Vinita 15/5/2019
8	Dr. Nidhi Kapoor	VII	Nidhi 15/5/19
9	Ms Karnika Gaur	IV	Gaur 15/5/19
10	Ms Shalini Sharma	IV	Shal 15/5/19
11	Anjit Gupta	IV	Ajupt 15/5/19
12	DR. Punita Verma	III	Punita Verma
13.	Dr. Triranjita Srivastava (For Nivedita Giri Pradhan)	iii	Tjid 15/5/19
14.	Dr Tarkeshwar		Gautam
15.	Dr Rakhee Chauhan		15 May 2019

A meeting of IQAC with Digitalization, Automation & Computational Support, with Principal in Chair, was held on 15th May 2019 at Seminar Room at 2.00 P.M.

Following members were present during the meeting

1. Dr. Amit   DACS   [signature] 15/5/19
2. DR, PREMPAL SINGH   DACS   Prempal Singh 15/5/19
3. Dr RASHMI CHAUDHARY   Rash 15/5/19
4. DR. PUNITA VERMA   Punita Verma 15/5/19
5. Dr Seema Sahdev   Smahdev 15/5/19
                                              15-5-19

6. Amit Gupta   AKGupta 15/5/19
7. Ezra John   Ezra John 15/5/19

A meeting of IQAC with Department of ~~Bota~~ Computer Science, with Principal in chair, was held on 16th May 2019 at Committee Room at 12.30 P.M Following members were present during the meeting:-

1) Ms Shalini Sharma
2) Nidhi Arora
3) Vandana Gupta
4) Reena Jain
5) Sushil Malik
6. Harshvardhan
7 Mylajam
8. AROHA RAMYA
9) Dr RACHANA KUMAR   RKumari
10) Dr Rakhee Chauhan   16 May 2019
11. Dr. Tarkeshwar   IQAC   16/5/19

          Department of Botany   1.50 P.M.

1. Dr Divya Verma
2. Dr. M. Arunjit Singh
3. Ds Sudeshi Bhushny
4. Dr Kalpana Kumari
5. Dr Ranjana Roy Mishra   Ranjana Roy Mishra
6. Dr. Tarkeshwar

Computer Science - Website updation work was not properly done by the department. It was suggested that reminders to the concerned departments / committee / society should be given. Faculty members should check website and update content.

Department of Geography 2:20 P.M
Following members were present during the
Meeting:

Name	Department	Signature
Dr Seema Salder	Geography	
Dr. Manish Kumar	Geography	

- It was suggested that TIC should avoid sharing of the papers.
- Result analysis should be done with 5 other colleges.
- Work on the students with III division.
- A department wise Prospectus was suggested

A meeting of IQAC with website committee was held in Seminar Room at 12.40.

Following members were present during the meeting:

	Name	Department	Signature
1.	Dr Sudesh Bhaduig	Botany	Sudesh Bhaduig
2.	Dr. Triranjita Srivastava	Physics	Lpic 20/5/19
3.	Dr. Nisha Bakshi	Pol. Sc.	XNBha 20/5/19
4.	Dr. Rémi Purdis	History	Rmi 20.5.19
5.	Dr. Renu Bala	Chemistry	Babuls 20.5.19
6.	Tsering Pumchok	History	Pt 20.5.19
7.	Dr. Seema Salder	Geography	Sns.ldr 20.8.19
8.	Dr. Manish Kumar	Geography	Manish
9.	DR. Alka Chaturvedi	~~Computer~~	Chaturvedi
10.	DR. PREMPAL SINGH	MATHEMATICS	Prempal Sg
11.	DR. SUNITA	Pol. Sc.	Sgh
12.	Anshula	Comp. Sc.	Au
13.	Archia Ramya	Comp. Sc.	Rt
14.	Dr. Yogendra Meena	Comp. Sc.	Yogend
15.	Harshvardhan	Comp. Sc.	hv
16.	SURESH KUMAR	Eco.	Suresh Kumar
17.	Sushil Malik	Comp Sc.	Malik
18.	DR PUNAM TYAGI	Eco	Punam Tyagi 20.05.19
19.	Ms Renu Gupta	Music	Renu
20.	Ms Anuradha Kotiyal	Music	Anuradha Kotiyal
21.	Ms Mamta	Journalism	M
22.	Tanu Sharma	English	Tanu Sharma
23.	Monica Zutshi	English	M Zutshi 20/5/19
24.	Anita Tagore	WDC	An 20/5/2019
25.	Dr. Sunita Sharma	Sports	20/5/19

24. DR. Desh Raj · Sanskrit · Desh 20/5/2019
25. Dr. Nivedita Giri · NCWEB · 20/5/19
26. Dr. P. P. Saini · Zoology · 20/5/2019
~~22~~ ~~Dr. Rinie Pordein~~ ~~History~~
~~23~~ ~~Dr. Tsering Ludrole~~ ~~History~~
27. Ms Anshu Chotani · Mathematics
28. Dr Tarkeshwar · IQAC

There was problem with data updation of almost
all the departments. So it was suggested that
website committee should work actively.
There were new curriculum plans of Zoology,
Economics.
Only partial data of Botany on website
E content to be revisited and refined.
No data of EOC on website.
No data of Remedial classes, Cultural Clubs,
North east student's Cell, NCWEB, SOL, Academic
Journal.
Feedback of stakeholders not updated
Matter of photogallery was not updated.
Seminars / Workshop data not updated.
It was suggested and decided that
Conveners of respective Committees / Clubs /
Cells should work towards updation.

Minutes of Website Committee

20/5/2019

A meeting of website committee along with all TIC's, Convenor, coordinator of different committee and IQAC members was conducted on 20/5/19 in seminar room.

The following members were present

Dr. Vandana Gupta, Convenor of website committee briefed the members about continuous evaluation of college website by NAAC committee and for this purpose every area of website was scrutinized and discussed to identify the problem areas.

It was decided to provide the general guidelines, Faculty CV proforma and Result analysis proforma for consistency of data across the departments (Annexure attached).

Departments were requested to revisit the E-resources subsection under departments on website and put only the relevant course specific content inspite of general resources already provided on the home page.

The departments who have not sent the data for website upload were asked to submit the same as per the following time frame provided by the departments :

Department/Subsection	Concerned Faculty	Date of submission
Zoology	Dr. Tarkeshwar	21/5/19
Economics	Dr. Poonam Tyagi	23/5/19
English	Ms. Monica Zutshi	21/5/19
Botany	Dr. Divya	21/5/19
15th August	Dr. Rini	20/5/19
26th January	Dr. Rakhee Chauhan	20/5/19
NCWEB	Dr. Nivedita	20/5/19
Academic Journal	Dr. Chaity/ Ms. Tanu	20/5/19
Feedback	Dr. Shanuja Beri	No Data Till Date
Seminars/Workshop	Dr. Tarkeshwar (IQAC)	20/5/19
	Dr. Rakhee Chauhan (Pol Sc.)	20/5/19
	DR. Sunita (Dr.BR Ambedkar, Journalism)	20/5/19
	Dr. Tarkeshwar (Zoology)	25/5/19
Kalindi@News	Dr. Sunita	22/5/19
Photo Gallery	Ms. Mamta	25/5/19

The faculty responsible for following subsections were absent and their data is still pending:

Subsection	Name of the Faculty
EOC	Dr. Anjani
Remedial Classes and Cultural Club	Dr. Meena Charanda
North Eastern Student Cell	Ms. Manila
SOL and Convenices	Mr. Amit
Research Committee, Skill Development	Dr. Punita Verma
Alumni	Dr. Neelam Bareja

A meeting of IQAC was held on 21 May 2019 at IQAC Room with officiating A.O for admission purpose at 4.00 p.m

following members were present during the meeting:

Dr Ruchi Tyagi	IQAC	Ruchi 21.5.19
Dr Rakhee Chauhan	IQAC	21 May 2019
Dr Amit Kr	IQAC + Technical comm.	21/5/19
Dr Seema Sahdev	IQAC	Smsahdev
Dr Tarkeshwar	IQAC/Tech. Com	Tarka 21.5.19
Amit Gupta	A.O (off)/IQAC	21/5/19
Praveen Kr Baslu	Tech. comm IQAC	21/5/19

* It was discussed that admission procedure should be online or offline.
* Rules and regulations as suggested by DU were discussed.
* Updation of Software was suggested.
* Step wise admission process was discussed.

A meeting of Admission Committee, IQAC Core Team and Technical Committee (Admission) was held on 27-05-2019 at 2:30 pm in Seminar Room to discuss the Admission Procedure (2019-20) and Technical issues related to same. The following members were present in the same.

1.	Dr Ruchi Tyagi	IQAC	Ruchi 27.05.19
2.	Dr Rakhee Chauhan	IQAC	27 May 2019
3.	Dr Seema Sahdev	IQAC	Seema 27.5.19
4.	ANITA VERMA	Commerce	Anita 27.5.19
5.	Sonia Kamboj	Commerce	Sonia Kamb 27/5/1
6.	Anupama	Commerce	Anupama 27/5/19
7.	Tarkeswar	IQAC	Tarkes 27/5/19
8.	Amit Gupta	A.O (offg.)	AGupta
9.	Praveen Kumar Baslw.		27/5/19

1. Data available on DU Portal to be fetched college software.
2. Remaining other information required for college should be filled at the time of admission only.
3. To save time, alterations may be made in the College Admission procedure. Department wise Core Committee and discipline committee may be placed in the same room.
4. Stepwise admission process and Admission form will be designed by Admission Committee and conduct a meeting with Admin & IQAC on 10th June 2019.

③ Undertaking at the time of admissions
— minimum 40% attendance as per ordinance.
— Anti-ragging.

Anil reddy
27/5/19

Sonu Kumar
27/5/19

Arpit
27/5/19

27 May 2019

Anupama

Prouz

Gautam

Ruchi
27. May. 2019

Somsaldev
27-5-19

<u>Meeting</u>

A meeting of Admission Committee, IQAC Core Team and Technical Committee will be held on 07/6/2019 at 11:30 A.m. in the Seminar Room to discuss admission procedure and technical issues related to same. with Principal in chair.
- The following members were present in the meeting.

S.No.	Name	Dept	Sign
1.	Tarkeshwar	IQAC	Gautam 7/6/19
2	Seema Saldar	IQAC	Smsaldar
3	Punita Verma	IQAC	Punita Verma
4	Divya Verma	IQAC	Divy
5	Amit Gupta	IQAC	A Gupta
6.	Sharug Ben	Prospectus Committee	SBen
7	Anupama	Commerce	Anupama
8.	Dr. Nidhi Kapoor	Commerce	Nidhi
9.	ANITA VERMA	Commerce	Anita Verma 7/6/19
10.	Sonia Kamboj	Commerce	Sonia Kamboj
11.	Rajni	Commerce	Rajni 7/6/19
12	Poonam	Commerce	poonam 7/6/19 Gautam 7/6/19
13.	Praveen Kr. Rashi	Tech. Team	Prav
14.	Vinay Bhushan		
15.	Dr. Pankaj Kr.		Pankaj

A meeting of the AQAR Criteria Conveners and Co-Conveners with IQAC, with Principal in chair, was held on 19 June, 2019 in Seminar Room at 2.15 P.M.

Following members were present in the meeting:

S.No	Name	Dept./criteria no.	Sign.
1.	RACHANA KUMAR	Phy / Criterion II	R.Kumar..
2.	PUSHPA BINDAL	Phy / Criterion I	P(Bindal)
3.	Dr. Nidhi Kapoor	Criteria VII	Nidhi,
4.	Dr. Varsha Singh	Criteria II	Varsha
5.	Dr. Vinita Meena	Criteria I	Vinita 19/6/2019
6.	Manila Narzary	Criteria V	Mhila
7.	Dr Indu Choudhary	Crit. III	Dr Indu 19.6.19
8.	Amit Gupta	IQAC	AGupta 19/6/19
9.	Shalini Sharma	Criteria IV	Shal
10.	Dr Seema Sahdev	Criteria III	Seema 19/6/19
11.	Ms. Gunjan Verma	" VI	G.Verma 19.6.19
12.	DR. Alka Chaturvedi	" VI	Alaturved 19/6/19
13	Dr Rakhee Chauhan	IQAC	Rakhee 19 June 2019
14.	Dr Ruchi Tyagi	IQAC	Ruchi 19.6.19.
15	Dr. Tarkeshwar	IQAC	Tarkeshwar 19/6/19

I | Report of Cri - I & IV was not received. Dr Varsha was requested to do Cri - I.

II | 2.2.1 - Guests are to be omitted, collect signed documents
Pol.Sc & Sanskrit - Result analysis not included.

III | Incomplete

IV | No details of 5.1.2, 5.1.4 - Reports of GA to be included

VI | 6.1.1 - Reform - Infra, MoU to be mentioned

A meeting of the AQAR Criteria Conveners and Co-Conveners, with Principal in Chair, and IQAC, was held in Seminar Room on 25th June 2019 at 11.45 a.m. Following members were present during the meeting:

S.No.	Name	Dept. / Criteria Conv. Co-Conv	Sign
1	RACHANA KUMAR	Physics / Criterion II	R Kumar
2	PUSHPA BINDAL	Physics / Criteria II	P Bindal
3.	Dr. Varsha Singh	Zoology / criteria II	Varsha
4.	Dr. Sanavar Soham	Botany / Criteria I	Sanavar
5	Ms Shalini Sharma	Comp. Sc. Criteria IV	Shal
6.	Ms Kaenika Gaur	Librarian / Criteria IV	Gaur
7.	Dr. Vinita Meena	Criteria IV (false)	Vinita 25/6/2019
8.	Mamila Narzary	Criterion V	25.6.19
9.	Dr Divya Verma	Botany / IQAC	Div 25/6/19
10	DR. Alka Chaturvedi	Commerce Criteria 6	Chaturvedi 25/6/19
11	Dr Seema Sahdev	Conv Criteria 6	Sms
12.	Dr Ruchi Tyagi	IQAC	Ruchi 25-6-19
13	Dr Rakhee Chauhan	IQAC	25 June 2019
14	Dr. Tarkeshwar	IQAC	25/6/19
15	Dr K. Vandana Rai	IQAC Criteria VII	25/6/19

It was discussed that Criteria Conveners will collect data from Academic Audit and prepare their Criteria files and mail it to IQAC as early as possible.

A meeting of IQAC Core Committee was held in Seminar Room at 4:30 p.m. on 25 June 2019 to discuss action plan of IQAC and AQAR 2017-18. Following members were present :

S.N.	Name	Sign
1	Dr Seema Sahdev	Smsahdev 25.6.19
2	Dr Ruchi Tyagi	Ruchi 25-6-19
3.	Dr Divya Verma	Divy 25/6/19
4.	Dr Rakhee Chauhan	25 June 2019
5.	Dr. Tarkeshwar	Gautam 25/6/19

Action Plan of IQAC was discussed. The work Allocation was done among the IQAC Core members with respect to following

Criteria — Part A to be done by Dr Ruchi Tyagi and Criteria I — is to be completed by Dr Tarkeshwar and Dr Rakhee.

Criteria-II — Dr Tarkeshwar and Dr Divya

Criteria-III — Dr Rini Pundir

Criteria-IV — Dr. Divya & Mr. Amit Gupta

Criteria-V — Dr Rakhee Chauhan

Criteria-VI — Dr Seema Sahdev

Criteria-VII — Dr Rakhee Chauhan

Minutes of meeting

A meeting of IQAC Core committee members to discuss strategies/action plan for the fulfilment of AQAR was held on 25th June, 2019 at 11:30 a.m. in IQAC room. In this meeting as per the new AQAR format, responsibilities among core committee members were decided and work plan allocated, for the quality enhancement and upgradation of various activities and areas in the college, are given as below:

Areas Require Follow-up	Members of IQAC Core Committee
• Proforma of Academic Audit & Administrative Audit; • Review visits • Internal Academic & Administrative Audit • External Academic & Administrative Audit • Budget allocation & Utilization • Human Values and Professional Ethics • Research Project Allocation • Language Labs	• Dr. Ruchi Tyagi • Dr. Tarkeshwar • Dr. Rakhee Chauhan
• Data and Documentation • Student mentoring data	• Dr. Divya Verma
• Student General Assembly and Action plan • Skill enhancement; Entrepreneurship & Innovation • Student progression	• Dr. Seema Sahdev
• Feedback Analysis of all stakeholders • E-content developed by teachers • Research Facilities in College • Consultancy & Collaboration • Intellectual Property Rights (IPR)	• Dr. Punita Verma
ICT and Management Information System (MIS) • Meeting of TICs and other stakeholders of various sectors	• Dr. Tarkeshwar • Dr. Tarkeshwar • Dr. Rakhee Chauhan
IQAC meeting minutes (frame and uploads)	• Dr. Rakhee Chauhan
Office filing/cataloging , documentation and Physical Verification	• Mr. Amit Gupta
• Value-added courses • Remedial Classes • Coaching Classes • Special Skill Development – EOC	• Dr. Ruchi Tyagi • Dr. Tarkeshwar
AQAR 2018-19	
AQAR PART - A	• Dr. Ruchi Tyagi • Dr. Tarkeshwar
AQAR PART - B	
I. Curriculum Aspects	• Dr. Tarkeshwar
II. Teaching-Learning and Evaluation	• Dr. Tarkeshwar
III. Research, Consultancy and Extension	• Dr. Punita Varma
IV. Infrastructure and Learning Resources	• Dr. Divya Verma (with Mr. Amit Gupta)

v.	Student Support and Progression	• Dr. Rakhee Chauhan
VI.	Governance, Leadership and Management	• Dr. Seema Sahdev
VII.	Innovations and Best Practices	• Dr. Rakhee Chauhan

All members were requested to prepare an status report of the work allocated.