



**INTERNAL QUALITY ASSURANCE CELL**

Kalindi College  
University of Delhi  
East Patel Nagar,  
Delhi-110008

E-mail: [iqac@kalindi.du.ac.in](mailto:iqac@kalindi.du.ac.in)

**MINUTES of Internal Quality Assurance Cell (IQAC) Meeting**

A meeting of IQAC with Criteria Conveners was held on Thursday, 12<sup>th</sup> 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.

*Caution* *Q* *Ruchi* *MS*



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**MINUTES of Internal Quality Assurance Cell (IQAC) Meeting**

A meeting of IQAC with Criteria Conveners was held on Wednesday, 1<sup>st</sup> 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.





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### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee was held on Friday, 7<sup>th</sup> 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 *Ruchi*
- ii. Dr. Tarkeshwar *Tarkeshwar*
- iii. Dr. Rakhee Chauhan *Rakhee*
- iv. Dr. Amit Kumar *Amit*

#### 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.





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### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee was held on Friday, 7<sup>th</sup> 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 *Ruchi*
- ii. Dr. Tarkeshwar *Tarkeshwar*
- iii. Dr. Rakhee Chauhan *Rakhee*
- iv. Dr. Amit Kumar *Amit*

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### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC was held on Friday, 07<sup>th</sup> 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 30<sup>th</sup> 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 be 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.

*Anula*

IQAC, Coordinator

*Anula*

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



## IQAC Meeting

27-9-18

Software  
Feedback meeting  
on 3 pm - 8/10/18

A meeting of IQAC Core Committee was held with Principal in principal room to discuss New AQAR format.

### 1.3 - Add-on Courses / Value added Courses.

- Department wise course designing & term wise implement
- Prepare a guidelines for Value added Course.
- Resource person and MOU in Nodal agencies.
- Convener & Co-convener - for all 3 streams.

### 1.4 - Feedback

- Employers - QA - Chairman & Treasurer

### 2.3.1 - ICT LMS & e-Resources

- Department wise information
- 1 Smart room @ Cyber Centre - LAN Connected.
- Assessment of teaching by Principal
- Workshop ~~for faculty~~ 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 - Dr Seema Gupta

- Questionnaire - Dr Deepak Yadav
- Dr Anshu Chaurasiya

2.8.

### 3.2 - IPR - FDP

- Chemistry

### 3.2.3 - Incubation Centre

- Follow-up - Dr T.G.

### 3.5 - Collaborations

#### 3.5.1 - Indo-Nepal Collabs.

- 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

  
Ruchi  
27 Sep 2018

- 4.2.1 - Follow up by Kamika Gaur  
- Weeding out - Department wise weeding out - meeting.

4.3.3 - E-content development  
- Journalism

4.3.4 - Dr. Purnita Verma.

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

5.1.3 - Dr. Sangita Dhal

5.1.4 - Grievance Redressal Cell - Chair - Principal  
- Dr. ~~Rakesh Kumar~~ Sudha Gulati  
- Dr. ~~Arjun Kumar~~ Shweta Raj  
- Dr. Manjusharma (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 deficient  
- Meeting of students & staff advisor

Quality

Quantity



Meeting IQAC & Implementation  
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 programme to be prepared.

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

6.2.2 Planning & Development - e-Governance

6.3.3 & 2 & 3 :-

- 6.5 - External Auditor for Academic & Admin  
- PTA - Activities - 3 activities  
- Send the name & addr for PTSE

6.5.4. Post-Accreditation

6.5.5 - Data/document for 6.5.5, Hq.

6.5.6 - Quality Initiation

- 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.)
- 

Ganesh  
Rishi  
D



7.2: Best Practices

- Design & Proceed for Skill development.
- 
- Disaster Mgmt - Dr Seena
- Yoga - Pys Edu
- Self defense - WDC
- Gambusia fish - To Innoculation

Caules

Rushi



### Meeting of IQAC Core Committee with the Principal

**27<sup>th</sup> & 28<sup>th</sup> September 2018**

A meeting of IQAC Core Committee with The Principal was held in the Principal Room on 27<sup>th</sup> and 28<sup>th</sup> 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 <b>Management Information System</b> ? Yes No If yes, give a <b>brief description</b> 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  Value-added courses imparting transferable and life skills offered during the year • Value added courses • Date of introduction • Number of students enrolled	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
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 <b>Learning Management Systems (LMS)</b> , 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

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	• Number of fulltime teachers • Mentor-Mentee Ratio	
2.7	<b>Student Satisfaction Survey (SSS)</b> 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 <b>Intellectual Property Rights (IPR)</b> and <b>Industry-Academia Innovative practices</b> 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 <b>Incubation centre</b> 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 <b>Collaborative activities</b> 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	<b>Linkages with institutions/industries</b> 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

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	<ul style="list-style-type: none"> <li>Assigned budget on academic facilities</li> <li>Expenditure incurred on maintenance of academic facilities</li> <li>Assigned budget on physical facilities</li> <li>Expenditure incurred on maintenance of physical facilities</li> </ul>	
4.3.3	<b>Facility for e-content</b> <ul style="list-style-type: none"> <li>Name of the e-content development facility</li> <li>Provide the link of the videos and media centre and recording facility</li> </ul>	Creation of e-content to be taken up by Department of Journalism
4.3.4	E-content developed by teachers such as e-PG-Pathshala, CEC (under 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.
5.1.2	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., <ul style="list-style-type: none"> <li>Name of the capability enhancement scheme</li> <li>Date of implementation</li> <li>Number of students enrolled</li> <li>Agencies involved</li> </ul>	<ul style="list-style-type: none"> <li>Language Lab: TICs of English, Hindi, Sanskrit</li> <li>Remedial Classes: Dr. Meena Charanda</li> <li>Yoga: Dr. Supita Sharma, Department of Physical Education to be requested for Yoga Camp/classes</li> <li>Faculty to be requested for more ideas</li> </ul>
5.1.3	Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year <ul style="list-style-type: none"> <li>Year</li> <li>Name of the scheme</li> <li>Number of benefited students by Guidance for Competitive examination</li> <li>Number of benefited students by Career Counselling activities</li> <li>Number of students who have passed in the competitive exam</li> <li>Number of students placed</li> </ul>	Coaching Classes for Competitive Examinations: Dr. Sangita Dhal to be requested for holding regular classes
5.1.4	<b>Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year</b> <ul style="list-style-type: none"> <li>Total grievances received</li> <li>No. of grievances redressed</li> <li>Average number of days for grievance redressal</li> </ul>	Students Grievance Redressal Cell to be constituted: <ol style="list-style-type: none"> <li>Chairperson: Principal, Dr. Anula Maurya</li> <li>Dr. Sudha Gulati (Coordinator)</li> <li>Dr. Shweta Raj</li> <li>Dr. Manju Sharma</li> </ol>
5.2.2/3	<b>Student progression to higher education in percentage during the year</b> <ul style="list-style-type: none"> <li>Year</li> <li>Number of students enrolling into higher education</li> <li>Programme graduated from</li> <li>Department graduated from</li> <li>Name of institution joined</li> <li>Name of Programme admitted to</li> </ul>	Students' Progression & Record of Students Qualifying various competitive Examinations <ol style="list-style-type: none"> <li>Dr. Indu Chaudhary</li> <li>Dr. Sudha Gulati</li> <li>Ms. Neelam Barja</li> </ol>

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): <ul style="list-style-type: none"> <li>Year</li> <li>Name of the award/ medal</li> <li>National/ International</li> <li>Sports</li> <li>Cultural Student ID number</li> <li>Name of the student</li> </ul>	TICs to ensure: <ol style="list-style-type: none"> <li>Each teacher give &amp; record feedback of each student in their Tutorial/Practical Group</li> </ol>
5.4.3&4	<ul style="list-style-type: none"> <li>Alumni contribution during the year (in Rupees)</li> <li>Meetings/activities organized by Alumni Association</li> </ul>	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	<ol style="list-style-type: none"> <li>IQAC to continue with Internal Academic &amp; Administrative Audit For Academic Audit – Follow up Team to review development since last internal review.</li> <li>IQAC to initiate External Academic &amp; Administrative Audit</li> </ol>
6.5.2	Activities and support from the Parent – Teacher Association (at least three)	<ol style="list-style-type: none"> <li>Wider publicity of PTSI to be done by PTSI Committee</li> <li>Involvement and contribution of Parents to ensured</li> </ol>
6.5.4	Post Accreditation initiative(s) (mention at least three)	
6.5.5	a. Submission of Data for AISHE portal : (Yes/No) b. Participation in NIRF : (Yes/No) c. ISO Certification : (Yes/No) d. NBA or any other quality audit : (Yes/No)	<ol style="list-style-type: none"> <li>Dr. Deepak Yadav, Nodal Officer for AISHE to be requested for copies of submitted documents</li> <li>Submission for Drishti-Outlook Ranking</li> </ol>
6.5.6	Number of Quality initiatives undertaken during the year <ul style="list-style-type: none"> <li>Year</li> <li>Name of quality initiative by IQAC</li> <li>Date of conducting activity</li> <li>Duration (from—to—)</li> <li>Number of participants</li> </ul>	IQAC to organize Workshop, Lecture, Seminar
7.1.3	<b>Differently abled (Divyangjan) friendliness</b> <ul style="list-style-type: none"> <li>Braille Software/facilities</li> <li>Rest Rooms</li> <li>Special skill development for differently abled students</li> <li>Any other similar facility</li> </ul>	<ol style="list-style-type: none"> <li>For Divyangjan: Special Skill Development – EOC to coordinate</li> <li>Mr. Nitin and Dr. Anjani to be requested to do the needful</li> </ol>




7.15	<b>Human Values and Professional Ethics</b> 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
7.16	<b>Activities conducted for promotion of universal Values and Ethics</b> • 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	<b>Institutional Distinctiveness</b> 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

Dr. Ruchi Tyagi (Coordinator, IQAC)

Dr. Tarkeshwar (IQAC Core Committee)

Dr. Rakhee Chauhan (IQAC Core Committee)

Dr. Amit Kumar (IQAC Core Committee)

  
PRINCIPAL



## INTERNAL QUALITY ASSURANCE CELL

Kalindi College  
University of Delhi  
East Patel Nagar,  
Delhi-110008

E-mail: [iqac@kalindi.du.ac.in](mailto:iqac@kalindi.du.ac.in)

### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC with Criteria Conveners was held on Monday, 1<sup>st</sup> 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

I. The following were discussed and suggested:

- i. **Part -A :**  
A workshop was proposed regarding new AQAR Format for all the faculty members on 6<sup>th</sup> 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:**

*Gurpreet*

*[Signature]*

*Ruchi*

*[Signature]*

- 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.







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E-mail: [igac@kalindi.du.ac.in](mailto:igac@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, 3<sup>rd</sup> 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 non-compliance to Employers feedback.

*Grantor* *[Signature]* *Ruchi*



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### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with the Principal in Chair was held on Thursday, 29<sup>th</sup> 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 *Ruchi*
- ii. Dr. Tarkeshwar *Tarkeshwar*
- iii. Dr. Rakhee Chauhan *Rakhee*
- iv. Dr. Amit Kumar *Amit*

#### 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

(University of Delhi)

पुर्वोत्तरांचल, नई दिल्ली-110008  
 Ph: 011-25707600, Fax No: 011-25707600  
 E-mail: kalindi@kalindi.edu.in  
 Website: www.kalindi.edu.in



# KALINDI COLLEGE

(University of Delhi)

East Patel Nagar, New Delhi-110008  
 Ph: 011-25707604;  
 Fax No: 011-25707605  
 E-mail: kalindi@kalindi.edu.in  
 Website: www.kalindi.edu.in

Date: 30<sup>th</sup> 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 07<sup>th</sup> January to 12<sup>th</sup> January 2019.

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

Day	Broad Areas	Sub-themes	Name of Faculty Members
1.	ICT Usage	<ul style="list-style-type: none"> <li>Importance of ICT in teaching-learning</li> <li>How &amp; why to make PPT for lectures</li> <li>Use of overhead projectors</li> <li>Preparation of digital assignments and delivery to students</li> <li>MCQs, question banks etc.</li> <li>Generation of reading list materials</li> </ul>	1. Dr. Vandana Gupta 2. Dr. Varsha Singh
2.	ICT Research	<ul style="list-style-type: none"> <li>Article research</li> <li>Different repositories</li> <li>Impact factor</li> </ul>	1. Dr. Pooja Vermani 2. Dr. Indu Chaudhary
3.	ICT in College Corporate Life	<ul style="list-style-type: none"> <li>Student Management software</li> <li>Institutional Repository</li> <li>Cashless transactions</li> <li>ICT supporting systems</li> </ul>	1. Dr. Nidhi Anra 2. Dr. Tarkeshwar 3. Dr. Amit Kumar 4. Mr. Praveen 5. Mr. Vinay Bhushan
4.	Intellectual Property Rights	<ul style="list-style-type: none"> <li>Introduction of IPR</li> <li>Areas covered in IPR</li> <li>Importance of IPR while preparing/writing PPTs, assignments, research images, paragraphs etc.</li> <li>Copyright and other restrictions</li> </ul>	1. Dr. Naina Hasija 2. Dr. Sanjay
5.	Administration & Institutional Management	<ul style="list-style-type: none"> <li>GFR Rules</li> <li>Motivational Talk</li> <li>Introduction to leave rules, allowances, health/medical guidelines, grants etc.</li> <li>Use of MS-Word, Excel &amp; Internet etc.</li> <li>Usages of ICT</li> <li>Record keeping</li> <li>RTI</li> </ul>	1. Dr. Divya Vermani 2. Dr. Nidhi Kapoor 3. Dr. Seema Sehdev 4. Mr. Noorul Haq 5. Mr. Anil Gupta
6.	Library Library	<ul style="list-style-type: none"> <li>Library Management System</li> <li>Automation of Library etc.</li> </ul>	1. Ms. Karnika Gaur 2. Dr. Renu Bala 3. Dr. Manisha Anura Pandey

For Sponsorship: Dr. Seema Gupta, Mr. Gunjan Vermani & Dr. Upal Kumar

Workshop Coordinator's  
 IQAC Core Team

30/10/18



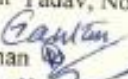






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### MINUTES of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of IQAC core committee with the NIRF Nodal officer, Kalindi College was held on Tuesday, 6<sup>th</sup> 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 Kumar 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)



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### 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, 13<sup>th</sup> 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 *Ruchi*
- ii. Dr. Seema Sahdev, Nodal Officer, ARIIA, Kalindi College *Seema Sahdev*
- iii. Dr. Rakhee Chauhan *Rakhee*
- iv. Dr. Amit Kumar *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 I.T in college corporate life & in skill enhancement workshop (9-12 Feb 2018) were held in Cybercentre on 08/12/2018. The following members were present:

- ① Dr. Tarkeshwar — *[Signature]*
- ② Dr. Anil Kumar — *[Signature]*
- ③ Mr. Praveen K. Bahlor — *[Signature]*
- ④ Mr. Vinay Chaudhan — *[Signature]*

The following points were discussed:

The topics divided among the committee members as:

- o Cashless transaction — Mr. Praveen K. Bahlor
- o ICT supporting system — Mr. Praveen K. Bahlor
- o Institutional Reporting — Mr. Vinay Chaudhan
- o Student Management Software — Dr. Tarkeshwar & Dr. Anil 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.

*[Signature]* *[Signature]* *[Signature]* *[Signature]*  
08/12/18 08/12/18 08/12/18 08/12/18



**NAAC sponsored Six-Day National Workshop on**  
**"Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow"**

**From 07<sup>th</sup> to 12<sup>th</sup> 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 14<sup>th</sup> 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. Varsha Singh may be requested to help in the areas concerning ICT in College Corporate Life
- iv. **Library:** Ms. Karnika Gaur proposed
- For Library staff SIX day workshop/training on KOHA the Open Source Software
  - For Teaching Staff One to Two days' workshop on use of e-resources and citation etc.
  - 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
- For Administrative Office
    - Usages of ICT – Training for paper-free office
    - Record keeping
    - RTI
  - 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:
- Inaugural Function
  - Valedictory Session
  - Coordinate with NAAC to send Resource Persons as per their provisions.
  - To plan schedule for common, parallel &/or separate sessions
  - Form committees for organization of six-day mega workshop

Ruchi

Tarkeshwar

Rakhee



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**MINUTES of Internal Quality Assurance Cell (IQAC) Meeting**

A meeting of IQAC core committee was held on Wednesday, 5<sup>th</sup> 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

*Ruchi*

*Tarkeshwar*

*Rakhee*

*Amit*

Minutes of the Meeting

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



### IQAC Core Comm. Meeting

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 Vame
3. Amit Gupta
4. Dr. Ruchi Tyagi
5. Dr. Rakhee Chahar
6. Dr. Tarakeswar

*Seema Sahder*  
*Divya Vame*  
*Amit Gupta*  
*Ruchi Tyagi*  
*Rakhee Chahar*  
*Tarakeswar*  
 01.3.19  
 1st March, 19  
 01/03/19

### Agenda

- Work allocation amongst members
- Dates decide of PTST, Assembly, Visits to facilities and labs
- Audit of Academic & Account
- Feedback analysis Committee and software
- Meetings with Departments and Committees
- Criteria wise division

PTST - 9th March, 2019

Internal Audit - 3rd 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 01<sup>st</sup> March 2019**

### **MINUTES OF MEETING**





A meeting of IQAC Core committee members with the Principal Dr. Anula Maurya in Chair was held on 01<sup>st</sup> 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, 06<sup>th</sup> March 2019 at 11:30 AM
  - ii. II Year Courses : Wednesday, 13<sup>th</sup> March 2019 at 11:30 AM
  - iii. I Year Course : Wednesday, 13<sup>th</sup> March 2019 at 12:00 PM
4. Parent Teacher Student Interface (PTSI) was scheduled for 16<sup>th</sup> 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 (31<sup>st</sup> 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 2<sup>nd</sup> 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 31<sup>st</sup> 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 5<sup>th</sup> 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 Sehdev  
 Mr. Pankaj Sambyal  
 Dr. Amit Kumar  
 Dr. RUCHI TYAGI  
 Dr. Rakhee Chauhan  
 Dr. Tarkeshwar

Sms  
 Jyoti  
 05/2/19  
 Ruchi  
 05-3-19  
 5th March 2019  
 Gaurav  
 05/3/19

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 congratulated Dr. Amit for his fine efforts.

## **Meeting of the Principal and IQAC Core Committee**

**Held on 05<sup>th</sup> March 2019**

### **MINUTES OF MEETING**

A meeting of IQAC Core committee members with the Principal Dr. Anula Maurya in Chair was held on 05<sup>th</sup> 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**

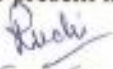
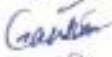

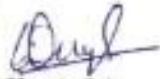
- i. Dr. Ruchi Tyagi (Representative, Chairperson, IQAC)
- ii. Dr. Tarkeshwar (Coordinator, IQAC)
- iii. Dr. Rakhee Chauhan (Co-coordinator, IQAC)
- iv. Dr. Rachna Kumar
- v. Dr. Chaity Das
- vi. Dr. Rini Pundir


#### **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

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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 IOAC members with Principal in chair was held on 4th March, 2019 at 2.00 PM in Principal's Room.

It was decided that Action Plan / Activity Plan / Academic calendar 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 M.I.S.


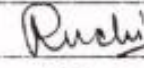
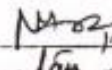
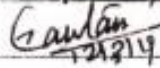
Internet through Airtel was discussed and things should also to be pursued with DUCC. Following members were present:-

Dr Rakhee Chaurhan.

  
4th 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 members were present in the same.

1. Mr. Pankaj Sambyal  12/3/2019
2. Dr. Ruchi TAYGI  12-3-19
3. Dr. Anil  12/3/19
4. Dr. Tarakeshwar  12/3/19
5. ~~Dr. Pankaj Sambyal~~

- 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, Penetration of the students.
- It was decided that if any no problems occurred 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 in case 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 Purnam Tyagi	Economics	Purnam Tyagi
2.	Mrs Anur Kishor	Maths	Anur Kishor
3.	Seema Gupta	Physics	Seema Gupta
4.	Renu Bala	Chemistry	Renu Bala
5.	Seema Sahdev	Geography	Seema Sahdev
6.	Dr. Rini Puri	History	Dr. Rini Puri
7.	Suparna Pandey	Physical Education	Suparna Pandey
8.	Dr. Bimal Singh	Mathematics	Dr. Bimal Singh
9.	DR. Sunita	P.T.Sc.	DR. Sunita
10.	DR. DESH RAJ	Sanskrit	DR. DESH RAJ
11.	Monica Zubshi	English	Monica Zubshi
12.	Dr. Divya Verma	Botany / IQAC	Dr. Divya Verma
13.	Dr. Rakhee Chauhan	P.T.Sc / IQAC	Dr. Rakhee Chauhan
14.	Dr. Ruchi Tyagi	IQAC	Dr. Ruchi Tyagi
15.	Dr. Tanushree	IQAC / Zoology	Dr. Tanushree

- 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, 15<sup>th</sup> 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. Manish A. Pandey	Skill Enhancement Cell	Manish
2.	Ms Anshu Chetani	Innovation Club	Anshu
3.	Vandana Gupta	C-Content development	Vandana
4.	Dr. Rini Pandey	Value Added Course	Rini
7.	Dr. Purnam Sachdeva	Budget Allocation & Utilization	Purnam
8.	Dr. Nisha Bakshi	Skill Enhancement	Nisha
9.	Dr. Ranjankya Mishra	Entrepreneurship cell	Ranjankya
10.	Mr. Praveen Kumar	Management I.S.	Praveen
11.	Dr. Anurag	MS	Anurag
12.	Dr. Seema Solder	9 CATEC	Seema
13.	Dr. Indu Choudhary	Students Progression & Placement Cell	Indu
14.	Dr. K. Vandana Rani	Innovation club & value added course	Vandana
15.	Dr. Rachana Kumar	Innovation Club	Rachana
16.	Dr. Seema Gupta	SSS, Entrepreneurship	Seema
17.	Dr. Sudha Gunti	Students Grievance Redressal cell	Sudha
18.	Dr. Sudha G.	Students Progression to Higher Education	Sudha
19.	Dr. Dresh Rani	Dr. Dresh Rani	Dresh
20.	Ms. Neelam Bhasia	Student Progression Placement cell	Neelam
21.	Mr. Pankaj Choudhary	Management I.S. & T-Data Cell	Pankaj



22. Dr. Nidhi Kapoor

Budget allocation  
& Entrepreneurship

Nidhi

23. Dr. Jitkashwar

IOAC

Ganesh

- JSS Committee - Report to Principal and reminder to all TILs
- Budget Allocation - Plan to allocate budget to different heads
- E-content - An e-content development workshop to be done as an FDP on SWAYAM/MOOCs in May/June
- EDC and IPR - Not present
- Skill Enhancement Cell - A workshop was conducted and it was suggested that a unit should be done to the colleges like ARSD and ANDC
- Value Added Courses - Four department have 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 the 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. Saigita Dhal	Coaching	<i>[Signature]</i>
2. Dr. Rekha Malhotra	Class	<i>[Signature]</i>
3. Dr. Anjali Kumar	EOC	<i>[Signature]</i>
4. Dr. Meena Chavande	Remedial Class	<i>[Signature]</i> 18/4/2019
5. Dr. Amit Kumar	CHEMISTRY	<i>[Signature]</i> 18/4/2019
6. Dr. Punita Verma	E-Content Dev	<i>[Signature]</i> 18/4/19
7. Dr. Rakhee Chaudhary	IQAC	<i>[Signature]</i> 18th April 2019
8. Dr. Ruchi Tyagi	IQAC	<i>[Signature]</i> 18-4-19
9. Dr. Tarekshwar	IQAC	<i>[Signature]</i> 18/4/19
10. Dr. Seema Solanki	IQAC	<i>[Signature]</i>

Remedial Classes - It was decided that Timetable convenor will give a permanent slot till then Conference room or Sangam Parivar could be used.

Coaching Classes - Convenor 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 organize a workshop on IPR as they are teaching this paper for this a departmental meeting will be called.

EOC - Concerned NHOs will be invited, Braille Books should be purchased.



~~A meeting of the IOAC, Incharge, Principal was held on~~

It was discussed that a collaboration with NCO 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 IOAC with Department of ~~English~~ 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 Zirkhi M. Zirkhi  
11/5/2019
2. Dr. (Mrs.) Mukesh Dr. Mukesh  
11/5/2019
3. Tami Sharma Tami Sharma 11/5/2019
4. Shipra Gupta Shipra Gupta 11/5/19
5. Sushmit Bhatia Sushmit Bhatia 11/5/19
6. Ch. Anupama Ch. Anupama 11/5/19
7. Sneha Sawai Sneha Sawai 11/5/19
8. L. Pamein L. Pamein 11/5/19
9. Azan Singh Awana Azan Singh Awana 11/5/19
10. Chaiti Das Chaiti Das 11/5/19

11. Dr. Rini Pandey (Dept. of History, Internal Academic Audit)

12. Dr. Rakhee Chauhan IOAC Dr. Rakhee Chauhan 11/5/19
13. Dr. Ruchi Tyagi IOAC Dr. Ruchi Tyagi 11/5/2019
14. Chaiti Das Chaiti Das 11/5/19

### Department of Economics

1. Dr. Punam Tyagi Dr. Punam Tyagi 11/5/19
2. Dr. Indu Choudhary Dr. Indu Choudhary
3. Dr. Anjali Baneal Dr. Anjali Baneal
4. Dr. Rishi Supti Dr. Rishi Supti
5. Ms. Madhuri Singh Ms. Madhuri Singh
6. MS. ANITA MS. ANITA
7. Dr. Shalini Agarwal Dr. Shalini Agarwal



### Department of Commerce

1. ANITA VERMA Anita 1/5/19
2. Shmeeta Raj Shmeeta 1/5/2019
3. Dr. Nidhi Kapoor Nidhi 1/5/19
4. Sonia Kamraj Sonia Kamraj 1/5/19
5. Dr. Purnam Sachdev Purnam Sachdev 01/05/19
6. Dr. Anshu Verma Anshu 01/05/19
7. Ms. Komal Mittal Komal 1/5/19
8. Ms. Anupama Anupama 1/5/19
9. Ms. Ishu Verma Ishu Verma 1/5/19
10. Dr. Alka Chaturvedi Alka Chaturvedi 1/5/19
11. Ms. Gunjan Verma Gunjan 1/5/19
12. Dr. Pankaj Kumar Pankaj 01/05/19

### Department of Hindi

1. Dr. Manjiv Sharma Manjiv 1.5.19
2. Ms. Rekha Meena Rekha 1.5.19
3. Ms. Rajjit Kaur Rajjit 01/05/19
4. Dr. Raksha Geceta Raksha 01/05/19
5. Dr. Sonjay Kumar Singh Sonjay 01/05/19
6. Dr. Ritu Ritu 01/05/19
7. Dr. Vibha Thakur Vibha 1/5/19
8. Ms. Navinika Kumari Navinika 1/5/19
9. Hemant Karmari Lari Hemant 1.5.19
10. Dr. Pukhraj Jangid Pukhraj 01/05/19

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 - Newer Marked groups data was missing.



2nd May 2019

Date	2 May 2019
Page No.	12

## 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. An. Prakash anprakash
6. Ms. Aditya Choudhury Aditya
7. DR. Nutan Pandey Nutan 2/5/19
8. Mr. Tsering Punchoke Tsering 2/5/19

## ~~Department of Journalism 11:00 a.m.~~

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

9. Dr. Rakhee Chandra IQAC 2 May 2019
10. Dr. Ruchi Tyagi IQAC Ruchi 02 May 19
11. Dr. Chaitany Das Chaitany 2.5.19
12. Dr. Rini Pundir Academic Audit Rini 2.5.19

Suggestions were given on the following  
 Point-6 - filling of Interdisciplinary programmes  
 Point-12 - sanctioned 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

2<sup>nd</sup> May, 2019

Page No. 13

Dept. of Journalism (11:00 AM)

1. Ezra John Ezra John  
2.5.19
2. Manita Manita  
2.5.19
3. Manisha Manisha  
2.5.19
4. Gaurav Kumar Gaurav Kumar  
2.5.19
5. Salma Rehman Salma Rehman  
2.5.19
6. Ritika Pant Ritika Pant  
2.5.19
7. D.R. Smith D.R. Smith  
2.5.19
8. Dr. Nivedita Amin Dr. Nivedita Amin  
2.5.19

Satisfactory work done in Academic Audit  
Department of Mathematics 11:50 am.

1. Anju Bhatia Anju Bhatia  
2.5.19
2. Charu Khanna Charu Khanna  
2.5.19
3. Neelam Baraja Neelam Baraja  
2.5.19
4. Anshu Chohan Anshu Chohan  
2.5.19
5. Dr. Ashish Kumar Singh Dr. Ashish Kumar Singh  
2.5.19
6. Mr. Sanjay Kumar Mr. Sanjay Kumar  
2.5.19
7. Dr. Mohd Nadeem Dr. Mohd Nadeem  
2.5.19
8. Dr. Indarpal Singh Dr. Indarpal Singh  
2.5.19
9. Ms. Surita Sharma Ms. Surita Sharma  
2.5.19
10. Mr. Avneesh Kumar Mr. Avneesh Kumar  
2.5.19
11. Dr. Premal Singh Dr. Premal Singh  
2.5.19

Satisfactory work.

Department of Music

12:15 p.m.

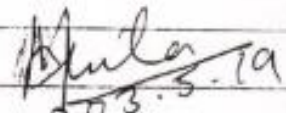

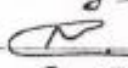
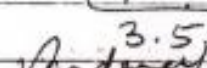
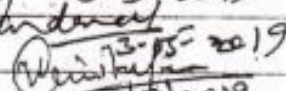
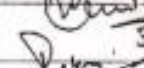
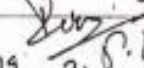
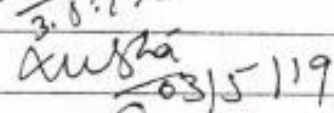
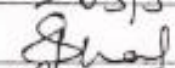

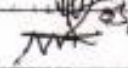
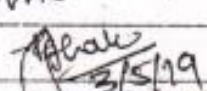
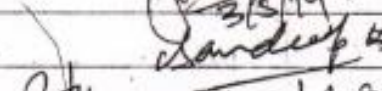
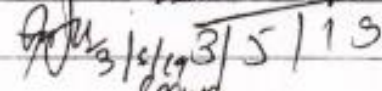
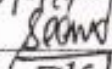

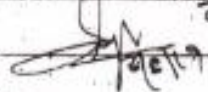
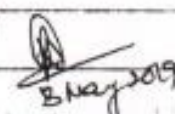
1. Renu Gupta Renu Gupta
2. Anuradha Koliyal Anuradha Koliyal

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. a.m

1. Mainila Narzary  03.5.19
2. DR Meena Chandra  03/5/2019
3. Dr. Nivedita Guin  03/5/2019
4. Ms. Vandana Rani  3.5.2019
5. Dr. Nimit Meena  3.5.2019
6. Dr. Ritu SHARMA  3/5/2019
7. Mainila Jagore  3.5.2019
8. Dr. Nisha Baksin  03/5/19
9. Dr. Sangita Dhal  03/5/19
10. Dr. Deepak Yadav  03/5/19
11. Dr. Nitin Malhotra  03/5/19
12. Mr. Rounak Pathak  3/5/19
13. Dr. Sandeep Kumar  3/5/19
14. Dr. ANJALI KUMOL  3/5/19
15. Dr. Seema Mathur  3/5/19
16. Dr. Ruchi Tyagi  03. May 19
17. Dr. Smriti  03. May 19
18. Dr. Rakhee Chatter  3 May 2019

- Curriculum Plan of some of the faculty members are not according to the programme.
- 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

- |     |                           |               |
|-----|---------------------------|---------------|
| D.  |                           |               |
| 1.  | DR. NISHA Goyal           | Nisha Goyal   |
| 2.  | DR. DESH RAO              | Desh          |
| 3.  | Dr. Manjiv Datta          | Mj            |
| 4.  | DR. Shashi                | Shi           |
| 5.  | Dr. Rinku Koushik         | Rinku         |
| 6.  | Dr. Vishvajet Vidyadankar | Vishvajet     |
| 7.  | Dr. Divya Mishra          | Divya         |
| 8.  | Dr. Sanchit Kumar         | Sanchit Kumar |
| 9.  | Dr. Reena Kumari          | Reena Kumari  |
| 10. | Jyoti Dwivedi             | Jyoti Dwivedi |
| 11. | Ms. Suresh Kaur           | Suresh Kaur   |
| 12. | Dr. DEEPAKA               | Deepa         |

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 IOAC members.

# Dept. of Vocation

Date	3	May	2019
Page No.	16		

[B. Voc. (Printing Technology) 12.15

&  
B. Voc. (Web Designing)]

1. Pankaj Kumar — Pankaj 31/5/19
2. Raveer Kumar Rai — Raveer 31/5/19
3. Sangay Bhatt — Sangay Bhatt 31/5/19
4. Dr. Sangay Kumar Singh — Dr. Sangay Kumar Singh 31/5/19
5. Aoun Singh Awang — Aoun Singh Awang 31/5/19
6. Ms. RAZANI — Ms. RAZANI 31/5/19
7. Dr. Yogendra Meena — Dr. Yogendra Meena 08/08/19
8. DR. SUMITA — DR. SUMITA 31/5/19

Audit was ~~not~~ ready but not satisfactory  
Department of Physical Education 12.50

1. Ms. Sudha Pandey — Ms. Sudha Pandey 31/5/19
  2. Dr. Sunica Sheerme — Dr. Sunica Sheerme 31/5/19
- Dr. Rini Pundri Academic Audit 31/5/19

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



# Deptt of Chem

Date 8 May 2019  
Page No. 17

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. APARAJITA GAVA	9/5/2019
2. Dr. Kumbhale	Kumbhale 8/5/19
3. Dr. Shilpika Bhat Nchta	Shilpika
4. Dr. Amir Khan	Amir Khan
5. DR. PRIYANKA BIDHURI	Priyanka Bidhuri
6. Dr. Swati Aggarwal	Swati

Dr. Rathee Chauhan

IQAC

8 May 2019

Dr. Rini Pundir

8-5-19

Dr. Ruchi Tyagi

IQAC

Ruchi Tyagi 8 May 19

Dr. Tarakeswar

IQAC

Tarakeswar 8 May 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) Dr. Indira Anilak Indira  
8/5/19
- 2) Dr. Seema Gurika Seema  
8.5.19
- 3) Dr. PUSHPA BINDAL PBindal  
8.5.19
4. Dr. Monika Bani Moni  
8.5.19
5. Dr. Rachana Kumar RKumar  
8/5/19
6. Dr. Punita Verma Punita Verma 8/5/19.
7. Dr. Roshini Menon Roshini  
8/5/19
8. Dr. Masha AG. Masha 8/5/19
9. Anur Anand Anur  
8/5/19
10. Ms. Varsha Varsha  
8/5/19
11. Dr. Sarita Sarita  
08/5/19
12. Dr. Triambika Srivastava Triambika  
8/5/19

- Curriculum plan performer is to be revised again.
- Value added course is to be initiated by the Department

A meeting of IOAC 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 ~~Principal~~ 9/5/2019
2. Dr. Shanjha Beri ~~Shanjha Beri~~ 9.5.19
3. Dr. K. Vandana Rani ~~K. Rani~~
4. Dr. Tarkeshwar 9/5/19 ~~Gautam~~
5. Dr. Varsha Singh
6. Dr. M. Rajina Devi ~~Rajina~~ 9/5/19

Dr. Rakhee Chauhan	IOAC	<del>Rakhee</del> 9 May 2019
Dr. Rini Pundir	Academic Audit	<del>Rini</del> 9 May 2019
Dr. Rachana Kurnar	Academic Audit	<del>Rachana</del>
Dr. Tarkeshwar	IOAC	<del>Gautam</del> 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	<u>Rs</u> 13/5/19
Dr. PUNITA VERMA	member IQAC	<u>Punita</u> 13/5/19
Dr. Nidhi Kapoor	Bursar Member, IQAC	<u>Nidhi</u> 13/5/19
Shrut Gupis	A.O (offg.)	<u>Shrut</u> 13/5/19
A. Ruchi Tyagi	IAAC	<u>Ruchi</u> 13.5.19
Bhavana	for SPA	<u>Bhavana</u> 13/5/19
Kalnika Gaur	Library	<u>Kalnika</u> 13/5/19

- Departmental performance for Administration Audit that was given to all the lab related courses was not received. Only Zoology had submitted the performance.
- Follow up of these performance 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. These 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 Convenor & Co-convenors with Principal in Chair, was held on 15.05.2019 in Seminar Room at 12:30 P.M.

Following members were present during the meeting:

SN.	Name	Criteria	Sign
1	DR. PUJPA BINDAL	II	<u>P Bindal</u> 15/5/19
2	DR. RACHANA KUMAR	II	<u>R Kumar</u>
3	DR. VARSHA SINGH	II	<u>Varsha</u> 15/5/19
4	Dr. Seema Sahdar	VI	<u>Seema</u>
5	Ms. Gunjan Verma	VI	<u>Gunjan</u> 15/5/19
6	DR. AILCA CHATURVEDI	VI	<u>Ailca</u> 15/5/19
7	Dr. Vinith Meena	VII	<u>Vinith</u> 15/5/2019
8	Dr. Nidhi Kapoor	VII	<u>Nidhi</u> 15/5/19
9	Ms. Karika Gaur	IV	<u>Karika</u> 15/5/19
10	Ms. Shalini Sharma	IV	<u>Shalini</u> 15/5/19
11	Ankit Gupta	IV	<u>Ankit</u> 15/5/19
12	DR. PURVITA VERMA	III	<u>Purvita</u> 15/5/19
13	Dr. Trivangita Srivastava (For Nivedita Giri Pradhan)	III	<u>Trivangita</u> 15/5/19
14	Dr. Terkeshwar		<u>Terkeshwar</u>
15	Dr. Rakhee Chaudhary		<u>Rakhee</u> 15 May 2019

A meeting of ISAC 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. Amir DACS Amir 15/5/19
2. DR. PREM PAL SINGH DACS Prem Pal Singh 15/5/19
3. Dr. RASHMI CHAUDHARY Rashmi 15/5/19
4. Dr. PUNITA VERMA Punita Verma 15/5/19
5. Dr. Seema Sahdev Seema Sahdev 15/5/19
6. Amit Gupta Amit Gupta 15/5/19
7. Ezra John Ezra John 15/5/19



A meeting of IOAC with Department of ~~IOA~~ 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 | Chair  |
| 2)  | Nidhi Anas        | Member |
| 3)  | Vandana Gupta     | Member |
| 4)  | Reena Jain        | Member |
| 5)  | Sushil Malik      | Member |
| 6)  | Harshvardhan      | Member |
| 7)  | Mstajam           | Member |
| 8)  | ARONIA RAMYA      | Member |
| 9)  | Dr RAHMAN KUMAR   | Member |
| 10) | Dr Rakhee Chauhan | Member |
| 11) | Dr. Tarakeshwar   | IOAC   |
- Department of Botany 1:50 P.M.

- |    |                        |        |
|----|------------------------|--------|
| 1. | Dr. Divya Verma        | Member |
| 2. | Dr. M. Anujit Singh    | Member |
| 3. | Dr. Sulekh Chaudhary   | Member |
| 4. | Dr. Kalpana Kumari     | Member |
| 5. | Dr. Ranjana Roy Mishra | Member |
| 6. | Dr. Tarakeshwar        | Member |

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.

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

Name	Department	Signature
Dr. Seema Chandra	Geography	<i>Seema Chandra</i>
Dr. Manish Kumar	Geography	<i>Manish Kumar</i>

- 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 IOLC with website committee was held in Seminar Room at 12.40.

Following members were present during the meeting:

	Name	Department	Signature
1.	Dr. Suresh Bhushay	Biology	Suresh Bhushay
2.	Dr. Triranjita Srivastava	Physics	Triranjita Srivastava
3.	Dr. Nisha Bakshi	Bot. Sc.	Nisha Bakshi
4.	Dr. Rini Pandey	History	Rini Pandey
5.	Dr. Renu Bala	Chemistry	Renu Bala
6.	Tseering Panchok	History	Tseering Panchok
7.	Dr. Seema Solder	Geography	Seema Solder
8.	Dr. Manish Kumar	Geography	Manish Kumar
9.	Dr. Anika Chaturvedi	<del>Geography</del>	Anika Chaturvedi
10.	DR. PREM PAL SINGH	Mathematics	Prem Pal Singh
11.	DR. SUNITA	Bot. Sc.	Sunita
12.	Anshula	Comp. Sc.	Anshula
13.	Archie Ramya	Comp. Sc.	Archie Ramya
14.	Dr. Yogendra Meena	Comp. Sc.	Yogendra Meena
15.	Harshvardhan	Comp. Sc.	Harshvardhan
16.	SURESH KUMAR	Eco.	Suresh Kumar
17.	Sushil Malik	Comp. Sc.	Sushil Malik
18.	DR PUNAM TATHA	ELC	Punam Tatha
19.	Ms Renu Gupta	Music	Renu Gupta
20.	Ms Anuradha Kotiyal	Music	Anuradha Kotiyal
21.	Ms Mamta	Journalism	Mamta
22.	Tann Sharma	English	Tann Sharma
23.	Monica Zutshi	English	Monica Zutshi
24.	Anita Taneja	WDC	Anita Taneja
25.	Dr. Sumita Sharma	Sports	Sumita Sharma



24. Dr. Anil Kumar Sanjay Kumar Date: 29/5/2019
25. Dr. Nivedita Singh NCHWB 29/5/19
26. Dr. P. P. Saini Zoology 29/5/19
27. Dr. Rini K. B. ~~History~~ ~~29/5/19~~
28. Dr. Tsering ~~History~~ ~~29/5/19~~
29. Mrs. Anshu Chatterjee Mathematics 29/5/19
30. Dr. Tarak Kumar SQRC 29/5/19

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. Content to be rechecked and refined.

No data of EOC on website.

No data of Remedial classes, Cultural Clubs, North east student's cell, NCHWB, 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 Committee / 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
15 <sup>th</sup> August	Dr. Rini	20/5/19
26 <sup>th</sup> 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

*Carant* *Dr.* *Dr.*  
*Smolder* *Ruchi*

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

following members were present during the meeting:

Dr. Ruchi Tyagi	IOAC	Ruchi 21.5.19
Dr. Rakesh Chaudhary	IOAC	Dr. 21 May 2019
Dr. Anur K	IOAC/Tech. Comm.	Anur 21.5.19
Dr. Seema Sahdev	IOAC	Seema 21.5.19
Dr. Tarakchandra	IOAC/Tech. Com.	Tarak 21.5.19
Anur Gupta	A.O (off) / IOAC	Anur 21.5.19
Praveen Kr. Bhatia	Tech. Comm. IOAC	Praveen 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 Com and Technical Committee (Admission) was held on 27-05-2019 at 2:30 pm in Seminar Room to discuss the Admission Procedure and Technical issues related to same. The following members were present in the same.

- |    |                      |             |                       |
|----|----------------------|-------------|-----------------------|
| 1. | Dr Ruchi Tyagi       | IQAC        | Ruchi<br>27.05.19     |
| 2. | Dr Rakhee Chauhan    | IQAC        | Rakhee<br>27 May 2019 |
| 3. | Dr Seema Saldor      | IQAC        | Seema                 |
| 4. | ANITA VERMA          | Commerce    | Anita<br>27.5.19      |
| 5. | Sonika Kamboj        | Commerce    | Sonika                |
| 6. | Anupama              | Commerce    | Anupama<br>27/5/19    |
| 7. | Tarakeswar           | IQAC        | Tarakeswar            |
| 8. | Amit Gupta           | A.O (offg.) | Amit                  |
| 9. | Praveen Kumar Baslin |             | Praveen<br>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.

- ⑤ Undertaking at the time of admission:-  
 - minimum 40% attendance as per ordinance.  
 - Anti ragging

~~Shubhree~~  
~~27/5/19~~

~~Arpit~~  
~~27/5/19~~

~~RB~~  
~~27 May 2019~~

~~Sona Kaur~~  
~~27/5/19~~

~~Anubhava~~

~~Praty~~

~~Gautam~~

~~Ruchi~~  
~~27 May 2019~~

~~Smsakder~~  
~~27-5-19~~



### Meeting

A meeting of Admission Committee, IQAC Core Team and Technical Committee was 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	Sgn
1.	Tarkeshwar	IQAC	Gastan 7/6/19
2.	Seema Seldar	IQAC	Seema Seldar 7/6/19
3.	Punita Verma	IQAC	Punita Verma 7/6/19
4.	Dinya Verma	IQAC	Dinya Verma 7/6/19
5.	Amit Gupta	IQAC	Amit Gupta 7/6/19
6.	Shamprasad	Prospective Committee	Shamprasad 7/6/19
7.	Ampawo	Commerce	Ampawo 7/6/19
8.	Dr. Nidhi Kapoor	Commerce	Nidhi Kapoor 7/6/19
9.	ANITA VERMA	Commerce	Anita Verma 7/6/19
10.	Santa Kambij	Commerce	Santa Kambij 7/6/19
11.	Rajni	Commerce	Rajni 7/6/19
12.	Purnam	Commerce	Purnam 7/6/19
13.	Praveen K. Bhatnagar	Tech. Team	Praveen K. Bhatnagar 7/6/19
14.	Vinay Bhatnagar		Vinay Bhatnagar 7/6/19
15.	Dr. Pankaj Kumar		Pankaj Kumar 7/6/19



A meeting of the AQAR Criteria Conveners and Co-Conveners with IOAC, 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	AKumar..
2.	PUSHPA BINDAL	Phy / Criterion I	PBindal
3.	Dr. Nidhi Kapoor	Criteria VII	Nidhi
4.	Dr. Varsha Singh	Criteria II	Varsha
5.	Dr. Vinita Meena	Criteria I	Vinita Meena 19/6/2019
6.	Manila Narzang	Criteria V	Manila Narzang 19/6/19
7.	Dr. Indu Choudhary	Crit. II	Indu Choudhary 19/6/19
8.	Amit Gupta	IOAC	Amit Gupta 19/6/19
9.	Shalini Sharma	Criteria IV	Shalini Sharma 19/6/19
10.	Dr. Seema Sahder	Criteria VII	Seema Sahder 19/6/19
11.	Ms. Gunjan Verma	" VI	Gunjan Verma 19/6/19
12.	DR. Aisha Chaturvedi	" VI	Aisha Chaturvedi 19/6/19
13.	Dr. Rakhee Chakraborty	IOAC	Rakhee Chakraborty 19 June 2019
14.	Dr. Ruchi Tyagi	IOAC	Ruchi Tyagi 19/6/19
15.	Dr. Tarleshwar	IOAC	Tarleshwar 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  
P&S & Sanskrit - Result analysis not included.

III Incomplete

IV No details of 5.1.2, 5.1.4 - Reports of CIA 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 IOAC, 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 / Criteria II	RKumar
2	PUSHPA BINDAL	Physics / Criteria II	P Bindal
3	Dr. Varsha Singh	Zoology / Criteria II	Varsha
4	Dr. Sanjay Saham	Botany / Criteria I	Sanjay
5	Ms. Shalini Sharma	Comp Sc Criteria IV	Shal
6	Ms. Kaenika Gaur	Librarian / Criteria IV	Kaenika
7	Dr. Vinita Meen	Criteria V (Pol. Sc)	Vinita
8	Manila Marzang	Criteria V	Manila 25/6/19
9	Dr. Divya Vema	Botany / IOAC	Divya
10	DR. Alok Chaturvedi	Commerce Criteria 6	Alok 25/6/19
11	Dr. Seema Sahdev	Conv Criteria 6	Seema
12	Dr. Ruchi Tyagi	IOAC	Ruchi 25-6-19
13	Dr. Rakhee Chauhan	IOAC	Rakhee 25/6/19
14	Dr. Tarakeshwar	IOAC	Tarakeshwar 25/6/19
15	Dr. K. Vandana Rai	IOAC Criteria VII	Vandana 25/6/19

It was discussed that Criteria Conveners will collect data from Academic Audit and prepare those criteria files and mail it to IOAC 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. No.	Name	Sign
1	Dr Seema Sahdev	<u>Seema Sahdev</u> 25.6.19
2	Dr Ruchi Tyagi	<u>Ruchi</u> 25.6.19
3	Dr Divya Verman	<u>Divya</u> 25.6.19
4	Dr Rakhee Chandra	<u>Rakhee</u> 25.6.19
5	Dr Tarkeshwar	<u>Tarkeshwar</u> 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. Anil Gupta

Criteria - V - Dr Rakhee Chandra

Criteria - VI - Dr Seema Sahdev

Criteria - VII - Dr Rakhee Chandra



### Minutes of meeting

A meeting of IQAC Core committee members to discuss strategies/action plan for the fulfilment of AQAR was held on 25<sup>th</sup> 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
<ul style="list-style-type: none"> <li>• Proforma of Academic Audit &amp; Administrative Audit;</li> <li>• Review visits</li> <li>• Internal Academic &amp; Administrative Audit</li> <li>• External Academic &amp; Administrative Audit</li> <li>• Budget allocation &amp; Utilization</li> <li>• Human Values and Professional Ethics</li> <li>• Research Project Allocation</li> <li>• Language Labs</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Ruchi Tyagi</li> <li>• Dr. Tarkeshwar</li> <li>• Dr. Rakhee Chauhan</li> </ul>
<ul style="list-style-type: none"> <li>• Data and Documentation</li> <li>• Student mentoring data</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Divya Verma</li> </ul>
<ul style="list-style-type: none"> <li>• Student General Assembly and Action plan</li> <li>• Skill enhancement; Entrepreneurship &amp; Innovation</li> <li>• Student progression</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Seema Sahdev</li> </ul>
<ul style="list-style-type: none"> <li>• Feedback Analysis of all stakeholders</li> <li>• E-content developed by teachers</li> <li>• Research Facilities in College</li> <li>• Consultancy &amp; Collaboration</li> <li>• Intellectual Property Rights (IPR)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Punita Verma</li> </ul>
ICT and Management Information System (MIS)	<ul style="list-style-type: none"> <li>• Dr. Tarkeshwar</li> </ul>
<ul style="list-style-type: none"> <li>• Meeting of TICs and other stakeholders of various sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Tarkeshwar</li> <li>• Dr. Rakhee Chauhan</li> </ul>
IQAC meeting minutes (frame and uploads)	<ul style="list-style-type: none"> <li>• Dr. Rakhee Chauhan</li> </ul>
Office filing/cataloging , documentation and Physical Verification	<ul style="list-style-type: none"> <li>• Mr. Amit Gupta</li> </ul>
<ul style="list-style-type: none"> <li>• Value-added courses</li> <li>• Remedial Classes</li> <li>• Coaching Classes</li> <li>• Special Skill Development – EOC</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Ruchi Tyagi</li> <li>• Dr. Tarkeshwar</li> </ul>
<b>AQAR 2018-19</b>	
<b>AQAR PART - A</b>	<ul style="list-style-type: none"> <li>• Dr. Ruchi Tyagi</li> <li>• Dr. Tarkeshwar</li> </ul>
<b>AQAR PART - B</b>	
I. Curriculum Aspects	<ul style="list-style-type: none"> <li>• Dr. Tarkeshwar</li> </ul>
II. Teaching-Learning and Evaluation	<ul style="list-style-type: none"> <li>• Dr. Tarkeshwar</li> </ul>
III. Research, Consultancy and Extension	<ul style="list-style-type: none"> <li>• Dr. Punita Varma</li> </ul>
IV. Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• Dr. Divya Verma (with Mr. Amit Gupta)</li> </ul>

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.

