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	Sign
1.	Tarkeshwar	IQAC	Tarkeshwar 7/6/19
2	Seema Sahdev	IQAC	Seema Sahdev
3.	Punita Verma	IQAC	Punita Verma
4	Divya Verma	IQAC	Divya
5	Amit Gupta	IQAC	Amit
6.	Shanu Beri	Admission Committee	Shanu Beri
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
13.	Praveen Kr. Rastogi	Tech. Team	Praveen 7/6/19
14.	Vinay Bhushan		
15.	Dr. Pankaj Kumar		

A meeting of the AQAR Criteria Convenors and Co-Convenors 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	RKumar
2.	PUSHPA BINDAL	Phy / Criterion II	PBindal
3.	Dr. Nidhi Kapoor	Criteria VII	Nidhi
4.	Dr. Varsha Singh	Criteria II	Varsha
5.	Dr. Vinita Meena	Criteria I	19/6/2019
6.	Manila Nazareth	Criteria V	
7.	Dr. Indu Choudhary	Crit. III	19.6.19
8.	Amit Gupta	IQAC	19/6/19
9.	Shalini Sharma	Criteria IV	19/6/19
10.	Dr Seema Sahdev	Criteria VI	19/6/19
11	Mr. Gunjan Verma	" VI	19.6.19
12	Dr. Alka Chaturvedi	" VI	19/6/19
13	Dr Pathee Chauhan	IQAC	19 June 2019
14	Dr Ruchi Tyagi	IQAC	19.6.19
15	Dr. Tarkeshwar	IQAC	19/6/19

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

II 2.2.1 - Guests are to be invited, collect signed documents
Pass & Sanskrit - Result analysis not included.

III Incomplete

V 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	RKumar
2	PUSHPA BINDAL	Physics / Criteria II	PBindal
3.	Dr. Varsha Singh	Zoology / criteria II	Varsha
4.	Dr. Sanavar Sohan	Botany / Criteria I	Sanavar
5	Ms Shalini Sharma	Comp. Sc Criteria IV	Shal
6.	Ms Kanika Gaur	Librarian / Criteria IV	Gaur
7.	Dr. Vinita Meena	Criteria V (Pol. Sci)	25/6/19
8.	Manila Manzang	Criterion V	25.6.19
9.	Dr Divya Verma	Botany / IQAC	25/6/19
10	DR. Alka Chaturvedi	Commerce Criteria 6	25/6/19
11	Dr Seema Sahdev	Conv Criter 6	25.6.19
12.	Dr Ruchi Tyagi	IQAC	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

It was discussed that Criteria Convener will extract data from Academic Audit and prepare the 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	Divya 25/6/19.
4.	Dr Rathee Chauhan	25 June 2019
5.	Dr Tarkeshwar	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 Rathee.
- Criteria - II - Dr Tarkeshwar and Dr Divya
- Criteria - III - Dr Rini Pundir
- Criteria - IV - Dr Divya & Mr. Amit Gupta
- Criteria - V - Dr Rathee Chauhan
- Criteria - VI - Dr Seema Sahdev
- Criteria - VII - Dr Rathee Chauhan

A meeting of the External Academic Audit with TICs and IQAC, with committee members (Internal Academic Audit), with External Expert in Chair, was held in Seminar Room at 10.00 a.m on 12th July 2019.

External Expert - Prof. R.B. Singh, Head of the Department, Geography, D.U

Dr. Sunaina Kanojia, Department of Commerce Delhi University

S.No.	TIC/Department	Sign.
1.	Charly Das, English	
2	Dr. Rini Pundir History	
3	Dr Divya Venu. (IQAC)	
4.	Dr Seema Sahdev Geog/IQAC	
5.	Dr. Indu Chowdhary Eco.	
6.	Dr Purnima Tyagi Eco	12/7/19
7.	Dr. Tarkeshwar IQAC	12.07.19
8.	Dr Pakhee IQAC/Pol. Sc	12 July 2019
9.	Dr Ruchi Tyagi/IQAC	Ruchi 12 July
10.	Dr Pankaj Kumar - B.Voc.	
11.	Ms Anchu Chotani (Maths)	
12	Ayu Rohtas (Maths)	
13	Dr. Desh Raj	
14	Ms Renu Gupta	
15.	Dr. Sunita (Journalism)	

कालिन्दी महाविद्यालय
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NAAC ACCREDITED 'A' GRADE COLLEGE

NOTICE

All the Teacher-In charges are requested to be present for External Audit in the Seminar Room on 12 July 2019 with Academic Audit and concerned proofs/documents of Session 2018-19, as per the schedule given below. Kindly note down the Schedule:

S.No	Name of the Department	Time
1.	Department of English	9.30 a.m.
2.	Department of Geography	10.00 a.m.
3.	Department of Hindi	10.30 a.m.
4.	Department of History	11.00 a.m.
5.	Department of Music	11.30 a.m.
6.	Department of Political Science	12.00 noon
7.	Department of Sanskrit	12.30 p.m.
8.	Department of Journalism	1.00 p.m.

S.No	Name of the Department	Time
1.	Department of Economics	10.00 a.m.
2.	Department of Commerce	10.30 a.m.
3.	Department of Mathematics	11.00 a.m.
4.	Department of B.Voc	11.30 a.m.

IQAC DESK

Principal

Principal
Kalindi College
East Patel Nagar
New Delhi-110008

A meeting of the IQAC Core Committee was held on 12th July 2019 at IQAC Room at 2.10 P.M. to discuss Lab visits & Admin Audit. following members were present during meeting

Dr Rakhee Chauhan — 12 July 2019
Dr Seema Sahdev
Dr Divya Varma
Dr Tarkeshwar — 12/7/19

1. Lab visit — 15-17 (After 2 P.M.)
2. Admin Audit — 18/7/19 Admin Audit
3. IQAC Meeting for Action plan & Academic Plan — 15-7-19

12 July 2019

12.7.19

A meeting of the External Academic Audit with TICs (Sciences) and IQAC, Internal Academic Audit Committee, with External Expert in Chair, was held in seminar Room at 11:00am on 20th July 2019.

External Expert - Prof. Ashok Kumar Singh
Department of Zoology.
University of Delhi.

S.No.	TIC/Dept.	Sign
1.	Dr Sudha Gupta	[illegible]
2.	Dr Seema Sekhar	[illegible] IQAC
3.	Dr. S. Bali Mehta	[illegible]
4.	Ms Shalini Sharma	[illegible]
5	Dr Sudesh Bhushuj	[illegible]
6.	Dr Rakhee Chauhan IQAC	[illegible]
7.	Dr. Tarkeshwar IQAC/Zoology	20 July 2019

[illegible] 20/7/19

A meeting of IQAC & Automation, Digitalization & Computational Support Team was held on 29/7/19 at 12:30 PM in Seminar Room, to discuss the following:

1. How to compile documents with respect to Criteria file
2. Every member will screen their respective Criteria & prepare a list of required documents from Department Audit files
3. Then Every one will be issued 4-5 Departments Audit Reports and they exchange files on rotation basis.

The following members were present in the meeting.

1. Dr Divya Verma (IQAC) Divya 29/7/19
VI, VII - 2. Dr. Bunfool Singh (A,D&C) Bunfool Singh 29/7/19
A, II, IV - 3. Dr. Amit Kumar (A,D&C) AK 29/7/19
4. Dr. Parkashwar IQAC Gautam 29/7/19
III - 5. Dr Rashmi Chaudhary (A,D&E) Rash 29/7/19
V - 6. Ezra John (A,D,E) Ezra John 29/7/19

A meeting of IQAC & Automation, ~~Digitiz~~ Digitalization and Computational Support team was held on 31/07/2019 at 11:30 AM in Seminar Room, to discuss the following:

Agenda Compilation of Criterion and presentation

following members were present:

1. Dr. Rakhee Chauhan, IQAC,
2. Dr. Tarkeshwar IQAC
3. Dr Divya Verma.
4. Dr Amit Kr (A,D&C, IQAC) –
5. Dr Rashmi Chaudhary –
6. Bempal Singh – Bempal Singh
7. Ezra John – Ezra John..

I am taking Academic Audit of 2 departments - Political Science and Mathematics

Rash

10-8-2019 Dr. Rashmi Chaudhary

I am returning Academic Audit of Mathematics dept. I am carrying Academic Audit of Political Science dept.

Dated 13-8-2019

Rash

Dr Rashmi Chaudhary

Submitted Academic Audit of Pol. Sc. dept.

Dated 14.8.2018

Rash

Dr Rashmi Chaudhary

Meeting

A meeting of the IQAC Core Group with Computational team was held in IQAC Room at 11.45 a.m. on 14 August 2019 to discuss the AQAR.

Following members were present:

S.No	Name	Sign.
1	Dr Divya Verma	
2	Dr Seema Sahdev	
3.	Ezra John	
4.	Dr Rashmi Chaudhary	
5.	Dr. Prabhat Singh	
6.	Dr Rakhee Chauhan	14 Aug. 2019
7.	Dr. Tarkeshwar	14/8/19
8.	Dr. Amit Kumar	14/8/19

Agendas:

- To conduct Full IQAC meeting, tentatively on 27/28 of August or 3/4 September 2019, with Principal's permission.
- To take student feedback.
- To get the status of Criterias.

Collecting Academic Audit of Phy. dept.

19-8-2019 Dr Rashmi Chaudhary

Submitted

Date	20	8	19
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Meeting

A meeting of IQAC Core Committee and Automation, digitization and computational support on 20/8/19 at 1:00 PM in IQAC Room.

The following agendas were discussed

- Feedback of stake holders.
- Compilation and status of Criteria files.
- FDP to be conducted on 16-25 December 2019 for faculty in association & and collaboration & Hansraj College
- Timing for SSR NAAC Compilation
-

1) Dr Ruchi Tyagi — Ruchi 20.8.19
2) Dr Seema Sahdev — Sahdev 20.8.19
3) Dr. Rathee Chauhan — 20 Aug 2019
4) Dr. Tarkeshwar — Gautam 20/8/19
5) Dr Divya Vani — Divya
6) Dr. Amit Kr — 20/8/19
7) Dr Prempal Singh - Prempal Singh 20/08/19
8) Dr Rashmi Chaudhary - 20.8.19

A meeting of the IQAC Core Group was held in IQAC Room at 11.15 a.m to work on AQAR dated 21 August 2019.

following members were present during the meeting

1. Dr. Rakhee Chauhan 21 Aug. 2019
2. Dr Seema Sahdev 21.8.19
3. Dr. Rini Pundir 21.8.19
4. Dr Divya Verma 21/8/19
5. Dr Amit Kr 21/8/19
6. Dr. Tarkeshwar 21/8/19

A meeting of IQAC core committee with Principal was held on 22.8.2019 in Principal office to discuss following agendas. The following members were present in the room

- Website matter / data crashed due to University of Delhi Computer Centre Server problem.
- All data to be uploaded and Technical error to be notified. (for 2017-18 onward)
- A meeting of website committee to be held on 28/8/19
- A meeting of TICs. on 28/8/19 for website content
- Full IQAC meeting to be held on (3/4) 7 September 2019 (Tentative)
-

S.No.	Name.	Sign.
1	Amit Gupta	
2	Lakhee Chauhan	22 Aug. 2019
3	Tarkeshwar	22/8/2019
4		
5		

22.8.19

A meeting of IQAC with Teacher-Incharges and Computer Science Department with website committee was held at Seminar Room at 11.45 on. 23 August 2019, Vice Principal in the following members were present:

1) Vandana Gupta
2. Kanika Gaur
3. DR Pawan Tyagi
4) Ms Anshu Chauhan
5. Ms Sudha Pandey 23/8/19
6 Vinay
7. Sushil Malik 23/8/19
8. Harshveerdhan 23/8/19
9. Dr. Yogendra Meena
10 Anshula
11 Mr Pawankumar
12 Ms Shalini sharma
13 Ms. Ardia Ramya 23/8/19
14. Mr. Amit Gupta 23/8/19
15 Renu Gupta 23/8/2019
16 Charu Ohri 23.8.19
17. Dr. Kanchan Batra 23/8/19
18 Manila Manzany 23.8.19
19 DR. SUNITA MANGLA
20 Dr. Shub Mehta
21 Dr Seema Sokder
22. Dr. Vitbal Kumar
23 DR. Dash Ray Sonnkeit Dipa Ray

24 Dr. Rini Pundir IQAC/TIC 23.8.19

25. Dr. Rakhee Chauhan IQAC 23 Aug. 2019

Date	30	8	2019
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Taking Academic Audit of Journalism dept

Dr Rashmi Chaudhary

Submitted

Meeting

A meeting of Value Added Course Committee was held on 03-09-2019 at 11:00 AM in Principal office to discuss about the Fund Allocation to these courses (Proposed) of concerned departments.

The following members were present in the meeting.

S.No.	Name	Dept.	Sign
1	Dr. Punam Sachdeva	Commerce	Punam Sachdeva
2	Amit Gupta	A.O (Acts)	
3	Dr. Nidhi Kapoor	Commerce	
4	Vikas	Sr Asst	
5	Dr. Ruchi Tyagi	IQAC	Ruchi
6	Dr. Tarkeshwar	IQAC	
7.	Dr. Rini Pundir	Convenor-Value Added Courses	

- Allotment of fund from which sector? - Student fund
-

A meeting with IQAC and criteria Convenors was held on 4.9.19 at 10 a.m in Principal office. Agenda was to discuss criteria II with its convener Dr Varsha Singh and criteria convenors following members were present:

Dr Rakhee Chauhan — 4 Sep 2019
Dr. Nidhi Kapoor. — 4/9/19
Dr Divya Verma — 4/9/19
Dr Seema Sahdev — 4.9.19
Dr. Rini Pundir — 4/9/19
Dr K. Vandana Rao — 04/09/19
Dr. Varsha Singh — Varsha 04/09/19
Dr Prempal Singh — Prempal Singh 04/09/19.

A meeting of Budget Allocation Committee was held on 05-09-2019 at 12:00 PM in Committee Room to discuss about the Budget Allocation for the financial year 2019-20 as per the key heads mentioned in AQAR format and NIRF, ARIIA etc.

The following members were present in the meeting.

S.No.	Name	Department	Sign
1	Dr. Punam Sachdeva	Commerce	Punam Sachdeva
2	Dr. Nidhi Kapoor	Commerce	
3	Mr. PRAVEEN KUMAR BABLU	H/C	Pran
4	Dr Ruchi Tyagi	IQAC	Ruchi
5	Dr Tarkeshwar	IQAC	Gautam
6			

Agendas:

- The committee has observed the fund positions and provision under various heads.
- A guideline to be prepared and various areas and sub-areas to be classified with respect to the category of facilities like
  - Academic facility
  - Support facilities
  - Physical facilities
  - Infrastructure facilities

- In Academic facility - Class room head may include - Projector, Board,
  - Excursion, visit, Trips (Education)

- In support facility - Photo copy may be committed
  - Drying jam facility may include -
    - Disable friendly washroom
    - Tactile path for VI, Reader
    - facility in library
    - A committee for Technical verification to be constituted including EOC Convener, Care Taker, Dr Vinita Dr. Gurjan Verma

- Safe Drinking Water :- RO System to be upgraded to 6000 + 4000 = 10000 L Capacity
  - Water cooler installation and proper cleaning
  - AMC for Cleaning (Mechanical Cleaning)
  - Head.

- Canteen :- Maintainance
  - Electricity
  - Water storage
  - Head. (Budgetary)

Green Energy :- Solar energy Panel installation
- on new areas
  - Parking
  - Hostel
  - Science Block

- Recreation Room: - Common Room furniture
  - Staff room - Seating area + Furniture, AC-2 Table Cloth.

- Physical facility :-

Probable

No Budget

- Class rooms - New scope } SA Block
- Tutorial Room - " " } SC Block
  Cyber centre
- Toilet - ① Cyber Centre Girls & Female
  ② Admin block.
- Designated Parking :- Two wheeler Shade
  - Parking - Semi Pakka
  Semester project (for I st floor tutorial)

- Infrastructure facility :- WiFi

Photostat of 3 depts. Political Science, Journalism and Physics were left; Taking Academic Audit of these depts.

06 - 09 - 2019 Dr Rashmi Chaudhary

Submitted back the academic audits

Dr Rashmi Chaudhary

Meeting

A meeting of IQAC & Automation, digitization & computation support team was held on 09.09.2019 at 12:00 AM in IQAC Room to discuss to start of documentation & compilation of criteria files. The following members were present.

S.No	Name	Dep.	Sign
1.	Ezra John	Journalism Crit. V	
2.	Dr Vinita Mam	Criteria IV	9/9/2019
3.	Dr Amit Kumar	PART A, CRIRR	9/9/18
4.	Dr. Prempal Singh	Prempal Sh 9/9/19	Crit VI & VII
5	Dr Seema Sekhar	Criteria 6.VI	
6.	Dr Divya Verma	IQAC	
7	Dr Rashmi Chaudhary		
8.	Dr. Tarkeshwar	IQAC	

Meeting

A meeting of Budget Allocation Committee was held on 11.09.2019 at 10:00 AM. in Committee room to discuss & review about previous balances and allocation of the sum in various heads. The following members were present in the meeting.

S.N.	Name	Deptt.	Sign
1	Dr. Poonam Sachdeva	Com.	Poonam Sachdeva 11/9/19
2	Dr. Ruchi Tyagi	IQAC	
3	Dr. Nidhi Kapoor	Com., Bursar	Nidhi 11/9/19
4	Dr. Tarkeshwar	IQAC	Gautam 11/9/19
5	Mr. Amit Kumar	off. A.O -	11/9/19
6	Mr. Praveen Kr. Babloo	A/c Sec.	

- Budget allocation for 2018-19 to be filled completely
- All Science TICs are may be requested to prepare requirements of labs (in different heads) for 2 years.
- Lab Develop fund committee to be requested to look into the matter
- Projector fund - Rs. 25L
  - ~~Photo~~ Print facility for teacher (within paper)
  - Desktop may be installed/dedicated for Departments in Teacher Cyber Centre.
- Games fee - 4 paise may be allocated for sports kits (of good quality).
- Value added courses may be started for S.F. & CA fund. (10% of balance) & may be assessed for 2019-20
- 70% may be taken from Games fees.

Medical facility

- Facilities may be upgraded in Medical Room like. Refrigerator, Medical instruments etc fresh requirements may be thought from them.

A meeting of General Assembly convener & IQAC core Committee was held on 13.9.2019 at 12:00 PM in IQAC Room. to discuss the arrangement & preparation of General Assembly to be held on:

I yr - 18/09/2019
II & III yr - 25/09/2019

The following members were present in the meeting.

S.NO	Name	C.A group/dept	Sign
1	SONIA KHOJAMAN	II nd Year	13/9/19
2	Dr. Deepak Yadav	IIIrd year	
3			
4			
5			
6	Seema Sekder	IQAC	
7	Ruchi Tyagi	IQAC	13.9.19
8	Tarkeshwar	IQAC	13.9.19

A meeting of the Teachers-Incharge with IQAC was held at seminar Room at 2.00 P.M with officiating Principal in Chair.

Agenda:

Academic & Activity Plan for the year 2019-20
Curriculum Plan
Faculty Profile
Mentor & Mentee List

following members were present:

S.No	Name (IIC)	Department	Signature
1.	Sweety	Comp. Sc.	
2.	Sudha Pandey	Phy. Edu.	
3.	Sudesh Bhuchej	Botany	
4	Seema Sahdev	Geography	
5.	For Dr. Rini Pundir	History	Richa Mani
6.	Pankaj Kumar	Commerce	
7.	DR. Sunita Mangla	Vocational	
8	DR PUNAM TYAGI	Journalism Economics	
7	DR. Dilesh Roy	D Pharm (SKT)	
8.	Ms Anshu Chotani	Mathematics	
9	Dr. Sudha Gulati	Physics	
10.	Dr. Amit for Dr. S. Nupika	for Chemistry	
11.	Dr. Ujjal Kumar	BA Prog	
12.	Dr Pallice Chauhan	IQAC	
13.	Dr Ruchi Tyagi	IQAC	Ruchi 16 Sep. 19
14.	Dr. Tarkeshwar	IQAC/Zoology	16/9/19

Meeting of the IQAC with Incubation Centre Convener was held on 17 September, 2019 at Principal's Room with Officiating Principal in Chair at 12:05 PM with S.O.

Following members were present:

Dr Rakhee Chauhan IQAC 17 Sep 2019

Dr. Varsha Singh Convener Incubation centre

Amit Gupta IQAC/SO(A/c)

- Incubation will print a letter pad and stamp.
- All the planters will be purchased from the College Incubation Centre.

IQAC Meeting

A meeting of full IQAC with Governing Body, External Experts was held on 21.9.2019 at 10:00 am in Seminar room to discuss the AQAR-2018-19 after presentation of all criteria by respective convenors, and to seek suggestion, inputs & advice regarding AQAR.

The following members were present in the meeting:

S.No.	Name	Dept.	Sign
1	Vandana Gupta	Comp. Sc. (IT, Infra)	
2.	Sudha Pandey	Alumni Representative	21/9/19
3.	Kanika Gaur	Criteria 4	21/9/19
4.	Shalini Sharma	Criteria 4	21/9/19
5.	DR Meena Chakunda	Dept. of Pol. Sc. CSC/ST Cell representative	21/9/19
6.	Manila Narzary	(Nec Criteria V	
7.	Dr. Vinita Meena	Criteria 5	21.9.19 21/9/2019
8	DR RACHANA KUMAR	Criteria II Science representative	RKumar 21/9/19
9.	Dr. NIDHI KAPOOR	Criteria VII/Bursar	21/9/19
10.	Ms. Sonia Kanoj	NSS & Extension Activities	21/09/19
11	Dr Divya Verma	Botany/IQAC	21/9/19
12	Dr Seema Sahdev	Geog/IQAC Criteria VI	21.9.19
13.	Gunjan Verma	Criterion-6	21/9/19

Date

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S.N.	Name	Dept.	Sign.
14	Sanjay Kumar, Sr. Asstt.	Mast	
15.	Pravesh Kr. Bas/w.	Accounts	
16	VIKAS SHARMA	Acc.	
17	Dr. Shanup Bai	ECA	Shanup Bai
18.	Dr. Varsha	Student Union — Crit I, II, III	Varsha
19.	Dr. Amit Kr		
20	Dr Rakhee Chauhan		2 Sep 2019

A meeting of the IQAC with Principal in chair, Supervisor Sulabh, Caretakers - Mr. Bhardwaj and Mr. Hemant Nanda and S.O Admin, Mr. Amit Kumar was held in the Principal's room at 12.15 p.m.

- Washroom of students situated in Admin Block, TRI and SA Blocks are not well maintained
- Water scarcity was discussed. It was complained by students that after certain time water is not available in the coolers.
- The problem of sewer was also discussed.
- Caretakers were instructed to see those complaints and given a time till Saturday to work on these complaints.
- Principal along with caretakers took the round after General Assembly of III & II Year.

Following members were present

Dr Rakhee Chauhan IQAC

Dr Ruchi Tyagi IQAC Ruchi

Mr. Amit Kumar

Mr. Hemant Nanda

Mr. Bhardwaj

Mr. Deepak Nath

A meeting of IQAC was held on 16th October 2019 at IQAC Room at 2:00 pm

Agenda: To plan and discuss about the FDP to be held in December

→ Number of Participants decided - 50-60 approximately

→ Venue decided - Seminar Room

→ Stationary (Registration kit) Clear bag,

→ Note Pad, Programme detail, Pen, I-card?

→ Dates decided - 17th December - 23 December

Topic - Recent Trends in Research Methodology, e-content and statistical Tools in Open Education World

24 sessions - Minimum 12

Workable - 21 sessions - 05 each

following members were present during the meeting:

Dr Rakhee Chauhan — 16 oct 2019

Dr. Tarkeshwar — 16/10/19

Dr Ruchi Tyagi — 16-10-19

Dr Pankaj Singh — 16/10/19.

A meeting of IQAC was held on 18th Nov. 2019 at IQAC Room at 11.a.m.

Agenda: To discuss about the FDP to be held from 17-23 December, 2019.

→ Topic - "Recent Trends in Research Methodology, E-Content and Mathematical-statistical Methods in Open Education World"

→ 22 working sessions

→ Resource Persons decided according to their specialisation.

Following members were present:

Dr Tarkeshwar

Dr Ruchi Tyagi - Ruchi 18.11.19

Dr Rakhee Chauhan - 18.Nov.2019

Dr Prempal Singh - Prempal Singh

A meeting of IQAC and Research Project Allocation Committee was held on 09.01.2020 at 12:30 PM in Principal Office in the presence of Chair, Dr. Anjula Bansal (Principal) to discuss the following agenda with the following members.

1. Dr. Tarkeshwar Gautam 09/01/2020
2. Dr Ruchi Tyagi Ruchi 09-Jan-2020.
3. Dr. Varsha Singh - Varsha
4. Sanjeev Kumar — Sanj

Agenda: 1. Reimbursement of Participation fee of conference/seminar/workshop/FDP, whether it may be allocated in Project fund or a seperate corpus may be created.

2. Only for project work presentation/relevant participation may be allowed

3. Lowest & highest limit may be marked Rs. 2000 or 10% of project fund. (Which ever is lower)

4. Privilege/Preference to given for Student participation.

5. Project review by experts on receipt of mid-term project report.

6. Experts may be called from diff fields

7 Presentation of mid term report in I week of Feb

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A meeting of IQAC and Budget Allocation Committee was held on 09.01.2020 in the Principal Office in the presence of Chair, Dr. Anjula Bansal, the following members were present in the same.

S.No.	Name	Sign.
01	Dr. Punam Sachdeva	Punam Sachdeva 09/01/2020
02	Dr Ruchi Tyagi	Ruchi 09-Jan-2020
03	Dr. Tarkeshwar	Tarkeshwar 09.01.2020
04	Dr. Nidhi Kapoor	Nidhi 9/1/2020
05	Amit Gupta	Amit 09/1/2020
06	Praveen Kr. Baslw	Praveen 9/1/20

A meeting of the IQAC and Software Provider was held on 17 January, 2020 at Committee Room with Principal Ma'am in Chair at 2.40 P.M.

Following members were present:

1. Lakhoe Chauhan — 17 Jan. 2020
2. Ruchi Tyagi — 17 Jan 2020
3. Amit Gupta — 17/1/2020
4. Praveen Kumar Badlw — 17/1/2020
5. Bhupendra Nath Pandey / Director MANACLE TECHNOLOGIES Pvt Ltd. — 17/1/2020
6. Punam Saehdeva — 17/01/2020

Matter discussed about the software problems.

JATINDER PAL SINGH — 17/01/2020
Sanjay Kumar — 17/1/2020
Sanjay Kumar
Gaurav Kumar

It was decided that admin and accounts staff will give their problems in writing per month to Mr. Sanjay and Mr. Parveen respectively and one person from Software will come once in a month and rectify all the problems.

A meeting of the IQAC with ICT Academy was held on 22 January, 2020 at Principal's room with Principal Ma'am in Chair at 1:00 P.M following members were present:

1. Divya Verma — 22/1/2020
2. Rakhee Chauhan — 22 Jan 2020
3. Lovetesh Kumar, ICT Academy — 20/1/2020
4. DR Meena Chaurasia, — 22/1/2020

It is decided that IQAC and Students Union will organise a digital literacy programme in collaboration with ICT Academy.
Module of Digital Literacy will be - Introduction to computers, parts & Accessories, MS Office, Email and Internet and Computer Application.
Initially 40 students of different subject background will be trained in the month of February. College will provide the space/lab/computers. Students will be registered through a link shared by the ICT Academy. Minimum of 85% attendance will be necessary to complete the course after which an assessment will also be conducted. ICT Academy will provide course materials for the students.

22 Jan. 2020

Date
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A meeting of IQAC with Principal Madam in chair was held on 30th January 2020 at 12:30 PM in Principal Madam Room. Following members were present and work allocation was done among them.

1. Dr. Ruchi Tyagi — Ruchi 30-Jan-2020
2. Dr. Rakhee Chauhan — 30 Jan. 2020
3. Dr. Rini Pundir — Rini 30.1.2020
4. Dr. Divya Verma — 30/1/2020
5. Dr. K. Vandana Rani — 30/01/2020
6. Dr. Varsha Singh. — Varsha Singh 30/01/2020

Responsibilities of IQAC Core Team Members

AQAR 2019-20		
Meetings with all Criteria Conveners		
AQAR PART – A		• Dr. Ruchi Tyagi • Dr. Rakhee Chauhan
AQAR PART – B		
I.	Curriculum Aspects	• Dr. Rakhee
II.	Teaching-Learning and Evaluation	• Dr. Divya
III.	Research, Consultancy and Extension	• Dr. Rini Pundir
IV.	Infrastructure and Learning Resources	• Dr. Nidhi (with Mr. Amit Gupta)
V.	Student Support and Progression	• Dr. Varsha Singh
VI.	Governance, Leadership and Management	• Dr. Seema Sandev
VII.	Innovations and Best Practices	• Dr. K. Vandana Rani

S.NO	TEAM MEMBERS	WORK ALLOCATION
1.	Dr. Ruchi Tyagi Dr. Rakhee Chauhan	• Meetings with Departments, Committees, Cells, Library • Review visits to all labs, departments, facilities, etc. library, admin office, account. • Professional Development- Teaching, Non-Teaching and Students • Code of Ethics- Professional • Human/ Universal and Professional Values • Research Projects • Resource Mobilization • Allocation of Budget • PTSI and Alumni related matters
2.	Dr. Varsha	• General Assemblies- I, II, III Year and Complaints • Feedback- Students Satisfaction Survey Records and Follow up of Following: • Grievance Redressal • Financial Assistance- Scholarship etc. • Students Welfare • Extension Activities and Community Outreach • Students Progression and Placements
3.	Dr. Rini Pundir	• Uploading of Students Record of 2019-20

		Record and Follow-up of following: Student's Activities- Curricular, Extra Curricular • Cultural Clubs • Diversity Data and Drop out • Outstation Students • Coaching, Remedial Classes, Value-added and Add-on courses, Career Counselling • Differently Abled Students- Activities • Language Lab • Alumni • Medical
4.	Dr. Divya 30/1/2020	• Administrative Audit- Internal and External • Academic Audit- Internal and External- Performa filling of all Departments • IQAC meeting minutes (frame and uploads)
5.	Ms. Seema Sahdev	• Incubation • Innovation • Entrepreneurship • Skill Enhancement • Collaboration • MoU • Linkages with Institutions and Industries • Internship in College and other Institutions
6.	Dr. Nidhi Nidhi 30/1/2020	• Infrastructure Related Matters • Physical • Library
7.	Dr. K. Vandana Rani 30/01/2020	• Waste Management • IT Related Matters- e- content, Internet Wi-Fi etc. • MIS • Repository- all data follow-up

Coordinator | Co-coordinator | Co-coordinator

A meeting of the IQAC core members was held in the IQAC room on 31/01/2020 at 12:30 p.m.

Following members were present:

Dr Rakhee Chauhan
Dr Divya Verma
Dr. Nidhi Kapoor 31/1/2020.
Dr. K. Vandana Rani 31/01/2020
Dr. Varsha Singh Varsha Singh 31/01/2020

Agenda - Discussion with members on Criterions and Assembly

The committee discussed future course of action for the following:-

1. AQAR 2019-20
2. Academic audit
3. Administrative audit
4. Criterias for 2019-20
5. General Assembly for I, II and III years - decide the dates and venue
6. Discussion on "MIS" from point 7

A meeting of the IQAC and software provider was held in the Committee ~~member~~ Room at ~~#10~~ 11.10 a.m on 4 feb. 2020.

Following members were present:

Dr Rakhee Chauhan — 4 Feb. 2020
Dr. Nidhi Kapoor — Nidhi 4/2/2020
Dr Ruchi Tyagi — Ruchi 04-Feb-2020
Dr. K. Vandana Rani — 04/02/2020
Dr. Punam Saehdeva — Punam Saehdeva 04/02/2020
VIKAS SHARMA — V
Sanjay Kumar — S

Points to be included in software in future

→ attendance sheet of 12 months for the next Academic Session.
→ UPC of all papers semesterwise
→ Entire detail of students to be uploaded/entered by admin office
→ leave application module
→ Salary slip module
→ To activate Internal Assessment module
→ Salary slip module
→ To assign password and train TICs for the above point and also for the calculation of short attendance at department level.
→ static IP so that App for the software can be made functional (already prepared by Mr. Bhoopender)

Problems related to software will be taken care of by the software provider - Mr. Deepak Mehra from Miracle within a week (13 feb. 2020)

K. Vandana (Teaching), Sanjay (Admin) will coordinate

→ Software provider will send one person every second Tuesday for the problems faced by the college.

→ Next admission committee will also be invited for the training of software

→ Next meeting of the software will be on 19th feb. 2020

Ruchi 04-Feb-2020 Nidhi 4/2/2020 04/02/2020

A meeting of the IQAC Core Committee with Value added Course committee was held at Principal room with Principal in chair on 10 feb 2020 at 11.45 am.

Following members were present during the meeting:

1. Dr. Nidhi Kapoor IQAC Committee — 10/2/2020
2. Dr Ruchi Tyagi IQAC — 10-Feb-2020
3. Dr. Indu Choudhary Economics — 10/02/2020
4. Amit Gupta Offg. A.O — 10/2/2020
5. Dr Rakhee Chauhan — 10 feb. 2020

IQAC and Software provider meeting at 1.10 p.m at Principal Room.

following members were present:

Dr Rakhee Chauhan — 10 Feb. 2020
Dr. Nidhi Kapoor — 10/2/2020
Dr Ruchi Tyagi — 10-Feb-2020
Amit Gupta — 10/2/2020

It was informed that software provider is working on resolution of problems submitted by administrative staff of the college. The problems will be resolved and service provider will visit the college premises on 13/02/2020. In view of strike on 13.02.2020, Software provider will come on 17.02.2020 till the problems resolved, he will come again and again.

A meeting of the IQAC Core members was held in the IQAC Room on 12/2/2020 at 12:30pm. to discuss the status report of individual work.

Following members were present.

1. Dr Rudri Tyagi — Rudri 12-Feb 2020
2. Dr. Nidhi Kapoor — 12/2/2020.
3. Dr Ratchee Chauhan — 12 Feb 2020
4. Dr Seema Sahdev — 12.2.20
5. Dr. Rini Pundir — 12.2.2020
6. Dr Divya Vani — 12/2/2020.
7. Dr K Vandana Rao — 12/02/2020
8. Dr. Varsha Singh — 12/2/2020

- Dr Nidhi Kapoor has to prepare the draft for admin audit for accounts and Administrative office.
- Dr Seema Sahdev will follow up with convenors of various cells of the college.
- Dr. Vandana will follow up with Connecting throughout College & also towards e-content from Convener Dr. Punita Verma & Dr. Vandana Gupta.
- Dr. Varsha Singh needs to take confirmatory date for General Assembly from Principal Madam.
- Dr. Rini Pundir - Work in progress for Eco & Sports dept. for the other heads meeting with Principal Madam will be scheduled for follow up.

Minutes

A meeting of the IQAC core members with the Principal in chair was held on June 1st, 2020 at 3:00 pm through Google meet for the following agenda:

- New guidelines for AQAR
- New composition of IQAC
- Action taken report of the work allotted to the IQAC Core members
- AQAR 2019-20

Following members were present in the meeting

Dr Rakhee Chauhan

Dr Divya Verma

Dr Varsha Singh

Dr Rini Pundhir

Dr Seema Sahdev

Dr Nidhi Kapoor

Dr K Vandana Rani

The meeting started with a welcome/thanks note for the Principal.

Guidelines for the IQAR 2020-21 were discussed in detail.

Change in composition of the new IQAC was proposed by Dr Rakhi Chauhan and advised to include representative from all the stakeholders.

Updation of record keeping of the offices was also proposed.

Name of Ms Asha Rawat was recommended by the Principal for record keeping and other clerical work related to IQAC.

All the members suggested for updating the college website and include a full dedicated page for IQAC.

It was proposed that feedback from the stakeholder is an important tool for the progress of any institution. The feedback mechanism should include filling of feedback proforma by the stakeholders, followed by data analysis and action taken report.

Dr Varsha Singh was given the task feedback.

It was also suggested that feedback can be linked to the clearance form to get maximum participation for the year 2020-21.

All the members were of the opinion that the college should work in the direction of organising inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. The college should enhance quality related activities including adoption and dissemination of best practices. It was decided to associate IQAC with all the events of the college.

It was decided that once the lockdown will be over the college will initiate the process of MIS software.

It was proposed in the meeting that e-version of all the reports, Journals and magazines should be released without waiting for the lockdown to be over.

There after action plan for individual criteria of IQAR 2019-20 were discussed with the respective members.

The meeting ended with a vote of thanks by the coordinator Dr Rakhi Chauhan.