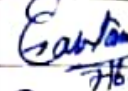
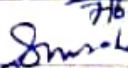
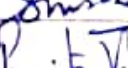
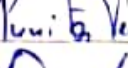



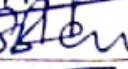

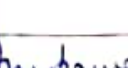
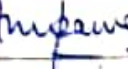
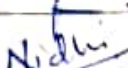
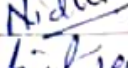
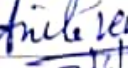
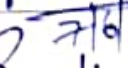


## Meeting

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.	Talwalswar	IQAC	
2.	Seemosalda	IQAC	
3.	Punita Verma	IQAC	
4.	Dinya Verma	IQAC	
5.	Amit Gupta	IQAC	
6.	Shamprati	Prospective Committee	
7.	Ampawa	Commerce	
8.	Dr. Nidhi Kapoor	Commerce	
9.	ANITA VERMA	Commerce	
10.	Santa Kambij	Commerce	
11.	Rajni	Commerce	
12.	Purnam	Commerce	
13.	Praveen K. Bhatnagar	Tech. Team	
14.	Vishay Bhatnagar		
15.	Dr. Pankaj Kumar		

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

Following members were present in the meeting:

S.No	Name	Dept./Criteria no.	Sign.
1.	RACHANA KUMAR	Phy / Criterion II	AKumar
2.	PUSHPA BINDAL	Phy / Criterion II	PBindal
3.	Dr. Nidhi Kapoor	Criteria III	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. III	Indu Choudhary 19.6.19
8.	Amit Gupta	IQAC	Amit Gupta 19/6/19
9.	Shalini Sharma	Criteria IV	Shalini Sharma 19/6/19
10.	Dr. Seema Sahdar	Criteria VI	Seema Sahdar 19/6/19
11.	Ms. Gunjan Verma	" VI	Gunjan Verma 19/6/19
12.	DR. ANITA CHATURVEDI	" VI	Anita Chaturvedi 19/6/19
13.	Dr. Rakhee Chaturvedi	IQAC	Rakhee Chaturvedi 19 June 2019
14.	Dr. Ruchi Tyagi	IQAC	Ruchi Tyagi 19/6/19
15.	Dr. Tarakeshwar	IQAC	Tarakeshwar 19/6/19

I Report of Crit - 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. PDS & 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 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 SINGH	Physics / Criteria II	P Singh
3.	Dr. Varsha Singh	Zoology / criteria II	Varsha
4.	Dr. Saravar Sobarn	Botany / Criteria I	Saravar
5	Ms. Shalini Sharma	Comp. Sc Criteria IV	Shal
6.	Ms. Keenika Gaur	Librarian / Criteria IV	Keenika
7.	Dr. Vinita Meen	Criteria V (Pol. Sc)	Vinita
8.	Manila Manzang	Criteria V	Manila 25/6/19
9.	Dr. Divya Vema	Botany / IQAC	Divya
10	DR. AIKA CHATURVEDI	Commerce Criteria 6	Aika 25/6/19
11	Dr. Seema Sarda	Conv Criteria 6	Seema
12.	Dr. Ruchi Tyagi	IQAC	Ruchi 25/6/19
13	Dr. Rakhee Chauhan	IQAC	Rakhee 25 June 2019
14	Dr. Tarkeshwar	IQAC	Tarkeshwar 25/6/19
15.	Dr. K. Vandana Rai	Criteria VII	Vandana 25/6/19

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

A meeting of IQAC Core Committee was held in Seminar Room at 4.30 p.m. on 25 June 2019 to discuss action plan of IQAC and AQAR 2017-18. Following members were present:

S.N.	Name	Sign
1	Dr Seema Sahdev	Seema Sahdev 25.6.19
2	Dr Ruchi Tyagi	Ruchi Tyagi 25.6.19
3	Dr Divya Vermani	Divya Vermani 25/6/19
4	Dr Rakhee Chaurhan	Rakhee Chaurhan 25 June 2019
5	Dr Tarkeshwar	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 Rakhee.

Criteria - II - Dr Tarkeshwar and Dr Divya

Criteria - III - Dr Rini Pundir

Criteria - IV - Dr Divya & Mr. Anil Gupta

Criteria - V - Dr Rakhee Chaurhan

Criteria - VI - Dr Seema Sahdev

Criteria - VII - Dr Rakhee Chaurhan

A meeting of the External Academic Audit with TICs and IOAC, 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, B.U  
 Dr. Sunaina Kanjia, Department of Commerce  
 Delhi University

S.No.	TIC/Department	Sign.
1.	Chairy Sar, English	Chairy
2.	Dr. Rini Pundir History	Rini
3.	Dr. Diya Venu. (IOAC)	Diya
4.	Dr. Seema Sarda Geog/IOAC	Seema
5.	Dr. Indu Choudhary Eco.	Indu
6.	Dr. Purvraj Tyagi J.C.	Purvraj
7.	Dr. Tarkeshwar IOAC	Tarkeshwar
8.	Dr. Rakhee IOAC/Pol.Sc.	Rakhee
9.	Dr. Ruchi Tyagi IOAC	Ruchi
10.	Dr. Anand Kumar - B.Voc.	Anand
11.	Ms Anshu Chotani (Maths)	Anshu
12.	Dr. Rishi (Maths)	Rishi
13.	Dr. Disha Kaur	Disha
14.	Mrs Renu Gupta	Renu
15.	Dr. Sunita (Journalism)	Sunita



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. <i>[Signature]</i>
2.	Department of Geography	10.00 a.m. <i>[Signature]</i>
3.	Department of Hindi	10.30 a.m. <i>[Signature]</i>
4.	Department of History	11.00 a.m. <i>[Signature]</i>
5.	Department of Music	11.30 a.m. <i>[Signature]</i>
6.	Department of Political Science	12.00 noon <i>[Signature]</i> 12 July 2019
7.	Department of Sanskrit	12.30 p.m. <i>[Signature]</i>
8.	Department of Journalism	1.00 p.m. <i>[Signature]</i>

S.No	Name of the Department	Time
1.	Department of Economics	10.00 a.m. <i>[Signature]</i>
2.	Department of Commerce	10.30 a.m. <i>[Signature]</i>
3.	Department of Mathematics	11.00 a.m. <i>[Signature]</i>
4.	Department of B.Voc	11.30 a.m. <i>[Signature]</i>

IQAC DESK

*[Signature]*  
12/7/19

*[Signature]*  
12 July 2019

*[Signature]*  
12-Jul-2019

Principal

Principal  
Kalindi College  
East Patel Nagar  
New Delhi-110008

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

Dr Rakhee Chauhan

Dr Seema Saldar

Dr Dimple Vann

Dr Tarkeshwar

*[Signature]*  
12 July 2019

*[Signature]*

*[Signature]*

*[Signature]*  
12/7/19

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

*[Signature]*  
12 July 2019 *[Signature]*

*[Signature]*  
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 Sudhakar	[Signature]
2	Dr. Seema Sarda	Dr. IQAC
3	Dr. S. Bali Mehta	[Signature]
4	Ms. Shalini Sharma	[Signature]
5	Dr. Sulekh Bhushay	[Signature]
6	Dr. Rakhee Chauhan	Dr. IQAC
7	Dr. Tarkeshwar	Dr. IQAC/Zoology

20 July 2019  
 (Date)  
 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 Departmental Audit files.
3. Then Every one will be issued 4-5 Departmental <sup>Audit Reports</sup> and they exchange files on titillation basis.

The following members were present in the meeting.

1. Dr. Divya Verma (IQAC) Divya  
29/7/19
- II, III - 2. Dr. Ranpal Singh (A, D, E) Ranpal  
29/7/19
- I, II, IV - 3. Dr. Amit Kumar (A, D, E) Amit  
29/7/19
4. Dr. Tarkeshwar IQAC Tarkeshwar  
29/7/19
- III - 5. Dr. Rashmi Chandray (A, D, E) Rashmi  
29/7/19
- V - 6. Ezra John (A, D, E) Ezra  
29/7/19

A meeting of IQAC & Automation, Digitizing 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 Question and presentation

following members were present:

1. Dr. Rakhee Chauhan, - IQAC, Rakhee
2. Dr. Tarkeshwar IQAC Tarkeshwar
3. Dr. Divya Vema.
4. Dr. Anurag Pr (A, D, C, IQAC) - Anurag
5. Dr. Rashmi Chaudhary - Rashmi
6. Rupal Singh - Rupal Singh
7. Ezra John - Ezra John

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

Rashmi

10-8-2019

Dr. Rashmi Chandley

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

Dated 13-8-2019

Rashmi

Dr. Rashmi Chandley

Submitted Academic Audit of  
Pol. Sc. dept.

Dated 14.8.2018


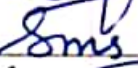
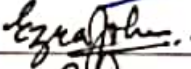
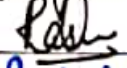
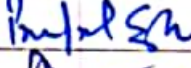

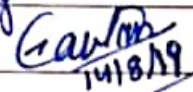

Rashmi

Dr. Rashmi Chandley

## Meeting

A meeting of the IQAC Core Group with Competential 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 Vana	
2	Dr Seema Saldar	
3.	Ezra John	
4.	Dr Rashmi Chandray	
5.	Dr. Pankaj Singh	
6.	Dr Rakhee Chavhan	 14 Aug. 2019
7.	Dr. Tarakeshwar	 14/8/19
8.	Dr. Amit Kumar	 14/8/19

### Agendas.

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

Collecting Academic Audit of Phy. Dept.  
Lab

19-8-2019

Dr Reshma Chandray

Submitted  
Rash

## 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 Stakeholders.
- Compilation and status of Criteria files.
- FDP to be conducted on 16-25 December 2019 for faculty in association & and collaboration to Hansraj College
- Timing for <sup>starts</sup> NAAC Compilation

- |                                   |                           |
|-----------------------------------|---------------------------|
| 1) Dr Ruchi Tyagi                 | Ruchi<br>20.8.19          |
| 2) Dr Seema Sahdev                | Seema Sahdev              |
| 3) Dr. Rakhee Chouhan             | 20.8.19<br>Rakhee Chouhan |
| 4) Dr. Tarkeshwar                 | Gaurav<br>20/8/19         |
| 5) Dr Divya Vans                  | Divya                     |
| 6) Dr. Amit Kr                    | Amit<br>20/8/19           |
| 7) Dr Premal Singh - Premal Singh | Premal Singh<br>20/8/19   |
| 8) Dr Rashmi Chandray - Rashmi    | Rashmi<br>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.

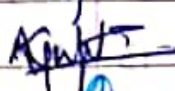
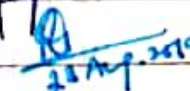
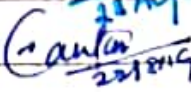
following members were present during the meeting


1. Dr. Rakhee Chauhan A  
21 Aug 2019
2. Dr Seema Saldar S  
21.8.19
3. Dr. Rini Pandit R  
21.8.19
4. Dr. Divya Verman Div  
21/8/19
5. Dr. Amit K A  
21/8/19
6. Dr. Tarakeshwar T  
21/8/19

*[Faint, illegible handwritten notes in blue ink]*

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 same

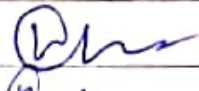
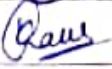
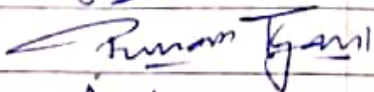
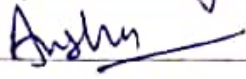
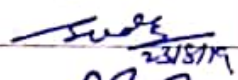
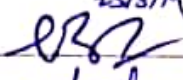
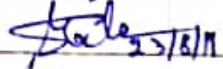
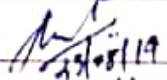
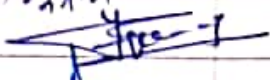

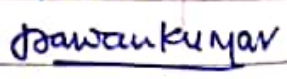
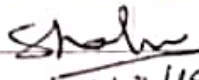
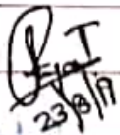
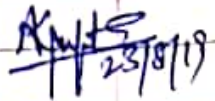
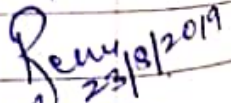
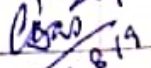
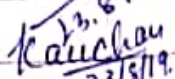
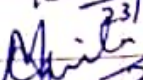
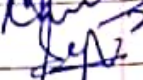
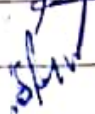
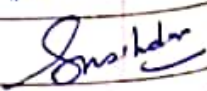


- Website matter / data crashed due to University of Delhi Computer Centre Server problem.
- All data to be uploaded and Technical error to be notified. (for 2017-18 onward)
- A meeting of website committee to be held on 28/8/19
- A meeting of TICs. on 28/8/19 for website content
- Full IQAC meeting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

S No	Name.	Sign.
1	Amit Gupta	
2	Rakhee Chhabra	
3	Tarakeshwar	
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) Kaenika Gaur 
- 3) DR Purnam Tyagi 
- 4) Ms Anshu Choudhary 
- 5) Ms Sunita Pandey 
- 6) Vinay 
- 7) Sushil Malik 
- 8) Harshvardhan 
- 9) Dr. Yogendra Meena 
- 10) Anshula 
- 11) Mr Pawankumar 
- 12) Ms Shalini Sharma 
- 13) Ms. Ardia Ramya 
- 14) N. Amit Gupta 
- 15) Renu Gupta 
- 16) Charly Das 
- 17) Dr. Kanchan Bataa 
- 18) Manika Marang 
- 19) DR. BUNITA MANGLA 
- 20) Dr. S. S. Mehta 
- 21) Dr. Seema Solder 
- 22) Dr. Utkal Kumar 
- 23) DR. Deepa Raj 

24 Dr. Rini Pundit IQAC/TIC

Dr. 23.8.19

25. Dr. Rakhee Chavan IQAC

R. 23 Aug. 2019

Yakuj Academic Audit of Journals  
dept

Rab  
Dr Rashmi Chandray

Submitted

Rab

### 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.

<u>S. No.</u>	<u>Name</u>	<u>Dept.</u>	<u>Sign</u>
1.	Punam Sachdeva	Commerce	<u>Punam Sachdeva</u>
2.	Amit Gupta	A.O (Offs)	<u>A</u>
3.	Dr. Nidhi Kapoor	Commerce	<u>(NK)</u>
4.	Vikas	Sr. ASH	<u>V</u>
5.	Dr. Ruchi Tyagi	IQAC	<u>Ruchi</u>
6.	Dr. Tarkeshwar	IQAC	<u>Tarkeshwar</u>
7.	Dr. Rini Pundir	Convener-Value Added Course	<u>Rini</u>

- Allotment of fund from which sector? - Student fund

A meeting with IOAC and Criteria Conveners was held on 4.9.19 at 10 a.m in Principal office. Agenda was to discuss criteria II with its convenue Dr Varsha Singh and Criteria conveners following members were present:

Dr Rakhee Chauhan

Dr. Nidhi Kapoor.

Dr Dinya Vermana

Dr Leema Sakhder

Dr. Rini Pundir

Dr. K. Vandana Raw

Dr. Varsha Singh

Dr Ranspal Singh

Dr Sep 2019

Dr 4/9/19

Dr 4/9/19

Dr 4.9.19

Dr 4.9.19

Dr 04/09/19

Dr 04/09/19

Dr 04/09/19

Dr 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 NSRF, ARIIA etc.

The following members were present in the meeting.

S.No.	Name	Department	Sign
1	Dr. Purnam Sachdeva	Commerce	<u>Purnam Sachdeva</u>
2	Dr. Nidhi Kapoor	Commerce	(NK)
3	Mr. PRAVEEN KUMAR BABLEW	H/c	Pran
4	Dr. Ruchi Tyagi	IQAC	<u>Ruchi Tyagi</u>
5	Dr. Tarkeshwar	IQAC	<u>Tarkeshwar</u>
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 (Educational)

- Inception facility - Photo copy may be omitted

- Dryang jam facilities may include -

- DDA friendly washroom <sup>capcha</sup>
- Tactile path for VE, Reader
- facility in laboratory
- A committee for Technical verification to be constituted is including EOC Convenor, Car Take, & Vinita Dr. Gurjan Varma

- Safe Water <sup>Drinking</sup> :- RO System to be upgraded to 6000 + 4000 = 10000 <sup>Capacity</sup> <sub>per day</sub>

- Water cost installation and cleaning
- AMC for cleaning (Mechanical cleaning)
- Head.

- Canteen :- Maintenance

- Electricity
- Water storage
- Head. (Budgeting)

- 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 facilities :-

~~no Budget~~

- Class rooms - New scope } Probable SA Block
- Tutorial Room - " " } So Block
- Toilets - (a) Cyber Centre grab & female
- (b) Admin block
- Designated Parking:- Two Wheeler Chada
- Parking - Semi Pakka
- Structure project (for 1<sup>st</sup> floor tutorial)

Infrastructure facilities :- WiFi



0  
Photostat of 3 depts. Political Science,  
Journalism and Physics were left.  
Taking Academic Audit of these  
depts.

06-09-2019


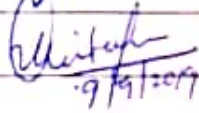

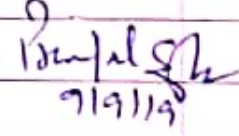

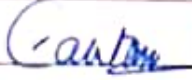
Dr. Rashmi Handley

Submitted back to academic audits

Dr. Rashmi Handley


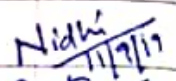
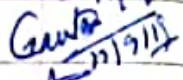
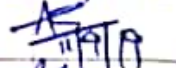
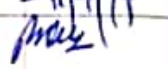
## Meeting

A meeting of IGAC & Automation, digitization & Computation support team was held on 09.09.2019 at 12:00 PM in IGAC Room to discuss the status of documentation & compilation of criteria files. The following members were present.

S.No	Name	Dep.	Sign
1.	Ezra John	Journalism Cat. <u>V</u>	
2.	Dr Vinita Meena	Criteria I <sup>th</sup>	 9/9/2019
3.	Dr Anur Kumar	ART A, CR 222	 09/09/19
4.	Dr. Premal Singh	Primal  9/9/19	CRIT VI <u>VII</u>
5.	Dr Seema sarda	Criteria <u>6.11</u>	
6.	Dr Dinya Verma	IGAC	
7.	Dr Rashmi Chandray	Lab	
8.	Dr. Tarakeshwar	IGAC	

## meeting

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

S.N.	Name	Dept.	Sign
1	Dr. Parnam Sachdeva	Conv.	
2	Dr. Ruchi Tyagi	EQAC	
3	Dr. Nidhi Kapoor	Conv., Bureau	
4	Dr. Tarkeshwar	EQAC	
5	Mr. Amit Kumar	Off. A.O.	
6	Mr. Praveen K. Babbar	Atc Sec.	

- Budget allocation for 2018-19 to be filled completely
- All Science TICs 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 25 L
  - ~~Photo~~ Print facility for teacher (within paper)
  - Desktop may be installed/dedicated for departments in Teacher Cyber Centre.
- Games fee - A part 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
- 20% may be taken from Games fees.

medical facilities

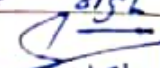
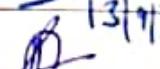
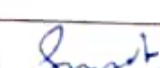
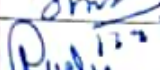
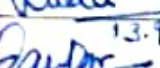
- Facilities may be upgraded in Medical Room like. Refrigerator, Medical instruments etc fresh requirements may be thought from them.

A meeting of General Assembly convenor & IQAC Core Committee was held on 13.9.2019 at 12:00 PM in IQAC Room, to discuss the arrangements & 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 same.

S.NO	Name	C.A group/dt	Sign
1	Soniakamode	II <sup>nd</sup> Year	 13/9/19
2	Dr. Deepak Yadav	III <sup>rd</sup> year	 13/9/19
3	/	/	/
4	/	/	/
5	/	/	/
6	Seema S. Kedar	IQAC	 13.9.19
7	Ruchi Tyagi	IQAC	 13.9.19
8	Tarakeshwar	IQAC	 13.9.19

A meeting of the Teachers - Incharge with IOAC was held at Seminar Room at 2:00 P.H 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 (TIC)	Department	Signature
1.	Sweety	Comp. Sc.	[Signature]
2.	Sudha Pandey	Phy. Edu.	[Signature]
3.	Sudesh Bhushij	Botany	[Signature]
4.	Seema Schidar	Geography	[Signature]
5.	FOR Dr. Rini Prudir	History	Richa Mani
6.	Pankaj Kumar	Commerce	[Signature]
7.	DR. Sumita Mangla	Vocational	[Signature]
8.	DR. PUNAM TATHI	Journalism & Economics	[Signature]
9.	DR. Deepa Rai	IT (Raj. SKIT)	[Signature]
10.	Ms Anshu Chohan	Mathematics	Anshu
11.	DR. Sudha Guleri	Physics	Sudha
12.	DR. Amit <sup>for Dr. Sandipika</sup> for	Chemistry	M2
13.	DR. Anupam Kumar	IoT Prog	[Signature]
14.	DR. Rakhee Chauhan	IOAC	[Signature]
15.	DR. Ruchi Tyagi	IOAC	Ruchi 16 Sep. 19
16.	DR. Tarakeshwar	IOAC/Zoology	[Signature] 16/9/19

Meeting of the IOAC 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, IOAC  
Dr. Varsha Singh, Varsha Convener Incubation Centre  
Anwit Gupta, Anwit IOAC/SC(AKI)

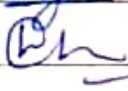
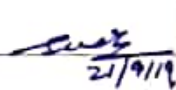
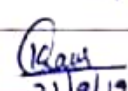
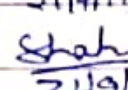

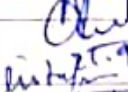
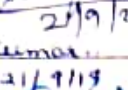

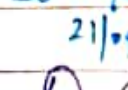
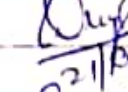
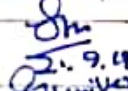
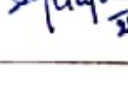

  
17 Sep 2019

- 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 conveners, and to seek suggestions 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.	Kaenika Gaur	Criteria 4	 21/9/19
4.	Shalini Sharma	Criteria 4	 21/9/19
5.	DR Meena Chakraborty	Dept. of Para CSC/ST cell representative	 21/9/19
6.	Manila Margaryan	Criteria 5	 21.9.19
7.	Dr. Vinita Meena	Criteria 5	 21/9/2019
8.	DR RACHANA KUMAR	Criteria II Science representative	 21/9/19
9.	Dr. NIDHI KAPoor	Criteria VII/Bussor	 21/9/19
10.	Ms. Smita Kambh	NSS & Extension Activities	 21/9/19
11.	Dr. Divya Verma	Botany/IQAC	 21/9/19
12.	Dr. Seema Jkda	Gen/IQAC Cell III	 21.9.19
13.	Gurjjan Verma	Criteria-6	 21/9/19



Date

Dept No.

60

Sign.

S.N.

Name

Dept

14. Sanjay Kumar, Sr. Asst. Prof.

Accountants

15. Praveen K. Bhatnagar

Accountants

16. VIKAS SHARMA

Ac

17. Dr. Shampika Bhatnagar, ECA Student

18. Dr. Varsha

Student

London

Varsha

19. Dr. Amit Kr

MD

20. Dr. Rakhee Chauhan

22 Sep 2019

A meeting of the IOAC with Principal in chair, Supervisor Lulabh, caretakers - Mr. Bhandari 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, TBI and S.A. Blocks are not well maintained
- Water scarcity was discussed. It was complained by students that after certain time water is not available in the canteen.
- 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 record after General Assembly of III & II Year. Following members were present:
  - Dr. Rakhee Chauhan IOAC Rakhee
  - Dr. Richi Tyagi IOAC Richi
  - Mr. Amit Kumar
  - Mr. Hemant Nanda Hemant
  - Mr. Bhandari
  - Mr. Deepak Nath

A meeting of IOAC was held on 16th October 2019 at IOAC 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
- Stationery (Registration kit) - Close 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

Dr. Tarakeshwar

Dr Ruchi Tyagi

Dr Pankaj Singh

16 Oct 2019

16 Oct 19

16-10-19

16/10/19

A meeting of IOAC was held on 18th Nov. 2019 at IOAC 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. Tarakeshwar

Dr. Ruchi Tyagi

Dr. Rakhee Chauhan

Dr. Premal Singh

*(Signature)*  
18.11.19  
*(Signature)*

Project Allocation

A meeting of IQAC and Research 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. Rueli Tyagi Rueli  
09-Jan-2020.
3. Dr. Varsha Singh - Varsha
4. Pinki Kumar - Pinky

- Agenda:
1. Reimbursement of participation fee of conference/seminar/workshop/FDP, whether it may be allocated in project fund or a separate 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. (whichever 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.

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 Bawal, the following members were present in the same.

S.No.	Name	Sign.
01	Dr. Punam Saehdeus	<u>Punam Saehdeus</u> 09/01/2020
02	Dr. Ruchi Tyagi	<u>Ruchi</u> 09-Jan-2020
03	Dr. Tarkeshwar	<u>Grantar</u> 09/01/2020
04	Dr. Nidhi Kapoor	<u>Nidhi</u> 7/1/2020
05	Anil Gupta	<u>Anil</u> 09/01/2020
06	Praveen Kr. Bahlw	<u>Praveen</u> 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. Lakhee Chauhan 17 Jan 2020
2. Ruchi Tyagi Ruchi  
17 Jan 2020
3. Amrit Gupta Amrit  
17/1/2020
4. Praveen Kumar Baslu Praveen  
17/1/2020
5. Bheopendra Nath Pandey / Director  
MIRACLE TECHNOLOGIES  
Pvt Ltd. ~~\_\_\_\_\_~~  
17/1/2020
6. Purnam Sachdeva Purnam  
Sachdeva  
17/1/2020

Matter discussed about the software problems.

JATINDER PAL SINGH  
Sanjay Kumar  
Sanjay Kumar  
Gaurav Kumar

~~\_\_\_\_\_~~ 17/1/2020  
~~\_\_\_\_\_~~  
Sury  
Gaurav Kumar

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

A meeting of the IOAC with ICT Academy was held on 22 January, 2020 at Principal's room with Principal Ma'am in Chair at 100 P.M. following members were present:

1. Divya Verma
2. Rakhee Chauhan
3. Lovkesh Kumar  
ICT Academy
4. Dr. Meena Chavhan

*Dr. Meena Chavhan*  
22/1/2020

*Lovkesh Kumar*  
22 Jan 2020

*Lovkesh Kumar*  
20/1/2020

*Dr. Meena Chavhan*  
22/1/2020

It is decided that IOAC 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.

*Dr. Meena Chavhan*  
22 Jan. 2020



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 ~~Rakhee~~  
30 Jan. 2020
3. Dr. Rini Paudyal Rini  
30.1.2020
4. Dr. Divya Verma Divya  
30/1/2020
5. Dr. K. Vandana Rani ~~K. Vandana Rani~~  
30/01/2020
6. Dr. Vansha Singh Vansha Singh  
30/01/2020

## Responsibilities of IQAC Core Team Members

AQAR 2019-20	
Meetings with all Criteria Conveners	
AQAR PART - A	<ul style="list-style-type: none"> <li>• Dr. Ruchi Tyagi</li> <li>• Dr. Rakhee Chauhan</li> </ul>
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. <i>Library, admin office, account</i> • 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

		<p>Record and Follow-up of following: Student's Activities- Curricular, Extra Curricular</p> <ul style="list-style-type: none"> <li>• Cultural Clubs</li> <li>• Diversity Data and Drop out</li> <li>• Outstation Students</li> <li>• Coaching, Remedial Classes, Value-added and Add-on courses, Career Counselling</li> <li>• Differently Abled Students- Activities</li> <li>• Language Lab</li> <li>• Alumni</li> <li>• Medical</li> </ul>
4.	<p>Dr. Divya <i>Divya</i> 30/11/2020</p>	<ul style="list-style-type: none"> <li>• Administrative Audit- Internal and External</li> <li>• Academic Audit- Internal and External- Performa filling of all Departments</li> <li>• IQAC meeting minutes (frame and uploads)</li> </ul>
5.	<p>Ms. Seema Sahdev</p>	<ul style="list-style-type: none"> <li>• Incubation</li> <li>• Innovation</li> <li>• Entrepreneurship</li> <li>• Skill Enhancement</li> <li>• Collaboration</li> <li>• MoU</li> <li>• Linkages with Institutions and Industries</li> <li>• Internship in College and other Institutions</li> </ul>
6.	<p>Dr. Nidhi <i>Nidhi</i> 30/1/2020</p>	<ul style="list-style-type: none"> <li>• Infrastructure Related Matters</li> <li>• Physical</li> <li>• Library</li> </ul>
7.	<p>Dr. K. Vandana Rani <i>K. Vandana Rani</i> 30/01/2020</p>	<ul style="list-style-type: none"> <li>• Waste Management</li> <li>• IT Related Matters- e- content, Internet Wi-Fi etc.</li> <li>• MIS</li> <li>• Repository- all data follow-up</li> </ul>

*[Signature]*  
Coordinator

*Varsha Singh*  
Co-coordinator

*Divya*  
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. Lakhee Chandra

Dr. Divya Vans

Dr. Nidhi Kapoor

Dr. K. Vandana Rani

Dr. Varsha Singh

*[Signature]*  
31/01/2020

*[Signature]*  
31/01/2020  
Varsha Singh  
31/01/2020

Agenda - Discussion with members on criteria and Assembly

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

1. AQAR 2019-20
2. Academic audit
3. Administrative audit
4. Criteria 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 ~~11.10~~ 11.10 a.m on 4 Feb. 2020.

Following members were present:

Dr Rakhee Chauhan

*[Signature]*  
4 Feb. 2020

Dr. Nidhi Kapoor

*[Signature]*  
Nidhi  
4/2/2020

Dr Ruchi Tyagi

*[Signature]*  
Ruchi  
04-Feb-2020

Dr. K. Vandana Rani

*[Signature]*  
K.Rani  
04/02/2020

Dr. Purnam Saehdeus

*[Signature]*  
Purnam  
Saehdeus  
04/02/2020

VIKAS SHARMA - B

Sanjay Kumar - B

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/jentered 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 ~~muscle~~ ~~muscle~~ 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

Rueli  
04 Feb 2020

Nidhi  
4/2/2020

~~Signature~~  
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 pm.

Following members were present during the meeting:

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

IQAC and software provider meeting at 1:10 p.m at Principal Room.

Following members were present:

- Dr Rakhee Chauhan Rakhee 10 Feb. 2020
- Dr. Nidhi Kapoor (NK) 10/2/2020
- Dr Ruchi Tyagi Ruchi 10-Feb-2020
- Amit Gupta A Gupta 10/2/2020

It was informed that software provider ~~is~~ 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 IOAC Core members was held in the IOAC Room on 12/2/2020 at 12:30pm. to discuss the status report of individual's work.

Following members were present.

1. Dr. Rudhi Tyagi
2. Dr. Nidhi Kapoor
3. Dr. Rakhee Chauhan
4. Dr. Seema Sahdev
5. Dr. Rini Pundir
6. Dr. Divya Vani
7. Dr. K Vandana Raw
8. Dr. Varsha Singh

Rudhi  
12-Feb 2020

NK  
12/2/2020

Rakhee  
12 Feb 2020

Seema Sahdev  
12.2.2020

Rini  
12.2.2020

Divya  
12/2/2020

K Vandana  
12/02/2020

Varsha  
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 w/ifi connectivity throughout college & also towards e-content from Convener Dr. Punita Verma & Dr. Vandana Gupta.

- Dr. Varsha Singh needs to take confirmatory data 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 1<sup>st</sup>, 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.