

## Minutes of the first IQAC meeting

**Meeting date: 12 April 2017; 11 am**

### **Attendees:**

Dr Rakesh Kumar Gupta, Principal and Chairman IQAC; Dr Prerna Diwan, Coordinator, IQAC; Mrs Ritu Kalra (Industry Expert), Dr Rakesh Kumar (Department of History); Dr Seema Gupta; Dr S.C. Dabas; Dr Rakesh Kumar (Department of Hindi); Dr Mukta Dutta Majumdar; Shri Rajesh Sachdeva; Dr Neena Mital; Dr Sanjay Kumar Sharma; Mrs Renu Bhatnagar

Dr N.K. Pandey expressed his inability to attend the meeting due to illness.

The Chairman opened the meeting with welcoming and introduction of the members. The Chairperson discussed about the goals and functioning of IQAC as per the guidelines of UGC.

Detailed discussions were held towards initiating the process of development of quality benchmarks for academic and administrative activities of our college. In this regard following decisions were taken:

1. A bilingual **feedback form** for students to be formalized with questions covering three main components: Academic, Administrative and Infrastructure. Both online and offline submission option for feedback will be provided. The feedback submissions will be taken for I, III and V semesters between 10<sup>th</sup> - 20<sup>th</sup> November and for II, IV and VI semesters between 10<sup>th</sup> -20<sup>th</sup> April every year. Student with a minimum of 66% attendance will only qualify to fill the feedback forms. For the current semester, only offline feedback forms can be given to students and analysed by IQAC.

Dr Ritu Kalra volunteered to draft the feedback forms.

2. Besides feedback from students, a **grievance redressal** form will also be uploaded on the website for all the stakeholders of the college.
3. An **academic calendar** to be set up for the coming year to ensure timely submissions, with following deadlines:
  - a. Student's **attendance** to be submitted by teachers by 5<sup>th</sup> of every month to the office.
  - b. **Uploading of attendance** on the website by 10<sup>th</sup> of every month by office staff.
  - c. **Student Assessment** through test/ assignment/ presentation to be completed by 25<sup>th</sup> October during odd and 25<sup>th</sup> March during even semesters.
  - d. **Remedial classes** to be scheduled by all the departments with proper notification to students and office. These classes will be organised based on above assessment of students performance, starting from 1<sup>st</sup> Nov and 1<sup>st</sup> April for odd and even semesters respectively. These classes may continue till the end of preparatory leave. As there is no provision for payment for the remedial classes, all the teachers teaching that paper will be responsible for conducting remedial classes. This will help the college to improve the academic quality of the college in addition to provide support to weaker students.
  - e. **Time Table** should be submitted by the committee by 20<sup>th</sup> December and 10<sup>th</sup> July for odd and even semesters respectively. Uploading on the website by the office staff to be completed one week before the beginning of semester.
  - f. Dates for payment of **examination fees** need to be specified in academic calendar.

Dr Mukta Majumdar was given the responsibility to prepare the academic calendar for coming session.

4. A **calendar of extracurricular and cocurricular events** will be generated. A week's period will be allocated for conducting a particular event in the calendar. This will give flexibility to the organizers, provide

students prior information and pave way for effective utilization of all the infrastructural resources.

- a. All staff council committees and departments will be asked to submit their objectives and goals for the coming academic session along with proposals for the events they wish to conduct.

Staff council secretary, Dr Seema Gupta will coordinate to formalize a calendar of events for the coming session.

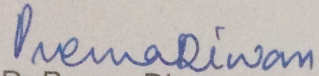
5. Organisers of events including seminars and workshops to seek a **feedback from participants** at the end of the event, so that impact analysis can be done and future events be planned taking into account the suggestions of the participants.
6. All conveners will be required to submit **event report** to IQAC within a week after conducting the event. Permission for subsequent events will be granted only after the report has been submitted.
7. Introduction of **Post-graduate courses** in the college - Possibility to be explored by the following faculty members and submit the request for the same to University of Delhi after being approved through governing body.
  - M.A. English: Dr Ritambara, Dept of English
  - M.A. History: Dr Rakesh Kumar, Dept of History
  - M.Com: Dr Devendra Kumar, Dept of History
  - M.Sc. Geology: Dr Prabhas Pandey
  - M. Sc. Statistics: Dr Neena Mital
8. It was also decided to pursue, the pending matter of already submitted proposal of **B.A. (Hons) Economics** so that it can also be introduced in the college at the earliest.
9. Faculty members will be encouraged to generate **extra-mural funding** from granting agencies such as UGC/ ICSSR/ ICHR/ DBT/ DST etc, for conducting faculty development programs/ workshops/ national/ international seminars and symposia in the college.
10. Further extra-mural funding through submission of **research proposals** to granting agencies (e.g., UGC, ICSSR, ICHR DBT, ICMR, DST) from

faculty members will be encouraged. The Chairperson asked Dr Rakesh Kumar (Hindi) and Dr Prerna Diwan to work in this direction. The research proposals may be sent for an internal review and quality enhancement by the research committee of the college before submission to the granting agencies.

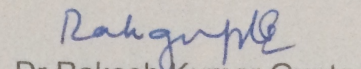
11. To strengthen college's **Alumni association**, the Chairperson suggested that every department should invite and engage at least 2-4 alumni to interact with the current batch of students. Alumni forms be uploaded on the website and an alumni registration fee may be introduced, which may be managed by opening of a separate bank account. All the necessary guidelines will be formulated by the alumni committee of staff council.
12. **ICT workshops** to be conducted for teaching and non-teaching staff.
13. **Faculty development programs** on disaster management and SPSS are proposed to be conducted in coming summer break.
14. A letter may be sent to all departments inviting proposals for offering **add on courses** during summer vacation. Some members suggested introduction of foreign languages/ skill development/ analytical ability enhancement courses.
15. To strengthen **Placement cell**, members suggested conducting workshops and career counselling sessions for the students and coordinating with HR departments of various flagship companies and industries to invite them for campus recruitments.
16. Working on activation of student **Mentors** and their reporting by the departments to IQAC.
17. The college should explore more avenues to provide scholarships to needy and deserving students through Alumni association/retired teachers/ eminent academicians/societies etc.
18. Centres of excellence should be started in college. Some proposed centres are
  - a. Centre for Education and Training in Disaster Management
  - b. Centre for Entrepreneurship and Technology Development
  - c. Centre for Interdisciplinary Sciences

and any other centre as suggested by the departments. These centres will organise theme based activities with specific goals and objectives.

The meeting ended with vote of thanks.

  
Dr Prerna Diwan

Coordinator, IQAC

  
Dr Rakesh Kumar Gupta

Chairperson, IQAC