

MINUTES OF THE IQAC MEETING ON 30TH NOVEMBER 2018

Members Present

1. Dr. Anupa Siddhu
2. Dr. Shashi Prabha Gupta
3. Dr. Shraddha Kapoor
4. Dr. Simmi Bhagat
5. Dr. Sarita Anand
6. Dr. Pulkit Mathur
7. Dr. Puja Gupta
8. Dr. Sheetal Chopra
9. Mr. Vijay Ram
10. Mr. Amit Meena
11. Ms. Neha
12. Dr. Sushma Goel
13. Dr. Archana Kumar

Agenda 1: Evaluation of NAAC report

NAAC, a five year accreditation cycle will include five cycles of IQAC, i.e., five AQARs (Annual Quality Assurance Reports). Soft copy of AQAR will be uploaded annually for the reference of the evaluation committee.

It was decided to focus on the following for the AQAR –

- **Explore PPP activities**
- **Start short courses** - could be **one year short courses** or **value addition courses** on self-finance basis for which government approval or approval from DU academic council could be obtained.
- **Explore methods to raise funds** however we should keep in mind that on college land there could be no commercial activity as per specifications of LDO.
- **Build internal mechanism for documentation** of information (faculty and students' data, tracking students' progression, alumnae engagement, office information for academic and infrastructure augmentation) with appropriate system for keeping dossiers
- **Regular feedback** of students on the curriculum transaction and how college reflects on the feedback for improving teaching-learning process
- **Measurement mechanism for outcomes** of teaching-learning process and faculty-student interactions and evaluation
- Concept note to be prepared on **research quality assurance**
- Focus on IT enabled classrooms & seminar halls

- Enabling sports infrastructure, accessible spaces, maintenance of washrooms and gardens
- Work towards Zero-Waste management
- Student progression to higher education
- Work out a business model for placement, build a cadre of students to actively initiate functioning of placement cell
- Method of communicating with students – email, whatsApp, SMS, Facebook, etc.
- MIS software for attendance audit, etc.
- Courses for professional development of faculty and professional administration
- Enable good practices for gender equity, environment consciousness, challenges & opportunities for differently-abled

It was decided that –

- We need to maintain three copies of all the information, one with the criteria head, second with the Director and the third with CRC (Kusum) in the NAAC folder.
- Annual review should be done with respect to gaps and work upon them to improve further. Each criteria head should reflect upon a blue-print in areas that need to be strengthened
- Each department to work towards financial support from other institutions
- Organize FEP/FDP (3-7 days) on placement, data management, MOOCs, patents, etc. and invite outside experts

Certificate of accreditation received by college is valid upto September 25, 2023. The present cycle starts from 23rd September 2018.

Meeting ended thanking all members.

Dr. Anupa Siddhu

Director

Dr. Sushma Goel

Coordinator, IQAC