IQAC-AQAR Meeting
Minutes of Meeting held on 4th August, 2023
Venue: Director's Office

Members Present:
- Prof. Anupa Siddhu (Director)
- Prof. Sushma Goel (Vice Principal & IQAC Convenor)
- Prof. Deepali Rastogi (IQAC Co-Convenor)
- Prof. Ritu Mathur
- Prof. Pulkit Mathur
- Prof. Sabina Sethi
- Dr. Pooja Raizada
- Dr. T.G. Rupa
- Dr. Aparna Aggarwal
- Dr. Sunaina Dua
- Dr. Meenal Jain
- Dr. Dimple Rangila
- Ms. Manisha Goyal
- Ms. Chetna Arora
- Dr. Ruchi Kaushik
- Dr. Swati Raman
- Dr. Shweta Anand

Apologies received from Prof. Renu Malviya, Prof. Simmi Bhagat, Prof Preeti Joshi and Arch. Anju Kakkar

Agenda:
- Preparation and update on AQAR report
- Requirement of AQAR data for SSR report
- AQAR review meetings

Preparation and update on AQAR report

- Prof. Goyal requested the participants to update the AQAR form within 7 days and collect all data for each criterion.
- An update was taken from each Criterion representative for AQAR of 2022-23 and the following was reported:
    - For criterion 1, Dr. Pooja Raizada mentioned that their team was in the process of collecting the data. She further stated that internship data will be ready by 16th August 2023.
    - For criterion 2, Dr. Aparna Aggarwal mentioned that annual report link at the current moment would not be possible. For this Prof. Goyal suggested that new tabs can be created under NAAC IQAC section.
    - For criterion 3, Dr. Sunaina Dua mentioned that most of the data requirements have been floated on the faculty group pertaining to publications, projects, awards, PhD students, MoUs and extension activities. She requested Dr. Shweta Anand to also collect letters of appreciation for students from their

internship organizations as proof, as suggested by Dr. Dilip Chinoy, GB member while reviewing previous year's AQAR report.

- o For criterion 4 & 6, it was mentioned that audited statement will be needed from the accounts office to be added as a proof.
- o For criterion 5, Dr. Sheetal Chopra stated that scholarship and placement data would be available in November 2023 and so would be the links related to these in the annual report. With respect to this Prof. Sushma Goyal suggested that scholarship committee can plan scholarship early and schedule the interviews for the same ASAP.

Requirement of AQAR data for SSR report

- It was again asserted by Prof. Goyal that SSR has to be submitted by second week of September.
- To streamline the collection of AQAR data for SSR, Prof. Siddhu suggested that all criterion teams must look at last 4 year reports and prepare a brief summary along with pictorial progression graphs, flow charts/smart art.
- Prof. Siddhu further stated that few members of AQAR writers shall dedicatedly work on creating E-Posters/Bulletin boards for each criterion.

AQAR review meetings

- Dr. Sunaina Dua was asked to ensure the conduct of AQAR review meetings in coordination with IQAC convenors in the following week.
- IQAC convenors decided for the following dates for evening online meetings for review of each criterion:
    - o 9th August: Criterion 2, 3
    - o 10th August: Criterion 4,5,6
    - o 11th August: Criterion 6, 7, 1