

DAULAT RAM COLLEGE

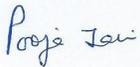
Minutes of IQAC meeting held on 17<sup>th</sup> January 2019 at 12.30 pm

The following members attended the meeting:

1. Prof. Annapporni S – G.B. Member
2. Dr. Savita Roy - Principal
3. Dr. Pooja Jain - Coordinator
4. Dr. Sarita Nanda
5. Dr. Indu Jain
6. Mrs. Ritu Khanna
7. Dr. Suranjita Ray
8. Dr. Pooja V. Anand
9. Dr. Suparna Jain
10. Dr. Sunita Joshi

1. The proposal to purchase software for AQAR automation was discussed. The need for such a software was expressed by the members. It was decided to talk to institutions which are using such softwares and explore vendors in this field. The proper purchase procedure should be followed thereafter.
2. The process of appointment of System Administrator or STA or competent staff in data management should be expedited.
3. Dr. Nanda presented the student feedback taken last year with respect to canteen, library, gender sensitization etc. Action to be taken on the feedback was discussed.
4. The issue of ICT facilities in teaching was discussed. It was proposed that, in order that all humanities departments have access to IT enabled classrooms, at least one classroom be permanently assigned to each department. Projector with screen to be provided in those rooms and the respective department be responsible for the same. The matter was to be referred to the TPC.
5. The training programme for non-teaching staff should be initiated. The staff should also be sent to other colleges for training on ICT and their enrichment.
6. In view of the last minute confusion regarding mid-semester exams during the odd semester, the committee suggested that a decision in this matter should be taken at the earliest. This matter was also to be referred to TPC.
7. For expansion of the IQAC in accordance with its suggested composition, it was decided to include Vice President of the Students' Union as the student member. The Delhi coordinator of AACCI would be approached to become a member from local society. Effort would also be made to include one Employer/Industrialist as a member.

The meeting ended with a vote of thanks to the chair.



(Dr. Pooja Jain)  
Coordinator, IQAC

Action Taken Report:

1. Dr. Latika Bhalla and Vice President Students' Union included as IQAC members.
2. Training programme for non-teaching staff was included in Academic Calendar for 2019-20.
3. The purchase of MIS / ERP system is under process.