

## DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 20<sup>th</sup> March 2018 at 1.30 p.m

The following members were present along with the Principal, Dr. Savita Roy, in the chair:

1. Dr. Sarita Nanda
2. Dr. Preeti Kapur
3. Dr. Pooja Jain
4. Dr. Indu Jain
5. Dr. Ritu Khanna
6. Dr. Suranjita Ray
7. Dr. Suparna Jain

It was decided that the convenorship of IQAC would be taken over by Dr. Pooja Jain.

The vision, mission, objectives and functions of IQAC were read out before the committee. In light of the above and in line with the objectives of Niti Aayog, the following procedures/ programmes were proposed:

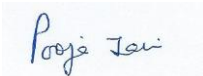
1. The Academic Planner for the college for the entire year would be prepared before the commencement of the new academic session. This would include all proposed activities of the departments, societies, associations and clubs. The same would be displayed on the college website. All proposals to be invited by 25<sup>th</sup> March 2018.
2. For making the students more tech-savvy, the laptops lying with the college can be issued to needy students. Dr. Indu Jain was made in charge of looking into the feasibility of the same by June.
3. Weekly morning assembly would be conducted for first year students on Mondays for 10-15 minutes in the Sports Ground. This platform would be used to disseminate news, activities for the week and other information. Departments can take turns to organize the assembly.
4. Parent-teacher meeting to be held for students who are short of attendance and have ER in one or more than one paper in the final semester.
5. As part of their holistic development, a comprehensive health assessment of students would be carried out at entry stage and again before passing out of college. Specific interventions can be planned during their stay in college and the impact of the same can be evaluated. Concerned departments will give their inputs for this project. Funding can be sought from WUS/ other sources.
6. Psychology Resource Centre will initiate programs to help outstation students settle in the new environment of Delhi and aptitude testing/ career counseling for students.
7. All new proposals for conferences will have to be submitted to IQAC for ensuring quality. The IQAC will look into the time frame given from announcement of the conference to date for registration/ submission of papers; credentials of speakers; publication of conference papers and other aspects. The IQAC will provide all logistic support for organizing conferences. The editorial board for the conference publication would include at least two external members of Associate Professor level or equivalent. Feedback obtained from participants of conference/ workshop/ seminar/ FDP would be used to take necessary steps to upgrade these programs. In order to encourage inter-disciplinarity,

more than one department should organize conferences and workshops. One teacher will be convenor/ co-convenor of not more than two conferences in a year.

8. Any fresh research proposals (individual or collective) have to be submitted to the Principal who will forward them to the duly constituted Ethics Committee (where relevant). After getting ethical clearance, it will be reported to IQAC and then research work can be carried out as well as published. Dr. Padmshree Mudgal is incharge of all ongoing research projects funded by Delhi University.
9. An Instrumentation Lab is to be set up in room Z5 where all instruments purchased by any department under any head, will be kept. One technical assistant will be employed to manage the lab.
10. In an attempt to improve teaching pedagogy, staff and students will be encouraged to use Infilbnet, MOOCS, e-pathshala portal and other such e-resources. This would improve teaching-learning outcomes.
11. Feedback mechanism from students on various aspects of college life, has to be strengthened. The online feedback link for students will be activated after reviewing the feedback form. Teachers have to inform the students that the same will need to be filled before taking admit cards for end-semester exams.
12. The alumni base has to be made stronger so that contributions from alumni in one form or the other can be elicited. The alumni link on the college website will facilitate the same.

It was decided that students admitted in the new session will be informed about IQAC and its programs on the Orientation Day.

The document comprising of the IQAC guidelines would be uploaded on the college website. The IQAC will maintain a record of all its activities.



(Dr. Pooja Jain)  
Convenor, IQAC