

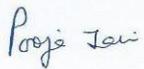
DAULAT RAM  
COLLEGE

IQAC Minutes of the meeting held 28<sup>th</sup> July, 2019 at 11.00AM

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Dr. Indu Jain
5. Mrs. Ritu Khanna
6. Dr. Suranjita Ray
7. Dr. Pooja V. Anand
8. Dr. Suparna Jain

1. The members discussed how AECC papers have to be distributed so that workload of each department is not disturbed. Most of the students want to opt for English as their AECC paper. However, every student cannot be allotted English. The students who have studied Hindi till class 8<sup>th</sup> can be allotted Hindi as AECC paper or can be allotted Sanskrit if they desire.
2. The academic calendar was discussed and preparation details for International Conferences in the college were carefully chalked out.
3. The members discussed how space has to be allotted to the newly selected Ph.D students in the college. Each one should have a work table allotted to them.
4. The members discussed how freshers talent hunt and sports meet has to be organized this year.

The meeting ended with thanks to the chair.



(Pooja  
Jain)  
Coordinator

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Action taken Report

1. AECC papers were distributed to the students as per the choice as well as their percentage.
2. The International Conference were meticulously organized and this brought in lot of appreciation from the University.
3. Ph.D students were allotted work stations in the departments where they are working.
4. The freshers talent hunt and sports meet was well organized.

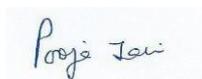
DAULAT RAM  
COLLEGE

IQAC Minutes of the Meeting held on 13<sup>th</sup> December, 2019 at 11:00 AM

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Dr. Indu Jain
5. Mrs. Ritu Khanna
6. Dr. Suranjita Ray
7. Dr. Pooja V. Anand
8. Dr. Suparna Jain

1. The members discussed the skill development programs which were conducted by the various departments of the college. The feedback of the students was discussed and what measures should be taken to improve them were decided.
2. Dr. Suparna Jain shared the activities of NCC in 2019-20. The members congratulated Dr. Suparna Jain to take the NCC of DRC to newer heights.
3. Dr. Indu Jain shared the activities of the placement cell. The members discussed how to organise the annual festival of the placement cell "Incrementum".
4. The members took note of confirmation of the appointment of 15 Multitasking employees (Non- teaching staff).
5. The members also took note of the Research Publications of the college faculty. They learnt that citation index of many papers is zero. Thus, members discussed that how it can be improved.

The meeting ended with thanks to the chair



(Pooja Jain)

IQAC Coordinator

#### Action taken Report

1. Guidelines were framed to improve the quality of the SDPs held in the college
2. College allowed participation of NCC students in several events.
3. Incrementum festival was organized with fanfare with several companies and student participation.
4. The faculty was educated about citation index and h index through the webinars.

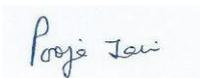
DAULAT RAM COLLEGE

IQAC Minutes of the meeting held on 15<sup>th</sup> April, 2020 at 11:00 AM online

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Dr. Indu Jain
5. Mrs. Ritu Khanna
6. Dr. Suranjita Ray
7. Dr. Pooja V. Anand
8. Dr. Suparna Jain

1. The members discussed that since the lock down had begun on 22<sup>nd</sup> March,2020 the teaching schedule was totally disturbed and teachers were teaching as per their knowledge of online teaching.
2. Many of them were sending their notes on the whatsapp group, others were videorecording and some were using the Zoom platform.
3. Though Zoom platform was good but sometimes uninvited guests intruded the classroom.
4. Therefore, the IQAC members asked Dr. Savita Roy to give official membership of G suite for their classes.
5. It was also decided to train the teachers as well as the students to take up classes on the G suite.
6. It was also decided to undertake feedback from the students about their online classes.

The meeting ended with thanks to the chair.



(Pooja Jain)  
Coordinator

#### Action Taken Report

1. The college administrator provided the official IDs to all the faculty members and the students.
2. The teachers were given online training to how to use G suite effectively.
3. Each department undertook 2-3 days' workshop to teach students how to use G suite.
4. The feedback of the students on the experience of online teaching was taken.