

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 7<sup>th</sup> June 2018 at 10.00 a.m

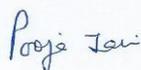
The following members were present along with the Principal, Dr. Savita Roy, in the chair:

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

The members deliberated upon the observations/ objections raised by some faculty members regarding the activities under the academic calendar and the following decisions were taken:

- 1) For multidisciplinary events signatures of convenor and co-convenor (not necessarily all department teachers) are required at the time of submitting proposal. The convenor will then be required to form an organizing committee of interested teachers who may be from different departments. The contribution/ responsibility of organizing committee members must be clearly spelt out.
- 2) For SDP, the number of participants should be between 20-25. For FDP, the number of participants should be at least 20; maximum number will depend upon resources and infrastructure available. If smaller FDP has to be planned, justification should be given along with proposal submitted to IQAC.
- 3) The decision that one faculty member will not be convenor of more than two major events and co-convenor for one additional event was reiterated. The same will be reviewed before the next academic session.
- 4) In the case of certain events in the academic calendar where necessary guidelines were not being met, respective convenors were asked to do the needful.
- 5) Funding of various events, particularly those under Star College Project, needs to be looked into.
- 6) As far as possible, one IQAC member will be assigned to each event listed under the academic planner for overall supervision.

For all activities completed during summer vacation, hard copy of the report should be submitted within the stipulated time to Mr. Kailash in Principal's office. A file is being maintained for this purpose.



(Dr. Pooja Jain)  
Coordinator, IQAC