

# DAULAT RAM COLLEGE

## Minutes of Internal Quality Assurance Cell (IQAC)/NAAC Committee

Meeting on 26/12/14 . It was attended by

Dr Savita Roy- Chairperson

Dr. Sushma Arora- Senior Faculty

Dr. Deepshikha-Senior Faculty

Dr Sunita- Senior Faculty

Dr Pooja Jain- Senior Faculty

Teacher representatives of each department

Dr. S. Nanda- Coordinator

Following discussions/ decisions were made

1. We should compile results of examinations taken by students for last 5 yrs.
2. We should analyse them and find out that what percentage of marks fall in Ist, IInd, IIIrd and essential repeat category.
3. A summary of these results should be prepared in the excel sheet.

Meeting on 7/1/15. It was attended by

Dr. Savita Roy- Chairperson

Dr. Sunita- Senior Faculty

Dr. Deepshikha- Senior Faculty

Dr. Dr. Pooja Jain- Senior Faculty

Dr. Sushma Arora- Senior Faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coordinator

Following discussions / decisions were made

1. Difficulty in compiling results as some results were not available in the college.
2. It was decided to ask the university for these results.
3. A software made by Dr Naresh Kodam, assistant professor, maths dept was introduced to the members wherein results can be easily compiled and analysed.

Meeting on 28/1/1. It was attended by

Dr. Savita Roy- Chairperson

Dr. Sunita- Senior Faculty

Dr. Pooja Jain- Senior Faculty

Dr. Sushma Arora- Senior Faculty

Dr. Deepshikha- Senior faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coodinator

Following discussions / decisions were made

1. Members discussed the problems in using the software for result analysis. Some suggestions were given for its modifications.
2. Members were also distributed the self study report of the NAAC accreditation

Meeting on 6/2/2015. It was attended by

Dr. Savita Roy- Chairperson

Dr. Sunita- Senior Faculty

Dr. Pooja Jain- Senior Faculty

Dr. Sushma Arora- Senior Faculty

Dr. Deepshikha- Senior Faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coodinator

Following discussions/ decisions were made

1. Members discussed the different criterias of self study report.
2. They also discussed the evaluative report of the department and how it is to be filled.
3. Convenership of writing different criterias was handed over to different members.
4. It was decided to put up some quotes for students as thought for day on the notice board

The NAAC committee was expanded to include external members like Dr S. Annapoornis, Senior professor of Dept Of Physics. This was to convert NAAC committee into IQAC committee.

Meeting on 20/4/2015. It was attended by

Dr. Savita Roy- Chairperson

Dr. S. Annapoorni –Senior professor- Dept of physics

Dr. Sunita- Senior Faculty

Dr. Deepshikha- Senior Faculty

Dr. Dr. Pooja Jain- Senior Faculty

Dr . Sushma Arora- Senior Faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coordinator

Following discussions / decisions were made

1. The Hindi department presented the evaluative report of its department.
2. The report was also presented as power point presentation
3. Members gave their suggestions on the improvement of the report.
4. Other departmental members were asked to follow similar pattern.
5. Members were asked to register the alumini society
6. It was also advised to register the college magazine Pramila.
7. The members also decided to make DRC research council.

8. The members to bring in suggestions on skill development workshops of 15-21 duration which can be organized in summer vacations in the next meeting.

The committee was further expanded to include Dr. Neera Agnimitra, Senior Professor, Department of Social Science

Meeting on 5/5/2015

It was attended by following members:

Dr. Savita Roy- Chairperson

Dr. S. Annapoorni –Senior professor- Dept of physics

Dr. Neera Agnimitra- Senior Professor-Department of Social science

Dr. Sunita- Senior Faculty

Dr. Deepshikha- Senior Faculty

Dr. Dr. Pooja Jain- Senior Faculty

Dr. Sushma Arora- Senior Faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coordinator

Following discussions / decisions were made

1. The economics department presented its evaluative report of the department
2. The members gave their suggestion.
3. The other department were asked to follow similar pattern.
4. The members reported their problem for inadequate classrooms, and poor infrastructure .
5. Members were advised to complete their stock registers.
6. Members were advised to keep evidences of all activities done by each department.
7. It was advised that we should arrange fire fighting drill for the students.
8. The members were informed that Letter of intent (LOI) was accepted on 14<sup>th</sup> April,2015.
9. Members gave suggestions on skill development programs which can be held in the vacations

Meeting on 19/10/2015. Following members attended the meeting

Dr. Savita Roy- Chairperson

Dr. Sunita- Senior Faculty

Dr. Deepshikha- Senior Faculty

Dr. Dr. Pooja Jain- Senior Faculty

Dr. Sushma Arora- Senior Faculty

Dr. Preeti Kapur- Senior Faculty

Dr. Malini Sharma- Senior Faculty

Dr. Asha – Senior Faculty

Teacher Representatives of each dept

Dr. S. Nanda- Coordinator

Following discussions / decisions were made

1. The Vision, mission, goals and objectives of the college were discussed.
2. A NAAC Help committee was constituted of computer savvy young faculty.
3. The members were advised to submit their evaluative report after compilation of last semesters results.
4. The members were made aware of moodles in ICT learning mode and it was decided to organize a lecture in this area.

The NAAC/IQAC committee was expanded further to include following members:

Dr. Malathi Subramanian, ex Principal, Daulat Ram College

Ms. Jaya Chowdhary, Acting SO, Daulat Ram College

Ms Prerna Malhotra, alumini, DRC

Ms. Rohini Aggarwal, alumini, DRC

Prof. Khurana, Member of Governing Body

Meeting on 3<sup>rd</sup> May, 2016

It was attended by following members

Dr. Savita Roy

Dr. Annapoornis

Dr. Malathi Subramanian

Ms. Jaya Chowdhary

Dr. Sushma Arora

Dr. Sunita Gupta

Dr. Malini Sharma

Dr. Pooja Jain

Dr. Preeti Kapoor

Dr. Sarita Nanda

Teacher representative of each department

The departmental reports of each department were discussed.

Suggestions were given for improvement in presentation