

The first meeting of IQAC, 2022-2023 was held on 24<sup>th</sup> May, 2022 at 1 p.m. The agenda was as follows:-

1. AQAR, 2020-2021.

The new IQAC members attended the same. The following members were present.

1. Dr. Shuchi Sharma
2. Dr. Manisha Jaiswal
3. Dr. Malini Sharma
4. Dr. Kavita Sharma
5. Dr. Deepshikha M.B.
6. Prof. Padamshree Mudgal
7. Prof. Meetu Khosla
8. Prof. Suranjita Roy
9. Prof. Rajni Sahni


1. The discussion of AQAR 2021-2021 took place as per the agenda of the meeting.
2. The data were available with Prof. Sarita Nanda, the previous Coordinator of IQAC and as reported by her, a lot of work had also been done on the said AQAR. However, to further complete the task, the new IQAC was divided as per the 7 criteria given in the NAAC portal .
3. Each criteria would be handled by the following members:

- (I) Curriculum – Prof. Suranjita Ray & Dr. Shuchi Sharma
  - (II) Teaching learning – Prof. Suranjita Roy & Dr. Shuchi Sharma
  - (III) Research - Dr. Padamshree Mudgal & Prof. Meetu Khosla
  - (IV) Infrastructure – Dr. Manisha Jaiswal & Dr. Kavita Sharma
  - (V) Student Support – Prof. Rekha Kathal
  - (VI) Governance – Dr. Deepshikha Mohanta & Dr. Malini Sharma
  - (VII) Institutional - Dr. Sujata V. Raju
4. After a through & detailed discussions, it was decided that each team will work on the respective areas (The criterion) assigned, till the next meeting.
5. In any other matter, it was discussed to name the skill development program as 'Skill development Centre'. It was unanimously agreed upon.

**Action Taken Report**

The members started working as per their criterion Head.

  
(IQAC Convener)

  
(Principal)

### **IQAC Meeting dated 10-06-2022**

A meeting of IQAC took place on 10<sup>th</sup> June, 2022, at 10 a.m. The following members were present.

1. Prof. Padamshree Mudgal (Bio-Chemistry)
2. Dr. Shuchi Sharma (Chemistry)
3. Prof. Suranjita Ray (Political Science)
4. Dr. Deepshikha M.B. (English)
5. Dr. Kavita Sharma (Physical Education)
6. Prof. Meetu Khosla (Psychology)
7. Prof. Rajni Sahni

The meeting took place in the committee room to discuss the following agenda :

1. AQAR 2020-2021- The discussion on AQAR 2020-2021 could not take place because the internet was not available in the college on that day. It was deferred to 13<sup>th</sup> June, 2022.
2. SDP Proposals – SDP Proposals received by the Convenor, SDP, Prof. Meetu Khosla, were presented to the committee for a deliberation and approval. The following decisions emerged out of the discussion :
  - a) It was proposed to have each SDP for a minimum period of 30 hours to be carried out in one week.
  - b) Collaboration between departments or intradepartmental SDP Programmes.
  - c) No classes to be missed by the students.
  - d) All SDPs to be conducted in the offline mode.

- e) Not more than Rs. 500/- to be taken from the students for each SDP. Out of this 20% will be the contribution towards valedictory function, etc. and will be with the SDP Committee.
- f) Not more than Rs.3000/= to be given to the outside speaker as honorarium.
- g) SDP will only be presented & conducted by the departments & not committees or societies. On the basis of these discussions it was decided not to accept the SDP proposal by Gandhi Study Circle, NSS & DHARA Club (it not being a department).  
The proposals made by the Economics Department was not accepted as it appeared to be without a clear focus.

Any other matter :

- (i) It was reported by the convenor that 'Save Soil' project had held a programme under IQAC. The permission for the same was given without a discussion as the committee was not functional as yet.
- (ii) Proposals from departments regarding academic calendar were to be sought. Dr. Shuchi Sharma was requested to take charge for the same.

### **Action Taken Report**

Notices regarding (i) Academic Calendar, and (ii) SDP Proposals were sent out as per the criteria/guidelines discussed above.

*Dr. P. S. Pai*  
(IQAC Convenor)

*Janith R*  
(Principal)



### IQAC Meeting : Online

A meeting of the IQAC was held on 13<sup>th</sup> June, 2022 at 5.30 p.m. to discuss the following agenda :

1. AQAR 2020-2021

It was held through online mode as per all members' consent.

The following members were present :


1. Dr. Deepshikha Mahanta
2. Dr. Manisha Jaiswal
3. Prof. Sarita Nanda
4. Dr. Kavita Sharma
5. Dr. Malini Sharma
6. Prof. Meetu Khosla
7. Prof. Padamshree Mudgal
8. Dr. Shuchi Sharma
9. Prof. Suranjita Ray
10. Dr. V. Sujata Raju
11. Prof. Rekha Kathal
12. Prof. Rajni Sahni

The members presented their work on the respective 'Criterion' of the AQAR. Specific matrices were further taken up. Suggestions to improve upon the written material and also the data presentation in the Excel form were also made. It was decided by all to hasten up their respective work.

### Action Taken Report

The suggestions given on AQAR 2020-21 for each of the Criteria were implemented.

  
(IQAC Convener)

  
(Principal)

A meeting of the IQAC was held on 29<sup>th</sup> July, 2022 at 1 p.m. The following members were present:

1. Dr. Shuchi Sharma
2. Dr. Kavita Sharma
3. Dr. Deepshikha M.B.
4. Dr. Malini Sharma
5. Prof. Meetu Khosla
6. Prof. Padmshree Mudgal
7. Prof. Rekha Kathal
8. Dr. Manisha Jaiswal
9. Prof. Suranjita Ray  
Prof. Rajni Sahni
11. Dr. V. Sujata Raju

The following agenda were taken up:

1. Final discussion on AQAR 2020-21.
2. Academic Calendar 2022-23 & SDP 2022-23.
3. Any other matter.


The meeting was also attended by the Principal, Prof. Roy.


1. Members sought more time to work on their respective criterion of the AQAR. It was found that for certain matrices, pictures and data, as evidence was required and had to be uploaded. Prof. Nanda & Prof. Rajni Sahni took it up on themselves to do the needful.

2. Dr. Shuchi Sharma had taken up the work of organizing all mails regarding the Academic Calendar 2022-23 which she presented in a tabular form. Many suggestions came up as regards this :
  - (i) It was noticed that many departments had included Association Activities as part of the academic Calendar. They were to be informed to change their proposals.
  - (ii) Suggestions for programmes in hybrid mode or webinars were made with Vidyavistar Project in mind.
  - (iii) It was proposed that all SDPs should be interactive and hands on. Specific SDPs that were theoretical in nature could be allowed in the online mode.
  - (iv) The proposals signed by the TIC & submitted by the TIC only will be accepted.
  - (v) Certain proposals that appeared interdisciplinary in nature, for those the departments were informed to collaborate with each other.
  - (vi) It was suggested that the National Conference be held in offline mode only.
  - (vii) For International Conference, only if certain speakers were not able to travel physically, be allowed in online mode.
3. The college will be funding research under Navadhara projects. Proposals to be taken from departments especially of interdisciplinary nature. A team of experts to vet the project proposals.

### **Action Taken**

1. Suggestions on the proposals of the academic calendar 2022-23 and the SDPs were conveyed to the TICs of the respective departments before presenting the final Academic Calendar 2022-23 and the SDP proposals.
2. Certain programmes to be shared on online platform with colleges falling under the Vidyavistaar scheme were identified.

  
CIQA (Convener)

  
(Principal)



3. Guidelines for the proposed Navadhara Research Projects were shared with the faculty on the official WhatsApp group of the college.

IQAC Calendar Odd Semester						
S.No	Month	Nature Of Activity	Theme	Department	Duration	Convenor
1	June 2022	Summer Internship	Zebrafish Model System	Biochemistry		Convener: Dr. Padamshree Mudgal
2	August 2022	Seminar/Webinar	Drosophila As Model Organism	Biochemistry		Dr. Neeru Dhamija Dr. Anita Goyal
3	August 2022	Workshop	Forensic Science	Chemistry	3 Days	Convenors- Dr Darshan Singh And Dr Anuradha ; Co- Convenors- Dr Divya Mathur And Dr Preeti Chadha
4	4 <sup>th</sup> August 2022	Workshop	Understanding Workplace Ergonomics To Prevent Musculoskeletal Disorders	Chemistry	1 Day	Convenors - Dr. Darshan Singh, Dr. Preeti Chadha ,Co- Convenors - Dr. Divya Mathur, Dr. Anuradha
5	September 2022	Workshop	Basic Techniques For Home Gardening - Series I	Botany	1 Day	Convenor: Dr. Rekha Kathal
6	12 <sup>th</sup> & 13 <sup>th</sup> September 2022	Workshop	Learning Gardening Techniques- A Step Towards Entrepreneurship	Botany	2 Days	Convenor: Dr. Rekha Kathal
7	September 2022	SDP	Yog Ananda	Physical Education	1 Day	Dr. Kavita Sharma
		International	The Philosophy Of Advaita Vedanta By Swami Sarvapriyananda, New York			Convenor: Dr. V Sujata Raju



8	October 2022	Webinar	Vedanta Society, Usa	Philosophy	1 Day	Co-Convenor: Dr. Monica Prabhakar,
9	October 2022	SDP	Scientific Communication	Biochemistry	7 Days	Convener: Dr. Padamshree Mudgal

10	October 2022	Webinar	Exploring Rhythms On Tabla	Music		Dr.Sumita Chakravorty
11	5 <sup>th</sup> & 6 <sup>th</sup> October 2022	International Conference	Recent Trends In Environmental Biotechnology” (ICREB-2022) On Line Mode	Botany	2 Days	Dr. Rama Pasricha (Convenor)
12	October 2022	Workshop	Learning Finance: From Savings To Cryptocurrency	Economics	3 Days	Mr. Nitish Kashyap (Convenor)
13	October 2022	Workshop & Interactive Programs	Mental Health Day	Psychology	1 Day	Convenor:Dr. Rajni Sahni
14	November 2022	Talk	Constitution Day	Political Science	1 Day	Dr. Geetanjali Kumar (Convenor)
15	November 2022	SDP	Fitness For All	Physical Education	7 Days	Dr. Kavita Sharma
16	28 <sup>th</sup> & 29 <sup>th</sup> November, 2022	Workshop	Academic Reading And Writing	English	2 Days	Ms. Sangeeta Gupta (Convenor) Dr. Sakshi Wason (Co- Convenor) Dr. Sakshi Wason (Coordinator)
17	3 <sup>rd</sup> /4 <sup>th</sup> Week Of December	Student Workshop	Academic Writing	Zoology	5 Days	Dr. Sunita K. Yadav And Dr. Jyoti Taneja
18	December 2022	SDP	Bioinformatics	Biochemistry	7 Days	Dr. Radhika Gupta
19	16 <sup>th</sup> -22 <sup>nd</sup> December 22	SDP	Life Skills Through Gandhian Constructive Program”	Political Science	7days	Dr. Geetanjali Kumar (Convenor)

20	19 <sup>th</sup> December To 23 <sup>rd</sup> December 2022	Workshop For Non- Teaching Staff	Basics Of Laboratory Techniques- A Step Towards Shaping Future	Botany	5 Days	Convenor: Dr. Meenam Bhatia, Dr. M. Leleeka Devi And Co-Convenor Dr. Pratibha Kumari
21	3 <sup>rd</sup> /4 <sup>th</sup> Week Of December 2022	SDP	Indian Culture And Heritage: Diversity Integration	History	7 Days	Ms. Sneh Lata Dr. Nikhil Gangwar
22	December 2022	SDP	SDP Basic Instruments & Electronics	Physics	6 Days	Convenor: Dr. Shefali Jain
23	December 2022	Workshop	Vedic Mathematics	Mathematics	3 Days	Convenor: Dr. Neha Bhatia, Co-Convenor: Dr. Jyoti Sharma

### IQAC Calendar Even Semester

<u>S.No</u>	<u>Semester</u>	<u>Nature Of Activity</u>	<u>Theme</u>	<u>Department</u>	<u>Duration</u>	<u>Convenor</u>
1	January 2023	Workshop	Indian And Greek Theory Of Theatre And Aesthetics	Philosophy	4 day	Dr. Monica Prabhakar & Dr. V. Sujata Raju
2	16th January 2023-20th January 2023	Workshop	Cinema : Culture And Practices	History	1 Day	Ms. Sneh Lata Dr. Deepak Naorem
3	January 2023	Workshop	Poetry Writing/Play	Hindi	1 Day	Convenor: Dr. Sunita Durangal
4	19th-20th January 2023	Seminar	Career Opportunities For The Students	Ba (Prog.)	2 Day	Convenor: Dr. Vandana Tripathi
5	Jan -Feb 2023	Panel Discussion	(Informal Economy After Covid-19)	Economics	1 Day	Mr. Nitish Kashyap (Convenor)
6	February 2023	Workshop	Folk Songs Of Northern India	Music	2 Days	Dr. Deepti Bansal
						Convenor: Dr.

7	10 Feb 2023	National Symposium	Biodiversity And Conservation For Sustainable Environment	Botany	1 Day	Rekha Kathal Co-Convenor Dr. Aradhna Yadav Dr. M. Leleeka Devi
8	21 Feb. 2023-23 Feb 2023	Panel Discussion	Recasting Gender: Past, Present And Future	History	1 Day	Mr. Pravash K Choudhury Ms. Menka Singh



9	February 2023	Workshop/ Symposium	Hazari Prasad Dwivedi Bhashanmala	Hindi	5 Hours	Convenor: Dr.Sunita Durangal
10	Feb.,2023	Training Program	Awareness, Sensitization, & Seeking Help Campaign	Psychology	3 Days	Convenor: Dr. Meetu Khosla
11	March 2023 (Mid Sem Break)	Workshop	Drosophila As Model Organism	Biochemistry		Dr. Neeru Dhameeja Dr. Anita Goyal
12	June 23	Student Workshop	Drosophila Training Workshop	Zoology	5 Days (4Hrs a Day)	Dr.Madhu and Dr. Sonika Sharma

## MINUTES OF IQAC MEETING

IQAC meeting with all the members took place on 11<sup>th</sup> Nov., 2022, at 11.30am in the committee room of the college. All the members were welcomed.

The following agenda were discussed:

1. Academic Calendar 2022-23,
2. AQAR 2020-21,
3. Any other matter.

The members were presented with the academic calendar (2022-23) after which the proposed AQAR (2020-21) was presented by the IQAC coordinator.

Many suggestions to improve the AQAR were made, the main points for which were noted and are given as follows:

1. The responses were suggested to be made in bullet form instead of in a descriptive form.

2. A comparative presentation of the previous NAAC report (2017) with the points related to the achievements made by the college in AQAR 2022-23, were suggested to be carried out.

3. Instead of using general words, such as, 'many', 'some', etc., it was suggested to give a more specific description (either quantifying or mentioning specific events).


4. To prepare and keep a copy of research publications or books written by the faculty every year and keep the document in the library.

5. Many other suggestions and corrections vis-à-vis specific criterion were also made that have been noted down so as to improve the report.

The meeting ended with a note of thanks to the chair and all the members present.

### Action Taken

1. The Suggestions made by the valuable members of the IQAC to further improve the AQAR 2020-2021 were implemented.
2. The final report of AQAR 2020-2021 was presented before the staff council before submitting it.



Prof.(Dr.) Rajni Sahni  
IQAC, COORDINATOR



Prof.(Dr.) Savita Roy  
Principal

### IQAC Meeting Dated 20-01-2023

A meeting took place on 20<sup>th</sup> January, 2023 at 1 p.m., over the following agenda :

1. Discussion on AQAR 2021-22
2. Any other matter.

The following members were present.

Members present :

1. Prof. (Dr.) Rajni Sahni
2. Dr. Kavita Sharma
3. Prof. Padmshree Mudgal
4. Dr. Deepshikha M.B.
5. Prof. Meetu Khosla
6. Prof. Sarita Nanda

1. It was decided to start working on AQAR 2021-22 by including some more, younger members who would provide technical support as well.
2. Google forms to collect data further to be circulated.
3. To start working on SSR after submission of IIQA.
4. To get information from other colleges about processing information for SSR.

### Action Taken Report

Google forms to collect information as per criteria given in AQAR 2021-22 were prepared and circulated.

  
(IQAC Convener)

  
(Principal)



IQAC Meeting held on 17/05/2023 in the Committee room at 10 a.m.  
The following members were present .

1. Prof. Rajni Sahni
2. Prof. Sarita Nanda
3. Prof. Padmshree Mudgal
4. Prof. Suranjita Ray
5. Dr. Deepshikha M.B.
6. Dr. Manisha Jaiswal
7. Mr. Pawan Tripathi
8. Dr. Kavita Sharma
9. Prof. Meetu Khosla

The agenda of the meeting were as follows :-

1. AQAR 2017-18
2. Registration of Alumni Society
3. Proposals for Academic Calendar 2023-24
4. Proposals for Skill Development Programme
5. Grievance Committee for: a) Students, b) Teaching, and c) Non-teaching Staff.

The meeting was chaired by the Principal, Prof. Savita Roy. The following deliberations took place.

1. It was decided by all the members that they will work on AQAR 2017-18 at war footing and try to submit the same within 10 days from this date.
2. It was proposed to have another meeting shortly with the agenda of the registration of the Alumni body with Dr. Sonia Mehta as a

special invitee (The Convenor). The members were also requested to give suggestions on the guidelines for the Alumni body of the college.

3. TICs were to be informed to have meetings as regards the proposals of (i) Academic Calendar, 2023-24 and (ii) One National & One International conference for the year 2023-24.
4. The themes & guidelines for the proposals of SDP for the current year were also to be worked on.
5. The composition/formation of college Grievance Committee was also discussed.
6. Any other matter- The matter on ISO auditing, green auditing & academic auditing were taken up. Members were requested to give their suggestions as regards this.

### **Action Taken Report**

1. It was informed by Prof. Sarita Nanda, the previous IQAC Coordinator that there were a few queries as regards AQAR 2017-18. As a result, the members started working to resolve the said issues at war footing and was submitted in June, 2023.
2. Grievance Committee of the college was constituted.
3. IIQA was submitted on 19<sup>th</sup> June, 2023.

*Sarita Nanda*  
(IQAC Convenor)

*Santhya R*  
(Principal)

IQAC meeting was held on 23<sup>rd</sup>. May, 2023 at 10 a.m. The following members attended the same :-

1. Prof.(Dr.) Meetu Khosla (Psychology)
2. Dr. Deepshikha M.B. (English)
3. Prof. Sarita Nanda (Bio-Chemistry)
4. Dr. Sonia Mehta (Philosophy)
5. Special Invitee : Convenor, Alumni Association
6. Dr. Kavita Sharma (Physical Education)
7. Mr. Pawan Tripathy (Librarian)
8. Dr. V. Sujata Raju (Phiosophy)

### **Agenda**

1. Registration of DRC Alumni Association

The following deliberation took place :

- (i) Dr. Sonia Mehta, Convenor, Alumni Association, informed the members that a MoU was signed with 'Almashine' for 3 years, ending this July and that it will be renewed with them as well for future.
- (ii) That there was a DRC-ians Alumni Committee, comprising the following members :
  - a) Vice-Principal
  - b) IQAC Coordinator
  - c) Senior GB member (college)
  - d) Senior Alumni
  - e) Convenor, Alumni Association.

For the current year, following are the names of members holding various positions:

- (i) President : Prof. Sushma Yadav
- (ii) Vice- President : Dr. Sunita Singh
- (iii) Treasurer : Dr. Bharti Sharma
- (iv) Secretary : Dr. Sonia Mehta

#### Working Team of Alumni Association

Senior most members from each department & younger colleagues who are alumni amongst the teaching faculty.

#### Expectations from the Association

- Funds
- Internship Funding
- Scholarship

Further, for funding the Association Activities, suggestions for starting an online shop on the portal where paintings, etc. made by the college students were considered.

Registered office for the DRC Association is DRC & is being registered under the DRC society registration act.

After Dr. Sonia Mehta left the meeting, under 'any other matter', it was decided that the work on all 7 criteria of AQAR, will be carried out under the convenorship of the following members:

Criterion I : Prof. Suranjita Ray; Criterion II : Prof. Padamshree Mudgal;  
Criterion III : Prof. Meetu Khosla; Criterion IV : Dr. Kavita Sharma & Dr.





Manisha Jaiswal; Criterion V: Mr. Pawan Tripathi; Criterion VI: Dr. Deepshikha Mohanta; Criterion VII : Dr. Sujatha V. Raju

For effective functioning of the areas mentioned above, each convenor may have a maximum of 5 members after discussing with the coordinator & Dr. Raju, the Staff Council Secretary. The work will include collecting & collating data around issues given under the respective criteria.

### **Action Taken Report**

1. Guidelines for Alumni Association of DRC were formalized.
2. Memorandum for the same was also prepared.

  
(IQAC Convenor)

  
(Principal)