

A meeting of the IQAC was held on 07<sup>th</sup> June, 2023 at 10 a.m. The following members were present :

1. Prof. Rajni Sahni (Psychology)
2. Prof. Suranjita Roy (Political Science)
3. Mr. Pawan Tripathi (Library)
4. Dr. V. Sujatha Raju (Philosophy)
5. Dr. Kavita Sharma (Physical Education)
6. Prof. Sarita Nanda (Bio-Chemistry)
7. Prof. Padmashree Mudgal (Bio-Chemistry)
8. Prof. Meetu Khosla (Psychology)

#### Agenda

1. Guidelines for the Academic Calendar 2023-24.
2. Guidelines for SDP 2023-24
3. Any other matter.

1. Academic Calendar – It was decided that (i) only 2 activities /department will be considered. Names of only one convenor & one co-convenor will be allowed. It was to be conveyed to the departments that one person can convene only one programme. (ii) Career counseling was proposed to be made compulsory for each department.  
(iii) No restriction on time limit was particularly decided though one day programme would be preferred. (iv) For Conferences a) One national & One international conference only will be permitted in the current year; b) The topics of interdisciplinary nature or intradisciplinary nature can be taken up; c) Duration of maximum 2

days will be permitted; d) International Conference should have at least 50% of speakers/resource persons from international universities. e) Self-financing- no funds from college; f) Registration fee – Maximum Rs. 500/-.

2. SDP- Guidelines prepared by the SDP Committee were presented and discussed. Prof. Khosla (Convenor), presented the guidelines and informed that a) Interdisciplinary topics/themes of SDP will be preferred; b) The subthemes given by the committee will be preferred; c) Requirement of names of Resource persons, objectives, description of the course, learning outcomes, assessments; d) Only for DRC students; e) 2 proposals/department one for each semester; f) Duration : One week.

-Theme (2023-24)- 'Developing sustainable skills for Entrepreneurship, Public Health & Employability'.

3. Any other matter

- (i) IQAC members to attend functions with rotation based on their interest & /or availability.
- (ii) Research & Publications – Area to be worked on to improve the ranking.

**Action Taken Report**

1. Notices for proposals for the Academic Calendar, 2023-24, & SDP, 2023-24 were shared on the official WhatsApp group of the college.

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

*Janita B*  
(Principal)



### **IQAC MEETING**

A meeting of the IQAC was held on 04<sup>th</sup> July, 2023 at 10 a.m. The following members were present:

1. Prof. Sarita Nanda
2. Prof. Padamshree Mudgal
3. Dr. Deepshikha M.B.
4. Dr. Manisha Jaiswal
5. Prof. Suranjita Ray
6. Dr. V. Sujata Raju
7. Dr. Kavita Sharma
8. Prof. Rajni Sahni

### **Agenda**

1. Discussing the proposals received for Academic Calendar 2023-24
2. Any other matter

The above given agenda were discussed after the coordinator presented the proposals sent by the following departments for both the academic calendar & the national/international conference, 2023-24:

- (i) Psychology – 3 proposals
- (ii) Physics – 1 proposal
- (iii) Zoology – 2 proposals + 1 International conference
- (iv) Botany – 1 proposal + 2 International conference
- (v) Commerce – 1 national conference only
- (vi) Hindi – 3 proposals
- (vii) Political Science – 1 proposal
- (viii) Maths – 1 proposal

- (ix) Music – 1 proposal
- (x) Biochemistry – 5 proposals
- (xi) Economics – 4 proposals
- (xii) Philosophy – 1 international conference

### Academic calendar

1. Psychology Department – Proposal with Dr. Pooja V. Anand's convenorship was suggested to be considered as part of the Association Programme.
2. Physics – Only one proposal was accepted.
3. Zoology – To seek clarification on the one week long workshop on "Techniques in Animal cell culture" as to whether it is SDP or not.
4. Botany – National symposium on millets was accepted
5. Hindi – (i) Hindi Pakhwara – accepted  
(ii) Meet the author – accepted
6. Political Science - Only one proposal which was accepted
7. Maths – Only one proposal which was accepted
8. Music – Only one proposal which was accepted
9. Biochemistry – Good lab practices for non-teaching was accepted.  
- Workshop on C. elegans was accepted
10. Economics - They will be communicated to submit only two proposals with well defined title/theme and resource persons/speakers.

### Conferences

National – Botany – To give names of Convenor/Co-convenor. Also, it has been suggested to give them a green signal for "National Conference on recent trends in Environmental Biotechnology" (NCREB-2023).

Commerce – They have not given any information as regards source for funding, hence clarification would be sought.

International –

Philosophy- The proposal seemed plausible provided the funding can be arranged.

English department to give a detail on funding, convenors, Co-convenors.

-These will however, be finalized after giving more time to respective departments for completing the formalities.

-Suggestions were further given to have more current issues such as AI, Bitcoin, Cybercrime, etc.

**Action Taken** Report

The departments that had not followed the guidelines for proposals for academic calendar 2023-24 and those for National & International Conference, were informed and requested to make changes and resubmit them.

*Asplae*  
(IQAC Convenor)

*Janith R*  
(Principal)



## Minutes of the IQAC meeting

A meeting of IQAC members was conducted on 10 July, 2023 at 12 noon in room number 101.

### Agenda:

Formation of Working Committee for the NAAC Accreditation process.

The following members attended the meeting:

1. Prof. Savita Roy (Principal)
2. Prof. Rajni Sahni (Convenor)
3. Prof Meetu Khosla (Member, IQAC)
4. Dr. V. Sujata Raju (Member, IQAC)
5. Dr. Deepshika Mahanta Bortamuly (Member, IQAC)
6. Dr. Manisha Jaiswal (Member, IQAC)
7. Dr. Astha Saklani
8. Dr. Devendra Kumar
9. Dr. Priyanka Yadav
10. Dr. Vidhi Chaudhary
11. Ms. Nishtha Kishore
12. Ms. Shilpa Vashisht
13. Dr. Shivani Agarwal
14. Dr. Jyoti Sharma
15. Dr. Renu Yadav
16. Mr. Abhinav Singh

The newly formed working committee members were welcomed by the convenor. The Committee was apprised of the status of AQAR 2021-22 that was being prepared for submission. They were further apprised of the accreditation process.



Prof. Rajni Sahni  
IQAC Convenor



Prof. Savita Roy  
Principal

### Action Taken Report:

Formation of sub-committees as per the criteria given in AQAR was carried out.

## Minutes of the IQAC Meeting

The IQAC meeting was held on 17 August 2023 at 12 noon in the Committee Room.

### Agenda:

Discussion of Criteria 1-7 for the AQAR and SSR

The following members of IQAC and its working committee were present:

1. Prof. Rajni Sahni (Convenor)
2. Prof. Sarita Nanda (Vice-Principal)
3. Dr. Kavita Sharma (Member)
4. Prof. Padamshree Mudgal (Member)
5. Prof. Meetu Khosla (Member)
6. Dr. V. Sujata Raju (Member)
7. Prof. Suranjita Ray (Member)
8. Dr. Deepshika Mahanta Bortamuly (Member)
9. Dr. Devendra Kumar
10. Dr. Priyanka Yadav
11. Ms. Devangana Jha
12. Ms. Aakriti Saini
13. Dr. Jyoti Sharma
14. Dr. Renu Yadav
15. Dr. Anita Goel
16. Ms. Shilpa Vashisht
17. Ms. Nishtha Kishore

A deliberation and discussion on criteria 1-7 for AQAR 2021-22 and SSR took place. It was decided to collect the missing information from the staff and students by circulating google forms.

Prof. Rajni Sahni  
IQAC Convenor

Prof. Savita Roy  
Principal

### Action Taken Report:

Google forms were circulated to collect information from faculty and students for criteria 1-7.

## Minutes of IQAC Meeting

A meeting of the IQAC was held on 6 October 2023 at 1:30 PM in the committee room.

### Agenda

Discuss the upcoming SSR submission by 18 November 2023 (45 days).

The following IQAC members and working committee members were present for the meeting.

1. Prof. Rajni Sahni (Convenor)
2. Prof. Sarita Nanda (Vice-Principal)
3. Dr. Kavita Sharma (Member)
4. Prof. Padamshree Mudgal (Member)
5. Prof. Suranjita Ray (Member)
6. Dr. Deepshika Mahanta Bortamuly (Member)
7. Dr. Devendra Kumar
8. Ms. Devangana Jha
9. Ms. Aakriti Saini
10. Dr. Renu Yadav
11. Dr. Anita Goel
12. Ms. Shilpa Vashisht
13. Ms. Nishtha Kishore
14. Ms. Jyoti Mahlawat

The work was divided amongst the IQAC members and NAAC Working Committee members to expedite the work of SSR submission.

Prof. Rajni Sahni  
IQAC Convenor

Prof. Savita Roy  
Principal

### Action Taken Report

A draft for SSR was prepared and kept in readiness for presentation before the IQAC, Governing Body Committee.



## Minutes of IQAC meeting held on 21<sup>st</sup> October 2023

The following agenda were discussed:

1. Student Feedback and Action Taken based on its analysis
2. Discussion on Preparation of SSR

The following Members attended the meeting:

1. Dr. Kavita Sharma (GB member)
2. Prof. Savita Roy (Principal)
3. Prof. Sarita Nanda (Vice-Principal)
4. Prof. Rajni Sahni (IQAC Convenor)
5. Prof. Suranjita Roy
6. Prof. Padamshree Mudgal
7. Prof. Meetu Khosla
8. Dr. Deepshika Mahanta Bortamuly
9. Dr. Kavita Sharma
10. Mr. Pawan Tripathi (Librarian)
11. Dr. Manisha Jaiswal
12. Ms. Aakriti Saini
13. Dr. Priyanka Yadav
14. Ms. Nishtha Kishore
15. Dr. Jyoti Sharma
16. Dr. Devender Kumar
17. Dr. Anital Goel
18. Dr. Poonam Lakhotia
19. Dr. Vidhi Chaudhary
20. Dr. Astha Saklani
21. Dr. Isha Goel
22. Dr. Renu Yadav

An SSR draft was presented before the IQAC Members, it was discussed and suggestions were taken into account for each criteria.

For criterion 1 dealing with Curricular Aspects, it was suggested that there is a need to include more extra-curricular activities and conduct more Add-on courses which are in coherence with the National Education Policy, 2020.

For Criterion 2, dealing with Teaching, Learning and Evaluation, it was suggested to offer more SEC options to students. **A suggestion was made to create a student satisfaction survey and encourage all students to participate in the same. The Vice-Principal informed that the practice is being followed for the past few years though the number of students participating in it is less.**

For Criterion 3 dealing with Research, Innovation and Extension Activities, it was recommended to work out and analyse data of the research output of the institution. The faculty should be encouraged to undertake more government funded research projects, though a good number of faculty have reportedly been taking up self-funded projects. It was highlighted that around 80 MoUs have been signed by the college. NSS Unit of the College has been involved in a large number of outreach activities such as distribution of books, sanitary pads drive and mental health awareness. It was suggested that more societal development based activities should be added. It was reported that the college has also been involved in programs such as Vidya Vistar Scheme, working on green initiatives by having a self-sustaining recycling unit, enabling unit that provides holistic support to the students with disabilities. NCC unit of the College participates in camps and takes up several projects of social relevance.

For Criterion 4 dealing with Infrastructure and Learning Resources, the well-equipped library of the college gives opportunity to the students and staff to get access to the latest academic resources like magazines, e-journals, e-books. The library has a special section for the VH students with the Braille printer. The IQAC commended the initiatives undertaken in the library and suggested formulating and implementing a stream-lined policy for preserving and digitization of rare books. A need for comprehensive weeding out policy for the library was stressed upon. IQAC was open and encouraging to the suggestion of installing scanners of books for audio readership. The IQAC members further discussed the status of hostel, sports and laboratory facilities.

It was suggested to prepare E-Governance Policy and to upload it on the website.

The meeting was adjourned to be fixed on another date.



Prof. Rajni Sahni  
IQAC Convenor



Prof. Savita Roy  
Principal

### **Action Taken Report:**

1. As per the meeting, the suggestions given for criterion 1-4 were implemented in the preparation of SSR.
2. Work on preparation of E-Governance policy was started.

## Minutes of the IQAC Meeting

Another meeting, in continuation of the meeting held on 21<sup>st</sup> October 2023, took place on 26<sup>th</sup> October, 2023, at 11am. The IQAC members, IQAC working committee members and member, IQAC GB committee, were part of the deliberations.

### Agenda of the meeting:

To further discuss and deliberate on the remaining Criterion (5-7) for SSR.

The following members were present:

1. Prof. Kavita Sharma (IQAC committee, GB), Chairperson
2. Prof. Savita Roy (Principal)
3. Prof. Sarita Nanda (Vice Principal)
4. Prof. Rajni Sahni (IQAC Coordinator/Convenor)
5. Dr. Kavita Sharma (IQAC Member)
6. Prof. Padamshree Mudgal (IQAC Member)
7. Prof. Meetu Khosla (IQAC Member)
8. Prof. Suranjita Ray (IQAC Member)
9. Dr. Sujata V. Raju (IQAC Member)
10. Dr. Deepshikha Mahanta Bortamuly (IQAC Member)
11. Dr. Devendra Kumar
12. Dr. Priyanka Yadav
13. Dr. Vidhi Choudhary
14. Dr. Poonam Lakhota
15. Dr. Isha Goel

Criterion 5 to 7 were presented by the members dealing with the respective Criterion. Valuable suggestions and directions for better presentation of data were given by the GB member and the members to improve the SSR write-up and data presentation. Many ideas were discussed to improve the work. The e-governance policy was approved. Suggestions regarding presentation for the NAAC team's forthcoming visit were also made. The members were thanked and asked to speed up their work for timely submission of the SSR.



Prof. Rajni Sahni  
IQAC Convenor



Prof. Savita Roy  
Principal

### Action Taken Report:

1. Suggestions with regard to criterion 5-7 were implemented.
2. Working Committee members were conveyed to speed up the process of SSR Submission.
3. Policy document for fee concession was prepared and approved.
4. Policy document for Financial Support was also prepared and approved.
5. Process for Environment and Energy Audit was initiated.