

Minutes of the IQAC held on 8th January, 2017 at 2:30 PM in committee room at DRC:

Following Members were present in the meeting

Dr. Savita Roy

Dr. PreetiKapur

Dr. Pooja Jain

Dr. Asha

Dr. Sushma Arora

Mrs Jaya Choudhary

Dr. Sarita Nanda

The minutes of the meeting:

- It was discussed that how have the program of in house skill Development program has helped the development of the Students. DR. Savita Roy emphasized that many such programs should be continued in summer and winter vacations in the college.
- The members also felt that there is need to conduct more faculty Development Programs in the coming session.
- Dr. Sarita Nanda made the committee aware of the proposals of SDPs, FDP and Conferences to be conducted in the coming months in 2017-18 submitted for approval of the IQAC
- The proposals which were accepted by the committee and It was decided that these programs will be conducted under the IQAC banner. were as follows:
 - 1) National Conference on **Acharya Abhinav Gupta: Philosophy of Kashmir** to be conducted by Dr. Sonia Mehta (Philosophy Dept.) in January 2017, for 2 days
 - 2) **Indo French Symposium of Recent Advances in Biomedical Engineering** to be conducted by Priti Malhotra (Chemistry) as convener in February, 2017 for 1 day
 - 3) National Conference on **Innovation of science , emerging challenges in health and environment**, March, 2017 To be conducted by Dr. PritiMalhotra (Chemistry) in March, 2017 for 1 day
 - 4) Skill Development Program(SDP) on **Campus Sustainability Management** to be conducted by Dr. S.Nanda (Biochemistry) in May-June , 2017 for 3 weeks
 - 5) SDP on **Instrumentation in Chemistry** to be conducted by Dr. Priti Malhotra (Chemistry) as convener in May -June, 2017 for 2 weeks
 - 6) Faculty Development Program (FDP) on Chemistry of Life into Chemistry of Diseases to be conducted by Dr. Priti Malhotra (Chemistry) as convener in June 2017 for 1 week
 - 7) SDP for **Lifestyle Management** to be conducted by Dr. S. Nanda (Biochemistry)as convener in July, 2017 for 2 weeks
 - 8) SDP for **Food safety and Adulteration** to be conducted by Dr. Nidhi Gautam (Botany)in July, 2017 for 2 weeks .
 - 9) National Seminar on **Challenges before Media** to be conducted by Dr. Sauarabh (Sanskrit Department) in November, 2017 for 1 day.
 - 10) National Conference on **Holistic Yoga** to be conducted by Dr. Sonia Mehta (Philosophy Department)as convener in November, 2017 for 2 days

- 11) National Paper Presentation Competition on Positive **Psychology From whats wrong to whats strong** to be conducted by Dr. Pooja V. Anand (Psychology) in November for 1 day.
- 12) SDP on **Brahmi and other Indian scripts** with Dr. Saurabh (Sanskrit Dept) as convener November, 2017 for 2 weeks
- 13) FDP on Goods and Service Tax to be conducted by Dr.Indu Jain (commerce department) in December, 2017 for 2 days
- 14) National Conference on **psychological Interventions and applications** to be conducted by Dr. Pooja V. Anand (Psychology Dept) In January 2018 for 2 days.
- 15) National Conference on a **Multidisciplinary approach towards sustainability** to be conducted by Dr Meenakshi (Zoology Dept) in January 2018 for 1 day
- 16) National Conference on North East India: The untapped tourism to be conducted by Dr Anna Senrunga and Sonia Mehta in March, 2018 for 2 days
- 17) FDP **on Positive Education Developing Skills for teaching** to be conducted by Dr Pooja Ananda (Psychology Dept) In May 2018 for 1 week
- 18) SDP on **Self Positive Developing Skills for self development and well being** to be conducted by Dr. Pooja V. Anand (Psychology Dept) in June 2018 For 1 week

Action Taken Report

The programs were highlighted on the website months before the programs so that enough publicity could be made.

IQAC Coordinator

Minutes of IQAC meeting held on 8th May, 2017 at 2:30 PM in the committee room;

Following members were present in the meeting:

Dr. Savita Roy
Dr. Preeti kapur
Dr. Pooja Jain
Dr. Sushma Arora
Dr. jaya Choudhary
Dr. Padam Mudgal
Dr. Amar Jyoti
Dr. Chitra Bhasin
Dr. S. Nanda

The minutes of the meeting are as Follows:

1. The committee discussed progress of the establishment of the research laboratories for Zebrafish, Drosophila, Neuropharmacology Lab and Recycling Unit. The respective lab incharges presented the requirement of making these laboratories functional . These were discussed and particular decisions

were taken so that these laboratories can be made functional as soon as possible.

2. Dr. Pooja Jain also presented her requirement of additional laboratory space as the existing laboratory needs renovation. The members suggested to the principal to convert the area near the old seminar hall as additional lab space.
3. Dr. Amarjyoti from Zoology Department told the members that he desires to register two students for Ph.D in Neuropharmacology lab. The Members approved and accepted his decision.
4. The members also discussed about the efficacy of our waste management system in the college. They felt that students should be made aware of the waste aggregation system. They should be guided to drop dry and wet waste separately in the bins provided in the corridors.
5. It was also decided that in this academic session we will start the BSc (Hons) Physics Course and the BA programme with Physical Education as specialization. It was decided that we will admit 46 students in each of these courses.

Action Taken Report

The Zebrafish Facility, the drosophila facility, the neuropharmacology labs are fully functional.

The renovation work to make nutrition and health lab is going on.

The BSc Hons Physics and BA prog with PE admitted its first batch of students

IQAC Coordinator

Minutes of IQAC meeting held in 8th Aug ,2017 at 2:30 PM in the committee room

Following members were present

Dr. Savita Roy

Dr. Sarita Nanda

Dr. Preeti Kapur

Dr. Pooja Jain

Dr. Asha

Dr. Indu Jain

Dr. Jaya choudhary

Minutes of the meeting;

- It was decided to hold Mid-semester exam in October, 2017
- The Teaching Programme committee(TPC) would organise the same with the help of Teacher-in-Charge of each department.
- The examination would be of maximum 50 marks and for a period of two hours.
- Timings for morning session: 9.30 am to 11.30 am.
- Half hour break and then Afternoon session: 12.00 am to 2.00pm.
- Honours exams to be held in the morning session while BA (Prog) and BCom (Prog) in the afternoon.
- Date sheet to be put up on the college website.

- Question paper can be handwritten and preferably typed.
- Sufficient copies to be made for each paper and the bills to be submitted to the office for reimbursement.
- Guest teachers are equally responsible in setting and checking the paper. If a paper is shared even then guest, adhoc and permanent will help out in the examination process.
- Visually challenged students to get half an hour extra.
- Answer sheets for the examination will be provided by the college.
- Mid-semester examinations are mandatory for all students. Students who do not sit for the examination will be awarded a zero. However, those students who for medical reasons cannot sit for the examination on the said dates must get a medical certificate from a Government hospital stating the dates and reason for non-attendance of the examination. These students will be given only one more chance.
- During the examination period no ECA will be held in the college.

Action Taken report

The mid semester exams were held in both the semesters of 2017-18.

These were as part of their assignment exam.

IQAC Coordinator

Minutes of the meeting held on 8th March, 2018 held at 2:30 PM in the committee room

Following Members were present in the meeting

Dr. Savita Roy

Dr. Preeti Kapur

Dr. Pooja Jain

Dr. Asha

Dr. Indu Jain

Dr. Suparna Jain

Dr. Anju

Dr. Jaya Choudhary

Dr. S. Nanda

The minutes of the meeting were as follows:

It was decided that feedback forms should be prepared to assess the feedback of various stakeholders like students, alumni, parents, employers.

A committee was formed comprising of

Dr. S nanda (Convener)

Dr. Pooja Jain

Dr. Suparna Jain

This committee will brainstorm and make a google form to gather feedback from various stakeholder.

It was decided to share the link through whats app group of the various departments.

The collected responses will be summarized by this committee itself and will be presented before IQAC members after the analysis is complete. This will help us to improve our functioning.

Action Taken Report

The google forms were created for the following:

The Student Feedback

The Alumni Feedback

The Parents feedback

The employers feedback

We could get over 2000 responses from students, around 200 from alumni and 150 from the parents. We did not receive any response from the employer.

Summary of the responses is compiled and will be analysed soon.

IQAC Coordinator