

Proposed Minutes

A Meeting of IQAC was held on 12th may 2017 at 12:30 pm in Room No.023. The following members were present:-

- 1) Dr. S.K Garg
- 2) Dr. Nisha Rana
- 3) Dr. R M Bhardawaj
- 4) Dr. Sachin Mittal
- 5) Dr. Anuja Soni
- 6) Dr. Charu Kalra
- 7) Dr. Anek Goel
- 8) Dr. Abhijeet Sinha
- 9) Mr. Sikander Aggarwal

The following issues were discussed and decided:-

- 1) As AQAR need to be prepared by the end of June, so it was decided to divide the work of compiling the data of different parts of the report amongst the members and then the committee can finalise the report collectively :
 - A- Criteria 1 : General information about the college- Mr.Sikander aggarwal
 - B- Criteria 2 : Teaching, Learning and Evaluation – Dr. Anuja Soni
 - C- Criteria 3: Research, Consultancy & Extension-Dr. Sachin Mittal
 - D- Criteria 4: Infrastructure and Learning Resources-Dr. Abhijeet Sinha
 - E- Criteria 5: Student Support and Progression- Dr. Anuja Soni
 - F- Criteria 6: Governance , Leadership and Management- Dr. Charu kalra, Dr. Anek Goel, Dr. Abhijeet Sinha
 - G- Criteria 7: Innovation and Best Practices-Dr. R. M. Bhardwaj and Dr. Anek Goel

- 2) As academic calendar need to be prepared for next session (2017-18), it was decided that all TICs should be asked to send this information within one week on the following lines.

Academic Calendar for the session 2017-18 (which should include at least the following activities):

- One International/National Conference preferably funded by some external agency.
- At least One Faculty Development Programme for internal/external faculty.
- At least Two Workshops for Skill Enhancement for students emphasizing on technical knowledge and soft skills.
- Career Counseling for Department Students in their specific area of study.
- Lecture Series for Students.
- Social Initiatives/Extension Activities.
- Any other Academic Activity which the department intends to organize.

Result Analysis of odd semester -2016 and Faculty /Department achievements if not incorporated in annual report 2016-17 need to be sent along with above information.

- 3) It was decided that if possible a Faculty Development Programme may be organized by IQAC in the month of May 2017.
- 4) A college Counselor should be appointed for the next session.
- 5) The options for developing Student Support Mechanism were deliberated upon and it was decided to explore the possibility of providing academic help to our students in preparation of competitive exams of CAT and JAM in next semester.
- 6) It was decided that the system of Mentoring need to be strengthen for next year and for that purpose the departments should be asked to provide Mentoring Schedule of their students.
- 7) Mr. Sandeep Bhardwaj may be shifted to IQAC secretariat as a lot of Record keeping and compilation work need to be done and he has a past experience of this kind of work.
- 8) IQAC may provide its support in organizing Orientation Programme for session 2017.

- 9) A request sent to Principal by Science Foundation Convener to apply for DBT Star College Scheme was put up before the committee and it was decided that Principal should call a joint meeting of all the concerned departments to formally discuss the scheme and then the decision should be taken at appropriate level. IQAC can provide its support wherever required.
- 10) Activity calendar submitted by Science Foundation was put up before the committee. AS it includes the permission to sanction the budget for next year. It was decided that the committee can consider the activities planned by foundation to be incorporated in preparation of Academic calendar 2016-17 after the approval of its budget by higher authority.

