



# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

Sector-3, Dwarka, New Delhi-110 078.



दूरभाष / TEL. 011-25099380, 25099381, FAX-011-25099380 WEBSITE: <http://ddu.collegedu.ac.in>

## MINUTES OF THE MEETING OF THE INTERNAL MEMBERS OF IQAC HELD ON FRIDAY THE 17<sup>th</sup> February, 2017 at 11: 00 a.m.

A meeting of the internal members of the IQAC was held on Friday the 17<sup>th</sup> February, 2017 at 11:00 a.m. in the office of the Principal. The following were present :

- 1) Dr. S.K. Garg
- 2) Dr. R.M. Bharadwaj
- 3) Dr. Rajni Bala
- 4) Dr. Nisha Rana
- 5) Dr. Charu Kalra
- 6) Dr. Veena Jain
- 7) Dr. Anek Goel
- 8) Mr. Sikander Aggarwal
- 9) Dr. Abhijeet Sinha
- 10) Dr. Kulvinder Singh

The following issues were discussed:

- 1) **Student Feedback** : Some members were of the view that many teachers have apprehension about the individual teachers feedback being misused against them. After a prolonged discussion, it was resolved that feedback of individual teachers be taken only for those, who give their consent for the same.
- 2) **Compilation of Attendance & Internal Assessment** : It was brought to the notice of the house that Office is facing difficulty in compilation of attendance, as many Papers are shared by different teachers, due to which the problems of coordination and wrong/incomplete feeding arise. It was resolved that in the interest of the students, as far as possible, splitting of Papers should not be done and each teacher should take the full Paper during a semester. If due to inevitable reasons a Paper is splitted the Paper shall be marked by the Office in the name of one teacher only. For the purpose of marking Papers, each teacher-in-charge shall submit a list of teachers along with the Papers in a prescribed format before the beginning of each semester. The concerned teacher will be responsible for timely submitting the attendance and internal assessment marks to the Office.

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*the notice will be imposed is not advised*



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: 2 :

- 3) It was brought to the notice of the committee that in some classes, two practical's of four periods are fixed on the same day, which should be avoided to the extent possible.
  - 4) Meeting with different sections of the community be fixed during the next fortnight and an Academic Calendar be prepared immediately and notified.
  - 5) Two members namely Dr. Rajni Bala and Dr. Veena Jain who had completed three years in IQAC offered to quit. The IQAC decided to induct two senior members of NIRF committee i.e. Dr. Sachin Mittal and Dr. Anuja Soni and in their place.
- The Coordinator, Dr. Kulvinder Singh also felt that he has completed three years as Coordinator and proposed that Dr. Nisha Rana be appointed the next IQAC Coordinator. It was decided that all the three members should remain part of IQAC till such time change is approved by the Governing Body and notified. Dr. Kulvinder Singh shall, however, continue to be a member of IQAC.
- 6) The IQAC felt that a Nodal person be identified from each department for better coordination with IQAC in matters of procurement of data. In each section a student representative may also be identified by the concerned teacher-in-charge to coordinate between IQAC and the students.
  - 7) The IQAC recommended that the NAAC Secretariat should be furnished with adequate requisite infrastructure along with Secretarial Assistance, as per NAAC recommendation. This will facilitate in keeping the records of activities, reports of committees etc. for the purpose of streamlining the record keeping.

(Dr. Kulvinder Singh)  
Coordinator - IQAC