दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
NAAC Accredited Institution-'B' grade (CGPA=2.63)
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)
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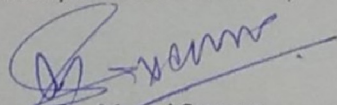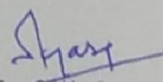**Ref. No. DDUC/IQAC/2018/08**   **Date: December 19, 2018**

Minutes of the IQAC meeting held on December 12, 2018 in the Committee Room. Following members were present:

1. Dr. S. K. Garg, Principal and IQAC Chairperson
2. Dr. Kulvinder Singh
3. Dr. Anuja Soni
4. Dr. Jayini Adhyapak
5. Dr. Poonam Kasturi
6. Dr. H C Jain, Vice Principal and Special Invitee
7. Dr. Manoj Saxena, IQAC Coordinator

Agenda for IQAC meeting
1. To Approve AQAR 2017-2018
2. Any other matter

- Item No. 1 – IQAC coordinator gave a detailed presentation of the AQAR 2017-2018. After discussion, the AQAR was approved with some minor changes/corrections.

- Item No. 2 – After detail discussion pertaining to the Action Plan for NAAC Second Cycle scheduled for 2019, following was resolved:

   i. Each Department shall prepare Learning Outcome (LO) and Program Outcome (PO) of each paper and the same shall be displayed on College Website before March 31, 2019.

   ii. During Academic and Administrative Audit (AAA) special emphasis has to be given on the meetings and outcome of the Mentor-Mentee group meetings, so as to strengthen the same.

   iii. Each Activity Convener should submit a detailed report, list of participants and photographs while settling the bills, within 15 days of the activity.

   iv. Accounts section shall intimate the tentative fund allocation of each subject society and student society to respective TICs and Convener latest by July 15 every year. The progress of the activities organized shall be reviewed at the end of the odd semester when final allocation of funds will be done alongwith any unutilized fund of any activity.

   v. In order to promote publication in high quality research journals by faculty members of the college, a letter of appreciation and financial reward of Rs. 10,000 (from the Research Endowment Fund) for each publication in a Scopus indexed journal be instituted as soon as possible. Modalities of the same to be finalized by the Governing Body.

   vi. Issue of Group Insurance for regular students of the college was discussed and it was resolved to use SAF funds for covering reimbursement in case of serious medical illness and/or demise of any student.

   vii. Each and every student as well as employee of the college should be computer savvy and should have necessary IT skills. Therefore, provision must be made for conducting ICT workshops for all staff members and all students in ICT centre of the college.

   viii. All the ranking agencies like NIRF, QS Ranking, India Today etc. give a lot of emphasis on the college website. In fact, they take a lot of data from the institutional website. Therefore, it is recommended that the ICT Committee of the college should get the college website reconstructed through some good professional agency replacing the existing one by April 30, 2019.

   ix. All faculty members should update their faculty homepage before April 30 every year.

Dr. Manoj Saxena   Dr. S. K. Garg
Coordinator-IQAC   Chairman-IQAC