



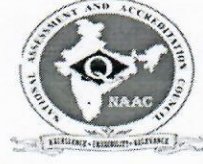
दीन दयाल उपाध्याय कॉलेज  
DEEN DAYAL UPADHYAYA COLLEGE

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

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टावरका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

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Ref. No. DDUC/IQAC/2018/07

Date: April 17, 2018

Minutes of Meeting of the Internal Members of the IQAC is scheduled for April 16, 2018 (Monday) at 10 am in the Office of the Principal. Following members were present

1. Dr. Kulvinder Singh
2. Dr. Anita Gulati
3. Dr. Anuja Soni
4. Dr. Sachin Mittal
5. Dr. Rajkumari S. Devi
6. Mr. Sikander Aggarwal
7. Dr. Abhijeet Sinha
8. Dr. Manoj Saxena, IQAC Coordinator
9. Dr. S. K. Garg, Chairman-IQAC

#### Agenda

1. Confirmation of Minutes of IQAC meeting (Internal Members) held on March 19, 2018.
2. Action taken on Minutes.
3. To discuss the extension of date of submission of research project proposal for Research Award Scheme under Research Endowment Fund created as per Governing Body Resolution No. 17 dt 27/02/2015.
4. To finalize Structured feedback on syllabus & institutions to be taken from a) Students b) Employees c) parents d) Alumni
5. To discuss the proposal of organizing 100 Hrs Course on "Online Retailing: An Industry Orientation to Undergraduate Students" submitted by faculty members - Ms. Shweta Wadhwa, Dr. Anuja Soni and Dr. Arpita Sharma.
6. Any other matter with the permission of the Chair

Item No. 1 Minutes were read and confirmed

Item No. 2 Action taken on Minutes were discussed and it was suggested to have Vice Principal in the committee for Internal Audit of Institutional Resources (i.e. Administrative, Accounts, Library, Sports, Computer Centre, Research Labs. and Principal Office). The issue of carrying out internal audit (i.e. Administrative, Accounts, Library, Sports, Computer Centre, Research Labs. and Principal Office) of procedures in the offices to make it more efficient was discussed and following committee was reconstituted

1. Dr. H. C. Jain, Vice Principal
2. Dr. Kulvinder Singh, Bursor and Member-IQAC
3. Dr. Mukesh Kumar, Former Bursor
4. Dr. Sangeeta Talwar, Convener-Purchase Committee
5. Dr. Manoj Saxena, IQAC Coordinator

The Committee shall make necessary recommendations after studying the past Audit Reports of Govt of NCT and SO (Admin), SO (Accounts) and SPA (Principal Office) shall implement the same by July 30, 2018. Dr. Sikander Aggarwal, Admin Officer to coordinate.



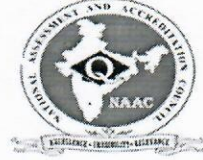


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- Item No. 3 The date of submission of research project proposal for Research Award Scheme under Research Endowment Fund should be extended to April 30, 2018
- Item No. 4 Structured feedback on CBCS syllabus and institutional resources was discussed and necessary changes wherever necessary were made. Dr. Anuja Soni shall finalize the Google Form by April 19, 2018 so that the same may be shared with students.

Course-wise committee for compilation of e-mail database of all students (i.e. II, IV and VI Semester) for the purpose of student satisfaction survey on CBCS syllabus and Institutional Resources was approved.

- Item No. 5 Proposal of organizing 100 Hrs Course on "Online Retailing: An Industry Orientation to Undergraduate Students" submitted by faculty members - Ms. Shweta Wadhwa, Dr. Anuja Soni and Dr. Arpita Sharma was discussed and approved. The committee appreciated the efforts of faculty members for their initiative.

- Item No. 6 One of the members shared the good practices implemented in NAAC (A Grade) colleges of University of Delhi where in Academic Audit is conducted at Departmental Level. College has been undergoing Administrative Audit from Govt. of Delhi for the functioning of the office. The IQAC after some discussions resolved that the academic and Administrative Audit (AAA) of each Department be conducted by an allied Department (to be decided by the Principal) once in each semester. It was observed that as per Pt. No. 6.7 of AQAR (to be submitted) Academic and Administrative Audit (AAA) is must. It was recommended to have a committee of another Department to be constituted (for carrying out AAA of other Department) with the following composition

1. Present Teacher-in-Charge, Convener
2. Former Teacher-in-Charge
3. One member to be nominated by the Principal

The Academic Audit report should be submitted to the office of the Principal latest by 30<sup>th</sup> September and 28<sup>th</sup> February every year. A form covering different parameters was also prepared.

Committee for Internal Audit of Institutional Resources (as per item no. 2) shall also submit its report by June 30 and December 30 every year.

Dr. Manoj Saxena  
Coordinator-IQAC

Dr. S. K. Garg  
Chairman-IQAC