



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/2018/06

Date: March 16, 2018

Minutes of Meeting of the Internal Members of the IQAC held on March 19, 2018 (Monday) at 10 am in the Office of the Principal. Following members were present

1. Dr. Jayini Adhyapak
2. Dr. Sachin Mittal
3. Dr. Anuja Soni
4. Dr. Yogieta S. Mehra
5. Dr. Rajkumari S. Devi
6. Dr. Kulvinder Singh
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 January 08, 2018.
2. Action taken on Minutes.
3. To discuss the following suggestions regarding academic calendar 2018-2019 given by faculty members in Departmental Meetings held during February 23 -28, 2018:
  - i. Each Department shall organize at least two technical talks; one educational trip/excursion; one hands-on workshop/training program; one national level seminar/symposium/conference; one humanitarian activity and departmental alumni meet along with one day technical fest on Saturday as per Academic Calender to be announced in the beginning of the academic session.
  - ii. Sports activity Calender including sports day.
  - iii. Structured feedback on syllabus & institutions to be taken from a) Students b) Employees c) parents d) Alumni
  - iv. Final year students shall be motivated to become life member of the College Alumnae Association
  - v. Class Test to be organized on two consecutive dates with common format preferably on the pattern of University Examination. Copy of Question paper of Class tests to be submitted to IQAC Secretariat through Teacher-in-Charge. Assignments to be returned to students.
4. To provide funds to regular students of the college for presenting paper (Oral/Poster) in National Level Conference once in a year and also for attending training programs/workshops/courses at IIT, IIM or Institute of National Importance every year.
5. To develop application format for organizing student related activities
6. To organize Faculty Development program on Leadership, Management and Quality in Higher Education
7. Committee to be constituted for carrying out internal audit of procedures in the offices to make it more efficient.
8. Any other matter with the permission of the Chair



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Agenda Items were taken point wise.

- Item No. 1 Minutes were circulated to all internal members via email dt Jan 25, 2018 and the same were read again and confirmed.
- Item No. 2 The action taken on minutes were circulated to all internal members via email dt. March 13, 2018 and the same were read again
- Item No. 3 Suggestions regarding academic calendar 2018-2019 given by faculty members in Departmental Meetings held during February 23 -28, 2018 were discussed and item no. 3(i) – 3(v) were approved for the Year 2018-2019 i.e.
- Each Department shall organize at least two technical talks; one educational trip/excursion; one hands-on workshop/training program; one national level seminar/symposium/conference; one humanitarian activity and departmental alumni meet along with one day technical fest on Saturday as per Academic Calendar to be announced in the beginning of the academic session.
  - Sports activity Calendar including sports day shall be included in the Calendar of Activities
  - Structured feedback on syllabus & institutions to be taken from a) Students b) Employees c) parents d) Alumni. A sub-committee to be constituted for preparing the google form and its execution. Dr. Anuja Soni to coordinate.
  - Final year students shall be motivated to become life member of the DDU College Alumnae Association. The performa was approved and department-wise committees to be formulated for smooth implementation.
  - Class Test to be organized on two consecutive dates with common format preferably on the pattern of University Examination. Copy of Question paper of Class tests to be submitted to IQAC Secretariat through Teacher-in-Charge. Assignments to be returned to students.
- Item No. 4 Approved.
- Item No. 5 IQAC Coordinator and Admin Officer shall prepare application format for organizing workshop/seminar/conferences/symposium/lectures etc.
- Item No. 6 IQAC shall organize at least one Faculty Development program on Leadership, Management and Quality in Higher Education. Dr. Abhijeet Sinha shall coordinate and submit a detail proposal by May 15, 2018.
- Item No. 7 The issue of carrying out internal audit of procedures in the offices to make it more efficient was discussed and following committee was constituted
1. Dr. Kulvinder Singh, Bursor and Member-IQAC
  2. Dr. Mukesh Kumar, Former Bursor
  3. Dr. Sangeeta Talwar, Convener-Purchase Committee
  4. Dr. Manoj Saxena, IQAC Coordinator

  
Dr. Manoj Saxena  
Coordinator-IQAC

  
Dr. S. K. Garg  
Chairman-IQAC