

# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

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

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

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

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Ref. No. DDUC/IQAC/2019/02

Date: April 08, 2019

Minutes of the Meeting of IQAC with Teacher-in-Charges, Staff Council Secretary, Librarian, Coordinator-Student Activity Board and Convener-Sports Committee in the office of the Principal at 10 am on April 05, 2019.

Following members were present

1. Dr. Rampal Singh, Secretary-Staff Council
2. Dr. Vinod Kumar, Teacher-in-Charge, Department of Chemistry & Convener-ADC
3. Dr. Savita Gehlaut, Teacher-in-Charge, Department of Physics
4. Ms. Sunita Nadir, Teacher-in-Charge, Department of Mathematics
5. Ms. Shweta Wadhera, Teacher-in-Charge, Department of Computer Science
6. Dr. Varnika Bhatia, Teacher-in-Charge, Department of Botany
7. Dr. Lathika Nair, Teacher-in-Charge, Department of Zoology
8. Dr. Vandana Gupta, Teacher-in-Charge, Department of Commerce
9. Dr. Jayini Adhyapak, Teacher-in-Charge, Department of English
10. Dr. Himanshu P Roy, Teacher-in-Charge, Department of Humanities
11. Dr. Deepa Kamra, Teacher-in-Charge, Department of Management Studies
12. Dr. Anek Goel, Convener-Sports Committee
13. Dr. Charu Kalra, Convener-Student Activity Board (SAB) 2018-2019
14. Dr. Anuja Soni, Member IQAC
15. Dr. Kulvinder Singh, Member IQAC and Bursar
16. Dr. Abhijit Sinha, Librarian
17. Dr. P. K. Jha, Member Proctorial Board

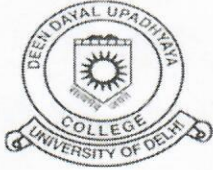
## Agenda

1. Preparation of Self Study Report of the Departments for NAAC Second Cycle
2. Update on the Annual Report of the College for the Year 2018-2019
3. Discussion on Calendar of Activities for the Year 2019-2020.
4. Proposed Fee Structure for the Year 2019-2020
5. Any other matter with the permission of the Chair

**Agenda No. 1** IQAC Coordinator reported that Teacher-in-Charge and Nodal Officer of all Department shall prepare a presentation for NAAC peer team visit. Each Department shall notify a Sub-Committee (headed by Teacher-in-Charge as Convener and Nodal Officer as Co-Convener) before April 15, 2019 for compilation & preparation of Self-Study Report (SSR) – NAAC Second Cycle which shall coordinate with IQAC for timely compilation on or before May 07, 2019.

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Deen Dayal Upadhyaya College  
University of Delhi





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**Agenda No. 2** Annual Report compilation process is in progress and will be completed within next 10 days.

**Agenda No. 3** The Principal informed the members that as per Academic Calendar of the University, UGC regulations 2019, Ordinances and Statues of the University from forth coming academic session the time table of the college shall be prepared for six working days i.e. Monday to Saturday and the same shall be reported in next staff council.

- All festivals of all subject/student societies will be held on Friday/Saturday in the week immediately preceding mid-semester break in both semesters.
- Science Departments shall organize the subject society festival in Odd-Semester and Commerce, Management Studies, Humanities and English Departments shall organize the festival during even semester.
- Any type of academic activity like lecture, half day activity etc shall be organized after 01:00 pm in order to minimize the teaching loss.
- FDP and long duration workshops etc should be organized during mid-semester break or in vacations.
- Common fresher party shall be organized in second half of Founder's Day Celebration and Common Farewell party shall be organized in second half of Annual Prize Distribution Function every year. No Departments shall organize separate fresher and farewell party.
- There shall be no decorations (i.e. sticking of bills, posters on walls etc) in any subject/student society activity. College shall provide adequate notice boards/poster boards for display of announcement, program schedule etc for the activity.
- No external Food Stalls in any subject/student society activity. Food expenditure in any academic activity should be upto 25% of the budget allocated to the respective activity.
- Student Induction Program as per UGC guidelines shall be organized during first working week at the time of college reopening.
- Each Department shall maintain a consumable stock register from forthcoming academic session where in all bills of all consumable items being purchased for subject society activities will be entered before settlement of accounts.

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- The committee after discussing the issue of indiscipline created during Star Nighte/Nite in Kalrav 2019 as well as in functions in past few years recommends that the Star Nighte/Nite, Jam Session, DJ and related activities should be banned in college in order to maintain the academic atmosphere and discipline of the college.

**Agenda No. 4** In continuation of ADC meeting held on January 25, 2019 and recommendation of Student Activity Board, Sports Committee, Garden Committee, Library Committee, Sports Committee, Department of Electronics recommends to increase fees for the year 2019-2020 as per details given below:

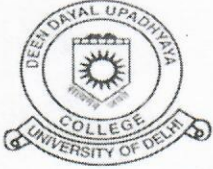
## Maintenance Grant (MG)

S. No.	Head	Current Fee (in Rs.)	Proposed Fee (in Rs.)	Net Increase in Fee (in Rs.)
1.	Library and Reading Room Fee	500	1000	500
2.	Garden Fee	35	100	65
3.	Class Test Fee	75	100	25
		610	1200	590

## Student Society Accounts

S. No.	Head	Current Fee (in Rs.)	Proposed Fee (in Rs.)	Net Increase in Fee (in Rs.)
1.	Student's Union Fee	200	500	300
2.	Art and Culture/Cultural Festival Fee	800	1500	700
3.	Subject Society Fee	500	1000	500
4.	Sports Fund	500	1000	500
5.	Founder's Day/Annual Day Prizes	300	500	200

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6.	Seminar and Intercollege Activity Fund	500	1000	500
7.	Lab. Development Fund	1000	1500	500
		3800	7000	3200

## Only for B. Sc. Hons Electronics

S. No.	Head	Current Fee (in Rs.)	Proposed Fee (in Rs.)	Net Increase in Fee (in Rs.)
1.	Academic-Corporate Interaction and Industrial Visit Fund for B. Sc. Hons Electronics	--	1000	1000

Meeting ended with a vote of thanks to the Chair.

Dr. Manoj Saxena  
Coordinator-IQAC

Dr. Hem Chand Jain  
Chairman-IQAC and Acting Principal

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
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