



दीन दयाल उपाध्याय कॉलेज  
**DEEN DAYAL UPADHYAYA COLLEGE**  
NAAC Accredited Institution-'B' grade (CGPA=2.63)  
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)  
सेक्टर- 3, द्वारका, , Sector-3, Dwarka, नई दिल्ली New Delhi – 110078



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Ref. No. DDUC/IQAC/2018/01

Date: January 08, 2018

Minutes of the Meeting of Internal Members of the IQAC held on January 08, 2018 at 10 am in Principal's Office. Following members were present

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

**Agenda**

- To draw the plan of action of this semester

At the outset, the Chairman-IQAC welcomed all members of the newly constituted IQAC team. The services rendered by outgoing members towards betterment of the Institute and the quality related initiatives were greatly appreciated by all members. IQAC-Chairman also shared with IQAC team that College has been selected for receiving grants under DBT Star College Scheme for five departments i.e. Botany, Zoology, Chemistry, Mathematics and Electronics.

IQAC-Coordinator gave a presentation covering (a) Recommendation of Peer Team and Action to be taken (b) Initiatives of IQAC, Action Taken and Current status and (c) New Initiatives (as per NAAC revised Guidelines) and previous recommendations of IQAC.

After detail discussion, it was resolved that

**For Promotion of Research Culture in College**

1. Faculty shall be encouraged to undertake research by collaboration.
2. Research Committee and IQAC shall motivate Faculty members to apply for research projects so as increase research projects per faculty.

**Academic and Administrative Audit**

1. Academic Calendar shall be prepared department wise and shall be discussed in the subsequent meetings of IQAC with respective departments.
2. Structured feedback on syllabus & institutions from a) Students b) Employees c) parents d) Alumni (A sub-committee comprising of Dr. Anuja Soni, Dr. Yogieta S. Mehra, Dr. Rajkumari S. Devi and IQAC-Cordinator was formed for preparing the draft of the same for discussion.)

**Student Mentoring and Progression**

1. Department wise Alumni to be strengthened and final year students shall be motivated to become life member of the College Alumnae Association

**Augmentation of Infrastructure**

1. Operationalization of language laboratory before July 2018 (Dr. Jayini Adhyapak shall coordinate)





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2. Adequate infrastructure shall be provided for DBT Star College Funded lab., departmental Research labs. and seminar room on fifth floor for conducting FDP (*Dr. H. C. Jain, Vice Principal and Associate Professor, Department of Commerce shall overall coordinate*)
3. Establishment of Museum and Culture Room in Department of Botany & Zoology; Establishment of Plant growth Changer and Botanical Garden in Department of Botany (*Dr. Rajkumari S. Devi and Dr. Anita Gulati shall coordinate the same*)


## Incentivisation to faculty members

1. Letter of appreciation to teacher who receive state, national and international recognition/Awards
2. Teachers to be provided partial financial support towards membership fee of professional bodies and institutional membership should be encouraged.
3. Expanding the scope of Research Projects under Research Endowment Fund from Subject Specific/Individual centric to Interdisciplinary/Group of Teachers (Research Committee to suggest suitable amendments which should be placed in Governing Body for ratification) however, for year 2018 the scheme with terms and conditions as approved earlier by Governing Body shall continue.
4. Participation/ Nomination of faculty/staff members in short term training program to be strengthened and encouraged

## New Initiatives

1. Vision document of college to be formulated (Chairman-IQAC to nominate few faculty members for the same)
2. Certificate course and Value-added course to be introduced
3. Promotion of Government of India Schemes like Swayam, NAD, Ek Bharat Shreshtha Bharat (Chairman-IQAC to nominate few faculty members for the same)
4. Special program for slow and advance learners (*Chairman-IQAC to nominate few faculty members for the same*)
5. Monitoring of students for academic and stress related issues & Hiring Psychologists for Student Mentoring (*Mentoring Program Committee shall submit a detail proposal for the same.*)
6. Department-wise SWOC Analysis
7. Training Programmes/Organization of workshops
  - a. Industry-Academia workshop (*Dr. Yogieta S. Mehra shall coordinate*)
  - b. Health & basic hygiene awareness program (*Dr. Anita Gulati shall coordinate*)
  - c. E-procurement workshop, GST & GEM training programs for Staff Members (*Dr. H. C. Jain, Vice Principal and Associate Professor, Department of Commerce shall coordinate*)
8. Streamlining filing of Records in Administration and Accounts section, Management of Store and Electronic Inventory Management (*Dr. Kulvinder Singh, Mr. Sikander Aggarwal and IQAC-Coordinator shall coordinate*)
9. Establishment of Deen Dayal Upadhyaya Study Circle (*Chairman-IQAC shall nominate few faculty members*)

  
Dr. Manoj Saxena  
Coordinator-IQAC

  
Dr. S. K. Garg  
Chairman-IQAC