

Minutes of IQAC Meetings

July 2019-June 2020

Minutes of IQAC Meeting held on August 9, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti Vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The committee planned the activities for next academic year.
- The various focus areas for IAQC were suggested by different members and a list was made for conducting various activities under IQAC. These areas were suggested keeping in mind the seven components of AAQR report. The seven components include curricular, teaching and learning process, Research and innovation, Infrastructure and learning resources, Student support, institutional values.
- The workshops, trainings, seminars to be conducted by IQAC was finalised.

Minutes of IQAC Meeting held on October 22, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti Vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The issues related to IQAC was discussed ta length
- The format of the report was discussed and various components were understood.
- The sub-sections were assigned to different members. Each member was assigned one sub-section. The member was directed to collect all the information pertaining to the section assigned to them and collate it.
- It was also decided to inform the Teacher-in-charges of various departments to give the data for AQAR report 2019-2020.

Minutes of IQAC Meeting held on November 5, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Neeti Vaid (Member)
8. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The members reported on the progress of the information collected on their respective sub-units from various departments.
- The members sought clarifications on important points in the report.
- Important points related to the report were critically discussed.
- The meeting ended with the decision to meet again in the coming week.

Minutes of IQAC Meeting held on November 18, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Neeti Vaid (Member)
8. Ms. Sonal Jain Gupta (Member)

- The meeting started with a presentation of work done by various IQAC members in their respective sub-units.
- Doubts related to certain points were discussed and consensus was arrived on the reporting procedure.
- The meeting ended with the decision to meet on December 4, 2019 to finally present the various sub-units and to collate the final report.

Minutes of IQAC Meeting held on December 4, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Sonal Jain Gupta (Member)

- The convenor welcomed all the members of the IQAC committee and appreciated their sincere work and efforts.
- Each member orally presented their sub-unit and important points were discussed critically.
- Changes was recommended and it was decided to mail the final units after formatting to Ms. Mamta for compilation.

Minutes of IQAC Meeting held on January 8, 2020. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- The convenor welcomed all the members of the IQAC committee and appreciated their sincere efforts in compiling the AQAR report on time.
- It was decided to focus on feedback form various stakeholders namely students, teaching, non-teaching, parents and alumni. The decision was taken to formulate feedback forms or questionnaires for the same.
- Teams were assigned to conduct various activities such as feedback surveys, seminars, trainings, etc.

Minutes of IQAC Meeting held on June 5, 2020. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- The convenor of IQAC commenced the meeting by informing the members that due to Covid-19 the committee could not conduct the feedback of various stakeholders.
- It was decided to conduct Student Satisfaction Survey pertaining to online teaching as it was a new approach to teaching and it was important to understand the effectiveness of online teaching.
- Dr. Archana Burman, Ms. Neeti Vaid and Ms. Sonal Gupta were assigned the responsibility of creating a questionnaire to assess the effectiveness of online teaching.
- It was decided to administer the questionnaire to the students of various departments in the college.