

Internal Quality Assurance Cell (IQAC)
Institute of Home Economics
(University Of Delhi)

Summary of Minutes of the Meetings
(July 2021- Nov 2022)

February 11, 2022 2:00 pm to 3:00 pm

The meeting was held regarding screening of professorship promotion forms. The forms of applicants were reviewed and action to be taken was discussed.

February 22, 2022 2:00 pm to 3:00 pm

A detailed discussion on three criterion was held. The data collected was reviewed and summary of requirement regarding data that is not yet received was made. Members were asked to highlight key requirements from their sections and these were conveyed to concerned staff.

March 7, 2022 12:00 noon to 2:30 pm

All the criterion were reviewed and information required from Teacher-in-charges was noted. A detailed discussion was held on content required for various sections of the report. The members reported about completion work of fifth year report for various criteria. The committee reviewed the work, missing details were identified and gaps filled in.

March 8, 2022 12:00 noon to 2:30 pm

The meeting was held to discuss the information required from administrative officer. Faculty in charge of all the sections reported about the requirement of data. The information needed from Teacher-in-charges was highlighted as well.

March 9, 2022 12:30 pm to 2:00 pm

A discussion was on report writing for NAAC was held. The members continued their work of data collation and clarifications were sought wherever required.

March 10, 2022 2:00 pm to 3:00 pm

Report preparation and data collected so far was checked. The meeting was held with the director mam to discuss the challenges faced during report writing. It was requested that more members may be allocated to expedite the process of report writing.

March 11, 2022 2:00 pm to 3:00 pm

A discussion was held on report preparation and data collected so far. The meeting was held with the director mam to discuss the challenges faced during report writing. It was requested that more members may be allocated to expedite the process of report writing.

March 24, 2022 10:00 am to 3:00 pm

The members reported about completion work of fifth year report for various criteria. The committee reviews the work. Any missing details were identified and filled in.

April 5, 2022 11:00 am to 1:00 pm

Meeting was held to report about the filling the IQAC form. Fee process for submission to be initiated. The steps required for this process were identified and an application regarding the same was submitted in the office.

April 22, 2022 10:00 am to 12:00 pm

A thorough discussion was held on NAAC Committees, sub committees, their requirements and tasks assigned. The members gave suggestions for effective ways of working towards preparedness.

May 2, 2022 11:00 am to 12:30 pm

For NAAC peer team visit, details of each committee's work was discussed with convenors and co- convenors, who further shared the requirements with respective committee members. The representatives were asked to prepare a list of activities and initiate work towards preparation of budget.

May 10, 2022 10:30 am to 2:00 pm

With a purpose to bring more clarity, the nomenclature of various committees constituted for NAAC visit, were reviewed, in consultation with the staff secretary. The discussion regarding efficient ways for exhibition work were held.

May 19, 2022 11:00 am to 1:00 pm

A meeting of Peer Team Visit Convenors, staff secretary and the IQAC members was held to discuss work done by various committees constituted for the purpose. Suggestions were given by the attendees for timely execution of tasks.

June 27, 2022 1:30 pm to 5 pm

The meeting of IQAC members was held with the Director ma'm. Faculty in charge various sections presented the report work. It was reviewed and feedback was provided. Concerns in part 1 of SSR were attended.

July 5, 2022 10:00 am to 2 pm

The meeting reviewed various criteria for Self-Study Report (SSR). Detailed presentations consisting data compilation were given by faculty members. Discussion was held on key points for the data presentation for SSR.

July 14, 2022 10:00 am to 1 pm

The work done for SSR was thoroughly viewed. For all criteria, deliberations were done in the meeting. The convenor highlighted the significance of aspect of institutional preparedness for National Education Policy (NEP). Valuable suggestions were made by the representatives. All aspects of the report work were reviewed.

August 25, 2022 11 am to 3 pm

The committee screened the application forms for professorship. Various observations were noted and information about action required was conveyed to the concerned members.

September 25, 2022 11am to 3 pm

Screening work of application forms was done by the committee. The concerns were addressed and further action to be taken was discussed.