



## SUMMARY OF THE MINUTES OF MEETING IQAC JULY 2023-JUNE 2024

**Date:** 24.07.2023

**Time:** 10:30am

**Venue:** Staff room

**Agenda:** Plan of action for timely preparation of AQAR 22-23

**Minutes of meeting**

Timely Data collection processes for AQAR preparation were discussed at length. Also future activities of IQAC committee were discussed.

**Date:** 28.07.2023

**Time:** 10:00am

**Venue:** staff room

**Agenda:** Regarding AQAR 22-23

**Minutes of meeting**

Updating of all the instructions to fill the AQAR was discussed among members. Data templates were discussed at length criteria wise. Dr Bani was consulted for the data available in the annual report and how it can be synchronized with the AQAR report. Furthermore, proofs required were discussed at length.

**Date:** 31.07.2023

**Time:** 2:00pm

**Venue:** IQAC room

**Agenda:** NAAC assessment visit dates finalization

**Minutes of meeting**

Screenshot was sent to NAAC about the submission of dates of the visit uploaded on NAAC portal. It was decided that NAAC dates can be given for October/ November, 2023. Preparations of the work done for the visit was discussed.

**Date:** 21.08.2023

**Time:** 12.45pm

**Venue:** Staff room

**Agenda:** To discuss about Hindi Pakhwara

**Minutes of meeting:**

All the members discussed about the organization of Hindi Pakhwara. Various events to be organized were deliberated. It was decided to conduct essay writing competition for the non-teaching staff, slogan for students and a selfie competition for teaching staff. Duties for the same were assigned to the members by the convenor.

**Date:** 2.09.2023

**Time:** 3:00pm

**Venue:** Google meet (online)

**Agenda:** Regarding Hindi Pakwara

**Minutes of meeting**

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Convenor of the IQAC updated the members that committee needs to organize Hindi Pakhwara 2023. Suggestions were taken from the faculty members regarding the activities to be conducted during Hindi Pakhwara and brainstorming was done. It was finalized to conduct an expert session by the Resource Person on 'Hindi Diwas., Essay writing competition for non-teaching staff, slogan writing competition for students and Selfie Contest for teaching staff. It was also decided that we will be conducting the activities from 11th - 14th September, 2023. The activities in detailed manner were discussed and duties were allotted.

**Date:** 18.09.2023

**Time:** 12.45pm

**Venue:** IQAC meeting

**Agenda:** To discuss the data and proofs required from various departments and committees for AQAR 22-23

**Minutes of meeting:**

Prof Sunita Aggarwal discussed with everyone about the progress of data collection and the format in which data is required for AQAR 22-23. It was reminded that the data for the AQAR was required on urgent basis. Queries regarding the types of proofs required or type of data required, etc. can be checked from with the IQAC committee members. All the seven criterion for AQAR 22-23 were discussed one by one. It was suggested that email with all the instructions for AQAR could be mailed again. It was decided that the data must be provided ASAP.

**Meetings regarding updation of data collection for AQAR 2022-23 were held on 9.10.2023, 8.11.2023, 22.11.2023 28.11.2023 and 12.12.2023**

**Agenda:** Review of data required for AQAR report 2022-23 and discuss the progress of work done

**Minutes of meeting:**

Review of data collected and required for AQAR report 2022-23 was done criteria wise.

The convener informed all the members about the data received from various departments and committees. Everyone was asked to check the data and revert whether any department data is still left or if proofs are missing. All the members discussed about each criteria one by one.

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Annual report was shared with all the members for ready reference. All the members discussed about each criteria. The convener asked all members to have the proofs in the required format for uploading on the NAAC portal.

The convener, co-convener and all members discussed about each criteria. The convener asked all members to have the proofs in the required format for uploading on the NAAC portal. Data required for the best practices was discussed. It was decided to include few best practices from all the departments. Furthermore, millet based food introduction in the canteen must be included in the report.

NAAC portal and methods to upload the data on the portal was displayed and discussed with all the members to solve any difficulties in uploading of data on the portal. Previous AQAR (21-22) was also shared with all the members. All the criteria were discussed one by one. It was discussed that the report shall be presented to the governing body so all the data uploading must be done ASAP.

All the members discussed the information collected and the missing links of the AQAR. The missing data was discussed and other committee convenors were called to provide all the missing proofs, etc. Everyone reviewed the information criteria-wise for each sub section.

**Date:** 14.12.2023

**Time:** 1:00pm

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**Venue:** Conference room

**Agenda:** To decide upon tentative dates for NAAC visit

**Minutes of the meeting:**

Tentative dates for March 2023 was discussed after due deliberations.

**Date:** 16.12.2023 and 17.12.2023

**Time:** 1:00pm

**Venue:** Online Google meet <https://meet.google.com/vxi-swux-ooe>

**Agenda:** Completion of AQAR report 2022-23

**Minutes of the meeting:**

All the members met online and presented all the data filled to the convenor and co-convenor. Everyone reviewed the information criteria-wise for each sub section. The missing data and measures to procure the same was discussed.

**Date:** 21.12.2023

**Time:** 1:00pm

**Venue:** Conference room

**Agenda:** Completion of AQAR report 2022-23

**Minutes of the meeting:**

The meeting was attended by all the members to review the information criteria-wise for each sub section. Governing body member's suggestions were also incorporated. All the members were instructed to go through all the criteria once again and fill in the gaps.

**Date:** 22.12.2023

**Time:** 10:00am

**Venue:** Conference room

**Agenda:** Review and submission of the report AQAR 22-23

**Minutes of meeting:**

All the members discussed and presented all the data filled for each criteria. All the links and data templates were opened and checked. After reviewing all the details AQAR 22-23 was uploaded on the NAAC portal.

**Date:** 12.03.2024

**Time:** 12:40 pm

**Venue:** Staff room

**Agenda:** IQAC activities

**Minutes of meeting:**

Convenor and Co-Convenor, IQAC discussed with all the present members some activities to be planned under IQAC in the near future. Brainstorming and activities were discussed at length. It was discussed that a Faculty Development programme FDP can be organized. The group discussed that we can invite one EC member for a lecture on rules and regulations for promotions and other related things under Delhi University. It was discussed that we can also have a lecture series of IQAC in collaboration with Viksit Bharat. All members agreed on having various capacity building workshops.

**Date:** 14.03.2024 and 15.03.2024

**Agenda:** Duties for organizing a Meeting with External Member for IQAC

**Minutes of meeting**

All activities were listed for organizing a meeting with External Members for IQAC Meeting scheduled on 16th March 2024. Discussions were held regarding the brief presentation to be prepared exhibiting the IHE, Vision, Courses in college, Number of students, IQAC composition, plan of action, work done,

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Suggestions for sources of fund, Collaborations, Improvement of quality interaction etc. Further, duties and responsibilities were distributed among various members of the committee.

### **Meeting of IQAC committee with External members and Director**

**Date:** March 16<sup>th</sup>, 2024

**Time:** 11.30 am

**Venue:** Conference room

**Agenda:** The agenda for the meeting was as follows:

- Presentation of AQAR report 2022-23
- Plan of action (2023-24)
- Sourcing of Funds
- Exploring the collaborations with other Academic Institutions and Industrial establishments
- Promoting the research at the college level
- Adopting the best Audit practices for the HEIs
- Any other

The following members attended the meeting:

- Prof. Radhika Bakhshi – Director IHE and Chairperson IQAC
- Prof. Naval K. Vikram, Professor & Head, Unit-II, Metabolic Research Group, Department of Medicine, AIIMS, New Delhi
- Prof. Anita Rampal, Professor and Dean(retd), Department of Education, University of Delhi, New Delhi
- Ms. Priya Chauhan, Fab India- Head, Soft Home Furnishings, New Delhi
- Prof. Sunita Aggarwal (Convenor IQAC)
- Prof. Manjula Suri (Co-Convenor IQAC)
- Dr. Suneeta Mishra
- Ms. Renu
- Dr. Sandeep Yadav
- Dr. Vandana
- Dr. Vandana Sabharwal
- Dr. Ritu Atheya
- Dr. Jagriti Kher
- Dr. Bhawana
- Ms. Khushi Gulhar (Student Representative)

The meeting started with the welcome and introduction of all the IQAC members. Thereafter, Dr. Vandana Sabharwal presented the Motto, the Mission and Vision of the college, followed by milestones achieved by the college. Dr. Suneeta Mishra then presented the Plan of Action of different departments for the 2023-24 session and their accomplishments so far. Dr. Sandeep Yadav briefly presented the AQAR report for the year 2022-2023 that has been submitted to NAAC (yet to be approved). The committee then commenced discussion on the agenda items.

### **Points discussed during the meeting**

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- Prof. Sunita Aggarwal sourced suggestions from external members for enhancing collaborations with industries and academic institutions, generating funds for research projects and other academic activities, and improving pedagogy.
  - Ms. Priya Chauhan suggested that industry professionals should be invited to provide students with real world insights.
  - It was suggested that a more interdisciplinary approach should be adopted in internship programs and the importance of evaluating their usefulness was also highlighted.
  - Prof. Radhika Bakhshi explained the need for a strong connection between the college and its alumni and how we should work towards bridging the gap. This is even more important now as internships are compulsory under NEP.
  - It was emphasized that the alumni body of the college should be strengthened. Alumni should have a sense of belongingness and should contribute to the institute.
  - It was proposed that there should be a separate cell to develop processes for (1) reaching out to graduated students and (2) for graduated students to reach out to college.
  - The group discussed that the data regarding future endeavors of the graduated students, both academic and professional, is really important from NAAC point of view and also for academic audit.
  - Ms. Khushi Gulhar mentioned that alumni are helping their juniors by referring them to their workplaces.
  - Various modes were proposed for continuous collection of alumni data. One proposal was to circulate a Google or a physical form that would be required before handing over the final year mark sheet/degree to the students.
  - Ms. Priya emphasized the importance of social media platforms and how these platforms can help in connecting with the alumni. She further suggested that college should organize regular sessions for students to interact with the alumni along with alumni meet.
  - Ms. Priya suggested invites for Entrepreneurship Mela, to be held in April as proposed by the RMDA department, be extended to external parties in addition to students. She also suggested organizing personality development workshops for students.
  - Regarding generation of funds for research, Ms. Priya advised that projects should be presented at the relevant platforms; funds would be provided by different organizations if projects are found useful.
  - It was suggested that one official WhatsApp group should be created for better networking with the students and consistent information regarding graduated students needs to be updated on the group.
  - Prof. Vikram emphasized the need to understand the importance of transition from college to work life and suggested that students should visit various labs/ institutions before getting internships.
  - Regarding the conduct of academic and administrative audits, Prof. Anita Rampal informed that one can have Focus Group Discussions (FGDs) with the students and staff to work upon the strategies to improve things for effective functioning. She mentioned that audits could be done internally as well as with external members.
  - Prof. Radhika Bakhshi suggested that result analysis as part of the academic audit should be done. She further suggested forming a mentorship program where fast learners can help slow learners.
  - It was discussed that the SPIC MACAY society should be revived and formation of a movie club to showcase inspirational movies was proposed

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- Also, it was suggested that we have a dedicated place to display alumni pictures along with other relevant details, named 'Wall of Eminence', to inspire current students.

The meeting ended with the Vote of Thanks to the Chairperson and Committee members by Prof. Manjula Suri.

**Meeting to edit the AQAR report 2022-23 were held on the 03.04.2024, 16.04.2024, 23.04.2024, 26.04.2024 and 30.04.2024**

**Agenda:** Editing of AQAR report

**Minutes of meeting**

Comments received from NAAC portal about the AQAR report 2022-23 were discussed. All the points to be edited were thoroughly reviewed among IQAC members. AQAR report was presented to the committee. Suggestions for fund raising were also discussed.

**Date:** 20.05.2024

**Time:** 11:30 am

**Venue:** Staff room

**Agenda:** Suggestion of external members

**Minutes of meeting**

Suggestions given by external members were discussed one by one. Action to be taken on suggestions was discussed. Alumni community on whatsapp could be made. Efforts to strengthen the Alumni must be undertaken. Some events like Spic Macay, etc. could be revived. More workshops could be conducted for teaching and non-teaching staff. More industrial/academic institutions collaborations should be done.

**Date:** 17.05.2024

**Time:** 10:30 pm

**Venue:** Director Room

**Agenda:** Review of different NAAC committee work

**Minutes of meeting**

The director ma'am reviewed the scope of work of different NAAC committees at length. The work to be done by each committee was discussed.

**Date:** 28.05.2024

**Time:** 12:30 pm

**Venue:** Staff room

**Agenda:** Organization of hands on workshops

**Minutes of meeting**

It was decided to conduct hands on workshops for teaching and non-teaching staff. It could be on waste management, IT skills, Gem Portal, ISO certification and service rules. Resource persons should be contacted and finalized.

**Date:** 13.06.2024

**Time:** 11:45 am

**Venue:** Staff room

**Agenda:** Organization of Capacity building workshops

**Minutes of meeting**

The Convener asked all the members to check whether the links are working or not. The members have to download the files of their respective criteria and have to save all the documents. A link shall be generated with folders for both the years (2021-22 and 2022-23) so that all members can save year wise

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documents of their respective criteria. It was also decided to collect hard copies of all proofs. It was decided to have Hands on Capacity Building Training / Skill Development Workshop for Non-Teaching Staff will on June 18, 2024 in conference room. The duties for the same were distributed. Also another workshop on waste management has been scheduled for 19<sup>th</sup> June 2024. Wall of fame of college eminent alumni shall be made for the NAAC visit.

