



## SUMMARY OF THE MINUTES OF MEETING IQAC 2022-23

**Date:** 23.9.2022

**Time:** 1:00pm

**Venue:** IQAC room

**Agenda:** IQAC committee and Submission of AQAR

### **Minutes of the meeting:**

The new IQAC committee met and discussed about the submission of the AQAR 2021-22. It was discussed that few more committee members could be included to expedite the work as the deadline of submission is 30th September 2022. It was suggested that a joint meeting between old and current committee members could be planned and old committee members can guide the current committee members on the work. Furthermore, it was decided to check the deadlines of submission again on the NAAC website. Tentative distribution of various criteria was discussed and divided among members as follows:

Part A: Mrs. Bela Kapoor and Dr. Bhupender Kumar

PART B:

1. Criteria 1 (Curricular Planning and implementation): Dr Bhupinder Kaur
2. Criteria 2 (Teaching learning process) Dr Manjula Suri, Ms S Chowdhary
3. Criteria 3 (Research, innovation, and extension) Dr G Chopra, Dr T Rekhi, Dr Bhupender Kumar
4. Criteria 4 (Infrastructure and learning resources) Dr N Saini, Dr S Yadav
5. Criteria 5 (Student support and progression) Dr M Vachher, Dr S Yadav
6. Criteria 6 (Governance, leadership, and management) Dr R Atheya, Dr R Arora
7. Criteria 7 (Institutional values and Best Practices) Dr S Mishra

**Date:** 24th Sep.2022

**Venue:** Online: Google meet (Meet ID: <https://meet.google.com/dvd-wpkd-qag>)

**Time:** 10.30 am

**Agenda:** Submission of AQAR

### **Minutes of meeting**

It was discussed that the last date for submission of AQAR is 31st December 2022 as given in the NAAC website FAQs. It was discussed that all team members can study the parameters and criterion of AQAR and discuss the plan of action in the next meeting. Criteria distribution was discussed and finalized. It was discussed that the team can make a total 7 google sheets for each 7 criterion.

**Date:** 12<sup>th</sup> October, 2022

**Venue:** Room no 306

**Time:** 01.00 pm

**Agenda:** AQAR report 2021-22

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**Minutes of the meeting:**

All the members discussed with the convenor and co-convenor about their respective allotted criteria. All the members deliberated about the source of data and google spreadsheets formation in the same format as given on the NAAC portal for the data collection. Members were asked to collect the data ASAP.

**Date: 31<sup>st</sup> October, 2022**

**Venue:** Room no 306

**Time:** 01.00 pm

**Agenda:** Discussion of proofs required AQAR report 2021-22

**Minutes of the meeting**

The committee members discussed about the proofs required for each criteria and the acceptable proofs. Few examples were discussed. Furthermore, members discussed about the progress of data collection for each criteria. It was discussed that student progression data is incomplete due to delay in conduction of CUET exams. Convenor assured all the members that they can contact her in case of anyone faces any difficulty in data collection.

**Date: 4<sup>th</sup> November, 2022**

**Venue:** Room no 306

**Time:** 09:30am

**Agenda:** Discussion of progress of data collection AQAR report 2021-22 and Mock test

**Minutes of the meeting**

It was discussed that data for 2021-22 has to be added in the Mock data section on the NAAC Portal. It includes all the numeric data. Previous committee shall upload data for last four years and the present committee shall upload for the year 2021-22.

**Date: 28<sup>th</sup> November, 2022**

**Venue:** Room no 306

**Time:** 1:00pm

**Agenda:** Discussion of progress of data collection AQAR report 2021-22

**Minutes of the meeting**

A short demonstration for the uploading of data on the NAAC portal was given to all the members. The convenor told all the members to finish data collection and start uploading the data ASAP. All the members were asked to make a cover page with the college logo followed by an index page and then upload proofs. In this uniformity of the data could be maintained.

**Date: 8<sup>th</sup> December, 2022**

**Venue:** Conference room

**Time:** 1:30pm

**Agenda:** Reporting of progress of AQAR report 2021-22 to the new Convenor

**Minutes of the meeting**

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The new convenor of the IQAC (Prof Sunita Aggarwal) and co-convenor (Prof Manjula Suri) discussed with all the members the progress of AQAR 2021-22 report. A short demonstration for the uploading of data on the NAAC portal was given again to all the members. The convenor told all the members to complete data collection and start uploading the data ASAP. Mr. Imran, Dr Preeti and Dr. Renu also joined the IQAC committee as few members went on leave, etc.

**Date: 20<sup>th</sup> December, 2022**

**Venue:** Conference room

**Time:** 1:00pm

**Agenda:** Submission of AQAR report 2021-22

**Minutes of the meeting**

All the members discussed the progress of report writing and discussed if any gaps were left to complete the report.

**Date: 24<sup>th</sup> December, 2022**

**Venue:** Google meet

**Time:** 6:00pm

**Agenda:** Progress for submission of AQAR report 2021-22

**Minutes of the meeting**

All the members presented their respective criteria and data entered. The convenor and co-convenor along with all the members discussed all the gaps in the data and suggested measures to improve the same.

**Date: 26<sup>th</sup> December, 2022**

**Venue:** Conference room

**Time:** 1:00pm

**Agenda:** Progress for submission of AQAR report 2021-22

**Minutes of the meeting**

The meeting was attended by all the members to review the information criteria-wise for each sub section. It was decided to submit the report on 27.12.2022. All the members were instructed to go through all the criteria once again and fill in the gaps.

**Date: 27<sup>th</sup> December, 2022**

**Venue:** Director's room

**Time:** 1:00pm

**Agenda:** Discussion about upcoming NAAC visit

**Minutes of the meeting**

The convenors and co-convenors of IQAC 2022-22 and 2022-24 attended a short meeting with the Director to discuss about the upcoming NAAC visit. It was decided to request the NAAC for an extension till June 2023.

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**Date: 27<sup>th</sup> December, 2022**

**Venue:** Conference room

**Time:** 1:30pm

**Agenda:** Submission of AQAR report 2021-22

**Minutes of the meeting**

All the members showed the final report to the Director, Convenor and all the members. The report was uploaded on the NAAC portal. Also, request was put on the portal for NAAC visit extension.

**Date: 10<sup>th</sup> January 2023**

**Venue:** IQAC room

**Time:** 12:00pm

**Agenda:** Budget and preparations of the upcoming NAAC visit

**Minutes of the meeting**

This was attended by IQAC convenor, co-convenor, NAAC coordinators and co-coordinators of various committees along with the Director and Ms. Lakshmi. The budget of the upcoming NAAC visit was discussed. Sanctioned budget, amount spent, work done and needed to be done was discussed at length. Preparations required for the NAAC visit were also deliberated. Abstract book of MSc dissertations was decided to be printed.

**Date: 16<sup>th</sup> – 18<sup>th</sup> January, 2023**

**Venue:** Director's room

**Time:** 10:30pm

**Agenda:** Activities of IQAC

**Minutes of the meeting**

The Director along with IQAC convenor & co-convenor met various NAAC PTV committees to discuss about the preparation required for PTV and the work done so far. The committees were asked to give their requirements.

Attendance

Members of different committees attended the meeting.

**Date: 20<sup>th</sup> January, 2023**

**Venue:** IQAC room

**Time:** 10:30pm

**Agenda:** Activities of IQAC

**Minutes of the meeting**

The committee met to discuss about the IQAC works and internal quality improvement for the college. It was decided to conduct few FDPs on VACs, MOOCs, Informatics, and research methodology. Furthermore, to ease compilation of AQAR in future, admission data could be stored in separate file in the required format by the administrative staff. Common single document must be prepared and circulated

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to the TICs for data collection for the AQAR 2022-23. A seminar for Hindi promotion must be conducted. Few important days like World Health Day, International Microorganism Day, etc. must be celebrated to improve awareness among students. The convenor asked all the members to look for weaker points and work harder for the improvement of quality.

**Date: 3rd February, 2023**

**Venue:** Conference room

**Time:** 2:00pm

**Agenda:** To discuss comments received on the AQAR 2021-22

**Minutes of the meeting**

The comments received were discussed and deliberated by the committee members. Everyone can once again review their respective criteria and make sure that none of the column was left blank.

**Date: 13<sup>th</sup> February, 2023**

**Venue:** Conference room

**Time:** 1:00pm

**Agenda:** To discuss editing and submission of the AQAR 2021-22

**Minutes of the meeting**

All the members showed to the convenor and other members editing done by them and none of the column in the report left as blank. Some student data must be updated and can be given by the administrative staff ASAP.

**Date: 9<sup>th</sup> May, 2023**

**Venue:** IQAC room

**Time:** 11:30 am

**Agenda:** To discuss events of IQAC (implementation of Hindi language, FDPs, etc.), request of new members, preparation of Google sheets for AQAR 2022-23

**Minutes of the meeting**

All the members discussed of the upcoming events of IQAC. It was decided to conduct a workshop for the implementation of Hindi as official language in the month of May. It was decided to conduct a seven day FDP in association with Ramnujam College in the month of June. Various topics of the FDP were deliberated. Furthermore, preparation of Google sheets to be circulated for data collection for AQAR 2022-23 to various department TICs and convenor of committees, Admin and accounts were discussed. This shall be circulated by 31<sup>st</sup> May. New members could be requested from the Director and asked to join the committee as few members left the college. Redistribution of criteria among members could be undertaken once new members join the committee.

**Date: 29.05.2023**

**Time:** 10:30am

**Venue:** Staff room

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**Agenda:** Event of 2<sup>nd</sup> June, 2023

**Minutes of meeting**

Duties of the event on Implementation of Government official language policy/ program” on 2<sup>nd</sup> June, 2023 were divided among the members. Progress of Google sheets preparation for data collection were discussed among the members.

