



NAAC PEER TEAM VISIT COMMITTEES

| S. No. | Name of the committee | Coordinators and Members | Role and Responsibilities Assigned |
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| 1. | Exhibition Coordination Committee | Prof. Archana Burman (C) Prof. Mila Tuli (Co-C) Dr. Savita Bansal Dr Jyoti Vats Dr Himani Mrs. Rainy Jangpani Mr. Jitendra Kumar Mr. Prem Kumar Mr. Vijay Kr. Bhardwaj | <ul style="list-style-type: none">• Arrangement and Procurement of display boards, kiosks etc.• Coordinate with other committees to prepare and display boards for exhibition and kiosk• Issue common guidelines to each department regarding their respective exhibits• Identify space for exhibits• List and execution of various activities related to exhibition and kiosks place |
| 2. | Hospitality, Visits, Organization of Feedback Meetings | Ms Archana Bhagat (C) Prof. Veenu Wadhwa (Co-C) Dr Vidhu Yadav Dr Srishti Negi Dr Kesar Singh Dr Manish Aggarwal Dr Sneha Yadav Mr Rakesh Mr Mohit Jr Assistant (office) Mrs. Supriya (HD) Ms. Nazma (FN) Mrs. Manjusha Singh | <ul style="list-style-type: none">• Plan of hosting the NAAC Peer Team• Organising the feedback meeting with students, alumni, parents, non-teaching, employers• Organising visits to schools (for B.El.Ed if asked for)• Setting up the rangoli, lamp lighting for welcome• Gifts/ souvenirs (bouquets/ plants)/ for guests• Setting up of a room in college with a laptop and printer for PTV members• Refreshment• Transport arrangement for NAAC Peer Team visit as well as vehicles for the visitors• Arrangement of refreshments, lunch etc. |
| 3. | Institutional Facilities & Building Repair Committee | Prof. Jyoti Dalal (C) Ms Sonia Choudhury (Co-C) Dr Nalini Moza Wali Dr Meenakshi Vachher Dr Santosh Yadav Dr Meghna Dr Ashok Saini Dr Supriya Mukherjee Mr. Virender Kumar Mr. Kuldeep Mr. Anand Singh Mr. Viram Pal | <ul style="list-style-type: none">• Repair, upkeep and cleanliness of Staff room, medical room, Canteen, EOC and EU rooms, GCR, Library repair, Classrooms, Washrooms and other facilities including Lab maintenance• Maintenance of Sanitary pad dispenser and incinerator in working condition• Cleanliness and proper arrangement of college premises |
| 4. | Signages Committee | Prof. Shipra Gupta (C) Dr Meena Bathem (Co-C) Dr Rambhai Lada Dr Sanyogita Mr. Sita Ram Thakur Mr. Kundan Singh Ms. Shweta Rana Mr. Om Prakash (Admin) | <ul style="list-style-type: none">• Collect requirements for signages from other committees and liaison with Purchase Committee of college e.g.-signages for library, environment, plants, accounts, admin, etc. wherever required. Signages to be bilingual• Signages for faculty and faculty rooms• Display of Time tables of faculty and students• Purchase workflow to be placed in admin office• Organogram placed in admin office |

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| 5. | Curriculum enrichment & Pedagogic processes Committee | Prof. Arti Nigam (C) Dr Vandana (Co-C) Dr Kavita Rani Dr Ritu Singh Ms Divyansha Mrs. Hem Lata Divakar Mr. Indresh, Ms. Jyoti Mr Sandeep | <ul style="list-style-type: none"> ● Collect and maintain the following records <ul style="list-style-type: none"> - Attendance records from ILS portal and IA committee - Department meeting minutes - Teaching plans - Assignments - Project reports and internship - Internal assessment records - Attendance Registers - Syllabus Revision Proofs ● Display of Program & Course Objectives and Learning Outcomes ● List of University positions and prizes won by students ● Collect information on short-term course, FDPs, proof of curriculum development, representation of academic bodies, and human support (scribes, reader, reading material and counselling). |
| 6. | Research initiatives & Innovation in Research | Prof. Jyoti Agarwal (C) Prof. Bani Aeri (Co-C) Ms Deepshikha Kataria Dr Vandana Sabharwal Dr Manish Dr Poonam Magoo Dr Noopur Soni Mr Mahesh Kumar Ms. Donmoingam Hongsha Mr. Sahil Mr. Vinod Kr. Kothari | <ul style="list-style-type: none"> ● Collect material from the Departments and maintain the following records for display at a central venue <ul style="list-style-type: none"> - Workshops/seminars conducted on research methodology, Intellectual Property Rights (IPR) and entrepreneurship - PhD research guides, Ph.D register, completed and awarded - Undergraduate and postgraduate research projects - Research projects undertaken by faculty and funded by external grants - Collate research publications, books/book chapters for display - FIST and STAR College report - Minutes of ethics committee - Products developed at IHE - Conferences attended ● Publish abstract book of M.Sc. Dissertations and PhD thesis ● Preparation of boards for display |
| 7. | IT Facilities and Services | Prof. Savita Agarwal (C) Dr Ruchira Das- (Co-C) Dr Mansi Sagar Dr Kohinoor Ms Nitika Joshi Mr Rakesh Mr Anuj | <ul style="list-style-type: none"> ● Supervise Computer labs for computers, software etc and ensure it's in working condition. ● Update Website and coordinate with other committees for details information required on Website ● Display of Code of conduct of students, teachers and non-teaching staff on website and college. ● Pictures of central lab and other research initiatives ● Updating students' activities on website |

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| | | | <ul style="list-style-type: none"> Updating of website for all trainings/ webinars / workshops, Vidya Vistar details, Centenary celebrations |
| 8. | Students Union, & Cultural Activities | Prof. Amita Walia (C) Dr Yuki Azad (Co-C) Prof. Ashima Vohra Ms Ruchi Mittal Ms Ankita Gupta Mr Kamal (chemistry) Sandeep (communication) Kirti (Biochem) Mrs. Radha Tiwari Md. Masroor Faiyazi | <ul style="list-style-type: none"> Collate data on student election and students' participation Display boards of Student societies and their cultural activities and update on the website Showcase cultural activities covered in media/ news for the last 5 years Achievements of cultural/ sports/ awards/ medals etc. Host the cultural programme |
| 9. | Student Progression | Prof. Charu Gupta (C) Dr K Geeta (Co -C) Dr Taruna Arora, Dr. Tahreem Kausar Dr Geetanjali Mr Abdul (fas) Ms Bimla Mr. Gaurav (fas) Mr. Dheeraj Sharma | <ul style="list-style-type: none"> IHE Alumna: progression and placements, job profile of noteworthy alumna; Collect proofs of their education and employment tracks Tracing Students abroad for studies or employment & collect their proofs Collect data and proofs on student progression Collect Video messages from the alumni Prepare Wall of eminence & display trophies won by students' Display some common social media platforms/ communities of alumni Prepare presentations showcasing internships, work done by Internshala and Eminence Showcase achievements of the Placement committee and prepare relevant posters for display |
| 10. | Sustainable Environment Initiatives & Waste disposal committee | Prof. Rachna Kapila (C) Dr Pratima Singh (Co-C) Prof. Mamta Singal Ms Nitika Nagpal Dr Jagriti Kher Dr Bhawna Sharma Dr Kavita Sagar Mr Ramsewak ji Mr. Mohd. Danish (RMD) MR Mukesh (Bio) Mr Harish Yadav | <ul style="list-style-type: none"> Ensure whatever exists is operational with respect to green campus initiatives, Replacement of LED and solar lights if not working, Check water harvesting, vermicomposting, Aerobins, biomedical waste AMC, waste segregation bins, air quality monitors etc. E waste management and its protocols to be displayed Display board and signages for energy conservation, water saving etc. Utilization of RO waste water Maintain committee report for 5 years Ensure information on centre for sustainability and Eco club is uploaded on website, - All three audits to be photo framed and audit reports placed - Showcase relevant products |
| 11. | SSR presentation & NAAC visit coordination | Prof. Parveen Pannu (C) Prof. Nidhi Gulati (Co-C) Prof. Renu Arora Prof. Sunita Aggarwal Dr Suneeta Mishra Dr Sandeep Yadav Dr Shashi Shukla Dr Ritu Atheya Mr. Girish Bhatt | <ul style="list-style-type: none"> Prepare presentations Coordination with all other teams regarding scope and progress of their work Coordination at the time of the visit. One teacher, one student and one admin representative will always be there with peer team Orientation of students and faculty Updates on activities/things/ repairs that have unfolded in the past 2-3 years |

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| | | Mr Satpal Mr Mohit Jr Assistant (office) Mr. N. Kamalkant | |
| 12. | Community Outreach and NSS | Dr Bhavna Negi (C) Ms Renu (Co-C) Dr Manisha Kumari Dr Swati Yadav Mr. Anand Kumar Mr. Akash HD Mr Mukesh FAS Mrs. Reema | <ul style="list-style-type: none"> • All NSS activities and community outreach to be listed • Connecting dreams foundation (IHE chapter) and Enactus work to be included - student societies • Documentation of Extension activities, awards and recognitions received for extension activities from government / government recognized bodies |
| 13. | Sports, Inclusion, & Sensitization towards Gender and Human Values (Processes and Structures) | Prof. Geeta Chopra (C) Ms Sharmila Rathee (Co-C) Ms Anita George Dr Reema Churasia Dr Neha Arya Dr Chaya Rajora Ms Deepti Saini Mr. Khazan Singh, HD Mr. Gajraj, RM Ms. Pallavi Ms. Sarika Devi | <ul style="list-style-type: none"> • Displays boards with pictures • List and display of all activities related to gender sensitization. • Details of ICC and other committees to be displayed for complaints • Annual gender sensitization activities • Document proofs on counselling services • Supervise Enabling Unit room • Collate information on North Eastern committee, SC/ST committee, EWS Nodal officer for past 5-7 years • Make posters on redressal system, anti-ragging • Display software related to inclusion |

Note: Administration, accounts, and library staff will involve in NAAC preparation work and help in committees' work