



## SUMMARY OF THE MINUTES OF MEETING IQAC July 2024-June 2025

**Date:** 11.07.2024

**Time:** 10:30am

**Venue:** Staff room

**Agenda:** Finalizing Plan of action and reviewing AQARs

**Minutes of meeting**

IQAC plan of action for the year 2024-2025 was discussed at length. It was decided to foster and promote internships for UG and PG courses. All the points highlighted by the Director in the AQAR report were discussed. Also, preparations for the upcoming NAAC peer team visit were reviewed.

**Date:** 12.07.2024

**Time:** 5:00pm

**Venue:** Google meet (Online)

**Agenda:** Review of AQAR 22-23 and 23-24

**Minutes of meeting**

AQAR reports of 2022-23 and 2023-24 were discussed at length. Also, college infrastructure and preparations of NAAC visit were reviewed.

**Date:** 17.07.2024

**Time:** 11:00am

**Venue:** Google meet (Online)

**Agenda:** Plan for 2024-25, Action taken on feedback

**Minutes of meeting**

Director's feedback on the action plan for year 2024-25 were discussed and was incorporated after deliberation with all members. Action taken on the feedback from various stakeholders like faculty, students, non-teaching staff, parents, alumni and employers was reviewed. LOR guidelines were formulated.

**Date:** 22.07.2024

**Time:** 11:00am

**Venue:** Staff room

**Agenda:** Upcoming NAAC visit preparations, Preparation of Criteria wise folders

**Minutes of meeting**

Preparations for the upcoming NAAC visit on 30-31<sup>st</sup> July 2024 were discussed at length by the members. The convenor informed all the members that criteria wise folders have to be made with all the proofs and details of qualitative data reported in SRR and AQAR 21-22 and AQAR 22-23.

Three copies of AQAR 21-22 and AQAR 22-23 to be printed back-to-back along with soft-bound copies of SSR, AQARs, college prospectus and annual report 2023-24.

**Date:** 23.07.2024

**Time:** 11:00am

**Venue:** Conference room

**Agenda:** To orient newly recruited faculty about the criteria of NAAC assessment

**Minutes of meeting:**

Newly recruited faculty members were apprised about NAAC visit, assessment criteria and importance. The preparations for NAAC visit were discussed at length.

---

**Date:** 05.08.2024

**Time:** 12.45pm

**Venue:** Staff room

**Agenda:** Review of the feedback of NAAC peer team visit

**Minutes of meeting:**

The committee discussed preparation of a comprehensive summary based on the feedback and suggestions provided by the Peer team for NAAC visit. The need for building a language lab for students was emphasized. As suggested by PTV members, extension of outreach activity of college in villages should be followed. It was also suggested to promote research ideas, activities, new product development and technology to the community to build a bridge between the institute and consumers. It was decided to schedule regular visits and educational programs. Outreach activities should be on sustainable development goals and promote participation of students. It was suggested that every department should keep a record of the result analysis and promote experiential learning. Involvement of alumni, peers and industrial collaboration should be encouraged. Career counselling and placement cell should also be promoted. Remedial classes must be held regularly. Mentee-mentor ratio and interaction should be documented properly. Short term courses and internships should be promoted. The meeting concluded with the collective commitment to implement these initiatives and promote the overall educational experience for students.

**Date:** 07.08.2024

**Time:** 12.45pm

**Venue:** Director room

**Agenda:** Review of the feedback of NAAC peer team visit

**Minutes of meeting:**

A comprehensive summary was prepared on the basis of feedback and suggestions provided by the Peer team visitors and was discussed with the Director. It was emphasized that inputs should be meticulously documented to ensure continuous improvement. The need for building a language lab for students was emphasized. Outreach activity of college should be extended in nearby villages and should be focused on sustainable goals. It was suggested to promote participation of students in MOOCs. Efforts to be made to involve alumni, peers and other stakeholders in institutional activities. Result analysis must be conducted by all departments. Career counselling and placement cell should also be promoted. Remedial classes must be held regularly. Mentee-mentor ratio and interaction should be documented properly. Short term courses and internships should be promoted. IPR awareness webinars and institutional academic audits must be conducted.

**Date:** 21.08.2024

**Time:** 12.00pm

**Venue:** Staff room

**Agenda:** Remedial classes and LOR standardized form

**Minutes of meeting:**

It was decided that contact hours must be utilized to support students with slow learning abilities along with remedial classes. A standardized pre-requisite form can be created for Letter of recommendation (LOR) request by the students. Lab staff for each department can be assigned to collect the students' data, form for which already circulated to the departments. Also, it was suggested that regular remedial classes should be held and proper records have to be maintained by the departments.

---

**Date:** 13.09.2024

**Time:** 12.45pm

**Venue:** IQAC room

**Agenda:** Completion of AQAR report 2023-24 and organization of high tea to celebrate excellent NAAC grade

**Minutes of meeting:**

It was decided that the same IQAC committee members can be continued till June 2025. Further, discussions took place regarding the high tea event to be organized in celebration of the NAAC grade.

**Date:** 19.09.2024

**Time:** 2:30pm

**Venue:** IQAC room

**Agenda:** Completion of AQAR report 2023-24

**Minutes of meeting:**

Discussions on the completion of AQAR 2023-24 took place. NAAC team feedback and action taken was also discussed.

**Date-** 7.10.2024

**Time-** 12.30 PM

**Venue:** Staff room

**Agenda-** Compilation of AQAR report 2023-24

**Minutes of meeting:**

1st Draft AQAR 2023-24 was planned to be ready by 5th November, 2024. Spreadsheets with all criteria and proof required could be shared with all the TICs.

**Date-** 23.10.2024

**Time-** 10.30 AM

**Venue:** IQAC room

**Agenda-** AQAR report 2023-24

**Minutes of meeting:**

Data requirements for the compilation of AQAR report was discussed.

**Date-** 25.10.2024

**Time-** 10.30 AM

**Venue:** IQAC room

**Agenda-** AQAR report 2023-24

**Minutes of meeting:**

IQAC meeting was conducted on 25th October 2024 at 10.30 AM to discuss the AQAR 2023-24 with TICs and committee convenors. These discussions were held to ensure a clear understanding of requirements under each criterion involving Department Teachers-in-Charge and Committee Convenors to clarify data needs.

---

**Date:** 14th November 2024

**Time:** 6:30 PM onwards

**Venue:** Google meet (<https://meet.google.com/irh-odgy-gxb>)

**Agenda:** To discuss the status of AQAR Report 2023-2024. To plan a seminar on “Success strategies for research proposals: Conceptualization to Implementation.

**Minutes of meeting:**

Data required and received for the AQAR report 2023-24 was discussed. It was decided to give all Tics of the various Departments a gentle reminder to send the department data as soon as possible. Representatives under each criterion updated the current status of their data collection as per the requirement. Prof. Sunita Aggarwal has mentioned that an intercollegiate seminar will be conducted on 22nd November 2024 entitled “Success strategies for research proposals: Conceptualization to Implementation”. Everyone from the committee was assigned with a specific duty in order to succeed the planned program.

**Date:** 21<sup>st</sup> November 2024

**Time:** 5:00 PM onwards

**Venue:** Google meet

**Agenda:** To discuss the status of AQAR Report 2023-2024. To plan a seminar on “Success strategies for research proposals: Conceptualization to Implementation.

**Minutes of meeting:**

The convenor informed the members that each group should make excel sheets of their criteria so that data filling of respective criteria could be done for AQAR. Also, data received from the office should be duly signed by the Director ma'am. Duties for the symposium in online mode on 22.11.2024 were discussed and assigned. Dr. Sandeep informed that a total of 108 participants have filled the registration form.

**Date:** 9.12 2024

**Time:** 10:00am

**Venue:** Conference room

**Agenda:** Completion of AQAR Report 2023-2024.

**Minutes of meeting:**

Review of data collected and required for AQAR report 2023-24 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 criterion one by one. The data must also be presented to the the college Governing Body.

**Date:** 14.12 2024

**Time:** 10:00am

**Venue:** Online

**Agenda:** Completion of AQAR Report 2023-2024.

**Minutes of meeting:**

Review of AQAR report 2023-24 was done criteria wise. Corrections and updation of the report were discussed. 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. 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

---

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

**Date:** 23.12. 2024

**Time:** 12 noon to 2 P.M (hybrid mode)

**Venue:** Conference room and google meet

**Agenda of the meeting:**

- Confirmation of previous meeting minutes
- Briefing of NAAC report
- Presentation of AQAR report for 2023-24
- Briefing on strategic plan
- Way forward for next accreditation cycle and data management
- Any other matter with permission of the chair

**Members present**

1. Prof Radhika Bakhshi (Director, IHE)
2. Prof. Anita Rampal (Prof. (Retd.) Department of Education, University of Delhi)
3. Ms. Priya Chauhan (Fab India head, Soft Home Furnishings)
4. Prof Sunita Aggarwal (Convenor, IQAC)
5. Dr. Suneeta Mishra (Co-convenor, IQAC)
6. Ms. Renu
7. Dr Meenakshi Vachher
8. Dr. Sandeep Yadav
9. Dr Vandana Sabharwal
10. Dr Jagriti Kher
11. Dr. Reema Chaurasia
12. Dr. Swati
13. Dr. Santosh Yadav
14. Ms. Himani Bharat
15. Dr. Srishti Negi
16. Dr Ritu Atheya

**Minutes of the Meeting:**

- The Convenor Prof. Sunita Aggarwal welcomed all the members to the meeting.
- Dr. Meenakshi Vachher presented the minutes of the previous meeting. Minutes of the previous meeting were confirmed.
- Dr. Suneeta Mishra briefly presented the key points of the NAAC visit held on July, 2024.
- Dr. Vandana Sabharwal presented the key points of the AQAR report for the year 2023-24 to be submitted to NAAC for comments and suggestions by the members.
- Ms. Priya Chauhan inquired regarding the major steps taken to strengthen the alumni association. She also emphasized that we should lay down more clearer rules for alumni group.
- Dr. Meenakshi Vachher informed everyone that the college has a registered alumni association. As suggested in the previous meeting held in March, 2024, a WhatsApp community with over 1800 alumni as members have been formed. She also informed that online elections were held. Dr. Seema Puri, a retired faculty and an esteemed alumnus, is now the President of Alumni Association. She also

---

informed that the college also hosted an alumni meet on 23rd February 2024 in the college premises. Around 200 alumni attended the event.

- Ms. Priya Chauhan enquire about the response Post alumni meet and the presence of Alumni updates on social media. Dr Priya advised that the office bearers could hold positions for 5 years for the more efficient functioning of the association.
- Dr Meenakshi Vachher informed that response of the alumni was good and enthusiastically they want to be a part of it in future. She said that the alumni association is active on social media and already have a face book and Instagram accounts. Regarding the tenure she said that it will be discussed with the Director, alumni committee and the present association body.
- For the wall of eminence, Ms. Priya Chauhan suggested that the college should have a digital wall of eminence that could be uploaded on the website and updated regularly.
- Professor Anita focused on experiential learning and how we can assess self-assessment. She emphasized upon auditing our own curriculum and focused on self-reflection and critical assessment.
- She also emphasized that we should not label extra classes for the students as remedial classes instead the nomenclature should be changed to enrichment classes.
- Dr Ritu Atheya presented the strategic plan for the year 2023-2026.
- The meeting ended with a vote of thanks to everyone present.

**Date:** 24.12.2024 and 27.12.2024 (online)

**Agenda:** Review and submission of the report AQAR 23-24

**Minutes of meeting:**

All the members discussed and presented all the data filled for each criterion. All the links and data templates were opened and checked. After reviewing all the details AQAR 23-24 was uploaded on the NAAC portal.

**Date:** 30.12.2024

**Venue:** Online

**Time:** 6:30pm

**Agenda:** Review and submission of the report AQAR 23-24

**Minutes of meeting:** The AQAR was reviewed and submitted.

**Date:** 24.01.2025

**Agenda:** Editing of AQAR report

**Minutes of meeting**

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

**Date:** 7.03.2025

**Time:** 12:00pm

**Venue:** IQAC room

**Agenda:** Implementation of suggestions of NAAC team feedback

**Minutes of meeting**

---

Action taken report for the feedbacks by stake holders must be complied by the members. Remedial classes and result analysis should be carried out by the Departments. More industrial/academic institutions collaborations , workshops and webinars could be conducted for students, teaching and non-teaching staff. Guidelines for short term courses has to be prepared.

**Date:** 11.04.2025

**Time:** 1:00 pm

**Venue:** Staff room

**Agenda:** Organization of NPS and UPS workshop

**Minutes of meeting**

It was decided to conduct an NPS and UPS awareness session for teaching and non-teaching staff and also conduct two workshops on 'systematic review' and 'research methodology' for students and faculty.

### **Action Taken on IQAC Meeting Held on 23<sup>rd</sup> December 2024 (meeting with external members)**

1. The suggestions given by the members for AQAR were incorporated in the AQAR report. Report was submitted in December and was approved by the NAAC.
2. As suggested by Ms. Priya Chauhan, clear rules for electing the Governing Body of the Alumni Association have been established by the Supernumerary Alumni Committee of the College, in accordance with the guidelines outlined in the alumni body registration document. These rules have also been reviewed by a lawyer. In line with the revised rules, the elections for the Governing Body of the Alumni Association were held on March 1, 2025, and the results have been officially announced. As per the rules, the tenure for the Alumni Association's Governing Body is set at two years, and this has been implemented accordingly.
3. The alumni meet was held on 1<sup>st</sup> March, 2025 and was attended by alumni from as early as 1971 to the most recent graduates and postgraduates. From retired faculty to fresh alumni, the event was a testament to the unbreakable bond one share with her alma mater.
4. Regarding digital eminence wall, Alumni Association decided to launch a quarterly newsletter and a 'Wall of Memories'. A Google Form will also be circulated to build a comprehensive alumni database. The association begun efforts to boost its digital presence through active profiles on Facebook, WhatsApp, and Instagram, along with batch-wise groups and engaging content to foster alumni involvement.
5. As suggested by Professor Anita Rampal, renaming extra classes as enrichment classes was discussed among faculty. As in AQAR the college has to give the data and supportive documents on remedial classes, it was suggested to use both the nomenclature.
6. The college is planning to do the academic audit in the coming academic session.