



SUMMARY OF THE MINUTES OF MEETING OF IQAC

July 2025 – June 2026

Date: 20th August 2025

Time: 12:45 p.m.

Venue: IQAC Room

Agenda:

1. SSR Report of 2024–2025
2. NAAC New Binary Accreditation System
3. Upcoming activities under IQAC

Members Present:

1. Prof. Charu Gupta (Convener, IQAC)
2. Prof. Shipra Gupta (Co-convener, IQAC)
3. Prof. Sunita Aggarwal
4. Dr. Poonam Magu
5. Mrs. Nitika Nagpal
6. Dr. Mamta Singhal
7. Dr. Savita Bansal
8. Dr. Sandeep Yadav
9. Dr. Santosh Yadav
10. Ms. Himani Bharat
11. Ms. Manisha

Minutes of Meeting

The joint meeting of IQAC and NAAC Committees commenced with a discussion on the SSR Report for 2024–2025 and the revised NAAC Binary Accreditation System. The Committee noted that the SSR report was required to be submitted by December 2025; however, the revised guidelines for preparation of the SSR had not yet been released by NAAC. The Committee decided to request NAAC to release the revised SSR guidelines at the earliest so that the process of report preparation could be initiated. Prof. Charu Gupta, Convener, IQAC, was entrusted with communicating with NAAC regarding the matter and updating the Committee members accordingly.

The Committee further discussed the revised NAAC Binary Accreditation System, under which the evaluation framework comprises ten criteria instead of the earlier seven. It was decided that further work on the SSR would commence after the release of the revised guidelines by NAAC.



The Committee also discussed upcoming activities under IQAC. It was decided that activities related to student welfare would be organized by the respective departments under the aegis of IQAC. Activities for the welfare and professional development of teaching and non-teaching staff would be organized directly by IQAC. The Committee also deliberated upon suitable areas and activities that could be undertaken for staff welfare during the forthcoming academic session.

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable contributions.

Date: 15th September 2025

Time: 12:45 p.m.

Venue: IQAC Room

Agenda:

1. Initiation of AQAR Report Work for the Period June 2024 – May 2025

Members Present:

1. Prof. Charu Gupta (Convener, IQAC)
2. Prof. Shipra Gupta (Co-convener, IQAC)
3. Prof. Mila Tuli
4. Dr. Poonam Magu
5. Dr. Mamta Singhal
6. Dr. Savita Bansal
7. Dr. Santosh Yadav
8. Ms. Himani Bharat
9. Ms. Manisha

Minutes of Meeting

The joint meeting of IQAC and NAAC Committees commenced with a discussion on the initiation of work for the preparation of the Annual Quality Assurance Report (AQAR) for the academic period June 2024 – May 2025. In view of the time constraints, the Committee decided to initiate the AQAR preparation process. Dr. Charu Gupta had contacted NAAC through email seeking guidance and clarification; however, no response had been received as of the date of the meeting.

The Committee acknowledged the need to expand the team to ensure effective compilation and completion of all the AQAR criteria. It was decided that the Conveners of both committees would consult the Director regarding the inclusion of additional members.



To streamline the AQAR preparation process, the various criteria were allocated among the Committee members as follows:

1. **Criterion 1 – Curricular Aspects:** Prof. Mila Tuli and Dr. Savita Bansal
2. **Criterion 2 – Teaching-Learning and Evaluation:** Ms. Himani Bharat
3. **Criterion 3 – Research, Innovations and Extension:** Mrs. Nitika Nagpal and Ms. Manisha
4. **Criterion 4 – Infrastructure and Learning Resources:** Dr. Santosh Yadav
5. **Criterion 5 – Student Support and Progression:** Prof. Shipra Gupta
6. **Criterion 6 – Governance, Leadership and Management:** Dr. Poonam Magu and Dr. Manish
7. **Criterion 7 – Institutional Values and Best Practices:** Dr. Mamta Singhal

The Committee also deliberated upon the requirement of conducting an academic audit for the current AQAR cycle. After due consideration, it was decided that an academic audit would not be conducted for the current AQAR cycle.

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable contributions.

Date: 30th October 2025

Time: 1:00 p.m.

Venue: IQAC Room

Agenda:

1. Review of progress of ongoing AQAR work for Assessment Year 2024–2025.
2. Identification of bottlenecks and delays in data compilation.
3. Planning and allocation of responsibilities for AQAR data collection and submission.

Members Present:

1. Prof. Charu Gupta (Convener, IQAC)
2. Prof. Shipra Gupta (Co-convener, IQAC)
3. Prof. Mila Tuli
4. Mrs. Nitika Nagpal
5. Dr. Poonam Magu
6. Dr. Veenu Wadhwa
7. Mrs. Archana Bhagat
8. Dr. Mamta Singhal
9. Mrs. Deepshikha Kataria
10. Ms. Supriya Mukherjee



11. Dr. Savita Bansal
12. Ms. Manisha Kumari
13. Mrs. Nitika Joshi
14. Ms. Himani Bharat
15. Dr. Manish
16. Dr. Kavita Sagar
17. Dr. Santosh Yadav
18. Dr. Geetanjali Singh
19. Dr. Deepti Saini
20. Dr. Jyoti Vats
21. Dr. Tahreem Kaushar

Minutes of Meeting

The joint meeting of IQAC, NAAC and NIRF Committees commenced with a review of the progress of the ongoing work for the preparation of the Annual Quality Assurance Report (AQAR) for the Assessment Year 2024–2025. The Committee reviewed the status of data collection and compilation and identified various bottlenecks and delays affecting the progress of the work.

It was decided that the assessment period for the AQAR submission would be 1st June 2024 to 30th May 2025. To facilitate uniform and systematic data collection, a consolidated Google Sheet would be circulated to all departments. The departments were to be instructed to provide the required data under their respective criteria in accordance with the AQAR format.

The members emphasized the need for timely, coordinated and accurate submission of departmental data. It was agreed that all departments would expedite the submission of the required information to ensure timely completion of the AQAR.

The Committee also finalized the following duty allocation for the preparation of AQAR 2024–2025:

Part A:

1. Prof. Archana Burman
2. Prof. Charu Gupta
3. Dr. Manish

Part B:

1. **Curriculum Planning & Implementation:** Prof. Mila Tuli, Prof. Veenu Wadhwa and Dr. Savita Bansal
2. **Teaching, Learning & Evaluation:** Mrs. Archana Bhagat, Ms. Himani Bharat and Dr. Deepti Saini
3. **Research, Innovation & Extension:** Mrs. Nitika Nagpal, Ms. Manisha Kumari and Ms. Nitika Joshi



4. **Infrastructure & Learning Resources:** Dr. Jyoti Vats, Dr. Santosh Yadav and Ms. Supriya Mukherjee
5. **Student Support & Progression:** Prof. Shipra Gupta, Dr. Geetanjali Singh and Dr. Tahreem Kaushar
6. **Governance, Leadership & Management:** Dr. Poonam Magu and Dr. Ruchi Mittal
7. **Institutional Values & Best Practices:** Dr. Mamta Singhal and Dr. Kavita Sagar

It was further decided that the next meeting would be held soon in offline mode to review the further progress of AQAR preparation.

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable contributions.

Date: 14th May 2026

Time: 2:30 p.m.

Venue: IQAC Room

Agenda:

1. Finalization of centralized data collection activity for 2025–2026.
2. Review of data collection links and headers for various NAAC criteria.
3. Presentation of the College Strategic Plan.
4. Review of student enrolment and withdrawal data.

Members Present:

The meeting was attended by 15 faculty members, including members of the IQAC, NAAC and NIRF committees.

Minutes of Meeting

The IQAC Committee, along with the NAAC and NIRF members, met to finalize the centralized data collection activity for the academic year 2025–2026. The Committee discussed the various components and links to be used for collecting data from both the Departments and the Administration.

Dr. Manish demonstrated the process of creating links using the NAAC Institutional ID and explained how the system could be navigated to facilitate simplified and seamless data collection. All members were requested to review the headers under the various criteria and identify any ambiguity, duplication or overlap to ensure clarity and uniformity in data collection.

Dr. Poonam Magu presented the Strategic Plan of the College, which had been prepared based



on the Plans of Action received from various departments. The Committee noted that the Strategic Plan reflected the strengths of the College and its capacity to sustain and further build upon them.

The Director highly appreciated Dr. Manish and Dr. Poonam Magu for their efforts and work in the respective areas.

The Director further enquired about the availability of data regarding the number of students enrolled in an academic year and their withdrawal status. In this regard, Mr. Rakesh and Ms. Prakriti from the Computer Lab and Administration were invited to provide the relevant information. Ms. Prakriti informed the Committee that she would work on compiling the required data.

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable contributions.

Date: 22nd May 2026

Time: 1:00 p.m.

Venue: Online Mode

Agenda:

1. Finalization of the centralized data collection format for the academic year 2025–2026.
2. Review of headers, content, overlaps and data sources for various NAAC criteria.
3. Review of AQAR 2024–2025 documentation and proofs.
4. Planning and preparation for AQAR 2025–2026 data collection.

Members Present:

The meeting was attended by 22 members of the IQAC, NAAC and NIRF Committees.

Minutes of Meeting

The IQAC-NAAC-NIRF Committee meeting was convened to discuss the difficulties encountered in developing a centralized data collection format for the College and to finalize suitable headers and content for seamless and easily navigable collection of data for the academic year 2025–2026.

The Committee discussed overlaps among different criteria, ambiguity in the information sought and clarity regarding the sources of data for both the Admin link and the Department/Committee link. Detailed discussions were held on the information required under Criterion 7, the scope of study, environmental and energy audits, and the identification and understanding of fast and slow learners.



The Committee expressed concern regarding the availability of accurate information with the office about the number and names of students enrolled in the College. The need for conducting energy and environmental audits was also discussed. Dr. Tahreem informed the Committee that a disabled-friendly audit was in process.

Dr. Poonam Magu presented key points of the Strategic Plan being prepared on the basis of the past performance of the College and the Plans of Action submitted by various departments.

Dr. Charu Gupta discussed the strengths of the College that would be presented in the forthcoming IQAC meeting with external members.

Dr. Mamta Singhal discussed the collection of information related to National and International Days and Gender Sensitisation activities, which would be obtained from all departments and societies. The headers under Criterion 7, including 7.1.18, were further detailed and categorized under areas such as Rajbhasha, NESAI, SPIC MACAY, etc. It was decided that the Annual Report 2025–2026 would serve as a base document for initiating the collection of relevant information.

The Committee noted that the meeting was constructive in bringing clarity to the deliverables of the data collection exercise and the associated documentation process.

Dr. Charu Gupta requested all members to complete and upload the required proofs for AQAR 2024–2025 by 31st May 2026. A follow-up committee comprising senior faculty members was also constituted for this purpose. She further requested the NAAC/NIRF Committee members to participate virtually in the IQAC meeting with the external experts scheduled for 28th May 2026.

All members were requested to finalize their respective criteria for AQAR 2025–2026 by 30th June 2026, including editing the headers of the data collection sheets and embedding links through the NAAC email ID. Members were also encouraged to start entering the available data wherever possible.

The importance of maintaining documentary proofs was reiterated, as the data would be required in digital format. For events and activities, proofs may include posters, attendance records, geotagged photographs and reports. Members were also encouraged to identify all possible sources of data, including departmental, committee and society activities, to facilitate the preparation of a comprehensive and qualitative report.

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable contributions.



MEETING WITH EXTERNAL MEMBERS OF IQAC

Date: 5th June 2026

Time: 12:00 Noon to 2:00 p.m.

Venue: Conference Room and Google Meet (Hybrid Mode)

Agenda:

1. Welcome of the new external members and briefing on recent achievements and activities undertaken by the College.
2. SWOT Analysis and discussion on identified weaknesses.
3. Presentation on the Strategic Plan of Action.
4. Discussion on the way forward.
5. Any other matter with the permission of the Chair.

Members Present:

1. Prof. Radhika Bakhshi (Chairperson, IQAC & Director, IHE)
2. Prof. Charu Gupta (Convenor, IQAC)
3. Prof. Shipra Gupta (Co-convenor, IQAC)
4. Prof. Mila Tuli
5. Mrs. Nitika Nagpal
6. Dr. Poonam Magu
7. Dr. Seema Puri
8. Dr. Gagandeep Kaur
9. Dr. Suparna Ghosh-Jerath
10. Ms. Aditi Kapur Chawla (Online)
11. Ms. Jyotsna Choudhary

Minutes of Meeting

The meeting commenced with Prof. Radhika Bakhshi, Chairperson, IQAC & Director, IHE, welcoming the newly appointed external members of the IQAC and briefing them about the agenda of the meeting.

Prof. Charu Gupta introduced the internal and external members of the IQAC and presented an overview of the role and composition of the IQAC, along with the key developments, achievements and activities undertaken by the College in recent years. She also presented the SWOT Analysis and the Strategic Plan of Action of the College.

The floor was then opened for discussion on the weaknesses identified through the SWOT analysis and strategies to address them. The discussions focused on internships and placements, community outreach, promotion of Home Science, institutional collaborations, resource mobilization and funding opportunities.



The external members made several suggestions to strengthen the College's academic, outreach and institutional activities:

1. **Alumni Engagement and Partnerships:** Dr. Seema Puri suggested that retired faculty and senior staff members be contacted through the Alumni Committee to trace alumni from the early batches, particularly those occupying senior positions in reputed organizations. Such alumni could contribute to organizing events and facilitate funding, internship and placement opportunities. She emphasized that Alumni Meets should be utilized strategically to strengthen alumni engagement, promote academic programmes and develop institutional partnerships.
2. **Community Outreach:** Dr. Seema Puri suggested exploring an MoU with the Delhi Commonwealth Women's Association, Zamrudpur, to undertake regular community outreach activities for underprivileged groups associated with the organization.
3. **Social Media and Career Guidance:** Dr. Gagandeep Kaur and Ms. Aditi Kapur Chawla recommended more strategic use of social media platforms to promote the College and particularly its Home Science programmes. Dr. Gagandeep Kaur also suggested inviting alumni to interact with students and share their professional experiences. She recommended developing alumni podcasts to highlight academic programmes and career opportunities. The need for structured career guidance was also emphasized, and Dr. Gagandeep Kaur volunteered to conduct career guidance sessions for students.
4. **Collaborative Projects and Professional Engagement:** Dr. Suparna Ghosh-Jerath suggested developing collaborative projects with Culinary Arts professionals and institutions, conducting demand assessments for academic programmes and inviting mid-career professionals for student interactions. She also recommended greater involvement of technical and laboratory staff in community outreach and institutional events, along with formal recognition of their contributions.
5. **Research and Funding Opportunities:** Dr. Suparna Ghosh-Jerath suggested involving Ph.D. scholars in identifying and disseminating information regarding grants and funding opportunities. She also informed the members about the free online courses offered by the ANH Academy and recommended that students be encouraged to enroll in these courses for additional technical knowledge and practical, assignment-based learning experiences.

The external members further suggested that the Strategic Plan of Action be streamlined into a smaller number of focused priorities, with clearly defined annual activities aligned with the institutional goals and objectives.



It was also recommended that a comprehensive information brochure highlighting the College and its academic programmes be prepared and shared with schools. The promotion of Home Science among school students was suggested as an ongoing initiative. The members further recommended systematic documentation and showcasing of the achievements and career trajectories of distinguished alumni to inspire and motivate current students.

The meeting concluded with a vote of thanks to the Chair and all the members present for their valuable contributions and suggestions.

