

IQAC Meeting
21 January 2016

Members who attended:

1. Dr. Shubha Parmar
2. Dr. Veena Kapur
3. Dr. Manjit Madan
4. Dr. Sadhna Sharma
5. Dr. Priti Rai
6. Ms. Manpreet Kaur
7. Dr. Nita N Kumar
8. Mr. Kalidas
9. Mr. Ritesh Kapahy

Key decisions:

1. Annual Lecture to be held. This year a day before the Annual Day, i.e. 23 February 2016
Prof. Ila Patnaik to be invited
Dr. Priti Rai to coordinate
2. Explore the possibility of holding skill development programs for our students.
Dr. Shubha Parmar to coordinate with MSDC (Ministry of Skill Development)
3. Pedagogy Roundtable to be organized for teachers. To be coordinated by Dr. Nita N. Kumar
4. A letter to be sent to NAAC for the possibility of visit in August 2016. The proposal to be approved by ASC.
5. The SSR to be revised. Proofreading to be supervised by Dr. Shubha Parmar.
Editing at the printer to be supervised by Dr. Veena Kapur.
6. Dates identified for NAAC team visit: 1-3 March 2016, 8-10 March 2016, 15-17 March 2016
7. Major areas of work:
 - Library: Shubha Parmar and Sadhna Sharma
 - Students' Common Room: Shubha Parmar and Sadhna Sharma
 - Department rooms—carpet, almirahs to be cleaned: Shubha Parmar and Sadhna Sharma
 - Water harvesting: Veena Kapoor
 - Recycling Machine: Veena Kapoor
 - Alumni: Veena Kapoor
 - Waste Management: Manjit Madan

- Cleanliness: Priti Rai
- Washrooms including for differently abled: Priti Rai
- AV room, Wifi, Website, projectors: Pooja Vashisth
- Electrical fittings and repairs:
- Ruchika: Manpreet Kaur
- Best Practices to be listed conceptually: Manpreet Kaur
- Foyer:
- Medical Room:
- Placement Cell
- Staff quarters areas