

IQAC MEETING

23 April 2016; Time: 9:00 a.m.

IQAC meeting in its full strength with all the nominated members was conducted.

Members who attended:

1. **Chairperson** - Dr. Nita N Kumar, Officiating Principal
2. **Senior administrative officers:**
 - Ms. Meenakshi Mittal, SO Accounts
 - Mr. Ritesh Kapahi, SO Admin
3. **Teachers:**
 - Dr. Manjeet Madan, Dept. of Physical Education
 - Dr. Shubha Parmar, Department of History
 - Dr. Sadhna Sharma, Department of Hindi
 - Dr. Manjula Grover, Department of Commerce
 - Dr. Shubha Sinha, Department of Political Science
 - Dr. Priti Rai, Department of Commerce
 - Dr. Manpreet Kaur, Department of English
 - Dr. Pooja Vashisth, Department of Computer Science
4. **Member from the Governing Body:**
 - Mr. Vinod Suri, Chairman, Governing Body
5. **Nominees from**
 - Local society:
 - Students: Ms. Pritika Mathur, B.Tech, Computer Science, 3rd year
 - Alumni: Ms. Preeti, Asst. Professor, Deen Dayal Upadhyay College, Delhi University
6. **Nominees from**
 - Employers /Industrialists/stakeholders: Dr. Janesh Kaushik and Mr. Anil Bahl
7. **Coordinator of the IQAC:**
 - Dr. Manjula Grover

Agenda:

1. To introduce the new IQAC members to all.
2. To bring in light all the seven major weightage criteria for NAAC evaluation.
3. Discuss those key aspects of NAAC assessment criteria and to devise measures for enhancement of quality functioning of the institution.
4. Measures to improve the academic & administrative performance of the institution.
5. Review of progress of the committees of IQAC.
6. Any other matter with the permission of the Chair.

Matters discussed and tasks accomplished:

1. Key aspects of NAAC assessment criteria were discussed and measures for enhancement of quality functioning of the institution were devised.
2. Measures to improve the academic & administrative performance of the institution were discussed.
3. Review of progress of the committees of IQAC done.
4. Suggestions of all the members were recorded over the following key points:
 - Student Feedback Form was reviewed.
 - Need to procure new software was suggested.
 - Need to do paperless work was suggested.
 - Departments to be asked to prepare a list of best and innovative practices.