

## IQAC Meeting

An IQAC meeting was held on and discussed the following agenda:

1. Preparation of future plan for 2021-22
2. Department Activity Calendar 2021-22
3. Implementation of NEP
4. Social Media Handler

### Minutes of the Meeting

1. The committee discussed future plan for 2021-22. The propose plan are as follows:
  - implementation of NEP in accordance with the UGC framework notified under the University of Delhi guidelines
  - to organize various programs to enlighten students on various provisions of NEP stated in the curricular framework
  - faculty recruitment processes
  - to start action research program in the college
  - to increase domain awareness and improve the skills of teaching and non-teaching staff by organizing FDPs and workshops
  - continuity and also exploring new areas of Skill Oriented Add On courses to be offered to make students ready for job market
  - to provide expert guidance to students preparing for competitive exams.
  - to provide career counselling to students so as to improve their job prospects.
  - to explore ways to attract more placement and internship opportunities for students.
  - organizing workshops/webinars/seminars for students on various topics to enhance academic caliber and promoting cultural and environmental sensitization amongst the students.

The committee decided that every member shall give his/her observation/comments on the list of the program.

2. All the departments shall be notified to give their propose activity calendar. The calendars shall be studied by the committee and shall prepare a consolidated Activity Calendar for the institution.
3. The Committee felt the necessity to organize workshop and seminars for the implementation of NEP so that students could be more aware of the various provisions/scheduled structure of learning processes of NEP. The Committee shall suggest to NEP committee to act on the above areas.
4. The committee took a note on the absence of institutional activities and programs on social media-Instagram, twitter, Facebook, YouTube, etc. The committee suggest to appoint social media handlers as well as media coordinators.

Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Renu Yadav, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.

## IQAC Meeting

An IQAC meeting was held on 24 September 2021 at Principal's Room to discuss following agendas.

1. Confirmation of the previous minutes of the meeting
2. Preparation of AQAR Report
3. Preparation of NAAC SSR Report
4. AAA Audit Preparation
5. Learning Levels and Support system to students
6. Library

### Minutes

- Dr. Shubha Sinha read out and confirmed the minutes of the previous minutes.
- Discussed preparation of AQAR and SSR report for NAAC Cycle-2. Principal Prof. Sadhna Sharma suggested to share responsibility for the preparation of AQAR and SSR equally with all the members of IQAC. The committee acting on the advice of Principal, decided to divide responsibility for the preparation of AQAR and SSR reports as follows

I.	Dr. Suruchi Bhatia and Dr. Mamta Marwa	- Criteria 1 and 2
II.	Dr. Virendra Kumar	- Criteria 3
III.	Dr. Subarta	- Criteria 4
IV.	Dr. Prabha Rana & Prof. Meenu Agarwal	- Criteria 5
V.	Dr. Shubha Sinha, Dr. Shivani George	
	Dr. Renu Yadav	- Criteria 6
VI.	Dr. Toolika Wadhwa & Prof. Meenu Agarwal	- Criteria 7
- It was decided that members shall constitute his/her own team by accommodating other members to work upon the reports. AQAR and SSR manuals were shared to all the members of IQAC by Dr. Subarta. It was also decided to discuss on the areas where the institution need to improve based upon each team's assessment.
- The Committee discussed necessity of conducting Academic and Administrative Audit in the academic year. All the members decided to examine the perform of AAA and discuss in the next meeting.
- Discussed issues of different levels of learners and institutional support system. The Committee noted that existing institutional mechanism of 'tutorial class and mentorship' shall continue as platform to address different requirement of students. IQAC shall hold necessary meetings with department to communicate with faculty members.
- The committee felt that state of library should be discussed in the next meeting.

Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.

## IQAC Meeting

An IQAC meeting was held on 18 January 2022 to discuss the following agendas.

### Agendas

1. Confirmation of the previous minutes of the meeting
2. Office Automation
3. Institutional Website
4. FDP and PDP
5. Mentorship
6. Teaching plan
7. Misc items

### Minutes of the Meeting

1. Dr. Shubha Sinha read out minutes of the previous minutes and confirmed by all the members.
2. The committee discussed progression of office automation. Though the committee noted satisfactory on overall progression of processes in the area of admission, examination, attendance, finance, library, etc. the committee deliberated the ways with which less-paper to paper-less campus can be possible.
3. The committee took a serious note on the state of institutional website. It had been observed that many information specially achievements is yet to update. The committee also noted that activity information/reports/photographs, etc. are not updated periodically. The committee will discussed these issues with the website committee and necessary measures shall be taken.
4. FDPs and PDPs of teaching and non-teaching faculties shall be organized. For FDPs, the institution shall approach to TLC, Ramanujan College, University of Delhi for collaboration. PDPs shall be organized by IQAC. Date for both the programmes shall be tentatively in February and June 2022.
5. Mentorship program for First Year to be begin from 17 January 2022. Google form (performa) was examined and approved for circulation.
6. Principal suggested to the members that IQAC shall coordinate with TICs for the celebration of important national and international days.
7. All the TICs shall be informed to submit Teaching Plan for the semester. Teaching plan should reflect method, scheme of assessments, support mechanism for different levels of learners, reading materials and text books, etc.

Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Renu Yadav, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.

## IQAC Meeting

18.1.2022

IQAC Committee held a meeting to discuss the following agendas at Principal's Office

### Agendas

1. Confirmation of the previous minutes of the meeting
2. Faculty Development Program
3. Library
4. Meeting With Discipline and Cleanliness Committee

### Minutes of the Meeting

1. Previous minutes were confirmed.
2. Professional Development Program for Non Teaching Staff to be organized from 24 February to 2 March 2022. A registration fee of Rs. 100 shall be charged. Dr. Shubha Sinha, Dr. Shivani George, Dr. Subarta and Mr. Manish Kumar shall be coordinators. All the IQAC shall contribute in organizing PDP.  
It was informed by the Principal Prof. Sadhna Sharma that TLC, Ramanujan College agreed to jointly organized 15 days FDP on the theme: Social Science and Humanities: AN interdisciplinary Approach in Teaching, Learning and Research' tentatively from 22 July to 5 August 2022. Dr. Shubha Sinha and Dr, Shivani George shall be coordinators and other members shall contribute in the organizing the programme. It was decided that at least two members from each department shall attend the programme.
3. The committee deliberated the requirement for examining problems and issues faced by students while accessing library resources. Dr. Renu Agarwal, Dr. Subarta and Dr. Shubha Sinha shall discuss with the library committee and find out issues and measures to be taken.
4. Members felt that there is a need to conduct meetings with Discipline and Cleanliness Committee to discuss issues of cleanliness and students discipline. Principal Prof. Sadhna Sharma agreed and assured that a meeting will be called soon.

Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Renu Yadav, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.

An IQAC meeting was held to discuss the following agendas

#### Agenda

1. Confirmation of the previous minutes
2. Revision of Policies for Code of Conduct
3. Feedback on Syllabus
4. Feedback on Teaching Learning Processes
5. Interdepartmental Audit

#### Minutes of the Meeting

1. The members confirmed minutes of the previous meeting.
2. The committee deliberated the necessity of revising institutional code of conducts and decided to form a committee to examine it. Principal Prof. Sadhna Sharma suggested following faculty members for the committee:
  1. Principal Prof. Sadhna Sharma
  2. Dr. Shubha Sinha (IQAC Members representation)
  3. Prof. Anju Jain (Advisor Students Council)
  4. Prof. Neelam Goel (Secretary, Staff Association)
  5. Dr. Anita Gupta (History Department)
  6. Ms. Meenakshi Mittal, A.O.
3. The committee discussed stakeholder's feedback on syllabus. It was entrusted to Dr. Subarta, Dr. Mamta and Dr Suruchi to frame questionnaire and circulate amongst the IQAC members for comments. It was decided that after the approval of the questionnaires by team members, it will be circulated immediately amongst the stakeholders for feedback.
4. The committee discussed students' feedback on teaching learning processes. The committee examined the existing institutional feedback and discussed if any modification is required. After a thorough discussion, it was decided that the existing feedback will be circulated amongst the students.
5. Inter-departmental Audit to be held in the month of November preferably mid November. Existing performas are approved and notification shall be issued ASAP.

Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Renu Yadav, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.

## Extended IQAC Meeting

An extended IQAC meeting was held on 28 October at the Conference Room and discussed following agendas.

### Agendas

1. Reporting of the IQAC works
2. Skill Courses and entrepreneurship
3. Research and Innovation
4. Alumni Engagement
5. Library
6. Community Outreach Program

### Minutes

Administrative and Academic Audit along with Gender Audit to be conducted.

1. Dr. Shubha Sinha reported measures which was initiated by IQAC Committee over the year in the meeting.
  - completion of Green, Energy and Environment Audit
  - Digitalization of Academic and Administrative Work
  - Policy Documents
  - Add on Courses
  - Feedback system
  - Academic/Administrative and Gender Audit requirement
  - Measures to be taken for Library

Reporting of the IQAC work was further deliberated with future plan of actions

2. Members deliberated need for skill development courses for students in the college. Also, members felt need of an incubation centre to be started in the college so that the institution can give logistic as infrastructure support to our students in launching their ideas, skills and talents in the market. Chairman, Shri Narendra Soni shall explore all possible help from Delhi Government to establish entrepreneurship centre in the college. Dr. Tolika and Dr. Prabha will coordinate with Chairman Shri Narendra Soni for further communication.
3. Committee discussed current status of research projects and work in the college. Members felt that there is a need for research centre in the college. Principal (Prof) Sadhna Sharma assured that she will allocate funds for it. It was of the view that faculty members should apply for more major and minor projects at various institution.
4. Need for Alumni engagement more actively. Members felt that, besides 'annual alumni meet', the committee shall encourage and all the logistic support to Alumni Association to organize activity. Committee felt that our alumni shall be invited to interact with students, give lectures and give career guidance, etc. All the TICs shall be requested to engage with their alumni in this regard.
5. Library Committee along with Dr Subrata and Dr Renu Aggarwal from IQAC should look into Library related issues. Necessary measures shall be initiated to popularize use of available e-books in the library. One more exit in the Library should be provided for emergency.

6. Collaboration for outreach community programs to be looked into by Dr. Suruchi and Dr. Mamta. Campaign for plastic free should be conducted in the campus to spread awareness amongst students. IQAC shall ask to the Canteen Committee and Eco club to conduct the campaign.
7. Cleanliness committee shall be asked to conduct cleanliness drive in the campus.
8. Dr. Virendra and Dr. Shivani shall examine teaching plans of each department and shall report to the IQAC. IQAC shall act on it.

Chairman, Shri Narendra Soni Principal Prof. Sadhna Sharma, Dr. Shubha Sinha, Dr. Renu Agarwal, Dr. Shivani George, Dr. Suruchi Bhatia, Dr. Toolika Wadhwa, Dr. Mamta Rajput, Dr. Renu Yadav, Dr. Prabha Rana, Dr. Virendra and Dr Subarta attended the meeting.