

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 26 March 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. Reconstitution of IQAC
3. Discuss Student Feedback Form, consider the suggestions given by various departments w.r.t. the same.
4. Capability Enhancement and Development Schemes
5. Continuous Professional Development
6. Add-On Courses
7. Library

The following members attended the meeting:

1. Veena Kapur (Coordinator)
2. Meenu Gera
3. Pooja Vashisht
4. Subarta Singh
5. Renu Mehta
6. Virender Kumar
7. Tripti Anand
8. Meenu Gera

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 4 April, 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. To define the role of the Teachers in charge in facilitating the implementation of IQAC goals.
3. To discuss the research scenario in the college
4. Discussions about Add-on courses
5. Discussion about student feedback forms, and guidelines for filling as well as processing the forms

The following members attended the meeting:

1. Sadhna Sharma (Convener)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Subarta Singh
5. Virendra Yadav
6. Kamlesh Aggarwal
7. Pooja Sharma
8. Kulbir Kaur
9. Pooja Vashisth
10. Supriya Sinha
11. Bhawna Singh
12. Sonal Bhatnagar
13. Viniti Nagar
14. Rachna Bhorla
15. Poonam Singh
16. Avinash Kumar
17. Ravi Kant
18. Ashish K Mittal
19. Krishnapriya Sen
20. Shruti Kalra
21. Garima Shukla
22. Meenu Aggarwal
23. Sarita Sobti
24. Raj Kumar
25. Amit Sharma

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 7 April, 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. Review the measures undertaken to minimize the use of paper on campus
3. Assess the efficacy of the Student Mentorship Programme
4. Review the student feedback form
5. Deliberations on the Inter-Departmental Audit
6. Review of the modalities of submission of Teaching Plans
7. Discuss how to make Internal Assessment Process more transparent
8. Review the best practices undertaken by the college
9. Consider how to generate resources for the Enabling Unit; upgradation of the Library; CPD
10. Discuss Add-on courses
11. Allocation and setting up of Departmental Rooms

The following members attended the meeting:

1. Sadhna Sharma (Convener)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Subarta Singh
5. Virendra Yadav
6. Kamlesh Aggarwal
7. Kulbir Kaur
8. Pooja Vashisth

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 16 April, 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. To discuss the Student Feedback Form.
3. To consider the possibility of having a separate form for BA (Prog) Students to streamline the process of analysis.
4. To finalize attendance criteria to determine eligibility for granting exam hall ticket.
5. To deliberate on the plan to systematize and streamline the mentorship program by handing over its stewardship to a centralized committee under the convener-ship of Mrs. Renu Gupta and Dr. (Mrs) Anju Jhamb, and to analyze data collected during the process to be used to improve the program subsequently.

The following members attended the meeting:

1. Veena Kapur (Coordinator)
2. Pooja Vashisth
3. Renu Mehta
4. Manjula Grover
5. Meenu Gera
6. Meenu Aggarwal
7. Rachna Dua
8. Tripti Anand
9. Manpreet Kaur
10. Rachna Bohria
11. Kamlesh Aggarwal
12. Anita Gupta
13. Virendra Yadav
14. Hansi Bisht
15. Subarta Singh

A meeting of the Internal Quality Assurance Committee (IQAC) with the Chairman of the Governing Body was held on 7 May, 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. Introducing the IQAC members to the Chairman, and explaining the role of the committee.
3. The Chairman was informed about certain policy decisions taken by the IQAC viz
  - i) Student Mentorship Program
  - ii) Inter-Departmental Audit
  - iii) Internal Assessment procedure
  - iv) Initiatives undertaken to reduce the amount of paper used in campus.
4. The need for resources to support the following plans was highlighted:
  - i) Resource Room for Visually Challenged students
  - ii) Expansion of digital facilities
  - iii) A proposal to be sent to the UGC to construct a Girls' Hostel
  - iv) To establish study centers in the name of influential Indian thinkers
5. Other aspects related to the functioning of the college that needed the Chairman and the IQAC's attention.

The following members attended the meeting:

1. Mr. Amirsh Tyagi, Chairman, Governing Body
2. Dr. Sadhna Sharma, Acting Principal, Convener – IQAC
3. Dr. Veena Kapur, Coordinator – IQAC
4. Mr. Anil Dutt Mishra, Member, Governing Body
5. Dr. Manjula Grover
6. Dr. Subarta Singh
7. Dr. Virendra Yadav
8. Ms. Renu Mehta
9. Ms. Madhu Mishra, Student Union President
10. Ms. Priti, Alumna, Assistant Professor, DDU College
11. Ms. Meenakshi Mittal, S.O.
12. Mr. Ritesh Kapahy, S.O (Admin)
13. Ms. Deepak Kaur, (Industry)

A meeting of the Internal Quality Assurance Committee (IQAC) with the TICs was held on 17 August, 2018, at 11 30 am, to address the following matters:

1. Minutes of the last meeting to be read and confirmed.
2. Instructions to be given about the updating Departmental Folders
3. Discussion about Inter-Departmental Audit Reports
4. Discussion about collating, collecting, and updating data pertaining to B.A. (Prog) students
5. Discussion about recording and organizing Departmental Meeting Minutes
6. Modalities of Teaching Plan documentation to be discussed
7. Planning how to structure alumni association
8. Mentorship programme and modalities of student feedback to be discussed

The following members attended the meeting:

1. Sadhna Sharma (Convener)
2. Toolika Wadhwa
3. Priti Rai
4. Zeenat Ara
5. Superna Gupta
6. Anju Jhamb
7. Mandeep Kaur
8. Vandana Ghai
9. Kulbir Kaur
10. Rachna Dua
11. Sonal Bhatnagar
12. Dipti Sharma
13. Hansi Bisht
14. N. Lalitha
15. Jaya Gera
16. Alpana Rastogi
17. Shruti
18. Tripti Anand
19. Virendra Yadav
20. Amit Kumar Yadav
21. Subrata Singh
22. Veena Kapur (Coordinator)
23. Nita N. Kumar
24. Manjula Grover
25. Ravi Mohan Ahuja
26. Vijay Kumar
27. Poonam Singh

A meeting of the Internal Quality Assurance Committee (IQAC) with the TICs was held on 4 September, 2018, at 11 30 am, to have detailed discussions about recording and structuring of data by the departments. Minutes of the last meeting were to be read and confirmed.

The following members attended the meeting:

1. Toolika Wadhwa
2. Superna Gupta
3. Mandeep Kaur
4. Vandana Ghai
5. Kulbir Kaur
6. Rachna Dua
7. Sonal Bhatnagar
8. Hansi Bisht
9. N. Lalitha
10. Shruti
11. Virendra Yadav
12. Subrata Singh
13. Veena Kapur (Coordinator)
14. Vijay Kumar
15. Poonam Singh
16. Kavita Gaur
17. Amit Sharma

A meeting of the IQAC was held on 26<sup>th</sup> Nov, 2018 in the Principal's office to discuss the agenda for the extended IQAC meeting. Following points were identified to be put forth for discussion in the upcoming extended IQAC meeting.

1. To apprise the extended IQAC of the quality measures implemented by the cell.
2. To invite suggestions from the members of the extended IQAC to improve the functioning of IQAC and chart out a future course of action.
3. To look into the possibility of conducting workshops for enhancing the skills of administrative staff of the college.
4. To take stock of the progress made in establishing the hostel and other infrastructure related matters.
5. To invite suggestions from members to improve internship and placement opportunities for students.

In this meeting, the status of the Mentorship Program in the college was also discussed. In this regard, it was decided that a meeting with the Mentorship committee should be organized to make the program more beneficial and effective for the students. It was felt that there was a need to sensitize the students, teachers, and administrative and non-teaching staff to make them aware about the facilities available in the college premises, enabling unit, and mentorship program.

The following members attended the meeting:

1. Dr Sadhna Sharma (Principal)
2. Dr Veena Kapur (Coordinator)
3. Ms. Renu Mehta
4. Dr Subarta Singh
5. Dr. Virendra P. Yadav
6. Dr. Priti Rai (NAAC)