

A meeting of the IQAC was held on 28th January, 2019 in the Principal's office to discuss the following items.

1. Minutes of the previous meeting to be read out and confirmed.
2. To review and improve the Mentorship Program
3. The nature and frequency of Extracurricular departmental activities
4. The scope of Tutorial sessions
5. The role of Teaching Plans
6. The levelling of the Sports Ground
7. To clear up the parking area
8. The requirement for an Overhead Projector in the conference room
9. Ways of boosting the cell phone network in the college premises.
10. Improvement of the Medical Room

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. Ms. Tripti Anand
7. Dr Geeta Sharma

A meeting of the IQAC with administrative staff was held on 25th January, 2019 in the Committee Room to discuss the following items.

1. Maintaining cleanliness through installation of disposable bins in and around campus
2. Modalities for ensuring that room attendants carry out their duties in a timely and orderly manner
3. To ensure that the facilities for men are being maintained properly
4. To generate a separate email id where teachers could forward their leave applications, in order to streamline the official college email inbox.
5. To ensure quick processing and organization of students' examination result records.
6. To consider the online circulation and submission of examination form.

For the members in attendance, please look overleaf.

No.	Name	Designation
1.	Dr. Sadhana Sharma	Principal
2.	Dr. Veena Kapoor	Associate Profess (IQAC)
3.	Dr. Prachi Rai	Associate Prof. (NAAC)
4.	Dr. Virendra Yaduve	Asst. Prof. (IQAC)
5.	Ms. Sangeet	Assistant (Admin)
6.	Ms. Vijay Hosami Arora	Assistant (Admin)
7.	Rahul Singh	Jr. Assistant (Accounts)
8.	Amrit Kumar	Asstt. (A/c)
9.	AMIT KUMAR (Admin.)	Office Attendant
10.	BAJ Preeti Bector (Admin.)	J.A.C.T
11.	Rakesh P. D. Sharma (Admin)	Chowkidar
12.	Japender Pal Singh	Office Attendant
13.	Vijay Kumar Sharma	Office Attendant
14.	Lalit Kumar	Jr. Assistant
15.	ANKIT CHANDELA	Jr. Assistant
	BINITA	Jr. Teacher
	ANJALI WALIA	SPA (Library)
	Toni Birke	S.T.A.
	Sarbjit Singh	Se. Asstt.
	Ashwini Kumar	Asstt.
	Praveen Kumar	Asstt.
	Meenakshi Mittal	S.O. A/c
	Ritika Kapoor	S.O (Admin)

A meeting of the IQAC, with the extended committee, was held in the Principal's office on 7th February, 2019 in the Principal's office to brief the members about the impending NAAC visit scheduled for 5th and 6th March, 2019. The following points were discussed:

1. Details of Add-on courses running in the college
2. Establishment of the EOC Unit, under the Sambhal scheme in room 103, and of the SAMTA unit in room number 203 as SC, ST, and North-East cell.
3. The conversion of the AV room into a multipurpose room
4. Renovation of the canteen
5. Establishment of state-of-the-art facility, with a seating capacity of 80, in the conference room in room 27.
6. Establishment of a new AV room in room 26
7. Establish of IQAC and NAAC rooms in TR-14 and TR-15 respectively.
8. Establishment of the Language Lab.
9. Progress made in construction of ramps in the college
10. PCRA Seminar conducted in college on 1st and 2nd February 2019 to create awareness about energy conservation.
11. Steps taken for office automation.
12. Intimation about the development of an internal assessment software, to be functional by the next semester.

The following members attended the meeting:

1. Mr. Amrish Tyagi (Chairman, GB)
2. Dr Sadhna Sharma (Principal)
3. Dr Amit Mishra (Member, GB)
4. Dr Veena Kapur (Coordinator, IQAC)
5. Ms. Renu Mehta (Member, IQAC)
6. Dr Subarta Singh (Member, IQAC)
7. Dr. Virendra P. Yadav (Member, IQAC)
8. Ms. Tripti Anand (Member, IQAC)
9. Dr Gita Sharma (Member, IQAC)
10. Dr. Jaya Gera (Member, IQAC)
11. Ms. Meenakshi Mittal (SO)
12. Madhu (President, Students' Union)