

A meeting of the IQAC was held on 28<sup>th</sup> 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 25<sup>th</sup> 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. Sachina Sharma	Principal
2.	Dr. Veena Kapoor	Associate Professor (IQAC)
3.	Dr. Preeti Rai	Associate Prof. (NAAC)
4.	Dr. Virendra Yadav	Asst. Prof. (IQAC)
5.	Ms. Sangeet	Assistant (Admin)
6.	Ms. Vijay Karami Arora	Assistant (Admin)
7.	Rahul Singhal	Jr. Assistant (Accounts)
8.	Amit Kumar	Asstt. (A/c)
9.	Amit Kumar (Admin.)	Office Attendant
10.	IBAT Pooja Beldin (Admin)	J.A.C.T
11.	Rakesh P. O. Sharma Admin	Charkeian
12.	Jagmeet Pal Singh	Chief Officer
13.	Vijay Kumar Sharma	Office Assistant
14.	Lalit Kumar	Jr. Assistant
15.	ANKIT CHANDELA	Jr. Assistant
16.	BINITA	Jr. Officer
17.	ANJALI WALIA	SPA (Library)
18.	Joni Birla	S.T.A.
19.	Sarbjit Spt	Se. Asstt.
20.	Ashwini Inman	Asstt.
21.	Praveen Kumar	Asstt.
22.	Meenakshi Mittal	S.O. A/c
23.	Rishabh Kopal	S.O. (Admin)

A meeting of the IQAC, with the extended committee, was held in the Principal's office on 7<sup>th</sup> February, 2019 in the Principal's office to brief the members about the impending NAAC visit scheduled for 5<sup>th</sup> and 6<sup>th</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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)