

A meeting of the Internal Quality Assurance Committee (IQAC) and NAAC committee was held on 15 May, 2019, at 11 30 am, to address the following matters:

Discuss and draft the appeal for re-evaluation of NAAC grade:

The members of IQAC and NAAC committee held a meeting with the Principal to draft an appeal to be submitted to NAAC for re-evaluating the grade allotted to the institution on the basis of the NAAC peer team visit and the SSR. Members voiced their opinion in favour of drafting the appeal for re-evaluating the grade. The drafting process was initiated and members contributed facts to be incorporated in the appeal.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
- 3 Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma
9. Priti Rai
10. Ravi Mohan Ahuja
11. Toolika Wadhwa

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 26 June, 2019 at 11 30 am, to address the following matters:

1. The committee congratulated the IQAC and NAAC members for successfully uploading the NAAC grade-review appeal. The result was now awaited.
2. The agenda of the meeting also included the need to discuss further initiatives to be undertaken by the IQAC. The members of IQAC voiced their concern that LOCF needs to be part of the teaching learning process. It was felt that there was an emergent need to organise a workshop on LOCF to sensitise the teaching faculty towards its modalities so that the teaching learning process could be made more effective. It was felt that a suitable resource person/persons had to be located for the workshop. It was decided to initiate dialogue with other institutions/IQAC to identify a resource person.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 24 July, 2019, at 11 30 am, to address the following matters:

1. **LOCF**

The Coordinator informed the committee members that Mr. Peeyush Pahade would conduct the two day workshop on LOCF. Dr Manjula Grover and Ms. Renu Mehta agreed to organise and conduct the workshop scheduled for 1-2 November along with the IQAC Coordinator.

2. **Entrepreneurship**

The need to establish an Entrepreneurship cell in the institution has been felt keenly by the IQAC members. The need was aligned with the fact that it is the first step in establishing an Incubation centre. Dr Lakshmi Devi, former Principal of Rajguru College and the honorary director Centre of Entrepreneurship and Career Development of University of Delhi, was identified as the domain expert who should be invited as a resource person. The workshop, it was felt, should be held in September, at the convenience of the resource person. The meeting ended with a vote of thanks to the chair.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma

A meeting of IQAC members was held on Friday, 15 November 2019 at 11:30 A.M. The following items were on the agenda:

1. Discussion about the upcoming Faculty Development Programme: The topics suggested were “Research Methodology and Statistical Tools”, “Improving Teaching Quality”. It was proposed to hold the FDP in the month of February 2020.
2. Discussion about developing institutional policies to encourage and support continuous professional development and new research initiatives. An initiative was envisioned with a two pronged approach - continuing professional development and fostering research endeavours. It was felt that such an initiative would foster teacher growth on a sustained basis.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapoor (Coordinator)
3. Geeta Sharma
4. Subarta Ksh
5. Jaya Gera

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 21 November, 2019, at 10 30 am, to address the following matters:

1. NAAC Status: The principal reported to the attendees that the NAAC appeal had been rejected, and the college had been assigned Grade 'B'.
2. AQAR Submission: IQAC committee to start preparation for the AQAR. Progress made in certain key areas (infrastructure development, institutional support and progress) was discussed and assessed.
3. Date of Extended IQAC Meeting: To be organized in January
4. Remedial Classes: It was proposed that remedial classes be started in the activity period. To prevent clashes, it was suggested that classes be held once in every two weeks.
5. Result Analysis: A uniform format for result analysis to be framed.
6. Green audit was to be conducted in January 2020, and energy audit was to be conducted by ONGC.
7. Academic and Administrative Audit was scheduled for April end 2020.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma

A meeting of the extended Internal Quality Assurance Committee (IQAC) was held on 30 January, 2020, at 12 30 pm. The chairperson of the governing body, Prof Kavita Sharma, Member from the Industry, Ms Deepak Kaur, and Dr Anil Dutt Mishra, Member, Governing body, attended the meeting.

The following matters were discussed, and issues emerging from the same were addressed:

1. Discussion on the specifics of the one-week FDP which was scheduled to be held in Feb-March 2020
2. Proposal to conduct a workshop on evolving trends in Teaching Quality
3. Discussion on the present status of the college website: Consideration of possible areas of improvement.
4. The extended IQAC members were apprised regarding the successful launch of the second book under the aegis of IQAC. The third book was underway.
5. The IQAC coordinator apprised the extended IQAC members of the successful introduction of the institutional best practice called 'CONTINEW', for motivating the staff to engage in research and skill development on a sustained basis by creating a supportive eco system for the same within the institution.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma
9. Kavita Sharma (Chairperson, GB)
10. Deepak Kaur (Member, Industry)
11. Anil Dutt Mishra (Member, GE)

A meeting of the Internal Quality Assurance Committee (IQAC) was held on 22 February, 2020, at 11 30 pm. The agenda for the same is given below:

1. Appraisal of IQAC work, AQAR, discussion of funds to be allocated to IQAC:
  - A. It was reported that the third book commissioned by the IQAC was about to be released, and two more were underway - one from the History department on gender, and the other from the Hindi department.
  - B. Another book on nationalism - by the Political Science department - was in the pipeline.
  - C. It was suggested that a book on Indian culture and civilization be conceptualized, and that a reading club be planned at college level for students as well as teachers.
  - D. It was reported that an Entrepreneurship Cell had been initiated.
  - E. It was reported that the mentorship program had been redrafted.
2. HEI - NIRF: It was recognized that it was necessary to apply for NIRF as funding was directly linked to NIRF ranking.
3. Green Audit: It was proposed that TERI be approached for the Energy audit.
4. Energy Audit: It was proposed that ONGC be approached for the Energy audit.
5. Composition of IQAC/ Induction of New Members: New members (Renu Aggarwal, Mamta Rajput, R.M Ahuja, and Meenu Aggarwal) have accepted the invitation to join the IQAC.
6. FDP to be jointly organized with Pt Madan Mohan Malviya Teaching Learning Center on emerging trends in higher education
7. Workshop for teaching and non-teaching staff on ethics and administration: Workshop to be held on 18 March 2020 on 'Ethics in Teaching and Mentorship' (Pre-lunch session, for teaching staff) and 'Ethics and Administration' (Post-lunch session, for non-teaching staff)
8. Any other issues
  - i. Monthly Lecture Series: Proposals to be invited from all departments for requirements for lectures they would conduct on rotational basis. Lecture proposals to be examined by the IQAC.
  - ii. Feedback for lectures
  - iii. Cleanliness audit: The UGC could be approached for the same.
  - iv. New add-on courses: Insolvency Associate Certificate Course proposed. (200 hours, BFSI)

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Anil Dutt Mishra (Member, GB)
3. Veena Kapur (Coordinator)
4. Ksh Subarta
5. Virendra Yadav
6. Geeta Sharma

7. Renu Mehta
8. Deepak Kaur (Member, Industry)
9. Manjula Grover
10. Meenakshi Mittal (Administrative Officer)
11. Ritesh Kapahy (Section Officer)

A virtual meeting of the Internal Quality Assurance Committee (IQAC) was held on 4 March, 2020, at 11 30 pm, to review the work done thus far, and to discuss points to be raised in the college presentation at the NAAC office.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Jaya Gera
8. Geeta Sharma

A virtual meeting of the Internal Quality Assurance Committee (IQAC) was held on 13 May, 2020, at 11 30 pm, to plan the specifics of the webinar on E-Governance to be organized in June 2020. It was decided that the webinar would be conducted for teaching as well as non-teaching staff. Dr Virendra Yadav was identified as the convener, and names of possible resource persons were discussed.

The following members attended the meeting:

1. Sadhna Sharma (Principal-Officiating)
2. Veena Kapur (Coordinator)
3. Manjula Grover
4. Renu Mehta
5. Subarta Ksh
6. Virendra Yadav
7. Tripti Anand
8. Jaya Gera
9. Geeta Sharma