

P/1365/24

07/07/24

A meeting of the IOAC was conducted on July 07, 2024, at 12 noon to discuss the following agenda:

1. To discuss extended IOAC meeting: Ms Anshu Chopra, Ms Preeti Sharma, Dr. Aashna Nigam and Dr Ankita Dua have been deputed the task for making the presentation of executive summary.
2. Internal Documentation Committee: Each department is to constitute Internal Documentation Committee, completing Previous, Present, and Future TICs for the purpose of AQAR preparation. Format will be shared ~~that~~ by the IOAC.
3. Criteria wise presentation: Criteria Heads are to ^{submit} presentation criteria wise PPT presentation by July 15th. Slides should be prepared summarizing all KIs and should include hyper links to documents. Last date of submission is July 15, 2024.
4. Identification of strengths and weakness and gaps: For each criteria — to prepare SWOC for each criterion.
5. Alumni form to be filled in before graduation: Dr. Jitendra Aggarwal and Dr. Shwami will coordinate with office to ensure that students fill in alumni forms before getting certificates issued.

Dr. Jitendra Aggarwal
Aparajit

Jayashankar
Sharma

Raj
17/7/24

Pradip
07/07/24

Ankita
Ankita

End

6. All organizers of events [department and committees] will submit attendance of participation and events' report and photos.

Payments for all events should be cleared only after submissions of ^{documents} all events.

7. A designated person ~~of~~ in the admin office should be given responsibility to collect all documents related to attendance, events report photos, posters etc. for all events organised.

8. Installation of Flex Boards / Signboards — Criteria heads are to coordinate ^{with the} principal and ensure that flex boards listing codes of conduct, anti ragging cautions, Students' Advisory committee etc. are installed at designated space.

9. LED lights to be installed in the premises — Criteria 4 should coordinate with the Principal for this task. All projectors should be in working order. Facilitate paths to be constructed; name plates to be fitted in front of all departments' ^{side}.

P. Tanwar
S. Kumar, Shikha
Aparajit

S. Khan
Anubhav

Sumit

Per
7/7/2021

Mudra
07/07/21
Jayshahy

(10)

Department ~~Library~~ ~~...~~ All teachers ~~...~~
are to set up department library. Teachers
are to create a pool of reference books for
faculty.

(11)

Green Audit. — Dr Anita Kapoor and Dr.
Mridula Boddhaya will be in charge of green
audit.

(12)

Quality Programmes — Parameters should
be set for programmes conducted under the
'egis of IDAC. ~~to conform to the~~ Outreach
programmes to be conducted in collaboration
with external agency. Career enhancement
programme, Skill enhancement programme
to be conducted as Quality programmes.
To coordinate with VVS-adopted college for
Outreach activities.

(13)

R

W. Somak
Mridul
07/07/21

Joshi

Anita Kapoor
Shilpa
Shankar

Engr.

Raj
7/7/21
Jayshankar

G. T. ...

Aparajita

Amrita

Members present were:

1. Dr. Rashmi Wadhwan
2. Dr. Aparna Jain Aparna
3. Ms. Preeti Sharma Sham
4. Dr. Sumita Singh Sumita
5. Dr. L. Gopalani L. Gopalani
6. Dr. Renu Bawja Renu Bawja
7. Dr. Jaydita Thakur Jaydita Thakur
8. Dr. Mridula Buddhraj Mridula
9. Dr. Jeetendra Aggarwal Jeetendra
10. Dr. Shwani Shwani
11. Dr. Ankita Dwe Ankita Dwe
12. Dr. Shilpa Jain Shilpa
13. Dr. Prabuddh K. Mishra Prabuddh K. Mishra

Members absent were