

Minutes of the meeting of IQAC

An IQAC meeting was held with all the Criterion coordinators on July 10, 2020 at 3:30 PM on the virtual platform Zoom. The IQAC convener, Dr. Rashmi Wardhan cleared the doubts of the coordinators one by one regarding data collection.

The following points were discussed:

- All the coordinators were asked to refer NAAC manual 2020 and PowerPoint presentation sent to each criterion member. The doubts and suggestions are mentioned below criterion wise.
- Criterion I- All the points were discussed with Dr. Surbhi Madan and following suggestions were given by the core committee.
 - For Internal Assessment marks, it was suggested to contact Mr. Afroz for the link and collect only minutes of meeting of moderation committee from the departments.
 - University letter stating that all the teachers should form papers and evaluate them also can be procured from A.O., Mr. Hemant Lamba.
 - For 1.2.1, it was suggested to mention courses year wise and CBCS implementation.
 - For 1.2.2, take details from A.O., Mr. Hemant Lamba.
 - For 1.3.1 and 1.3.3, discuss and take data from Criterion III, as per your requirements.
 - Health Camp data has to be added too.
 - With respect to feedback, it was suggested to collect Alumni feedback data from Dr. Darshan. For Employers feedback data, contact Dr. Anuradha Mal for staff council meeting minutes. Feedback data has to be uploaded on the website. Students data can be procured from previous years AQAR. Data from students is mentioned there along with the conclusion.
- Criterion II- All the points were discussed with Dr. Aparna Jain and suggestions given by the core committee are mentioned below.
 - All the Adhocs need to get experience letter from college once it reopens.
 - In 2.6.2, there was a query related to how to judge the qualitative outcome? It was recommended that as of now, add data of students who cleared masters. Student progression to be added here as well. Take this data from criterion V.

Although this question will be added to NAAC queries. For, attendance and Internal Assessment, a link will be provided by Mr. Afroz. Minutes of meeting of moderation committee has to be procured from the departments.

- For 2.3.1, all seminars are student centric. Therefore, data from EDC, WDC, and other societies of all conferences and seminars has to be written in 500 words. Link to be added for all societies data. In Experiential learning, include lab visits and field visits. As proof, it was advised to give link of both, annual report as well as respective criterion.
- Criterion III- Doubts were discussed with Dr. Sunita Singh.
 - Dr. Sunita Singh informed the members that in 3.5 and 3.6, H-index is not applicable for our college. It is for Universities and autonomous colleges.
 - For MoU, it was suggested to send draft to core members for approval followed by signature from the principal.
- Criterion IV- Both the members could not attend the meeting.
- Criterion V- Doubts were discussed with Dr. Jeetendra Aggarwal and following suggestions were given.
 - For 5.1.4, it was advised to collect year wise placement data from Dr. Suman Kharbanda.
 - For competitive exams, data can be procured from alumni who cleared masters or any other competitive exam. Also, it was suggested to contact NCC for student's data who cleared armed forces.
 - The question asked in 5.3.3, will be sent to NAAC query.
 - There was a doubt w.r.t. 5.1.3 whether department fest will come under this or not.
- Criterion VI- The points were discussed with Dr. Iti Dandona.
 - For 6.3.5, it was suggested to contact Mr. Hemant Lamba, A.O. for appraisal, performance/ promotion forms of all the teachers.
 - For 6.4.3, it was advised to collect last five years data from Mr. Praveen, A.O.
 - For 6.5.1, it was suggested to contact Mr. Praveen or Mr. Hemant, A.O. for building committee file.

- Criterion VII- Both the members could not attend the meeting.
- It was also mentioned that innovation projects list can be procured from Mr. Tarun (office).
- Data in files can be converted to soft copy by office members. This information was given by Ms. Anshu Chopra.

The following members attended the meeting:

Dr. Rashmi Wardhan (IQAC Convener)

Rashmi

Dr. Anita Kapur

Anita Kapur

Ms. Anshu Chopra

Ms. Preeti Sharma

Preeti

Dr. Abha Vasal

Abha

Dr. Aeshna Nigam

Aeshna Nigam

Dr. Ankita Dua

Ankita Dua

Dr. Iti Dandona

Dr. Aparna Jain

Aparna

Dr. Jeetendra Aggarwal

Jeetendra

Dr. Shilpa Jain

Shilpa

Dr. Sunita Singh

Dr. Surbhi Madan

Dr. Shivani Goel

Dr. Uma Narang

Dr. Usha Yadav

Usha