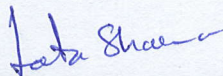## MINUTES OF IQAC MEETING HELD ON 21st SEPTEMBER 2022

An IQAC meeting was held with AIIC (Academic Improvement Initiatives Committee), Workload Committee and Main Admission Committee, on 21st September 2022 at 11.40 am in the IQAC Room to discuss GE, SEC and VAC papers structure under UGCF for new admissions.
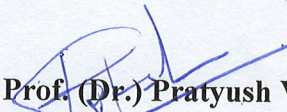
The following members were present:
1. Prof. (Dr.) Pratyush Vatsala, Principal (Chair)
2. Prof. (Dr.) Anita Malhotra, Vice-Principal
3. Prof. (Dr.) Gayatri, Nodal Officer, Admission Committee
4. Dr. Madhu Jha, Member Admission Committee
5. Dr. Sucheta Gauba, Co-Convenor AIIC
6. Dr. Ambuj Tripathi, Co-Convenor AIIC
7. Dr. Jaya Ray, Member, IQAC
8. Prof. (Dr.) Sucheta Chaturvedi, Member IQAC
9. Dr. Dolamani Arya, Member IQAC
10. Dr. A. Porchelvi, Member IQAC

Under UGCF, there are many Value Added Courses, Skill Enhancement Courses and General Elective Courses out of which the student can make choices. Since admissions according to UGCF guidelines were being done for the first time, the GE, SEC and VAC papers structure under UGCF was discussed for new admissions so that options can be taken from the students.
It was decided that the faculty members taking VAC/SEC papers will attend workshops organized by the University to better equip them and to enhance their teaching skills as per the requirements of these courses.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Lata Sharma
Director, IQAC

Prof. (Dr.) Pratyush Vatsala
Principal

MINUTES OF IQAC MEETING HELD ON 22nd FEBRUARY 2023

An IQAC meeting was held on 22nd February 2023 at 2 pm in the IQAC Room..
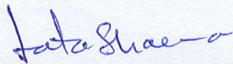
The following members were present:
1. Prof. (Dr.) Pratyush Vatsala, Principal (Chair)
2. Prof. (Dr.) Anita Malhotra, Vice-Principal
3. Prof. (Dr.) Lata Sharma, IQAC Director
4. Dr. Jaya Ray, Member, IQAC
5. Dr. Dolamani Arya, Member IQAC
6. Dr. A. Porchelvi, Member IQAC

The AQAR 21-22 and MDRA Ranking data was placed before the committee members for their perusal before final submission.
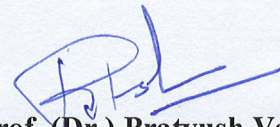
As the attendance portal was not working, it was decided to streamline the process of submission of attendance and internal assessment records and display of records on the website so that the students can be informed well in advance about the status of their attendance and internal assessment. Accordingly, it was decided that Department Incharges will collect the records from faculty members of their department and will ensure the display of these records on the college website.

It was also decided that Standard Operating Procedures should be followed to assure quality and a committee will be formed to look into this.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Lata Sharma
Director, IQAC

Prof. (Dr.) Pratyush Vatsala
Principal

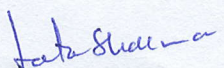# MINUTES OF IQAC MEETING HELD ON 17th MARCH 2023

An IQAC meeting was held with AIIC (Academic Improvement Initiatives Committee), Workload Committee, DIC (Digital Initiatives Committee), Staff Council Secretary and UGCF Core Committee, on 17th March 2023 at 11.40 am in the Research Room to discuss GE, SEC and VAC papers structure under UGCF for new admissions.

The following members were present:
1. Prof. (Dr.) Pratyush Vatsala, Principal (Chair)
2. Prof. (Dr.) Anita Malhotra, Vice-Principal
3. Prof. (Dr.) Lata Sharma, IQAC Director
4. Prof. (Dr.) Sunita Arora, Staff Council Secretary
5. Dr. Sucheta Gauba, Co-Convenor AIIC
6. Dr. Ambuj Tripathi, Co-Convenor AIIC
7. Dr. Jaya Ray, Member, IQAC
8. Prof. (Dr.) Sucheta Chaturvedi, Member IQAC
9. Dr. Dolamani Arya, Member IQAC
10. Dr. A. Porchelvi, Member IQAC
11. Ms. Pramila, Timetable Committee
12. Mr. Ratnakar, UGCF Core Committee
13. Mr. Vatsal, UGCF Core Committee
14. Ms. Monika Kapoor, AO
15. Mr. Ravinder, Assistant
16. Mr. Vijay, Dealing Assistant
17. Ms. Samiksha, Dealing Assistant
18. Mr. Vipin, Dealing Assistant

The meeting was called to streamline the procedure for data handling related to UGCF. The dealing assistants raised their queries and apprehensions regarding handling of data for AEC/SEC/VAC data as this was being done for the first time under UDCF. The UGCF system and data handling of data was explained to them by UGCF Core Committee members and DIC.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Lata Sharma
Director, IQAC

Prof. (Dr.) Pratyush Vatsala
Principal

MINUTES OF IQAC MEETING HELD ON 8th APRIL 2023

An IQAC meeting was held on 8th April 2023 at 11.40 am in the IQAC Room to discuss internal academic audit to be done for the academic year 21-22.

The following members were present:
1. Prof. (Dr.) Pratyush Vatsala, Principal (Chair)
2. Prof. (Dr.) Lata Sharma, IQAC Director
3. Dr. Jaya Ray, Member, IQAC
4. Prof. (Dr.) Sucheta Chaturvedi, Member, IQAC
5. Dr. Dolamani Arya, Member, IQAC
6. Dr. A. Porchelvi, Member, IQAC

It was decided that the academic audit will be conducted next week. The audit teams were formed to conduct the academic audit of different departments. The TICs of 21-22 and Academic Audit team members will coordinate with each other to schedule the audit of their department as per mutual consent without disturbing any classes.

The list of Academic Audit members along with the departments allocated:

Professor Sucheta Chaturvedi and Dr. Dolamani - English, Hindi, Sanskrit and Punjabi Departments;

Dr. Jaya Ray, Dr. Gobina and Dr. Francis - Music, Political Science, History, Philosophy and Sociology Departments;

Dr. Ambuj and Dr. Ravi - Psychology, EVS, Computer Science, Home Science and Mathematics Departments;
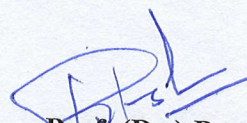
Dr. A. Porchelvi and Dr. Gagan - Commerce, BBE, Economics and Physical Education Departments.

The Academic Audit Teams were requested to submit their audit reports by 10th May 2023.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Lata Sharma
Director, IQAC

Prof. (Dr.) Pratyush Vatsala
Principal

MINUTES OF IQAC MEETING HELD ON 10th MAY 2023

An IQAC meeting with AIIC was held on 10th May 2023 at 11.40 am in the IQAC Room to discuss the SOP for ISO certification, academic audit report and modifications in audit documents for courses under UGCF.

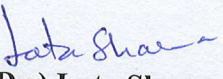The following members were present:
1. Prof. (Dr.) Pratyush Vatsala, Principal (Chair)
2. Prof. (Dr.) Anita Malhotra, Vice-Principal
3. Prof. (Dr.) Lata Sharma, IQAC Director
4. Dr. Jaya Ray, Member, IQAC
5. Dr. Ambuj, Member AIIC
6. Dr. Dolamani Arya, Member IQAC
7. Dr. A. Porchelvi, Member IQAC

The Academic Audit teams informed that it was complete for most of the departments. Some TICs wanted a little more time as some of the documents were not complete. The TIC of Hindi Department for the year 21-22 did not respond at all with respect to Academic Audit.

The members discussed the need for modifications in Academic Audit documents for first year students of 22-23 as their admissions are under UGCF scheme. Accordingly, it was decided to modify the Assessment Schedule Document to include continuous assessment as well.

The Principal discussed with the IQAC members the idea of SOPs for ISO etc. and suggested that the members should check the basic formalities required for certification and setting quality benchmark.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Lata Sharma
Director, IQAC

Prof. (Dr.) Pratyush Vatsala
Principal