

Minutes of the IQAC MEETING HELD ON 9TH MAY 2016

The first meeting of the reformed IQAC committee was held on 9th May, 2016 in the Committee room of the Principal's office. The following members were present:

- Prof. Neena Sinha
- Dr. JM Khurana
- Dr. V K Tyagi
- Dr. Madhu Pruthi
- Mr. Puneet Raman
- Mr Ankur Jain
- Mr. N.K. Taneja
- Dr. Pardeep Kumar
- Dr. Kanupriya Goswami
- Dr. Neha Sharma
- Dr. Rajni Mendiratta
- Dr. Harpreet Bhatia
- Dr. Amanjot Sachdeva
- Mr. Sirav Talwar
- Mr. Madhur Vashist
- Dr. Priti Sehgal

DR. Madhu Pruthi introduced the coordinator of IQAC and welcomed all the members of the committee.

Dr. Priti Sehgal, the Coordinator IQAC opened the meeting and read the guidelines for IQAC. Suggestions to work out a roadmap invited from all members. All the members of the committee gave their suggestions summarized below:

- Dr. Pradeep emphasised on the need for feedback, Course implementation plan, research –minor and major projects, democratic functioning of institution, consistent policy and hiring of quality adhoc faculty.
- Dr Tyagi also emphasized on enhancement of quality so as to be prepared for next assessment. He said that all aspects need to be improved keeping in view constraints of resources. Some areas need ~~need~~ to be focussed upon working to get a higher score in NAAC. Various committees should establish causes for deficiencies and find solutions together.
- Student Attendance : Dr. Tyagi also insisted that Zero attendance problem needs to be taken care of. There should be a policy for the same. Parents responsibility in monitoring child's attendance needs to be fixed. Teachers and principal should not just display attendance but communicate it to parents. This will ensure teacher and class utilization. Dr. Priti also insisted that there should be a bulk sms facility so that communications can be sent to parents. Mr Puneet deliberated on the need to fulfil expectations from students too. He suggested the cause of students not turning to classes needs to be found. He suggested that admit cards should not be given to erring students. Discipline must be enforced. Mr Madhur, a student member added that attendance and opportunities should not be related. Students are preparing for different examinations. For 1st and 2nd year criteria for attendance should be there but there should be relaxation for final year students since they have to prepare for entrance examinations. Dr Pruthi came up with the problem of reserve students for attendance since they have to earn livelihood too. Dr. Harpreet said that a proper ECA and Sports attendance policy needs to be formalized. Students that go on medical leave should submit a proper leave. She also suggested that in second and third years hostel rooms should be given to students as per their attendance.

- Prof. Neena Sinha focussed on two main important points
- Teaching
- research

Teaching – She focussed on how it can be made better by establishing best practices

Research priority - She suggested that faculty and students should be encouraged for Publications in refereed journals. Funding for research needs to be increased for promoting research related activities. She also suggested for Teacher assessment form.

Prof Sinha asserted that innovative practices need to be introduced to enhance leadership and governance. Flexibility should be there with the leadership to implement these.

- Dr. Rajni said that Result analysis reports should be communicated to TICs of various departments for further action. At least one workshop should be conducted by each department.
- Mr Puneet also proposed to link Skill enhancement industry with academics. He pressed on Industry interface and feed back.
- Dr Khurana added that In addition to discipline, satisfaction of students should be a matter of concern. He reiterated that a student with less than 50 percent attendance should not be allowed in the hostel for next year. UG students and faculty are paid by university for research. College should evolve a procedure for using some percentage of overheads to assist students and teachers for research.
- Mr Ankur Jain advised that alumni interaction and feed back needs to be enhanced. Dr Khurana also suggested that there should be Mentor mentee relationship with alumni. Let Alumni help deserving students. On this issue Mr Puneet came up with the idea of Industry mentors and teacher mentors.
- Dr Pruthi also suggested that students should be allocated teacher mentors. All teachers should be involved in the exercise.
- Mr. Sirav Talwar put forward the suggestion of taking Teacher feedback from the students in mid sem to for positive outcome of teaching.
- Ms Amanjot insisted that data collection in the institute should be standardized there should be proper maintenance of records.

Finally, the committee asked the sub-committee of faculty members to set up action plans for the coming years for quality improvement and then finally discuss those with the entire committee.

Dr. Tyagi also asked for presentation from industry representatives on how industry college cooperation can be enhanced.

It was decided that priorities can be set in next meeting after sub-committee comes up with the action plans.

The meeting ended with the thanks to the chair.

Submitted for consideration please.

(Dr. Preeti Sehgal)
(Dr. Madhu Pruthi)
Coordinator, IQAC
Principal

(Principal)
Coordinator,