Keshav Mahavidyalaya

University of Delhi

Internal Quality Assurance Cell (IQAC)

19-10-2023

Minutes of the online meeting held on 19th October 2023

An online meeting of the IQAC was held on 19th October, 2023 at 3 pm onwards. Following members attended the same:

1. Prof. Jagneet Kaur Anand (convener- IQAC)
2. Prof. Divya Haridas (member- IQAC)
3. Dr. Jyoti Anand (member- IQAC)
4. Dr. Jasmeet Singh (member- IQAC)
5. Dr. Ashish Bansal (member- IQAC)
6. Dr. Shalini Devi (member- IQAC)
7. Dr. Richa Sharma (member- IQAC)

Agenda:
1. To discuss AQAR data received till date.
2. RTI received by IQAC.
3. Regarding the full-fledged IQAC meeting preparations.
4. Any other matter with the permission of the chair.

In the meeting, the members discussed these agenda and recommended the following:

1. **AQAR data**: The data received from BMS department, English department, Library, NSS coordinator, academic affairs committee, Nodal officer-millets, placement cell, foreign students mentor, has been forwarded to all the members of the IQAC for data collection of their respective designated criteria. The members will go through the data received and start compiling the same. A reminder mail shall be sent to the departments on coming Monday (23-10-2023), from where the data is yet to be received.

   The committee recommends that some additional teaching members may be included for the AQAR data compilation purposes.

2. **RTI received by the IQAC**: The signed hardcopies of the desired documents are not maintained by the IQAC.

3. **Regarding the Full-Fledged IQAC meeting preparations**: A PPT may be prepared to include following:

   a. the details of all the new members of the full-fledged IQAC,
   b. the work done by the previous committee,
   c. the work done by the present IQAC committee till now,
   d. the best practices proposed for this session,
   e. the proposed IQAC calendar,
   f. proposal for improvements in the quality of teaching
      i. teaching plan,
      ii. on rotation basis: one department one workshop per year,
      iii. co-curricular and extra-curricular activities,
   g. to organise orientation/workshop for the non-teaching staff for better efficiency in the college administrative work, library services, laboratory supporting staff.
   h. Interaction with the teachers, non-teaching staff, parents, alumni.

4. **Any other matter**: nothing was discussed under any other matter.

Submitted for your kind consideration and approval.

PRINCIPAL

(IQAC team)

Jyoti Anand

(Shalini Devi)

Ashish Bansal