Keshav Mahavidyalaya

University of Delhi

Internal Quality Assurance Cell (IQAC)

27-11-2023

Minutes of the online meeting held on 27th November 2023

A meeting of the IQAC was held on 27th November, 2023 at 12 noon 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. Ashish Bansal (member- IQAC)
5. Dr. Shalini Devi (member- IQAC)
6. Dr. Richa Sharma (member- IQAC)

Agenda:

1. An update by all the members about the AQAR data compilation till now, and to schedule the meeting of the full-fledged IQAC for the review and feedback on the compiled AQAR report.
2. To discuss the teaching plan format to be shared with all the TICs and program coordinators for their necessary action.
3. Preparation of the department calendar, IA calendar, and the society/committee/club, etc calendar of the college.
4. Any other matter.

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

1. **AQAR data Compilation:** All the members apprised of their status of compiling the AQAR data as per their allotted criteria. Some AQAR data was still pending and hence a reminder mail shall be sent to those departments/committees from where the data is yet to be received.

   The tentative dates for the full-fledged IQAC meeting were suggested to be 20th/ 21st / 22nd December 2023 as per the availability of the external members.

   The committee shall again review the AQAR compilation status on next Tuesday 5th December 2023.

2. Teaching Plan format was finalized and will be emailed to the Principal for further necessary action.
3. Academic calendar inclusive of the department calendar and the IA calendar was also finalized and will be emailed for uploading on the college website.
4. **Any other matter:** Nothing was discussed.

Submitted for your kind consideration and approval.

(IQAC team)

PRINCIPAL