

**KESHAV MAHAVIDYALAYA**  
**(University of Delhi)**

Date: September 2, 2021

**MINUTES OF MEETING**

An online meeting of the IQAC sub-committee was held on Thursday, September 2, 2021 at 3.00 p.m The link for the meeting was <https://meet.google.com/tjq-dwof-xjrn>.

Agenda of the Meeting:

1. Data Collection and Compilation for AQAR 2020-21 (understanding the work, the templates, mails to be sent etc.)
2. Preparation of IQAC Calendar/Action Plan
3. Taking stock of the IQAC pending work regarding feedback forms, CIP etc.
4. Developing a mechanism for keeping a record of activities of IQAC.
5. Deciding the activities/events to be organised in September 2021.
6. Any other matter

The following members were present:

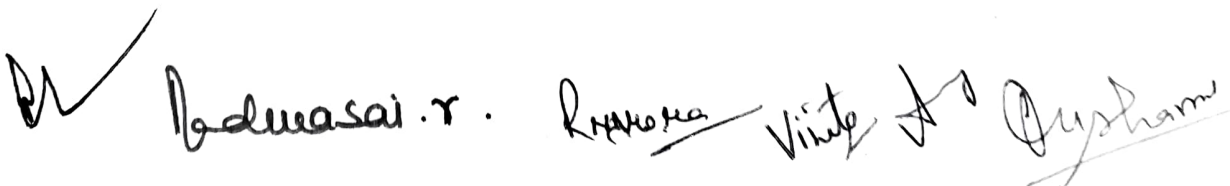
1. Prof. Vinod K. Sharma
2. Prof. Pardeep Kumar
3. Dr. Vinita Jindal
4. Dr. Rita Arora
5. Dr. Daisy Sharma
6. Dr. Amanjot Sachdeva
7. Prof. Padmasai Arora

The members deliberated on the agenda items and the following were decided.

Agenda Item No. 1: The members were apprised about the work related to preparation of AQAR 2020-21 by the coordinator including the NAAC compliant templates as uploaded on the college website. It was decided to start collecting the data for AQAR. For this it was decided to draft mails for the collection of data. Prof. Padmasai Arora and Dr. Vinita Jindal were assigned the work of mails and sending the request to Principal Ma'am so that data can be collected from the staff members under different heads. It was decided that Dr. Ritu Arora and Dr. Daisy Sharma will pursue the collection of data for its timely receipt. It was decided to send the mail for Result Analysis later once the consolidated result was available with the college.

Agenda Item No. 2: A Draft of the IQAC Calendar was shared by Dr. Amanjot Sachdeva. Members discussed it and decided to work some more on the draft. It was decided to finalise the IQAC Calendar/Plan of Action in the next meeting.

Agenda Item No. 3: As the work on different Feedback forms, Course Implementation Plan, Department/Committee Calendar etc. is already underway under Prof. Pardeep Kumar's guidance with help from Mr. Anand and Dr. Namita Aggarwal, it was decided to get them

  
Padmasai .r . Rita Arora Vinita Jindal Daisy Sharma

made asap and place them in the next meeting to finalize them. Prof. Pardeep, Dr. Vinita and Prof. Padmasai to ensure the pending work is completed on time.

Agenda Item No. 4: It was decided to keep a proper record of the Minutes of IQAC Meetings and the activities in a systematic manner for future reference.

Agenda Item No. 5: Members discussed various events on topics such as disaster management, physical and mental well-being during covid-19, soft skill development for staff, climate change, environment, employability skills for students and developing research by students among others. It was decided to explore the possibility of organising event(s) in September 2021 and finalise them in the next meeting.

Agenda Item No. 6: Nothing was discussed under Any Other Matter.

It was decided to have regular meetings online/offline every week as far as possible.



Prof. Padmasai Arora  
Coordinator, IQAC

