

Keshav Mahavidyalaya
University of Delhi
Internal Quality Assurance Cell (IQAC)

06-2-2024

Minutes of the Full Fledged IQAC Interaction with non-teaching staff held on 6th February 2024

An interaction of the Full-fledged IQAC with the non-teaching staff of the college was held on 6th February, 2024 at 11am onwards in the seminar room of the college. Following members of the full-fledged IQAC attended the same:

1. Prof. Kanupriya Goswami (Vice-Principal) (Physically present in the college)
2. Prof. P. D. Sahare (External member- IQAC) (Physically present in the college)
3. Prof. Vandana Mishra(GB representative- IQAC) (Joined online)
4. Ms. Sarika Gogia (Stakeholder, Parent member- IQAC) (Physically present in the college)
5. Ms. Lipika (Student member- IQAC) (Physically present in the college)
6. Prof. Jagneet Kaur Anand (coordinator- IQAC) (Physically present in the college)
7. Prof. Divya Haridas (member- IQAC) (Physically present in the college)
8. Prof. Jasmeet Singh (member- IQAC) (Physically present in the college)
9. Dr. Jyoti Anand (member- IQAC) (Physically present in the college)
10. Dr. Ashish Bansal (member- IQAC) (Physically present in the college)
11. Dr. Shalini Devi (member- IQAC) (Physically present in the college)
12. Dr. Richa Sharma (member- IQAC) (Physically present in the college)

The attendance of non-teaching staff is attached at the end of the minutes.

The interaction started with an introduction of all the IQAC members to the non-teaching staff and a welcome note by the Vice-Principal. All the non-teaching staff introduced themselves to the external members of the IQAC.

During the interaction, various issues were raised by the non-teaching staff and the responses given by the IQAC members are tabulated as below:

S. No.	Issues raised by the non-teaching staff	IQAC response
1.	An Evaluation of the action taken of the issues raised during the previous meeting dated 8 th May, 2018 was raised.	The IQAC took note of it and discussed the action taken by the college IQAC, after the previous meeting held on 8 th May 2018 in the reading room of the college library. It has been observed that most of the issues pertaining to the college administration have been resolved and a few issues are in the pipeline. The issue of salary and new appointment are governed by the DHE and DU rules and hence are not in the domain of IQAC of the college.
2.	Infrastructure maintenance, repair and purchase/AMC/repair of new equipment and condemnation of obsolete equipment.	Purchase of new computers/IT equipment has been sanctioned. Condemnation of obsolete equipment is in the process by the designated committees.
3.	Training of the lab staff due to new curriculum of the 4-years NEP curriculum, and to update as per new technology. In-House training programs for the non-teaching staff to be organised.	The IQAC recommended that the non-teaching staff to be allowed to attend such workshops/seminars. Though it was pointed out that during the 4 th year of NEP, the research would be mainly teachers oriented and the role of non-teaching staff would be minimum till there is sufficient infrastructure and requirement of experimental work in the research.
4.	Promotion to be granted on the due date because there is no back-benefit.	As per the University norms.
5.	College-Gym access to non-teaching staff	The interested non-teaching staff may be charged a small fees for using the college-gym facilities. The same collected amount may be used to hire a professional gym trainer. The timings for using gym to be kept for one hour after the working hours.
6.	Sports activities/events for non-	IQAC recommended the same to be started.

	teaching staff to restart again	
7.	Disposing of the waste lying here and there in the college premises	Cleanliness services to be opted from external agencies on contract or tender basis.
8.	Canteen items should be at reasonable rate and subsidized food.	Minimum rates and quantity as per the tender agreement to be charged.
9.	Drinking water facility, RO installation, Washrooms repair, maintenance on regular basis	Cleanliness and maintenance services to be opted from external agencies on contract or tender basis
10.	Appointment of new NTS: regular, contractual, daily basis.	As per the DU norms and sanctioned strength of NTS
11.	Training from Delhi fire services in case of fire accidents in the college premises	It should be done on priority basis.
12.	Examination duties priority to be given to internal staff than outside staff	As per DU exam rules. without affecting the work of the college, the duties should be distributed among college staff on priority basis.
13.	Cleanliness maintenance committee to be constituted - the care taker to be involved	All responsibilities of the work place to be shared equally and evenly by all the NTS irrespective of their number
14.	Menace of the street dogs in the college	To be taken care of as per animal rights rules

The interaction ended with a note of thanks to the chairperson, the Governing Body member, external and internal members for their constant support, guidance, and encouragement to the IQAC, and all the non-teaching staff who joined and participated in the interaction.

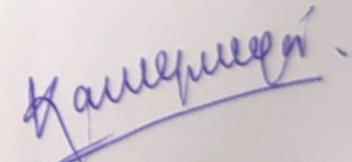
Submitted for your kind consideration and approval.



Prof. Jagneet Kaur Anand

Prof. P. D. Sahare

Prof. Vandana Mishra



Prof. Kanupriya Goswami

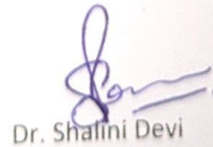
Dr. O. P. Sharma

Ms. Sarika Gogia

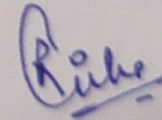
Prof. Divya Haridas



Prof. Jasmeet Singh

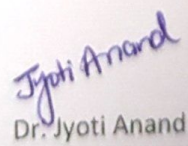


Dr. Shalini Devi



Dr. Richa Sharma

Dr. Ashish Bansal



Dr. Jyoti Anand

Ms. Lipika

KESHAV MAHAVIDYALAYA

I R A C

Interaction with non-teaching staff

on 06.02.2024 in Seminar Room

ATTENDANCE

S. No.	Name	Department	Signature
1.	KREM SINGH	Physics	
2	VIJAY PATEL SINGH	Admin.	
3	RITESH GOPTA	Comp. Sc. Dept.	
4	Vijay	Sports Dept.	
5	Ram Kumar	Electronics	
6	VINOD KUMAR	Account	
7	Farhan Kumar	Library	
8	Rajesh Wadhwa	Comp. Sc.	
9	Chander Prakash	Physics	
10	Akhil Sharma	Computer Sci.	
11	Ritesh Singh	Admin.	
12	Anand Kumar	Administration	
13	Anuradha Chaudhary	Computer Sc.	
14	Narain Sharma	Library	
15	Sanjay Singh	Account	
16	Jyoti Singh Samant	Administration	
17	Rajesh Kumar	Electronics Lab.	
18	Nisha Sahu	SI BSE Admin	
19	Dr. Ritesh Sahu	Library	R. Sahu

S. No	Name	Dept.	Signature
20.	Arvind Kumar	Commerce Lab.	<u>Arvind</u>
21	Surendra Kumar	Maths Lab	<u>Surendra</u>
22	Mansh	Library	<u>Mansh</u>
23	Sangram Singh Yadav	Commerce	<u>Sangram Singh</u>
24	Dr. Jyoti Anand	MEMBER IQAC	<u>Jyoti Anand</u> 6/2/2024
25	Dr. Divya Haridas	MEMBER IQAC	<u>Divya</u> 6/2/24
26.	Dr. Richa Sharma	MEMBER IQAC	<u>Richa</u> 06/02/2024
27.	Prof. Jasmit Singh	MEMBER IQAC	<u>Jasmit</u> 06/02/2024
28.	Hipika (Comp. Sci)	MEMBER IQAC	<u>Hipika</u>
29.	Dr. Shalini Devi	Member IQAC	<u>Shalini</u> 06/12/24
30	Prof Jagmeet Kaur Anand	Coordinates IQAC	<u>Jagmeet</u>
31	Prof P D Sahare	External member IQAC	<u>P D Sahare</u>
32	Prof. Kampraj Goswami	- Vice Principal	<u>Kampraj Goswami</u> 6/2/24
33	ms. Savika Gupta	Parent member IQAC	<u>Savika</u>
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