

MINUTES

The first meeting of the re-constituted Internal Quality Assurance ^{Cell} Committee (IQAC) for the college was held on April 25, 2018 in the Committee Room of the Principal's Office. The following members attended:

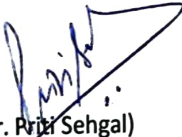
1. Prof. R.P. Tandon, Emeritus Professor, Department of Physics and Astrophysics, University of Delhi (External Member)
2. Prof. Pritam Grover, Director General, GTB Institute of Technology, Guru Gobind Singh Indraprastha University (External Member)
3. Dr. A.K. Malhotra, Retired IFS (External Member)
4. Mr. R.P. Singh, Retired IFS (Governing Body member)
5. Dr. B. Raja Rajan, Joint Registrar, University of Delhi (Administrative Officer)
6. Dr. Madhu Pruthi, Principal (Chairperson)
7. Dr. Priti Sehgal, Associate Professor and Senior Teacher, Department of Computer Science (IQAC Coordinator)
8. Dr. Anju Arora, Associate Professor, Department of Commerce (Faculty representative)
9. Dr. Rubina Mittal, Associate Professor, Department of Mathematics (Faculty representative)
10. Dr. Divya Haridas, Assistant Professor, Department of Physics (Faculty representative)
11. Dr. Subodh Pandit, Assistant Professor, Department of Management Studies (Faculty representative)
12. Mr. Ankur Jain, Lawyer (Nominee from Local Society)
13. CA Gaurav Sukhija (Alumni)
14. Mr. Satish Kumar (Nominees from Stakeholders, Parent)
15. Ms. Vishwambhara Rathore, B.Sc.(General) Mathematical Science (IV Semester) (Student Member)
16. Mr. Kangkan Goswami, B.Sc. (H) Physics IV Semester (Student Member)


Two of the members, Prof. Rita Singh, Department of Zoology, University of Delhi (Governing Body Member) and Mr. Naveen Gupta, Director, Engee Advisor Pte Ltd. (Nominee from Industry) could not be present.

The chairperson introduced the entire committee. Various issues ranging from general to specific were taken up for a preliminary discussion. Salient aspects of the discussion were as follows:

1. The committee was apprised of previous work in the form of AQAR report and the students' online feedback form. The results of data analysis of students' feedback which forms part of the AQAR report were exhibited. It was informed that a process of developing Teaching Plans before start of every academic session has also been successfully implemented by the previous committee.
2. On the specifics of the feedback form it was suggested that some further refinement in the form of streamlining and clarifying of questions ("Nurture", "Discipline"?) can be carried out. It was also pointed out that greater awareness of the feedback form needs to be created amongst the students for a larger response. This can be done among other things through Class Representatives. The exact logistics of whether and how anonymous responses need to be collected needs to be thought through.

3. The issue of poor student attendance was brought up for special attention. It was also pointed out there was a general lethargy of students' response towards activities such as classes and also placement related activities. One possible solution suggested was to increase student awareness from the very first year about the focus on employment and its relationship with studies and other relevant college activities.
4. A need to meet various stakeholders to facilitate greater teamwork in the direction of quality was emphasised. Towards this goal, it was decided that the IQAC would meet Teachers and Non Teaching staff of the college on May 8th, 2018 from 11:00 a.m. onwards. Theme for discussion would be – "NAAC IQAC functions and how to achieve them". A meeting with students and their parents was proposed to be held at the start of the next academic session (sometime in July/August 2018).
5. The provision of resources in the form of manpower, space and funds which are mandated under NAAC for IQAC functioning were considered. In order to overcome the funds constraint it was requested that the college modify the Students Activity Fee from current Rs. 800 to Rs. 1000. The additional amount could help organize activities and meetings of the IQAC. The requirement of a dedicated room for IQAC was also again taken up with the re-constituted committee. The possibility of air-conditioned Porta-Cabins for the short term before any new capacity in the form of additional rooms is created was one possible solution that was suggested. For additional manpower in the form of technical support for IQAC, it was suggested that inputs from the existing Non-Teaching Staff of the college could be taken from time to time and the additional task may be reimbursed as per university rules.
6. The meeting ended with thanks to the chair.


(Dr. Priti Sehgal)
Coordinator, IQAC


(Dr. Madhu Pruthi)
Principal