

A Meeting of Non-teaching staff with I & AC on 08th May 2017
 at 3.15 P.M. in Library reading room. Following were
 present.

1. P. S.
2. agud
3. Sushil Kumar
4. Ankur
5. Yogesh Sharma
6. S.
7. S.
8. Chandra
9. Ankur
10. V.P. Singh
11. Chandra
12. S.
13. Ritesh
14. S. Singh
15. S.
16. S.
17. Umesh Chandra
18. S.
19. S.
20. Vinay Kumar
21. S.
22. S.
23. S.
24. S.
25. S.
26. A. Singh
27. P. Kumar
28. Jayash
29. Ch. R.
30. S.
31. S.
32. S.
33. S.
34. S.

MINUTES

The meeting of Internal Quality Assurance ^{Cell} ~~Committee~~ IQAC members with Non Teaching Staff members of the college was held on May 8, 2018 in the library reading room at 03:15 pm. The following members attended:

1. Prof. R.P. Tandon, Emeritus Professor, Department of Physics and Astrophysics, University of Delhi (External Member)
2. Dr. A.K. Malhotra, Retired IFS (External Member)
3. Mr. R.P. Singh, Retired IFS (Governing Body member)
4. Dr. Anju Arora, Associate Professor, Department of Commerce (Faculty representative)
5. Dr. Divya Haridas, Assistant Professor, Department of Physics (Faculty representative)
6. Dr. Subodh Pandit, Assistant Professor, Department of Management Studies (Faculty representative)
7. Mr. Ankur Jain, Lawyer (Nominee from Local Society)
8. CA Gaurav Sukhija (Alumni)

Members, Dr. Madhu Pruthi, Principal (Chairperson), Prof. Rita Singh, Department of Zoology, University of Delhi (Governing Body Member), Mr. Naveen Gupta, Director, Engee Advisor Pte Ltd. (Nominee form Industry), Prof. Pritam Grover, Director General, GTB Institute of Technology, Guru Gobind Singh Indraprastha University (External Member), Dr. B. Raja Rajan, Joint Registrar, University of Delhi (Administrative Officer), Dr. Priti Sehgal, Associate Professor and Senior Teacher, Department of Computer Science (IQAC Coordinator), Dr. Rubina Mittal, Associate Professor, Department of Mathematics (Faculty representative), Mr. Satish Kumar (Nominees from Stakeholders, Parent), Ms. Vishwambhara Rathore, B.Sc.(General) Mathematical Science (IV Semester) (Student Member), Mr. Kangkan Goswami, B.Sc. (H) Physics IV Semester (Student Member) could not be present.

The meeting was conducted by Dr Anju Arora, acting coordinator, in absence of Dr Priti Sehgal. Prof. R. P Tandon briefed the working of IQAC to the non teaching staff and invited suggestions for the overall development of the college. Salient aspects of the discussion were as follows:

1. Urgent need for increasing the staff strength in administrative office and accounts section and in labs (physics, electronics, mathematics). The increase of staff will provide a quality work and students can be provided with better services.
2. Consensual demand by administrative, accounting, library and lab (physics, electronics, mathematics) staff to organise regular training programs on various new softwares available/revised course curriculum for increasing the efficiency of the staff.
3. To have a non teaching staff representation in IQAC committee of the college.
4. Building a common database for students in college which can be utilised by accounts, administration, library etc. in order to have uniform information of a student which can be used to serve them better.
5. Lot of problems were being faced while working with the current software purchased for accounts which leads to miscalculations hence the salary is nowadays calculated manually. Strong need to solve the issue so that error free salary calculations can be done and the complete information regarding one's salary can be provided annually to staff members.

Dr. R. P. Tandon
Ankur Jain
Subodh Pandit
Dr. Anju Arora
Dr. Divya Haridas
Dr. B. Raja Rajan
Dr. Priti Sehgal
Dr. Rubina Mittal
Mr. Satish Kumar
Ms. Vishwambhara Rathore
Mr. Kangkan Goswami

6. Some members cited the rectifications made against miscalculations made in their salary. So everyone emphasised on having a centralised software for staff members where all the information regarding one's salary, GPF, leaves etc. are collated in a single platform.
7. Need to sort out the problems with the current internet connections available to the college.
8. Regular time to time up gradation of softwares which are used for administrative work were suggested.
9. A separate space for a dealing counter for students be provided in office.
10. To take insurance cover for expensive setups available in electronics lab.
11. To replace (by beginning of next semester), the poor infrastructure in terms of computer systems for students available in computer labs. College administration clarified that repeated reminders have been sent to DHE but the funds are still not released for the same.
12. Prof. R. P. Tandon advised computer lab staff to become member of Computer science of India society so as to update themselves with the latest development in computer science field.
13. Hostel warden put in demand of hostel girl students for Wifi facility in girl hostel.
14. Need to speed up process of issue and receipt of books in library to teaching staff and students both as the library is still issuing books manually. Also AC or coolers were requested at issue counter in library for better working condition.

The meeting ended with thanks to the chair.


 (Dr. Anju Arora)
 Acting Coordinator, IQAC


 (Dr. Mahu Pruthi)
 Principal



















