

Minutes of the Internal Quality Assurance Committee meeting

Dated : 14th March 2015

The meeting of Internal Quality Assurance Committee was held on Saturday 14th March 2015. in the committee room, Keshav Mahavidyalaya at 11:00 am. The following members were present:

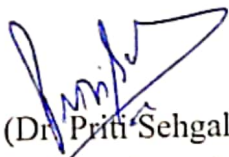
1. Prof. R.K Sinha (Head, Dept of Applied Physics Delhi Technical University)
2. Prof. R P. Tandon (Chairman, Governing Body , Special Invitee)
3. Dr. Madhu Pruthi (Principal)
4. Dr. Priti Sehgal (Coordinator)
5. Dr. Shalini Devi (Faculty)
6. Dr. Mukesh (Faculty)
7. Dr. Aashish (Faculty)
8. Mr. Sufyan Haroon (Alumni)


The External member Honorable Dr JP Sharma, Vice Chancellor Gautam Buddha University and the faculty members Dr. Kanupriya Goswami and Dr. Neha Sharma could not attend the meeting. The minutes of the meeting are as follows:

- It was decided that a periodic meeting of the entire committee should be held. In between the faculty members should hold the meetings to layout plans to implement the suggestions made by the committee members.
- It was further suggested that Benchmarks of Best known colleges within Delhi University and outside must be set as model to improve the quality of Education in the College.
- Prof. Sinha apprised the members with the work that needs to be done under the criterion mentioned in the NAAC manual. The following suggestion were made:
 - **Curriculum** – Since college has to follow the syllabus prescribed by the University yet the college can improvise by including innovative projects, assignments, case studies and practicals.
 - **Teaching, Learning and Evaluation** – Instruction plan/Teaching plan may be provided to the students. Course handout may be given to the students. Internal Assessment should be seen and signed by the students. Assignment Patterns may be defined.
 - **Research and Extension** – Students should be encouraged to take innovation projects. All the academic activities held in the college must be properly documented. Department wise faculty Research project results should be discussed with the students. For the funding of research activities it was suggested that Student Chapters should be

opened with subject related organizations such as SPI, Oracle etc. Prof. Sinha guided the committee about the working of Student chapters and how faculty is involved.

- **Student support** – It was suggested that Department libraries may be maintained. All the extra facilities and support to the students in terms of societies and clubs should be documented. There should be common rooms so that students can pursue their hobbies.
 - **Infrastructure** – Improvement as needed should be done every year and achievements should be documented in graphic form such as charts.
 - **Governance** - Record of all the meetings (Department level, Grievance and all other committees) must be maintained.
 - **Innovations** – Innovation should done not only in academics but also in Administration, teaching and research. Faculty and students should be encouraged to take research projects.
- The Principal informed the committee about the space problem in the college. The committees suggested that Pota cabins may be made for extra space.
 - The requirement of a feedback form from the students was also discussed and it was suggested that committee should start the process of designing a feedback form.


(Dr. Priti Sehgal)
(Coordinator)


(Dr. Madhu Pruthi)
(Principal)



सदस्य स

दिनांक

Ref. No.: KMV/F-3/70/2015/

Dated: 14.03.2015

ATTENDANCE SHEET : IQAC

1. Prof. J.P. Sharma	-	External Member	(could not Attend)
2. Prof. R.K. Sinha	-	External Member	<i>R.K. Sinha</i> 14/3/2015
3. Prof. R.P. Tandon	-	Hon'ble Chairman, GB and Special Invitee	<i>R.P. Tandon</i> 14-3-15
4. Dr. Madhu Pruthi	-	Principal, Chairperson	<i>Madhu Pruthi</i>
5. Dr. Priti Sehgal	-	Coordinator	<i>Priti Sehgal</i>
6. Dr. Kanupriya Goswami	-	Member	(could not Attend)
7. Dr. Neha Sharma	-	Member	(could not Attend)
8. Dr. Shalini Devi	-	Member	<i>Shalini Devi</i>
9. Dr. Mukesh	-	Member	<i>Mukesh</i>
10. Mr. Ashish Bansal	-	Member	<i>Ashish Bansal</i>
11. Mr. Sufyaan Haroon	-	Member (Alumni)	<i>Sufyaan Haroon</i>