

Minutes of IQAC Meeting on 14.12.22

Time: 3:00 PM, Venue: Principal's Office

Members Attended: Prof. John Varghese. (Principal and Chair), Dr. Aditya Pratap Deo (IQAC Coordinator), Dr. Vibha Sharma (NAAC SC Coordinator), Dr. Ashutosh Dayal Mathur, Ms. Poonam Kalra, Dr. Pankaj Mishra, Dr. Annu Malhotra, Dr. Geetanjali Sethi, Dr. Akshay Rana

Points of discussion

- The Coordinator welcomed everyone, especially the new Conveners, and conveyed the inability of Mr. Sunil Issar and Brigadier Rajiv William to attend.
- The Coordinator then read out the Action Taken Report which contained information about the work of the NAAC Steering Committee (NSC), the developments in the DVV process, preparations for the NAAC Peer Team Visit, submission of AQAR 2020-21 and the activities of the IQAC since its last meeting on June 30th 2022.
- The Coordinator thanked the NAAC Steering Committee Coordinator Dr. Vibha Sharma for her efforts and that of the NSC.
- The preparations of the NSC, and the possible dates for the Peer Team Visit were discussed. The Conveners were apprised of the responsibilities they would have to take up for the Peer Team Visit.
- The Committee then discussed various issues related to collection of data for NAAC purposes. It was felt that
 - A systematic way of compilation of the data needed to be introduced.
 - Following the IQAC Coordinator's proposal, that the Dean Academics (DA) and Senior Tutor (ST) should be given responsibility to ensure that information related to functioning of the Departments (DA) and statutory bodies (ST), annual report (ST), report on Orientation (DA) and report on commemorative events (ST) are compiled and submitted timely.
 - Dr. Ashutosh Dayal Mathur suggested that there should be a permanent IQAC link on the Academic Management Portal where faculty, students, societies and departments may upload information as soon as an activity was completed.
 - Dr. Geetanjali Sethi and Dr. Poonam Kalra suggested that there should be a regular data collection drive.
 - The Chair raised his concern and pointed out that personal information of the students and faculty should not be shared in any public platform.
- Dr. Pankaj Mishra highlighted the delay in issuing ID card to the students and on account of this, the difficulties faced by students in issuing books in the library. He suggested that

there should be a channel regarding online renewal of ID cards. The Coordinator proposed that the College should work towards providing an ID card that would be issued once and be valid for the full duration of the program, and the Chair agreed to the same.

- Dr. Mishra also suggested that students should be given official college email id as its very useful for various academic purposes.
- Various Members requested the Principal to expedite the process of promotion and appointment of teaching and non-teaching staff.
- Dr. Annu Malhotra suggested that the data collected under Student Satisfaction Survey should be divided further into department-specific data and shared with the Departments for action.
- Dr. Vibha Sharma informed the members that for the NPT, visit all Departments needed to prepare a presentation where they should highlight the infrastructure, achievements, strengths, weaknesses and opportunities of the Department.
- The Coordinator raised the issue of Green Audit. He pointed out that green, energy and environment audit are an essential part of NAAC assessment and needed to be done on an urgent basis. He informed the members that the college has already acquired a Feasibility Report. Dr. Vibha Sharma suggested that an audit done by TERI will be substantially better and also proposed a Biogas Plant.
- The meeting ended with a vote of thanks.

Dr. Aditya Pratap Deo

(IQAC Coordinator)

19.05.23