

Minutes of 46 IQAC meeting held on 25/11/23 at 1:30 p.m. in Committee Room

Members present:

Prof. Dr. Alka Chaudhary

Ms. Fatima Hasan

Ms. Pooja Rai

Dr. Preeti Singh

Ms. Smriti Yadav

Dr. Reena

Ms. Ritu Sharma

Mr. Deepak Rathi

Agenda	Discussion and decision taken	Person responsible	Compliance
Agenda 1	Review of the minutes of the previous meeting.	Ms. Fatima Hasan	Minutes were reviewed at the meeting.
Agenda 2	Student Council shall be constituted early in the next session.	Ms. Fatima Hasan	Student Council has been created with students representing all departments.
Agenda 3	<ol style="list-style-type: none">1. Three most regular students from each department as well as Shining stars of every department shall be given prizes on 15 August each year.2. The Toppers of every department as well as the most talented students shall be felicitated on 26 January each year.	All Departmental Heads	<ol style="list-style-type: none">1. Three most regular students as well as Shining Stars of all departments were felicitated on Independence Day.2. The Toppers of every department as well as the most talented students will be felicitated on Republic Day with a certificate and a badge on 26 January 2024.
Agenda 4	Sajha Manch will be organized by the Teachers' Association	Coordinator of the Teachers' Association	Work has been done.
Agenda 5	<ol style="list-style-type: none">1. Main events of Amrit Mahotsav shall be incorporated in the E-newsletter "Samiksha" A student's corner to be created in the e-newsletter in which articles/poems will be published.	Ms. Pooja Rai	The second edition of Samiksha has been published.
Agenda 6	Certificate course in Computer Basic course has to be started.	Ms. Ritu Sharma	1. One batch of Certificate course in computer has been completed. It is being planned to change the duration of the course from seven days to fifteen days. The feedback shall be taken from the students during Samvaad. If the response is

			positive, then the certificate course shall be taken to the next level. 2. Applications shall be invited for new add-on courses from all departments.
Agenda 7	Students will be made aware of college social media at the time of admission	Admission Coordinators	Work has been completed.
Agenda 8	Two student representatives to be added to the Press and Media Committee	Press and Media Committee	Two students have been made volunteers for the Press and Media Committee.
Agenda 9	Student Feedback to be collected	Ms. Fatima Hasan	Around 494 responses of student feedback have been submitted.
Agenda 10	Submission of data on AISHE portal	Ms. Fatima Hasan	Institutional data has been submitted on AISHE portal.
Agenda 11	Walking rails for Divyangjan students	Ms. Fatima Hasan	An application was submitted to the Management for the same.
Agenda 12	Formation of a Result Committee	Prof. Alka Chaudhary	A committee has been created with the following members: <ol style="list-style-type: none"> 1. Prof. Kiran Pradeep 2. Dr. Vinita Pundir 3. Ms. Deepa Jain 4. Ms. Ritu Sharma 5. Ms. Pooja Kapoor
Agenda 13	Industry- Academia Integration and Skill Development Cell to be linked with industries for economic independence and self-reliance of our students.	Ms. Fatima Hasan	Three proposals were sent to 'Advantage': Chaudhary Charan Singh University, Meerut in skills like Crocheting, Fashion Jewellery and Clay craft in December 2023 for showcasing our students' skills at a bigger platform and to garner monetary help from industry partners.
Agenda 14	A workshop on MS Excel has to be organized for the faculty by the Teacher Reskilling Cell	Prof. Jyotsna	A one-day workshop on MS Excel was organized on 11 March 2024.

