

Minutes of 47 IQAC meeting held on 1/6/2024 at 10:00 a.m. in Committee Room

Members Present:

Prof. Dr. Alka Chaudhary

Dr. S.K. Agarwal

Ms. Fatima Hasan

Dr. Pooja Rai

Dr. Preeti Singh

Ms. Smriti Yadav

Dr. Reena

Ms. Ritu Sharma

Ms. Seema Verma

Ms. Rashmi Jain

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	Filling up the AQAR of session 2022-23	Ms. Fatima Hasan	A permission is to be taken from NAAC for the reopening of the portal for filling AQAR
Agenda 3	Registration of Alumni Association	Ms. Seema Verma	Registration is yet to be done.
Agenda 4	A Workshop is to be conducted by the Teacher Reskilling Cell on Teacher-Student Relationship and how to maintain a healthy distance between teachers and students.	Ms. Ritu Sharma	Workshop to be conducted early in the next session.
Agenda 5	Reconstitution of the Mentor-Mentee Committee on the basis of subject.	Dr. Rakhi Tyagi	Work to be done at the beginning of the next session.
Agenda 6	Installation of a Smart Class: The seminar hall is to be converted into a smart class.	Prof. Dr. Alka Chaudhary	Work in progress
Agenda 7	Installation of a Language Laboratory in the computer lab situated on ground floor.	Prof. Dr. Alka Chaudhary	Work in progress
Agenda 8	Creation of an HRMS corner in the college in room number 5.	Mr. Deepak Rathi	Work to be started early in the next session
Agenda 9	Bifurcation of the Maintenance and Beautification Committee	Dr. Jyotsna	Work to be started in next session

	which all issues related to electricity and plumbing are to be handled separately. The rest of the issues related to other infrastructure are to be handled under a separate head.		
Agenda 10	Companies to be invited for placement of the outgoing students.	Ms. Siddhi Gupta	Work to be started early in the next session
Agenda 11	Restructuring of the Industry-Academia Integration and Skill Development Cell under one coordinator and three co-coordinators. Emphasis to be given on practical classes and on online sale of goods.	Dr. Poonam Singh	Work to be started early in the next session.
Agenda 12	Add-on Courses in Sanskrit and on Vedic Mathematics to be organized in the next session.	Dr. Archana Priya Arya and Ms. Aditi Thakur	Work to be started early in the next session
Agenda 13	'Suta-Sehyog' committee to be registered in the next session.	Prof. Dr. Alka Chaudhary	Work to be done in the upcoming session
Agenda 14	Creation of a NEP Advisory and Grievance Cell.	Dr. Kiran Pradeep	Counselling of students shall be done at the time of admission about NEP and its regulations. The forms filled by the students shall be monitored by the office and the teachers will sign the forms before the students submit them to the University.
Agenda 15	Applying for more Research projects and sending them to various sponsors.	Heads of all departments	A number of research projects shall be applied in the next session.
Agenda 16	Presentation of a six-monthly report comprising of all the achievements of all the committees to be done by IQAC.	All members of IQAC	Work to be started in the next session.
Agenda 17	Organising monthly meetings of all Heads of the departments with the Principal for discussion on problems, suggestions and	Heads of all departments	Work is in progress.

	updating of information		
Agenda 18	A seminar is to be conducted on the UGC guidelines on the leaves which can be taken by the teaching faculty so that they can become aware of all the rules and regulations related to such leaves.	Coordinator of UGC Committee	Work to be done in next session