

Minutes of IQAC Meeting

Date: Sep 29,2023

Time: 10:00 AM

Venue: Principal's Office

Members Attended:

- Prof. John Varghese (Principal)
- Dr. Aditya Pratap Deo (IQAC Coordinator)
- Dr. Annu Malhotra, Convener C 1
- Dr. Ashutosh Dayal Mathur, Convener C 2
- Dr. Geetanjali Sethi, Convener C 3
- Dr. Pankaj Mishra, Convener C 4
- Ms. Poonam Kalra, Convener C 5
- Dr. Abhinav Gupta, Convener C 6
- Dr. N. P. Ashley, Convener C 7
- Mr. Sunil Issar, Member
- Brigadier Rajiv William, Member
- Dr. Akshay Rana, Associate Coordinator

Apologies for Absence

- Dr. Chinkhanlun Guite (Bursar)

Points of Discussion:

With the Principal's permission, the IQAC Coordinator started the meeting and extended greetings to all attendees. The passing of the Minutes of the previous IQAC meeting held on 19 June 2023 was proposed by Dr. Geetanjali Sethi and seconded by Dr. Pankaj Mishra. The Committee then took up the discussion of the agenda, the points for which are as follows:

- 1) The Committee suggested to the IQAC office to establish a portal for teachers to regularly complete their Annual Performance Assessment Report (APAR) forms.
- 2) Dr. Poonam Kalra wondered if one could create a real-time form on the Academic Management Portal to enable immediate submission of information and uploading of proof for societies, students and faculty.
- 3) Addressing concerns about the NIRF rank of College, the Committee recognized the importance of an efficient mechanism for collecting higher education and placement data from graduated students through the IQAC office.
- 4) Dr. Ashutosh Dayal Mathur suggested appointing a member of the societies' executive councils as Data Collection and Monitoring Member who could help the IQAC smoothly collect and record required information. Several Committee members seconded the idea. In continuation, Dr. Annu Malhotra suggested that at the beginning of the academic year, we could organize a session with these selected society representatives to apprise them about the requirements of IQAC.

- 5) In continuation, to enhance communication with the Departments, the Principal suggested appointing a faculty member as Nodal Officers/Departmental Representatives for the IQAC.
- 6) Dr. Annu Malhotra, Nodal Officer of NIRF ranking suggested that while maintaining high-standards in teaching-learning, the College should also work towards promoting research culture in college. Dr. Geetanjali also highlighted the need of have and circulate a list of all the UGC-CARE, SCOPUS, etc. publications to keep faculty and students informed. She volunteered to pursue the same. Continuing the discussion, Dr. Deo wondered if the College could contemplate the setting up of an online journal.
- 7) The Committee proposed the regular organization of national and international conferences/workshops at the departmental level. The idea of allotting some funds for such workshops has also been discussed.
- 8) Further, the Committee proposed that the Bursar's office should explore the possibility of reimbursing the registration fee, membership fee of faculty who attend national or international workshops or become a member of any recognized academic organization.
- 9) Suggestions were made for tracking reserved category students' data in order to provide financial support, along with tuition fee refund based on family income.
- 10) The Committee recommended issuing Visitor's Passes to guests (specially parents and alumni) with prior permission to facilitate seamless entry into the College premises. Also, the idea of having a dedicated Guest Room was mooted.
- 11) In terms of facilities, discussions centred on extending Gym hours and enhancing them the Gym to attract more students and faculty. Mr. Sunil Issar raised concerns regarding the condition of the Squash Courts. The Committee also explored potential collaborations through CSR funds to support and upgrade the Sporting infrastructure in College. Under the same, plans were discussed to create PWD-friendly facilities, including washrooms. Brigadier Rajiv William kindly volunteered to follow up on the CSR aspect.
- 12) Concerns regarding declining student enrolment on account of the new CUET regime and its impact on workload were raised, alongside the urgent need for infrastructure upgrades to meet the requirements of the 4-year NEP courses.
- 13) Dr. Aditya Pratap Deo, the IQAC Coordinator, suggested strategies to engage alumni for support, including department outreach programs and regular department alumni meets.
- 14) Further, the IQAC Coordinator requested that the Conveners of Criteria to take up work regarding their criteria fully.

The meeting concluded with a vote of thanks.

Dr. Akshay Rana, Associate Coordinator

25th April 2024

Delhi