

## **A meeting of IQAC was held on 14<sup>th</sup> June 2017.**

The following members attended the meeting

1. Mr. Sanjay Batra (Co-ordinator)
2. Dr. Alka Kacker
3. Dr. Anand Mittal
4. Dr. Mona Bhatnagar
5. Dr. Himanshu

### **Minutes of the meeting :-**

- This meeting was held pertaining to the drafting guidelines for academic audit and internal audit and also collecting the individual profile of the faculty in hard form with IQAC.
- The guidelines for academic audit were suggested in the form of procedures for each department followed by new mentorship record, then verifying the hard copy of academic calendar and weekly modular plan of each faculty. Departments were also asked to keep data of any seminar/workshop lecture/FDP organized or attended and they were asked a separate section in library for reference purpose.
- If carry resources have been added by the department then they should keep a copy of proof. Later on it was discussed that teacher's contribution to committee, cell or society within the college forms extra base for student development and hence should be kept as for student development and hence should be kept as a record for verification. The records were asked to be kept for any examination work done by the faculty in the form of Head Examiner, superintendent or deputy superintendent evaluation work, paper setting and practical external or internal examiner.
- It was also suggested by another member that certain departments are running specialization courses in IIIrd years which help students in choosing a particular field of study so such departments should be identified and their options should be looked after.
- This was the discussion done on the first agenda of the meeting followed by next agenda related to procedural /office audit/internal audit where in it was suggested that there should be committee formed for the same which should have two persons from within the college and one external expert who will help in smooth conduct of the same.

- The names suggested for internal were Mr. Sanjay Batra, Bursar and Dr.Krishan Sachdeva from the Department of Commerce.
- The guidelines were drafted for internal audit in the form of stock verification of various departments.
- The attendance records of the teachers have to be checked followed by service book completion of teaching as well as non-teaching.
- Then it was also said the procedures of record keeping should be checked in terms of its accessibility, understanding etc. then it is also required to be checked whether purchase procedures have been followed or not and documentation of the same then it was also suggested to verify accounting audit done by CA during internal audit.
- The final decision was made in the suggestion of checking PF norms for teaching and non-teaching.
- Finally meeting ended with thanks from the coordinator of IQAC and also to hold another meeting for follow up once guidelines have been drafted.

**A meeting of IQAC was held on 23<sup>rd</sup> June 2017.**

The following members attended the meeting:

1. Mr.Sanjay Batra
2. Mr.Sanjay Kumar
3. Dr.Anand Mittal
4. Dr.Preeti Dharmara
5. Dr.sharma Bhanu
6. Dr. Himanshu
7. Dr. Mona Bhatnagar
8. Dr. Rama

**Minutes of the meeting :-**

- Review of societies write ups / poster/ presentations
- Review of all the criteria.
- Decided upon the binding of SSR.
- Decided upon the time & date of department presentations.
- Date & time for society showcases.

- Collections of all the verifying documents at Bursars room as per Academic indexing.

**A Meeting of IQAC was held on 7<sup>th</sup> November 2017.**

The following members attended the meeting.

1. Dr. Rama
2. Sh. Sanjay Batra
3. Dr. Anand Mittal
4. Ms. Alka Kacker
5. Dr. Vijay Rani Rajpal
6. Dr. Preeti Dharmarha

**The following are the minutes of the meeting: -**

- The NAAC report was reviewed and discussion on setup of skill centre / Research centre was sorted after.
- Various committees for the development of college was recommended such as:
  - A) Research Cell
  - B) Publication Cell
  - C) Mentorship Cell
  - D) Course development Cell
  - E) Internship Cell
- It was decided that in next meeting various functions & activities of these cell are to be decided with the consent of IQAC members. Apart from these discussions related research rewards and seed money took place.
- A further development of health centre for providing better medical facilities to staff and students.
- The decision relating to wage of skill development fund for the development of students of various courses from Hansraj College in the field of business in terms of startup or wealth out of waste etc.
- Remedial classes to be organized in small groups for brainstorming & learning.
- Discussion on open gym in sports ground for providing equal access to health facilities in the college.

- Feedback forms to be reviewed and re-circulated for gathering information and finding solutions to the problems.
- IQAC members decided to organize National level seminar on quality improvement and suggestions were requested to implement this.

**A meeting of IQAC was held on 16<sup>th</sup> January, 2018.**

The following members attended the meeting:

1. Sh. Sanjay Batra
2. Dr. Sanjay Kumar
3. Dr. Anand Mittal
4. Dr. Preeti Dharmarah
5. Dr. Vijay Rani Rajpal

The following are the minutes of the meeting:

- The mentorship Cell was formed and Dr. Vijay Rani Rajpal from Botany Department was appointed as the Convener and the following members were nominated:
  - a. Dr. Archana Singh
  - b. Dr. Chetna Jain
  - c. Dr. Prachee Dewri
  - d. Dr. Sneha Suri
- Internship Cell was created under the convenership of Ms. Alka Kacker as Placement head and Dr. Amita Aggarwal as the Internship Coordinator. It was decided that the college would organize an Internship Fair in the month of February that would include the students of the college as well as the students from other colleges of the University.
- Academic Calendar and Modular Plans were finalized by the Committee and circulated among the teachers.
- It was also decided that the attendance of the students are to be checked before the distribution of the admit cards
- It was also decided that the students' data need to be collected at the college level and the same can be done at the time of window clearance by the non teaching staff.

- Meetings of the Class Representatives/ Society In charges to be called for data collection relating to various academic, extra curricular and sports activities.
- The data with respect to alumni of the college can be collected during the alumni meet which is to be held in the first week of February.
- The meetings of all the TICs to be called for data collection for Annual Quality Assurance Report. The departmental data required for NAAC AQAR would be discussed and sought.

**A meeting of IQAC was held on 27<sup>th</sup> April, 2018.**

The following members attended the meeting:

1. Sh. Sanjay Batra
2. Dr. Sanjay Kumar
3. Dr. Vijay Rani Rajpal
4. Ms. AlkaKacker
5. Dr. Mona Bhatnagar

The minutes of the meeting are as follows:

- The career counseling sessions to be organized in the area of Indian Administrative Services and other allied services. It was decided to arrange for coaching classes for IAS and other competitive examinations where Hansraj students would get special fee discount.
- The success of the Internship Fair organized by the Internship Cell headed by Dr. Amita Aggarwal and the Neenv Society was appreciated. The event involved participation from around 45 companies and 4500 students across all colleges.
- The AQAR was supposed to be submitted and hence the data requirements were chalked out at various levels.
- Keeping in mind the objective of establishment of IQAC to improve the college, ACs were purchased and installed in various classrooms.
- Feedback form was verified and approved by the committee and circulated among students.
- It was decided that the Mentorship program would be initiated as soon as the college reopens for the new session.
- The criterion heads for the IQAR were finalized:
  - i. Criterion I: Ms AlkaKacker
  - ii. Criterion II: Ms. Shailu Singh

- iii. Criterion III: Dr. Vijay Rani Rajpal
- iv. Criterion IV: Mr. Sanjay Batra
- v. Criterion V: Dr. Meenakshi Malhotra
- vi. Criterion VI: Dr. Anand Mittal
- vii. Criterion VII: Dr. Sanjay Kumar

**A meeting of IQAC was held on 4<sup>th</sup> May, 2018.**

The following members attended the meeting:

1. Dr. Rama
2. Sh. Sanjay Batra
3. Dr. Sanjay Kumar
4. Dr. Anand Mittal
5. Dr. Preeti Dharmarah
6. Dr. Vijay Rani Rajpal
7. Dr. Shailu Singh
8. Dr. Meenakshi Malhotra
9. Dr. M.P.Sharma
10. Dr. Alka Kacker

The following are the minutes of the meeting:

- The foremost discussion was held on the “Academic improvement and progression”. The following matter was discussed:
  - A. With alarming number of students missing classes, the reason was extensively debated. To improve that, monthly attendance information should be sent to parents or guardian at the department level. At the end of semester IQAC team will ensure the information should reach to the parents.
  - B. Department specific strategies should be planned to combat the attendance problem.
  - C. With increasing stress among students, student counsellors (male and female) should be appointed. The committee also debated on the expansion of mentorship programme.
  - D. Fortnightly internal assessment (paper-wise) was proposed.

- E. Attendance should be strictly followed. A performa should be made for attendance especially for students involved in sports and extra curricular activities.
- F. Proposal of learning centre on Saturdays was proposed to tackle academic related difficulties that students might face where students pursuing their masters and/or final year students could teach undergraduate students. The committee approved that such students will be provided with some honorarium.
- G. The committee deliberated on initiating a regular parent-faculty interaction to update parents on performance of their wards.
- Committee welcomed new members Dr. Shailu Singh, Dr. Meenakshi Malhotra and Dr. Pooja Arora and they were briefed about the function (guidelines) of the committee.
  - Mr. Amit Chauhan was appointed as “data bank coordinator” in association with IQAC cell.
  - The departmental academic activities such as seminars, workshop and faculty development program should be associated with IQAC.
  - National seminar on sports in association with yoga day was suggested.
  - The need of supervision and vetting of all ranking data by IQAC before submission was understood.
  - All the circulars related to IQAC must be printed both in Hindi and English.
  - IQAC newsletter indicating its academic achievements should be compiled where Dr. Amit Sehgal and Dr. Vijay Kumar Mishra would help in publication.
  - The plan for National Seminar on Quality Improvement was proposed to be in the last week of July or August and Dr Brijesh Rathi’s name was proposed for convener in seminar. It was also deliberated that seminar committee should have representation from commerce and art streams as well.
  - The teacher-in-charge was given responsibility to ensure at least fifty feedback forms are filled by parents of respective department. Some forms should be kept in Principal office.
  - A meeting with teacher-In-Charge, IQAC team and academic audit team was planned to held on Friday 11 may 2018 at 12:30pm.
  - It was proposed to encourage Faculty Development Programme on weekends or during holidays.
  - The admission form should have medical column where students can fill their medical history.

