

**A meeting of IQAC was held at 12.30pm in Bursar room on 24<sup>th</sup> September 2019. The following members attended the meeting:**

Dr. Rama

Mr. Sanjay Batra

Dr. Mona Bhatnagar

Dr. Anand Mittal

Ms. Alka Kacker

Ms. Shailu Singh

Dr. Vijay Rani Rajpal

Dr. Meenakshi Malhotra

**Minutes of the meeting:**

1. UGC has launched a new scheme- Paramarsh wherein colleges were asked to apply. Hansraj college applied and got the approval to run this scheme wherein we will act as mentor institution for 5 non accredited colleges. The scheme will be coordinated by Ms. Alka Kacker along with IQAC director.
2. UGC launched another flagship scheme DEEKSHARAMBH- A student Induction Program(SIP) wherein Ist Year students will be oriented and familiarized in many aspects like motivational talks by guest speakers, Mentorship and orientation of the institution and departments along with the physical activities. The scheme suggests implementing the program for 6 days but in the meeting it was decided to conduct this program initially for 3 days only in the beginning of January. From next year onwards, this program will be kept in the beginning of academic session.
3. For 2<sup>nd</sup> & 3<sup>rd</sup> students, mentorship day will be continued in the usual manner. The coordinators for conducting mentorship day were decided as Dr. Sanjay Kumar and Dr. Meenakshi Malhotra. It was also decided that each student will be given certificate of participation by the college.

4. The leadership summit of national level will be conducted by the IQAC, headed by Dr. Mona Bhatnagar on 6<sup>th</sup> and 7<sup>th</sup> December, 2019. The participants will be IQAC Coordinators/Directors/Principals of various colleges/universities.
5. English remedial classes in the current academic year: It was decided that the data of the students will be collected by Dr. Pooja Arora from various departments through TICs and then accordingly plan of action will be chalked out.
6. The discussion was done on the collecting the student feedback data in soft copy for easy record keeping. Finally, it was decided that Google forms will be email id specific.
7. Dr. Ambika, Assistant Professor, Department of Chemistry has requested fund from IQAC funds for conducting a skill development workshop. This will be hands on training given to students to make them entrepreneur in the cosmetics. It was decided that the fund of Rs. 25000 was approved unanimously based on the proposal.
8. Dr. Mona Bhatnagar was appointed as the coordinator for starting student learning center in Hansraj College. She was asked to look into the modalities and come out with a white paper on this.
9. The existing members raised the issue of increasing the number of members in the present IQAC composition from current academic year.
10. The coordinator for NIRF was appointed as Dr. Preeti Darmarha. It was discussed and decided in the meeting that at least 15 days before the actual submission of data on NIRF Portal; the draft should be submitted to IQAC. The data vetted and approved by IQAC will be uploaded on the portal.

**A meeting of IQAC was held at 12.30pm in Bursar room on 6<sup>th</sup> November 2019. The following members attended the meeting:**

Dr. Rama  
Mr. Sanjay Batra  
Dr. Mona Bhatnagar  
Dr. Anand Mittal  
Ms. Alka Kacker  
Ms. Shailu Singh  
Dr. Vijay Rani Rajpal

#### Minutes for the meeting

1. The meeting started with note of thanks by ex- Director Mr. Sanjay Batra to all IQAC members for their constant support and cooperation. He welcomed Dr. Mona Bhatnagar as IQAC director.
2. Two more faculty were inducted as members of the IQAC. A) Dr. Baljeet Kaur, B) Ms. Amita Aggarwal.
3. The committee deliberated on execution of remedial classes. It was emphasized that data from students (including foreign students) who need language proficiency classes should be collated.
4. Committee decided that for the current semester, student's feedback form would be available in soft copy format and will be email id specific. For future, further provisions can be done to improve it.
5. Progression on AQAR criterion was discussed. 15th November 2019 was considered as a deadline to submit the draft of different criteria forms.

**A meeting of IQAC was held at 12.30pm in Bursar room on 15<sup>th</sup> November 2019. The following members attended the meeting:**

Dr. Rama

Mr. Sanjay Batra  
Dr. Mona Bhatnagar  
Dr. Anand Mittal  
Ms. Alka Kacker  
Dr. Shailu Singh  
Dr. Vijay Rani Rajpal  
Dr. Amita Agarwal  
Dr. Baljeet Kaur

### **Minutes of meeting**

1. Committee deliberated on the formal execution of student learning center along with remedial classes at college level. The responsibility for the same has been given to Dr. Mona Bhatnagar, Dr.Preeti Dharmarha and Ms Amita Aggarwal. It was decided that language proficiency classes should be started on priority basis in new session immediately.
2. Committee recommended the need of stress management workshop, regular counseling session, yoga and meditation workshop for physical and mental well-being of the students.
3. The coordinators for various criteria of AQAR (NAAC) discussed the doubts and gaps that they faced during data collation for the respective criteria. The suggestions and solutions were advised to overcome that.
4. The date for the submission of final draft for various criteria was decided to be 25th November 2019.

**A meeting of IQAC was held at 12.30pm in Bursar room on 27<sup>th</sup> November 2019. The following members attended the meeting:**

Dr. Rama  
Dr. Mona Bhatnagar  
Ms. Shailu Singh  
Dr. Amita Agarwal  
Dr. Baljeet Kaur  
Dr. Vijay Rani Rajpal

Dr. Meenakshi Malhotra

Dr. Preeti Dharmarha

### **Minutes of meeting**

1. IQAC member Dr. Baljeet Kaur was requested to coordinate on the behalf of IQAC for uploading the data required for NIRF.
2. The committee requested Dr. Amita to compile and collate the criteria VII of NAAC-AQAR form.
3. To execute student induction programme, the committee decided tentative dates for 3-days student induction programme. The tentative date was decided to be 16-18th January. It was decided that the program should be made mandatory for all first years. Students will be provided with certificate of participation. Dr. Amita was requested to coordinate the same.
4. Doubts related to criteria V was discussed and resolved.

**A meeting of IQAC was held at 12.30pm in reception area on 20<sup>th</sup> January 2020. The following members attended the meeting:**

Dr. Rama

Dr. Mona Bhatnagar

Ms. Shailu Singh

Dr. Amita Agarwal

Dr. Baljeet Kaur

Dr. Vijay Rani Rajpal

Dr. Meenakshi Malhotra

Dr. Preeti Dharmarha

Minutes of the IQAC meeting held on 20th January 2020

1. Committee decided to keep one-day Mentorship program for first, second and final year students in the month of February. The name of Dr. Amita Agarwal was proposed to be convenor.

2. 2. For smooth conduct of workshop on “Intellectual Property Rights (IPR)”. The name of Dr Vijay Rani was proposed to be convenor.
3. Committee deliberated that proper guidelines need to be made for allocation of IQAC funding. It was unanimously decided that the preference for IQAC funding is given to the workshop on skill enhancement for students.

**The online meeting of IQAC Hansraj College was held on 22<sup>nd</sup> May 2020 at 11:30 am via Google meet to discuss the following agenda:**

1. Updates on activities organized in association with IQAC
2. Suggestion on Student Learning Centre: Tentative Execution Plan.
3. Any other matter

To join the video meeting, click this link:

<https://meet.google.com/etj-wctc-kus>

The following members attended the meeting.

1. Dr. Rama (Principal)
2. Dr. Sanjay Batra (Vice-Principal)
3. Dr. Mona Bhatnagar
4. Dr. Alka Kacker
5. Dr. Shailu Singh
6. Dr. Baljeet Kaur
7. Dr. Preeti Dharmarha
8. Dr. Amita Agarwal
9. Dr. Meenakshi Malhotra
10. Dr. Pooja Arora
11. Dr. Shalini Love
12. Dr. Jaya Malhotra
13. Ms. Deepshikha Yadav
14. Mr. Ashutosh Yadav

Minutes of the meeting held on 22<sup>nd</sup> May 2020 at 11:30 am via “Google meet”.

1. The minutes of last meeting (which was held on 20<sup>th</sup> Jan 2020) were confirmed.
2. All the members were updated on various activities organized by various departments/scheme in association with IQAC. The activities were as follows:

Activities (Webinar)	Department	Resource Person	Date	Theme/Title of the talk	Target group/Participants
1.	Zoology	Prof. RajKumar (Vice-Chancellor, UP University of Medical Sciences, Saifai, UP)	28 <sup>th</sup> April 2020	“COVID 19 – Introduction to Virus, Clinical Picture, Prevention and Remedies”	Students
2.	Botany	Dr. Shallu Gupta (Director and HOD Samshudhi Nature Care and Yoga Centre Ojas Nature Care and Yoga Centre)	6 <sup>th</sup> May 2020	“Strengthening The immune system with Naturopathy”	Teachers
3.	Physics and Electronics	Dr. Sobhan Sen (Associate Professor) Jawaharlal Nehru University	11 <sup>th</sup> May 2020	“Observing the Wonder World using Fluorescence Spectroscopy and Microscopy”	Teachers and Students
4.	Botany	Shri Saurabh Bhola  Shri Varun Arya	14 <sup>th</sup> May and	लाकडाउन के दौरान तन और मन की देखभाल	Non- teaching staff

		Shri E. V. Girish	15 <sup>th</sup> May 2020		
5.	Internal Complains Committee (ICC)	Mr. Moley Sanyal (Deputy Secretary, DoPT, Institute of Secretariat Training and Management, Government of India	22 <sup>nd</sup> May 2020	Role of ICC and Prevention, Prohibition and Redressal of sexual harassment of Women at workplace	Teachers
6.	IQAC	Prof. Anil D Sahasrabudhe (Chairman, AICTE)	23 <sup>rd</sup> May 2020	“Quest For Quality: Ranking and Accreditation”	Teaching and non- teaching staff of our College.

**National Webinar series - Under the agies of Paramarsh Scheme on**

“Quality Assurance in higher education – Practices and issues”

4<sup>th</sup> May to 8<sup>th</sup> May

Date	Title of the talk	Speaker’s details	Participants
4 <sup>th</sup> May 2020	"Post COVID-19: Challenges for Higher Education”	Professor Dr. Seyed Ehtesham Hasnain Vice Chancellor Jamia Hamdard (Deemed to be a University)	Principal, Vice- Principal, IQAC director, Senior Coordinators, Faculties from Mentee Institutes, Associate
5 <sup>th</sup> May 2020	"Quality Metrics and Assurance in Higher Education"	DR. S.S. Mantha (Former Chairman, AICTE)	Professor and Assistant Professor across different



	“Quality Assurance : NAAC criterion wise analysis”	Dr. Shobana Vasudevan (Principal, R. A. Podar College of Commerce and Economics Mumbai)	institutes/University of India.
6 <sup>th</sup> May 2020	“Best Practices for achieving Academic Excellence in Higher Education Institutions”	Prof. Rakesh Bhatnagar (Vice Chancellor, Banaras Hindu University)	
7 <sup>th</sup> May 2020	“Institutionalization of IQAC” Sub-topics: 1. Functioning of IQAC as a leader of the college IQAS. 2. Quality aspects and processes involved across the 7 Criteria of NAAC assessment.	Prof. B.D. Bhole (Mentor, IQAC Cluster, India)	
8 <sup>th</sup> May 2020	“Student Induction Programmes”	Dr. Savithri Singh (Former Principal, ANDC College University of Delhi)	

3. The execution plan for Student Learning Centre was shared by the committee members of Student learning Centre. The tentative plan is as follows:

Internal Quality Assurance Cell is planning to formally set up “Student learning Centre”. Majorly, it will encompass remedial classes for students by volunteer students (senior to them or even their class mates of same course) and language proficiency classes (English and Hindi). A committee was formed with the following members

Dr. Mona Bhatnagar Convener

Dr. Preeti Dharmarha

Dr. Amita Agarwal

To execute its activities, we are planning to organize an inaugural lecture by a Guest Speaker to de-stress students' especially outgoing batch to overcome "The COVID 19 Pandemic Academic Challenges: Online-Examinations, Rural connectivity, Career Uncertainty etc." Next, The Departments would be asked to provide the list of students who would like to act as volunteer for remedial classes and language proficiency classes. In lieu of their noble service, a certificate of appreciation and a stipend may be given to volunteer students. Then department-wise list of students would be prepared who need remedial classes or language proficiency classes or both. A time-line would be set for the remedial and language proficiency session.

- Suggestions were made by various members to build and strength it up, not for the sake of NIRF ranking or NAAC but for holistic development of our institute.
  - It was also suggested that initial lecture should be held in the mid June and should address the present academic challenges and uncertainty our students are facing with respect to examinations especially online open book examination by a resource person from University of Delhi.
4. All the members were encouraged to take research and disseminate the same among their department.
  5. IQAC members were asked to provide their service as an expert on voluntarily basis to assist mentee institute to fill their AQAR report under the Paramarsh scheme.

**The online meeting of IQAC Hansraj College was held on 16<sup>th</sup> June 2020 at 11:30 am via Google meet to discuss the following agenda:**

1. Planning and preparation of the list for Criteria-head for the AQAR 19-20
2. Formation of Academic Audit Committee for the academic session 19-20
3. Suggestions for the website with respect to IQAC tab
4. Any other matter

The link for the session was:

<https://meet.google.com/khp-uure-yhp>

The following members attended the meeting.

Dr. Rama (Principal)

Dr. Sanjay Batra (Vice-Principal)

Dr. Mona Bhatnagar

Dr. Alka Kacker

Dr. Shailu Singh

Dr. Vijay Rani

Dr. Baljeet Kaur

Dr. Preeti Dharmarha

Dr. Amita Agarwal

Dr. Meenakshi Malhotra

Dr. Pooja Arora

Dr. Shalini Love

Dr. Jaya Malhotra

Ms. Deepshikha Yadav

Dr. Kopal

Dr. Ravikant

Minutes of the meeting held on 16<sup>th</sup> June 2020 at 11:30 am via “Google meet”.

1. The minutes of last meeting (which was held on 22<sup>nd</sup> May 2020) were confirmed.
2. Regarding submission of AQAR 2019-20, the following IQAC members were made criteria head of the respective criteria:

Criteria	Coordinator	Co-member to assist
I Curricular Aspects	Mrs. Alka Kacker	Mr. Ashtosh Yadav

II Teaching, Learning and Evaluation	Dr. Shailu Singh	Ms. Deepshikha
III Research, Innovations and Extension	Dr. Vijay Rani	Dr. Kopal
IV Infrastructure and Learning Resources	Dr.Preeti Dharmarha	Dr. Shalini
V Student Support and Progression	Dr. Baljeet Kaur	Dr. Jaya Malhotra
VI Governance, Leadership and Management	Dr.Mona Bhatnagar	Dr. Pooja Arora
VII Institutional Values and Best Practices	Dr. Amita Agarwal	Dr. Ravikant

3. The names for Dr. Shailu Singh, Dr. Amita Agarwal, Dr. Lokesh Chandra Mishra and Dr. Pooja Arora were suggested for Academic Audit Committee for the academic session19-20.
4. All the members were asked to come up with the feedback and suggestions that can be done to improve IQAC tab of the website.
5. It was decided that IQAC will coordinate the college participation for NIRF also from now onwards and the former NIRF team will share the challenges, documents and issues that they faced during compilation of data.