

IQAC Meeting held on 12th July 2018 in reception area, Hansraj College

The following members attended the meeting:

1. Mr. Sanjay Batra (Director, IQAC)
2. Dr. Shailu Singh
3. Dr. Alka Kacker
4. Dr. Preeti Dharmarha
5. Dr. Vijay Rani
6. Dr. Meenakshi Malhotra
7. Dr. M.P.Sharma
8. Dr. Mona Bhatnagar

Minutes of the Meeting

1. The members were informed about the revised format of guidelines of IQAC and submission of AQAR. The hard copy for the same was provided to all the members.
2. For part-B portion, following members were allocated to supervise and collate the data for the following criteria:

Criteria	Teacher's Name
I Curricular Aspects	Dr. AlkaKacker
II Teaching, Learning and Evaluation	Dr. Shailu Singh
III Research, Innovations and Extension	Dr. Vijaya Rani
IV Infrastructure and Learning Resources	Dr. Sanjay Batra
V Student Support and Progression	Dr. Meenakshi Malhotra
VI Governance, Leadership and Management	Dr. Sanjay Batra
VII Institutional Values and Best Practices	Dr. Sanjay Kumar

3. The members deliberated on the ideas to redesign the admission procedure so as to initiate paperless admission. The need to format the admission form was underlined so that extraction of data becomes easy. The committee suggested outsourcing digitization in the admission process.
4. The college tentative academic calendar was drafted and is attached herewith. The committee deliberated on conduction of monthly internal seminar by each department where students and faculty can actively participate.
5. Committee proposed to interact with the Teacher-In-Charges on the last working day of every month to follow up the departmental activities.
6. The committee approved the two-day workshop on teaching innovative methods. The details for the workshop are yet to be finalized.

7. The committee deliberated for the need of Mentorship cell and the name of Dr. Sanjay Kumar was proposed to be the coordinator for the same. The team for above mentioned agenda was also constituted.
8. The IQAC emphasized that tutorials are integral part of the curriculum and hence should be pursued passionately and vigorously.
9. The Remedial cell was proposed where students facing difficulties such as language barrier, computer and subject related issues could be resolved.
10. It was suggested that provisional certificate should be linked with the alumni form for automatic updating of alumni list.

IQAC Meeting held on 17th September 2018 in reception area, Hansraj College

The following members attended the meeting:

1. Mr. Sanjay Batra (Director, IQAC)
2. Dr. Anand Mittal
3. Dr. Shailu Singh
4. Dr. Alka Kacker
5. Dr. Vijay Rani
6. Dr. Sanjay Kumar
7. Dr. Meenakshi Malhotra
8. Dr. Mona Bhatnagar

Minutes of the Meeting

1. The committee has tentatively decided the deadline for the following criteria:

Criteria	Teacher's Name	Target Deadline
I Curricular Aspects	Dr. Alka Kacker	11th October 2018
II Teaching, Learning and Evaluation	Dr. Shailu Singh	11th October 2018
III Research, Innovations and Extension	Dr. Vijaya Rani	11th October 2018
IV Infrastructure and Learning Resources	Dr. Sanjay Batra	11th October 2018
V Student Support and Progression	Dr. Meenakshi Malhotra	18th October 2018
VI Governance, Leadership and Management	Dr. Sanjay Batra	18th October 2018
VII Institutional Values and Best Practices	Dr. Sanjay Kumar	18th October 2018

2. The members deliberated on the idea to New Scholarship Scheme where teaching staff may contribute to provide financial support to students. The attendance, EWS and physically handicapped were thought to be factors for financial assistance.

- The committee deliberated for the need of Scholarship Cell and the name of Dr. Shailu Singh was proposed to be the coordinator for the same.

IQAC Meeting held on 5th November 2018 in bursar room, Hansraj College

The following members attended the meeting:

- Mr. Sanjay Batra (Director, IQAC)
- Dr. Shailu Singh
- Dr. Alka Kacker
- Dr. Sanjay Kumar
- Dr. Meenakshi Malhotra
- Dr. Mona Bhatnagar

Minutes of the Meeting

Criteria for AQAR	Teacher's Name
I Curricular Aspects	Dr. Alka Kacker
II Teaching, Learning and Evaluation	Dr. Shailu Singh
III Research, Innovations and Extension	Dr. Vijaya Rani
IV Infrastructure and Learning Resources	Dr. Sanjay Batra
V Student Support and Progression	Dr. Meenakshi Malhotra
VI Governance, Leadership and Management	Dr. Sanjay Batra
VII Institutional Values and Best Practices	Dr. Sanjay Kumar

- Committee discussed on the progression of various tasks for the fulfillment of the above mentioned criteria and the challenges faced by the teachers with respect to data collection and suggestions were made on the same.
- Committee proposed that teachers would be ready with the respective criteria by first week of December.

IQAC Meeting held on 30th May 2019 in bursar room, Hansraj College

The following members attended the meeting:

- Mr. Sanjay Batra (Director, IQAC)
- Dr. Shailu Singh
- Dr. Preeti Dharmarha
- Dr. Vijay Rani Rajpal
- Ms. Alka Kacker

6. Dr. Sanjay Kumar
7. Dr. Mona Bhatnagar
8. Dr. Rama

Minutes of the Meeting

1. Awareness program against sexual harassment was planned for teaching and non-teaching staff. The programme will be coordinated by Dr. Preeti Dharmarha and Dr. Neera Chopra.
2. The Internal training programme to be conducted for lab staff (existing as well as newly recruited staff) by the respective department. Dr. Vijay Rani will be coordinator for this programme which will be conducted during the summer vacations.
3. A meet of IQAC Directors/Principal to be conducted at National level which will involve inviting papers in the field of Quality enhancements or drawbacks faced. This meet will be coordinated by Dr. Mona Bhatnagar in the next academic session.
4. For better functioning of research cell at College level, the need was felt for designing the guidelines to present research awards on annual day in College.
5. The criteria heads for final compilation of AQAR report for academic session 2018-19 were decided as follows:

Criteria for AQAR	Teacher's Name
I Curricular Aspects	Ms. Alka Kacker
II Teaching, Learning and Evaluation	Dr. Shailu Singh
III Research, Innovations and Extension	Dr. Vijaya Rani
IV Infrastructure and Learning Resources	Mr. Sanjay Batra
V Student Support and Progression	Dr. Preeti Dharmarha and Dr. Baljeet Kaur
VI Governance, Leadership and Management	Dr. Sanjay Batra
VII Institutional Values and Best Practices	Dr. Sanjay Kumar

6. The need was felt to collect the data of students through smart card in order to create proper record and will be further looked up on by the IQAC members in the next meeting. In the meantime, Ms Alka Kacker was requested to manage the feedback analysis and Ms. Shailu Singh to manage academic audit.
7. In reference to request made by NIRF nodal officer, IQAC recommends to include more students for scholarships for the academic session 18-19.

IQAC Meeting held on 7th June 2019 in bursar room, Hansraj College

The following members attended the meeting:

1. Mr. Sanjay Batra (Director, IQAC)
2. Dr. Shailu Singh
3. Dr. Preeti Dharmarha
4. Dr. Vijay Rani Rajpal
5. Ms. Alka Kacker
6. Dr. Sanjay Kumar
7. Dr. Mona Bhatnagar
8. Dr. Rama

Minutes of the Meeting

1. The training programme has to be conducted for newly recruited office staff. This will be conducted in two phases. Phase I will be conducted by a speaker above the level of Assistant Registrar. Phase II will be conducted internally by Administrative officer Mr. Sushil Gupta and Administrative officer (Accounts), Mr. Dilip Singh.
2. Dr. Vijay Rani Rajpal will be presenting on purchase rules for the department TICs and persons concerned.
3. The training programme to be conducted for existing and new library staff by the guest speaker, Dr. Prijesh from Shaheed Rajguru College for Women. This workshop cum training programme will be looked after by Dr. Preeti along with Dr. Amit Sehgal, Convener and Library Committee.
4. The deadline for submission of academic calendar and modular plans was set as 10th July through the channel of TICs representing respective department.
5. To smoothly conduct remedial classes or for other learning, the idea was presented to set up Mahatma Hansraj Student Learning Centre (MHSLC). Various IQAC members had shown keen interest and did a brainstorming session for its implementation in next academic year. The second and third year students will act as tutors for respective subjects and External/Internal faculties will be involved for conducting – English remedial classes, computer proficiency and language proficiency.
6. The department orientation for first year batch to be decided and discussed in next meeting. Dr. Preeti Dharmarha will be presenting the proposal to the next IQAC meeting for its smooth implementation.

