

Minutes of the IQAC meetings 2021

Minutes of IQAC meetings for NIRF 2020 held on in January and February 2021 with Principal Dr Kalpana Bhakuni as the Chair

The agenda of the meeting was about NIRF ranking for the year 2020. The meeting of IQAC NIRF Committee was held on 8/1/2021 , 19/1/21, 29/1/21,3 February 2021 and again on 13 February 2021 to discuss the NIRF Manual and enter the NIRF data for the year 2020. The main agenda of the meeting was to start collection of data for NIRF 2020 Ranking.

The meeting was attended by :

1. Dr. Kalpana Bhakuni -Principal
2. Dr.Renu Bali-Coordinator
3. Ms.Vinita Malik
4. Ms.Harpreet Kaur Arora
5. Dr. Sona Mandal
6. Dr.Rupali Khanna
7. Dr. Azka Kamil

- IQAC members met in the committee room with Principal Dr. Bhakuni as the chair. Principal Dr. Bhakuni discussed each of five criterion and sub criterion of NIRF and their importance in terms of weightage in calculation of overall ranking The marks scored in each criterion in last year NIRF ranking were analysed and areas where the college could not score good points were identified.
- Likewise continuous meetings of the IQAC NIRF committee members were held to fill the data. The work was divided amongst the members as per templates of the manual. Diverse aspects of the ranking were discussed to improve the ranking. Dr. Bhakuni instructed to work on the weak points. Dr Rupali Khanna suggested that faculty members must be asked to open accounts on research links like Research gate and other such academic platforms so that their work can be visible.
- The diverse aspects of perceptions were discussed to enhance the visibility of the college.
- In the meeting held on 29/1/21 with the Principal and some members of IQAC who were working on the NIRF Ranking in the committee room of the college at 1.30 p.m. The basic data was entered on that day after discussion with the principal.
- Dr Renu Bali, IQAC coordinator informed that the faculty details data was entered by Mr. Rajat and we need to enter data category wise related to students' strength. The NIRF manual 2021 was shared with the members, and the data they had filled and collated was analysed.
- On 3 February 2021 at 12.30 P.M. in the college committee room a meeting of the committee was held with the Principal. Followed by another meeting held on 13 February

in the committee room of the college at 10.30 am to fill the data, for final review and upload of NIRF. The meetings were attended by all the following members who had been assigned the duties.

The Principal allocated the duties to the NIRF team. The IQAC members who were given the responsibilities for NIRF 2020 data collection and form uploading on NIRF website and who attended all the above meetings were :

- I. Financial Resources – Dr Renu Bali
- II. Research, Publications and Collaborations – Dr Sona Mandal and Dr Rupali Khanna
- III. Placement and Higher studies –Dr.Renu Bali and Ms.Vinita Malik
- IV. Regional Diversity – Ms Harpreet Kaur Arora
- V. Information regarding economically and Socially challenged students - Dr Sona Mandal
- VI. Feedback and Peer perception – Ms Harpreet and Dr. Azka

The meetings ended with vote of thanks to the chair.

Minutes of the IQAC meeting held on 15 February 2021 with Principal as the chair.

The main agenda of the meeting was to discuss the Academic growth ,initiatives observation and suggestions of IQAC. It was as the review meeting prior to the visit of the Vice-Chancellor on 18 February 2021.

- It was attended by all the IQAC members who were in the committee.
- The IQAC members were assigned the duties in context of showcasing the academic initiatives and excellence of the college.
- The committee discussed the academic progression and measures to be adopted by the college to further enhance the quality of Teaching-learning process.
- Dr. Renu Bali and the other members of the core committee discussed the session of UGC-NSQF courses that the college had started, to enhance the skills and even promote the incubation cell-Nurture.
- The IQAC also discussed the Attainment of POs, PSOs and COs, direct and indirect techniques of assessment that college should undertake.
- Dr Neena Bansal observed that the layout of display boards done by the departments and the societies needs to be thematic.
- Dr.Bhakuni also discussed about the within community outreach outreach programmes and the inter-disciplinary research initiative -RISE.
- The E-Newsletter was also a good initiative along with 'Recharge the learning' in the times of pandemic.
- It was appreciated that the students admitted in the year 2020 were provided KNC G-suite email-ID.

The meeting was attended by all the IQAC members:

Sr.no.	Name	Designation
1.	Dr. Renu Bali	IQAC Coordinator
2.	Vinita Malik	Core Member
3.	Harpreet Kaur Arora	Core Member
4.	Dr.Neena Bansal	member
5.	Dr.Rupali Khanna	member
6.	Dr.Sona Mandal	member
7.	Dr.Azka Kamil	member
8.	Dr Nitasha Malhotra	member
9.	Amit Soni	member
10.	Dr.Nupur Ray	member
11.	Jayanti Bala Gupta	member
12.	Dr Jyoti Raghavan	member
13.	Dr.Pooja	member
14.	Dr Archana Prasad	member

The meeting ended with thanks to the chair

Minutes of IQAC meeting for second cycle of NAAC 2021 and AQAR 2020 uploading was held on 5/3/2021 in the computer lab no. 2 of the college.

The major agenda has been observations and suggestions made pertaining to AQAR by the committee members of IQAC:

- The meeting of IQAC held on 5 March 2021 for discussion and work division of AQAR. It was attended by the IQAC members, TICs, AQAR members of the department and the NAAC Extended team.
- The meeting was held in the computer lab no.2 of the college. The main agenda of the meeting was to start preparing for collection of data for AQAR 2019-20. It was also to familiarise the TICs about the data that will be required from all the departments and timely submission of the information, as was conveyed by the IQAC Convener Dr. Renu Bali.
- The department in-charges were suggested to provide remedial classes to the slow-learners. It was observed that the students were facing difficulty in the online classes to remedial classes to be taken to help them cope up with the problems.
- The templates were showcased on the screen by the IQAC members and queries raised were resolved by the committee.
- To expediate AQAR form filing the new members were allocated duties criterion wise by the Coordinator.
- The department in-charges were encouraged to promote research initiatives in the department by the IQAC.
- Suggestions were made to organise more webinars and provide e-resources due to the on-line classes.
- The committee also advised to reach up to the Alumni of the departments and collate data to show student progression through higher education and the placements.
- It was also suggested to have more FDPs under the aegis of the IQAC for both Teaching and non-academic staff.
- Principal informed about the upcoming project with the IIT to facilitate the Divyang.

Minutes of the online IQAC meetings for uploading of AQAR 2019-20 was held on 17/3/2021 on 1.00 – 3.00 PM in online mode with Principal Dr. Kalpana Bhakuni as the Chair.

Google Meet joining info : <https://meet.google.com/yka-nqrw-dyw>

The main agenda of the meeting was to start preparing for collection of data for AQAR 2019-2020.

- The IQAC evaluated the attainment of POS, PSOs and COS through the results, student progression for enhancement of quality of teaching-learning process.
- Mechanism of IA was discussed so that suggestions can be given to the departments keeping in mind the academic reviews followed by results.
- Ms. Vinita Malik informed the house that IA mechanism in that Semester was based on Internal Assessment and no university assessment will be taken up. At least 50% weightage of IA marks, which included assignments, projects, so that attainment of PO and PSO is possible.
- Ms. Harpreet suggested that Academic calendars and lesson plan to be compiled for the subsequent semester. The IQAC initiates and gives observation and suggestion in form of Internal academic review.
- The AQAR data to be collated with the help of the department representatives.

B) The AQAR had to be filled by all the members where the responsibilities are assigned keeping in mind the forthcoming SSR. The meeting was attended by IQAC members to review AQAR 2019-20 was held on Thursday, 29 April 2021, 1.00PM – 2.00 PM
Google Meet joining info: <https://meet.google.com/teh-uofq-mrg>

C) The meeting was held to discuss the AQAR and preparations of the links
Thursday, 20 May 2021, 1.00 – 3.00 PM
Google Meet joining info: <https://meet.google.com/voc-dhgx-gfh>

D) Meeting of the IQAC members was held to review AQAR 2019-20 form
Friday, 28 May 2021, 3 – 5 PM

Google Meet joining info: <https://meet.google.com/fxa-hvdg-bik>

- The meeting was to discuss the links that were uploaded on the KNC website. The links were checked and details were deliberated to Mr. Anshu the SPA to the Principal. He was given the task of uploading the links.
- Each IQAC member with her/his criterion discussed the links. The PDFs were to be shared with Mr. Anshu who was to get the links created and uploaded on the website.

- The AQAR 2019-20 form was reviewed of all the criteria and the links were identified to be created.
- Dr Renu Bali also mentioned that all the PDFs to be mailed to Mr Anshu in time and to her too. Once the links get created they had to be verified on the website.

The above meetings for uploading of AQAR were attended by following IQAC members :

Sr.no.	Name	Designation
1.	Dr. Renu Bali	IQAC Coordinator
2.	Vinita Malik	Core Member
3.	Harpreet Kaur Arora	Core Member
4.	Dr.Neena Bansal	member
5.	Dr.Rupali Khanna	member
6.	Dr.Sona Mandal	member
7.	Dr.Azka Kamil	member
8.	Dr Nitasha Malhotra	member
9.	Amit Soni	member
10.	Dr.Nupur Ray	member
11.	Jayanti Bala Gupta	member
12.	Dr Jyoti Raghavan	member
13.	Dr.Pooja	member
14.	Dr Archana Prasad	member
15.	Anshu Shahi	SPA to the Principal

Minutes of meetings of IQAC CORE Members with the Principal Dr. Bhakuni in the college

1) A meeting was held in the committee room at 11.30.A.M.on 1/6/21.

The agenda of the meeting was review of AQAR

All the meetings were attended by:

- 1.Dr. Kalpana Bhakuni (Principal)
- 2.Dr.Renu Bali
- 3.Ms.Vinita Malik
- 4.Ms.Harpreet Kaur Arora

- The meeting was held to discuss the AQAR 2019-20, review it and make necessary changes in the document .
- Principal Dr.Bhakuni suggested that the write ups should be reviewed by Ms.Harpreet, and she should reframe the content if required.
- Ms. Harpreet also shared Parents feed back Questionnaire for deliberation.

A) Another meeting was held on 11/6/2021 at 11 A.M.

The agenda of the meeting was to review and upload AQAR form .Some aspects were discussed by the members and suggestions were given by Dr. Bhakuni regarding the changes to be made in the AQAR prior to its uploading on the NAAC website.

B) On 25/6/2021 another meeting of the principal with the IQAC CORE committee was held to review the status of IQAC initiatives at 12 P.M in the college Committee room.

- The responsibilities of the IQAC members were looked into and the necessary changes were done in context of NAAC responsibilities especially the SSR criteria.
- Principal Dr Bhakuni informed how the KNC initiative of 'Recharge the learning' has been appreciated and a byte has been created for the same. The initiative is to provide data to the needy students so that they can participate in the online classes.
- IQAC took up an update on the initiatives like Water harvesting, Solar Panel, Waste management. These initiatives were for the betterment of the institutions and enhance the internal quality.
- Principal also conveyed that a private ranking Forum, Education World has ranked KNC in top 10 colleges. Ms. Harpreet also suggested to take forward these initiatives for the betterment of the institution.
- Ms. Vinita Malik suggested a tuition fee waiver for students in these times of pandemic to economically and socially challenged. Dr Bhakuni informed that an IQAC member Mr. Amit was already working towards it.
- Dr Renu Bali suggested that timely permissions to be taken from the authorities to provide this to the students and students can be refunded the amount. The paper work had to be initiated in time as the financial matters take time after all deliberations.
- Principal replied that she will convey to Mr. Amit to hold a meeting with the IQAC core team to take up the matter of the tuition fee waiver.

- Principal Dr.Bhakuni also informed the committee that the Water harvesting initiative she will take it ahead. Regarding Waste management ,bids were invited and were to be processed soon. E-Governance matter had also to be finalized.
- The website contract renewal was also discussed.
- In the meeting it was decided to look into these matters, to have an overview and draw a strategy for future course of actions.

Minutes of IQAC CORE COMMITTEE was held on 25/6/2021. The following members are present.

1. Dr. Kalpana Bhakuni
2. Dr. Renu Bali - Renu Bali
25/6/2021
3. Vinita Malik Vinita 25/6/2021
4. Harpreet Kaur Arora Harpreet
25/6/21
5. ~~Renu B.~~

D)Again on 29/6/2021 a meeting of the principal with the IQAC CORE committee

- The meeting was to further proceed with the AQAR work and subsequently take up the stock of the initiatives that were discussed in the previous meeting .
- It was also decided to initiate a lecture /IQAC activity on OBE Evaluations. Ms Harpreet said that she will also create a dedicated email for the IQAC Core team.
- On 6/7/21 demonstration of smart board and podium was fixed for 3 p.m. Dr Bhakuni informed the house about the Internal Navigation-Project Disha that the college will be initiating for the Divyang.
- The meeting with the IIT Delhi was to be held in the following week. It was to be a unique initiative of KNC.

The following ^{IQAC CORE} Committee members attended the meeting on 29/6/2021.

1. Dr. Kalpana Bhakuni Kalpana Bhakuni 29/6/21
2. Dr. Renu Bali Renu Bali 29/6/2021
3. Vinita Malik Vinita Malik 29/6/21
4. Harpreet Kaur Arora Harpreet Kaur Arora 29/6/21

E).Minutes of the online meeting on E-Governance held on 15/7/2021 through Zoom platform with Principal as the chair.

The meeting was held with M/S IY Software Private Limited (special invitee) and the agenda was to discuss development and maintenance of the E-Governance software and for discussing terms and conditions before the execution of the work. The following members attended the meeting that included Principal and the IQAC Core Committee.

- 1.Dr. Kalpana Bhakuni (Principal)
- 2.Dr.Renu Bali
- 3.Ms.Vinita Malik
- 4.Ms.Harpreet Kaur Arora
- 5.Mr.Abhay Bansal -special invite (from IY Software)

The IY was asked to work keeping in mind the semester system and the academic calendar followed by the college, being constituent college of University of Delhi.

1. The meeting initiated with the discussion on the scope of the work which is to be provided by Kamala Nehru College. The detailed scope of the work will comprise features and nature of work and also requirements of the all the stakeholders. Templates and designs will be required as per the scope of the work. The design work has to be facilitated by the college to execute and operationalise the software.
2. After the designs are created for the scope of the work IY will start the development. They were asked to be very particular about the security factor of the software. For the development, the company asked for at least 2 and half months .However the college asked for its completion at the earliest to initiate its implementation not later than end September.
3. In context of maintenance, at least 6 months maintenance service has to be provided by the software company after the successful completion of the development of the software. The company is based in Pune and will provide the maintenance support through online means but is required to physically visit the college whenever deemed necessary or specially at the initial stage of the project.
4. The data entry will be done by the college for which online assistance will be provided by the company.
5. The company was asked to discuss some of these requirements especially the payment terms and revert to the college at the earliest.
6. Dr Bhakuni asked to hold a meeting with different conveners so that a timely scope of work from all stake holders be created and shared with the company.

The meeting ended with vote of thanks to the chair.

F).The IQAC CORE Committee meeting was held on 20 July 2021with the Principal.

- The agenda was to discuss issues pertaining to implementation of E- Governance and renewal of the excitel wi-fi connections.
- Continuation of existing software *Indogenous* for atleast 6 months so that the college work is not affected till the implementation of E-Governance.
- Ms. Vinita Malik shared her concern about preparing a detailed scope of work in a defined format. Mr Abhay was to provide some PPTs for our reference. It was also discussed that the Maintenance time period of the E-Governance to be discussed with the IIY software. Dr Renu Bali suggested once the framework for sharing scope of work is provided that can be shared with respective conveners and non-academic staff. .
- Dr.Bhakuni asked to get a notice circulated for submission of detailed scope of work. The scope of work had to be as per the specifications of the tender/work order.
- Details of the tender were shared and the scope of work was understood as per the requirements of the tender.
- The conveners were Identified to whom the mail had to be sent to receive scope of work.

The Scope of work was identified under different headings ,categories and sub categories:

1. Examination : Dr. Anjana Srivastava
2. Admissions : Ms.Vinita Malik and Dr Neena Bansal
3. Attendance :Dr Renu Bali
4. Internal Assessment :DR Smita Meena
5. Courses Module-Workload :DR Sunita Gupta
6. Alumani:Dr. Bharati Dave
7. Placement :Ms Nidhi Bhandari
8. Administration, Academic Information module, Certificate Module, Notices, Stock Management and Employee Leave Module : Mr.Ramesh(A.O.);Mr Raju (S.O.).
9. Accounts: SO (Online fee payment / Salary slips)
10. Library Management: Librarian Dr.Suman Arora
11. IQAC :Ms. Harpreet kaur Arora

E -Governance as per Dr. Bhakuni was to provide synergy among all things in functionality.

The meeting ended with Vote of Thanks to the chair.

G.) IQAC CORE committee Meeting held on 5/8/2021 with the Principal in the committee room

- IQAC Matters pertaining to infrastructure for the forthcoming NAAC second cycle.Requisitions were submitted for handle bars and Classroom desks with attached seats. .

- Storage of data of the college from the existing software *Indogenous* was to be done. Mr Akshay the technical staff was instructed to store the last five years data of admission ,attendance, internal assessment by the principal .
- The meeting discussed the working of scope for E -Governance and file to be maintained.
- Ms.Vinita also suggested that Faculty profile to be updated on the website especially the old emails need to be removed.

The following members were present for the meeting held on 5/8/2021.

Meeting of IQAC Core Committee with the Principal. The meeting was held to discuss the AQAR 2019-2020.

1. Dr. Kalpana Bhakuni (Principal)
2. Dr. Renu Bali Renu Bali
3. Ms. Vinita Malik Unnati → 5/8/2021
4. Ms. Harpreet-Kaur Arora Harpreet
5/8/21

Bhakuni

H.)On 18/8/21 IQAC Core committee and the Principal met for uploading the AQAR.

A meeting of the IQAC Core Committee
with principal was held on 18/8/2021.

1. Dr. Kalpana Shukla
(Principal)
2. Dr. Renu Bali Renu Bali
3. Ms. Vinita Malik Urada
18/8/21
4. Ms. Harpreet- Kaur Arora Harpreet
18.8.21

Agenda: Discussion of AQAR

The following members were present to attend a meeting to discuss scope of work for the e-governance. The meeting was held on 23/8/21

1. Dr. Kalpana Bhakuni (Principal) K Bhakuni
23/8/21
2. Dr. Renu Bali (IQAC) Renu Bali
23/8/2021
3. Ms. Vinita Malik (IQAC) V Malik
23/8/2021

The meeting was held to discuss the scope of work for e-governance by principal and the IQAC.

Minutes of the IQAC meeting was held on 24 August 2021 at 3.00pm with Principal as the chair .

It was attended by Principal, IQAC/NAAC criteria incharges , Department TICs, AQAR Representatives of the department and NAAC extended team.

ZoomLink:

<https://us02web.zoom.us/j/81176200767?pwd=bGdSd0lvUzJBVzMwWFM1bXdxZzlYUT09>

MeetingID:81176200767

Passcode: 285928

The meeting was conducted to apprise the members about approaching NAAC and need to work on SSR. Following points were discussed:

- Preparation of SSR for the Second cycle of NAAC.
- SOP and criteria excel sheets were shown and explained by Dr Renu Bali who also emphasized that department should follow the metrices and should go through the SOP manual.
- Dr. Renu further communicated to the members the following points:-
 - All departments and NAAC criteria in charges to follow the time check and work within deadline.
 - Final data to be submitted through excel sheet only.
 - TIC's to check the data prepared by AQAR representative before submission. Even nomenclature of the files should be done properly.
 - While collating the data, two sets of supporting documents to be documented, one for IQAC and one for the departments.
 - Academic calendar and teaching plans to be submitted.
 - Personal files of last 5 years of all the department members to be prepared.
- Ms. Vinita Malik asked the members to collect data and collate them very carefully as SSR needs to be comprehensive and concise. She also advised members to be very careful with the word limit and data to be crosschecked at every level.
- On enquiry from Principal about tentative deadlines of submissions Dr. Renu Bali informed by about the dates of submission of IIQA and SSR.

- As far as possible, supporting documents should be ready with the department. Even for the online meeting proof should be collected. Geo tagging should be done for the photographs.
- It was decided that the data should be scrutinised by the criterion in charges or TIC before sending it to the NAAC committee. Information sent by other faculty members directly to the NAAC committee may not be accepted. Further, the criterion in-charge will be responsible for interacting with TIC and extended members.
- Ms. Harpreet Kaur suggested to speed up the pace of organising events and activities.
- Dr Kalpana Bhakuni, Principal assured full support for administration in case of any need. Further she assured that claims for honorarium would be processed faster by accounts for future events.

The meeting ended with a vote of thanks to the chair.

Members present in the meeting (57 participants):

RA	Rupali A Khanna (Me)			DM	Dr. M. M. Hasnain_Math		
R	Renu--_Bali (Host)			DR	Dr. Rajat Rani Arya		
	Neena Bansal (Co-host)				Dr. Sushma Choudhary		
I	iPhone			DK	Dr.Maitreyee Kumari		
K	KB			H	Harsh Meena		
AS	Akanksha Saini			HM	Harshit Mathur		
AS	Amit Soni			H	homolataborah		
AK	Animesh Kumar			JG	Jayanti Gupta		
	Anish Chakravarty			JR	Jyoti Raghavan		
AY	Anubha Yadav			K	Kamlesh Rani		
A	Azka				Mahima Yadav		
BD	Bharati Dave				Manoj Kumar		
B	Bharti knc			MS	Minakshi Sethy		
	Bratati Barik			M	Monica Chutani		

- | | | | | | |
|---|------------------------|---|---|-----------------|---|
|  | Neha_Singh |   |  | Sanjay Muttoo |   |
|  | Nikita Pasan |   |  | Shikha Prakash |   |
|  | Nitasha Malhotra |   |  | Shivani Datta |   |
|  | PK VASHISHTHA |   |  | Shweta Jain |   |
|  | Pooja Yadav |   |  | Shweta Suri |   |
|  | Pratibha Bhalla |   |  | Sonia Singh |  |
|  | pravati dalua |   |  | Swati_Tripathi |   |
|  | Rupa Basu | More > |  | Vaishali narula |   |
|  | Sajal's iPhone |   |  | Vinita Malik | More > |
|  | Saket Dubey |   | | | |
|  | Chandani_Swetank | | | | |
|  | Chetna Sharma | | | | |
|  | Dr Yogeeta Bhatia | | | | |
|  | Dr. Archana Prasad | | | | |
|  | Dr. M. M. Hasnain_Math | | | | |
|  | Dr. Rajat Rani Arya | | | | |
|  | Dr. Sushma Choudhary | | | | |
|  | Dr.Maitreyee Kumari | | | | |
|  | Harpreet Kaur | | | | |

57 participants

Minutes of the IQAC/ NAAC committee meeting was held on 07/09/21 at 1 pm .

The agenda of the meeting was to discuss various points in connection with the uploading of SSR and collection of Data.

Google Meet joining info: [Meet - kiu-draq-wxi \(google.com\)](https://meet.google.com/kiu-draq-wxi)

Meeting was attended by:-

Dr Renu Bali – Coordinator

Ms. Vinita Malik- Core Committee

Ms Harpreet- Core Committee

Dr. Jyoti Raghavan

Dr. Neena Bansal

Dr. Nitasha Malhotra

Dr Pooja

Dr. Nupur

Dr. Rupali Khanna

Dr. Archana Prasad

Dr. Azka Kamil

Ms. Jayanti Gupta

- Dr.Renu Bali informed that due to her commitment with other important official work criteria 2.1 and 2.2 to be shared between Ms. Harpreet and Jayanti. Other Criteria based responsibilities were re-shared with all the members
- It was informed in the meeting that Criteria 3.1 and 3.5 are not applicable to us.
- Dr Renu Bali also suggested that they should read the NAAC manual thoroughly. Information to be shared with AQAR members along with the TICs.
- It was deliberated to collate data pertaining to all publications even non UGC care list publications, e-resouces, audio, videos etc.
- E- Journals recognized by MHRD also to be added to publications
- Certificate course information to be collected from Ms. Vinita Malik
- All criteria in charges were advised to modify the form when required.
- It was discussed to observe for which criteria we are getting no or less information to take collective decision in consultation with the Principal which Matrices to be opted out.
- Dr. Nupur Ray was requested to provide common outline for preparing lesson plan.
- Dr Jyoti Raghvan and Dr. Neena Bansal were suggested to work on vision and mission of college under criteria 6.2.2 and 6.2.3 and SWOT analysis along with the Principal.

Minutes of the IQAC/NAAC Committee members meeting to take an update on SSR data collected with the IQAC core group, held on 20th September, 2021 at 3.30 PM.

Google Meet joining info

Link: <https://meet.google.com/equ-puqe-tek>

The following IQAC members attended the meeting:

1. Dr.Renu Bali
2. Ms Vinita Malik
3. Ms. Harpreet Kaur Arora
4. Dr. Neena Bansal
5. Dr.Jyoti Raghavan
6. Dr.Archana Prasad
7. Dr.Nitasha Malhotra
8. Dr.Pooja
9. D.Rupali A.Khanna
10. Dr.Sona Mandal
11. Mr.Amit Kumar Soni
12. Dr.Nupur Ray
13. Dr Azka Kamil
14. Dr.Mamta Tyagi

- All the members were asked to get the supporting documents printed on the college paper head, signed by the Principal, scanned and then to be uploaded on the college website.
- It is advised that link name should be the same as of the Criterion.
- Members are requested to gather visual supporting documents for their respective criterion as 70% percent of the assessment will be online.
- All the members are being asked to write an executive summary of their respective criteria upto 250 words.
- All the members were informed that a meeting is lined up with the principal in the coming week to finalise the reports.

Updates on each Criterion by the respective IQAC members who shared the responsibility.

Criteria 1- Nupur Ray and Sona Mandal

- It was informed that departments were delaying and have not provided the data on academic calendars, Lessons plans, Work loads and so on. IQAC suggested that all this data is an annual requirement so should be collated at the earliest.
- Information on the Projects was being collected and completed and Write-up on curriculum left to be completed

- Members informed the committee that two more links related to the Criteria 1 will be shared after the meeting.
- For criteria 1.2.2 and 1.2.3, only 4 departments have provided data and thus it was requested to speed up the process of collecting information to the team.

Criterion 2- Dr. Renu, Ms. Harpreet

- 2.1 is collected and completed and Criteria 2.2 is partially done
- 2.3.1- Dr.Nupur- member seeked clarifications over the required documents and collection of data
- Criteria 2.3.3-Mentor-Mentee Ratio is being provided; member is being asked to make a separate document on Mentor-Mentee ratio department wise which will be uploaded as additional information.
- 2.4- Dr. Nitasha Malhotra
- 2.4 Matrix almost completed- qualitative part is completed; working on quantitative part.
- 2.5- Ms. Vinita Malik Only few departments have provided data; has given a deadline of 22nd September to fill the sheets
- 2.6.1- Ms.Vinita Malik
- Data collection has been done for Course Outcomes
- Departments have provided data on Program Outcome and Programme Specific outcome.. Last date of filling the data is 22nd September 2021.The deadline to fill the form is 22nd September, 2021. Departments are requested to fill the sheets asap.
- 2.7- Ms.Harpreet and Ms. Jayanti Bala
- Committee advised both the members to upload atleast 50% of the student's data including their working mobile numbers, email ids and other details as they will be approached by the NAAC

Criterion 3-

- Dr. Rupali Khanna informed that data was collated for 3.1.1 , 3.1.2
- The NAAC team asked the member to create 5 separate links for each year and in each link there should be department wise publication links.
- 3.4.1-Dr. Archana Prasad
- Members sought clarification on various parts of the data collection process.
- Criteria 3.4.1and 3.4.2- Dr. Neena Bansal
- Member put forward her difficulties as the data provided by the respective departments are incomplete; links for supporting data are missing and the last 5 years data not available
- 3.4.2 - MOU data is completed; only few information gaps and they are working on it.

Criterion 4.1, 4.2 and 4.4.1- Mr. Amit Kumar Soni

- Structural facilities data collected; only visual documentation is left.
- The member requested a meeting with Mr. Gurvinder of Accounts Department.
- 4.2.2 & 4.2.3- Dr.Jyoti and Dr.Pooja informed that Both that information has been collated.
- 4.3- Data from Mr.Vikas(Computer staff) is collected. It is informed that computers in college are being provided by the university. Internet connectivity (100mbps) is also provided by the DU.
- Criteria 5- Dr.Azka
- Forms are circulated; by the end of this week data will be sorted and completed.

Criteria 6.2-

- To be discussed with Dr. Neena Member raised the issue of non-availability of data for the last 5 years.
- Criterion 6.3-Dr.Nitasha Non-teaching staff left to provide the data; last date of filling the form is 22nd September, 2021
- Members seeking clarity on the issue of promotions of Non-teaching staff as in KNC appraisal on Non-teaching is not done by IQAC.
- It is being advised to look at the rules and regulations of DU on the promotions.

Criteria 6.4.2- Dr.Pooja

- Member raised the issue of discrepancy in the data of funds for the grants received from non-government bodies and individuals.
- Member requested a meeting with Mr. Gurvinder of Accounts department.
- Member seeked clarification on the documentation related to audit statements.

IQAC RESPONSIBILITIES, 2020-21 (NAAC II CYCLE) Revised list extracts

Code of the criterion	KEY INDICATOR	IQAC MEMBER	ExtendedTEAM
1.1	Curriculum Planning and Implementation	Dr. Nupur Ray Dr. Sona Mandal	

1.2	Academic Flexibility	Dr. Sona Mandal	
1.3	Curriculum Enrichment	Dr. Nupur Ray	
1.4	Feedback System	Ms. Jayanti Bala	
2.1	Student Enrolment and Profile	Dr. Renu Malhotra	
2.2	Catering to Student Diversity	Dr. Renu Malhotra	
2.3	Teaching- Learning Process	Dr. Nupur Ray Dr. Sona Mandal	
2.4	Teacher Profile & Quality	Dr. Nitasha Malhotra	
2.5	Evaluation Process & Reforms	Ms. Vinita Malik	

 Add people

 Jyoti Raghavan  

 Mamta Tyagi  

 Neena Bansal  

 nitasha malhotra  

 Pooja Pooja  

 ray nupur  

 Renu Bali
Meeting host  

 Renu Bali
Presentation  

 Rupali A Khanna  

 Sona Mandal  

 Add people

In call

 Vinita Malik (You)  

 Amit Kumar Soni  

 Archana Prasad  

 Azka Kamil  

 harpreet kaur  

 Jyoti Raghavan  

 Mamta Tyagi  

 Neena Bansal  

 nitasha malhotra  

Minutes of review meetings of the IQAC Core Committee were held with the members of administration/ non-academic staff on 29.10.2021 and 30.11.2021 in the Committee Room with the Principal as the chair.

Agenda: To discuss the status of various initiatives taken by the IQAC, and to suggest measures to achieve the targets.

The following members were present on 29/10/2021:

Prof. Kalpana Bhakuni- Principal

Dr. Renu Bali- IQAC Coordinator

Ms Vinita Malik- IQAC Core Committee Member

Ms Harpreet Kaur- IQAC Core Committee Member

Mr. HS Dubey- AO, Administration

AO, Teaching Establishment- Mr. Ramesh

Mr. Gurvinder Singh- S/O Accounts

Mr. Raju-SO Administration

Attendance sheet

A Review meeting of IBAC/NAAC was held on Friday, 29.10.21 in the Committee Room. The following were present:

1. PROF. BHAKUNI
2. DR. RENU BALI
3. PROF. S. GUPTA
4. MS VINITA MALIK
5. MS HARPREET KAUR
6. S. GURVINDER JEET SINGH
7. K. RAMESH
8. Raju

Bhaku
Renu Bali

Sunita Gupta

Malik
Harpreet 29/10/21

S 29/10/21

R 29/10/21

↓

The following members were present on 30/11/2021:

Prof Kalpana Bhakuni- Principal

Dr. Renu Bali- IQAC Coordinator

Prof.Sunita Gupta- IQAC Core Committee Member

Ms Vinita Malik- IQAC Core Committee Member

Ms Harpreet Kaur- IQAC Core Committee Member

Mr. HS Dubey- AO, Administration

AO, Teaching Establishment- Mr. Ramesh

Mr. Gurvinder Singh- S/O Accounts

Dr. Suman Arora -Librarian

Mr.Sanjay Marale- EVS Faculty

- A point by point discussion was undertaken on all the initiatives that need to be reported in the SSR.
- The IQAC suggested measures for timely accomplishment of the targets, while ensuring quality control of the same.
- The Review meetings were conducted to ensure smooth functioning of the different aspects of the College, as well as to promote upgradation of resources and facilities,
- The items for review included: Water Harvesting to be pursued with INTACH, Waste Management machinery, payment for E-Governance software development as per schedule/ MoU, Solar Panels installation, toilet for PwD visitors, Auditorium repair and refurbishing post lockdown, Painting and repair of the College building.
- Special attention was directed to the replenishing and maintenance of IT infrastructure.
- It was noted that inventory for the writing off of junk/ unused/ discarded items and furniture needs to be drawn up, and accordingly the same has to be disposed off.
- The issue of purchasing a new College vehicle, and the scrapping off/ disposal of the old diesel vehicle, was discussed at length.
- The Principal reiterated that all the above initiatives were duly approved by the GB and recorded in the Minutes.
- The Principal and IQAC suggested regular follow-ups and set concrete dates for target realization.
- It was noted that between the first and the second review meeting, work was done and duly reported to the concerned authorities.
- The meeting concluded with the recognition that execution, processes, payments need to be expedited.
- In view of the Energy Audit Report that mandates shifting to energy efficient sources of lighting, the IQAC recommended equipping the Committee Room with Sensor Based Lighting System, as a concrete step in the direction of energy conservation. This is to be subsequently installed in other spaces across the College premises.

Attendance sheet

NAAC Review Meeting II on Tuesday, 30.11.21

Prof. Kalpana Bhakuni

Bhakuni
30/11/21

Dr. Renu Bali

Renu Bali

Ms. Vinita Malik

Malik 30/11/21

Ms. Harpreet Kaur

Harpreet
30/11/21

Dr. Sanjay Marale

Marale

Mr. K. Ramesh

Ramesh

HS Dubey

Dubey

Prof. Sunita Gupta

Sunita Gupta

Dr. Suman Sharma

Sharma

