

Meeting 3/2/2021A meeting of the team will be held on 3/2/2021 at 1.15pm as per following agenda:

1. Welcoming all members
2. Regarding composition of Team
3. Goals of the team
4. Functioning of the team

Minutes of Meeting held on 3/2/2021

1. The principal welcomed all members of the new team that was formed in the staff council meeting held on 2/2/2021.
2. Co-opting additional members as per IQAC requirement. The following names were proposed:
 - Member of local society: Dr S. Lakshmi (Founder principal of Rajguru college)
 - Alumni: Mrs. Mala
 - Student: Ms. Nandini Bhardwaj, 2nd year Applied psychology (CR), VNC
 - Librarian: Dr Rajni Jindal
 - Members from all committees of the college will also be requested to propose one member of their team to be part of the extended team
 - Additional member of a high social standing and having made significant contributions to society and to education, in particular will also be added
3. Goals of the team were discussed as follows: Contribute/Monitor/Evaluate to the Teaching & Learning processes by giving suggestions to improve the college (both teaching, and non teaching); focus on academic development (new courses, seminars and other programs), preparation of the Annual Quality Assurance Report (AQAR of 20-21) as per guidelines and parameters of NAAC, to be submitted to NAAC; develop a plan of action with an appropriate time line. Also focus must be on social outreach, results analysis and mentoring.
4. Functioning of team was discussed: Distribution of responsibilities ---- Each member will read the AQAR carefully and then the criteria will be distributed. It was decided that a document will be prepared covering the major issues of AQAR and will be shared with each department.

Members present in the meeting

- I. Dr Hina Nandrajog (Head of institution)
- II. Dr Vanita Sondhi (Convenor)—Applied psychology
- III. Dr Salma Seth (Co convenor)—Applied psychology
- IV. Mr. Jaspratap Singh (Political science)
- V. Dr. Preeti Srivastava (Sanskrit)
- VI. Dr. Renu Garg (Computer sciences)
- VII. Dr. Shafaq Zareen (Commerce)
- VIII. Ms. Sheena Lama (English department)
- IX. Dr. Subhash Chandra (EVS)
- X. Ms. Vandana Rathore (Economics)

Extended team members

- I. Mr. Mukesh Burnwal (Hindi)
- II. Dr. Arushi Jain (Food technology)
- III. Dr. Ritika Nagpal (Maths)

Dr Vanita Sondhi (Convenor)—

Vanita Sondhi

Note: All signatures could not be taken because of pandemic

Online Meeting 2

An online meeting will be held on 9-2-21 at 2.30 with the following agenda:

1. Confirmation of minutes of Online Meeting held on 3-2-21
2. Functioning of the team
3. Preparation of the form to be distributed
4. Developing a plan of action

Minutes of the Online Meeting held on 9-2-21

1. Dr. Renu Garg proposed a working model which was highly appreciated and accepted by all. It focused basically on the following:
 - Developing a simple google form for teachers, departments and committees
 - Having a single point of communication (SPOC) for the committees. SPOC could be a teacher/CR/any other student
2. Some portions of the form were discussed.

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) — *Vanita Sondhi*
- II. Dr Salma Seth (Co convenor) — *Salma*
- III. Mr. Jaspratap Singh — *Jaspratap*
- IV. Dr. Preeti Srivastava — *Preeti*
- V. Dr. Renu Garg — *Garg*
- VI. Dr. Shafaq Zareen — *Zareen*
- VII. Ms. Sheena Lama — *Sheena*
- VIII. Dr. Subhash Chandra — *Subhash*
- IX. Ms Vandana Rathore — *Vandana*

Online Meeting 3

Online Meeting to be held on 12/2/21, Agenda

- 1) Finalize the form
- 2) Functioning of the team

Minutes of the Online Meeting held on 12/2/21

1. Teacherwise distribution of criteria
 - i. Dr Vanita Sondhi—7
 - ii. Dr. Shafaq Zareen—3,7
 - iii. Dr Salma Seth—3, 4
 - iv. Dr. Preeti Srivastava-3, 4
 - v. Dr. Renu Garg—3, other duties (making forms etc.)
 - vi. Ms. Sheena Lama—1, 6
 - vii. Dr. Subhash Chandra—2,5
 - viii. Ms Vandana Rathore—1,6
 - ix. Mr. Jaspratap Singh—2,5

	Part – B	Teachers
1.	Criterion – I: Curricular Aspects	Ms. Sheena Lama, Ms Vandana Rathore
2.	Criterion – II: Teaching, Learning and Evaluation	Mr. Jaspratap Singh, Dr. Subhash Chandra
3.	Criterion – III: Research, Innovations and Extension	Dr Salma Seth, Dr. Preeti Srivastava, Dr. Renu Garg, Dr. Shafaq Zareen
4.	Criterion – IV: Infrastructure and Learning Resources	Dr Salma Seth, Dr. Preeti Srivastava
5.	Criterion – V: Student Support and Progression	Mr. Jaspratap Singh, Dr. Subhash Chandra
6.	Criterion – VI: Governance, Leadership and Management	Ms. Sheena Lama, Ms Vandana Rathore
7.	Criterion – VII: Institutional Values and Best Practices	Dr Vanita Sondhi, Dr. Shafaq Zareen

- 2). Format of the form was discussed

3). It was decided that the office would 1) confirm the AQAR form to be filled 2) office would start filling up the information in AQAR and also provide information about Criteria 2.4.3 and 2.4.1:

2.4.3 and 2.4.1 (Teacher details)

Name of teacher	Highest qualification Post doctoral/Ph. D. / M.phil/MA/MSc	Designation	Dept	Date of joining VNC	Teaching Experience in VNC only (Data for the latest completed academic year)	PAN Card no.

Members present in Online Meeting:

- I. Dr Hina Nandrajog 
- II. Dr Vanita Sondhi (Convenor) 
- III. Dr Salma Seth (Co convenor) 
- IV. Mr. Jasprat Singh 
- V. Dr. Preeti Srivastava 
- VI. Dr. Renu Garg 
- VII. Dr. Shafaq Zareen 
- VIII. Ms. Sheena Lama 
- IX. Dr. Subhash Chandra 
- X. Ms Vandana Rathore 
- XI. Dr Neeta Mathur 

Online Meeting 4

Online Meeting to be held on 16/2/21

1. Discuss the form that needs to be floated for AQAR

Online Meeting held on 16/2/21

1. The AQAR form was discussed and also the committees associated with each of the criteria.
2. Feedback needs to be given that the Alumni association needs to be registered

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor)

Vanita Sondhi

- II. Dr Salma Seth (Co convenor)

Seth

- III. Dr. Preeti Srivastava

Preeti

- IV. Dr. Renu Garg

Garg

- V. Dr. Shafaq Zareen

Zareen

- VI. Ms. Sheena Lama

Sheena Lama

- VII. Dr. Subhash Chandra

Subhash Chandra

- VIII. Ms Vandana Rathore

Vandana Rathore

Online Meeting 5

Online Meeting to be held on 19/2/21

Agenda

1. Information related to various committees will be discussed
2. Modalities of collecting the information
3. Distribution of committee work to various members.

Minutes of Online Meeting held on 19/2/21

1. Information taken from the various committees was discussed and the work distributed as follows:
 - Criterion – I: Curricular Aspects (Academic Dev and career orientation, Workload and TT, Exam and Internal assessment)-- Ms. Sheena Lama, Ms Vandana Rathore
 - Criterion – VI: Governance, Leadership and Management---Principal's office,---- Ms. Sheena Lama, Ms Vandana Rathore
 - Criterion – III: Research, Innovations and Extension---NSS, Social outreach, Env, (Unnat bharaat), Dr Salma Seth, Dr. Preeti Srivastava , Dr. Renu Garg, Dr. Shafaq Zareen (Shafaq for 7)
 - Criterion – IV: Infrastructure and Learning Resources--- Central purchase and stock verification, Admin, Library, departmental libraries (Applied psycho, eng, history, food tech, canteen committee)-- Salma, Preeti
 - Criterion – II: Teaching, Learning and Evaluation---Academic progression and Result analysis, EOC/Admin, Admission, Mr. Jaspratap Singh, Dr. Subhash Chandra
 - Criterion V: Fee concession, alumni, placement, sports, ICC, Student Union Advisory - Mr. Jaspratap Singh , Dr. Subhash Chandra (Sheena will take infor about placement)
 - Criterion – VII: Institutional Values and Best Practices--- WDC, Central purchase, Environment, Accounts dept., Gandhian, Vivekananda, Ambedkar studies
2. A preliminary form by Dr. Renu Garg was shared and it was decided that members of core committee will first fill it up to see that there are no errors
3. Each member will give the information required for a particular committee to Dr. Renu Garg who will then make the form for the committees.

4. The principal will be requested to inform all Departments and Committees that there needs to be student involvement in terms of a single point of contact for collecting general information relevant to AQAR and that of committees.
5. Two more students names will be proposed by core members to be included in student team of IQAC. This team will then contact others CRs/ Students so that information for AQAR/Committees can be collected. Nandini Bhardwaj's name from Applied Psychology was proposed and accepted. Two more students will be included –one from commerce and other from English.

Members present in the Online Meeting

I. Dr Vanita Sondhi (Convenor)

Vanita Sondhi

II. Dr Salma Seth (Co convenor)

Salma Seth

III. Dr. Preeti Srivastava

Preeti

IV. Dr. Renu Garg

Renu Garg

V. Dr. Shafaq Zareen

Shafaq Zareen

VI. Ms. Sheena Lama

Sheena Lama

VII. Dr. Subhash Chandra

Subhash Chandra

VIII. Ms Vandana Rathore

Vandana Rathore

Online Meeting 6


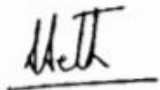



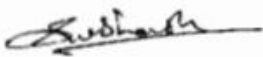

Online Meeting to be held on Tuesday (23rd February)

Agenda- To finalize the form and discuss other work that needs to be done by the committee- make a concrete plan of action (student satisfaction survey etc.)

Online Meeting held on Tuesday (23rd February)

Dr Renu Garg presented the form for teachers and according to feedback it was decided to change the form.

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) 
- II. Dr Salma Seth (Co convenor) 
- III. Dr. Renu Garg 
- IV. Dr. Shafaq Zareen 
- V. Ms. Sheena Lama 
- VI. Dr. Subhash Chandra 
- VII. Ms Vandana Rathore 

Online Meeting 7

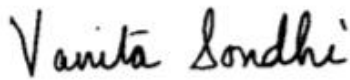

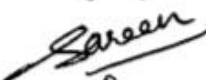

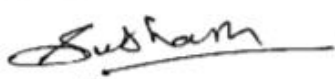


Online Meeting to be held on Friday (26th February)

Agenda- To finalize the form

Online Meeting held on Friday (26th February)

1. Dr Renu Garg presented the form for teachers and feedback was given for the form by the committee members. Changes in format were suggested by members so that form could be further shortened.
2. It was decided to do a pilot testing of the form before sharing it with everyone.

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) 
- II. Dr. Renu Garg 
- III. Dr. Shafaq Zareen 
- IV. Ms. Sheena Lama 
- V. Dr. Subhash Chandra 
- VI. Mr. Mr. Jaspratap Singh 
- VII. Dr. Preeti Srivastava 

Online Meeting 8

Online Meeting 3/2/2021 A Online Meeting of the team will be held on 3/2/2021 at 1.15pm as per following agenda:

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2. Regarding composition of Team
3. Goals of the team
4. Functioning of the team

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2. Co-opting additional members as per IQAC requirement. The following names were proposed:
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 - Alumni: Mrs. Mala
 - Student: Ms. Nandini Bhardwaj, 2nd year Applied psychology (CR), VNC
 - Librarian: Dr Rajni Jindal
 - Members from all committees of the college will also be requested to propose one member of their team to be part of the extended team
 - Additional member of a high social standing and having made significant contributions to society and to education, in particular will also be added
3. Goals of the team were discussed as follows: Contribute/Monitor/Evaluate to the Teaching & Learning processes by giving suggestions to improve the college (both teaching, and non teaching); focus on academic development (new courses, seminars and other programs), preparation of the Annual Quality Assurance Report (AQAR of 20-21) as per guidelines and parameters of NAAC, to be submitted to NAAC; develop a plan of action with an appropriate time line. Also focus must be on social outreach, results analysis and mentoring.
4. Functioning of team was discussed: Distribution of responsibilities — Each member will read the AQAR carefully and then the criteria will be distributed. It was decided that a document will be prepared covering the major issues of AQAR and will be shared with each department.

Members present in the Online Meeting

- I. Dr Hina Nandrajog (Head of institution)
- II. Dr Vanita Sondhi (Convenor)—Applied psychology *Vanita Sondhi*
- III. Dr Salma Seth (Co convenor)—Applied psychology *Meth*
- IV. Mr. Jaspratap Singh (Political science) *Jaspratap Singh*
- V. Dr. Preeti Srivastava (Sanskrit) *Preeti*
- VI. Dr. Renu Garg (Computer sciences) *Garg*
- VII. Dr. Shafaq Zareen (Commerce) *Zareen*
- VIII. Ms. Sheena Lama (English department) *Sheena*
- IX. Dr. Subhash Chandra (EVS) *Subhash*
- X. Ms Vandana Rathore (Economics) *VV*

Extended team members

- I. Mr. Mukesh Burnwal (Hindi) *Mukesh*
- II. Dr. Arushi Jain (Food technology)
- III. Dr. Ritika Nagpal (Maths)

Online meeting 9

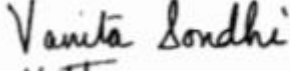
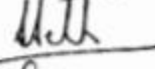
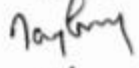






Online Meeting to be held on Tuesday (2nd march 2021)

Agenda- To finalize the form

Online Meeting held on Tuesday (2nd march 2021)

1. Dr Renu Garg presented the form for teachers and feedback was given.
2. All teachers appreciated the efforts of Dr. Renu Garg

Members present in the Online Meeting

1. Dr Vanita Sondhi (Convenor) 
2. Dr. Salma Seth (co-convenor) 
3. Mr. Jaspratap Singh 
4. Dr. Preeti Srivastava 
5. Dr. Renu Garg 
6. Dr. Shafaq Zareen 
7. Ms. Sheena Lama 
8. Dr. Subhash Chandra 
9. Ms Vandana Rathore 

Online meeting 10

Online Meeting to be held on Thursday (4rth March, 2021)

Agenda- To finalize the form

Online Meeting held on Thursday (4rth March, 2021)

1. Dr Renu Garg presented the form for teachers and it was finalized.
2. The form for departments was taken up next and feedback is sought on that.

Members present in the Online Meeting

- | | | |
|------|-----------------------------|----------------------|
| I. | Dr Vanita Sondhi (Convenor) | <i>Vanita Sondhi</i> |
| II. | Dr. Renu Garg | <i>Garg</i> |
| III. | Dr. Shafaq Zareen | <i>Zareen</i> |
| IV. | Ms. Sheena Lama | <i>Sheena Lama</i> |
| V. | Dr. Subhash Chandra | <i>Subhash</i> |
| VI. | Dr. Preeti Srivastava | <i>Preeti</i> |
| VII. | Ms. Vandana Rathore | <i>Vu</i> |

Online meeting 11

Online Meeting to be held on Tuesday (9th March, 2021)

Agenda- To finalize the Departmental form

Online Meeting held on Tuesday (9th March, 2021)

1. Dr Renu Garg presented the form for departments and it was finalized. The members appreciate her efforts in making this form.
2. The new AQAR does NOT ask for the ACADEMIC AUDIT OR PARENT TEACHERS MEETING and hence a decision will be taken whether this needs to be conducted only after discussions with the principal
3. There was some confusion about how to collect information about the outgoing students and alumni (w.r.t. to academic progression, competitive exams, and placements). Some members were of the opinion that it can be done at the departmental level while others stated that it could be done by admin. Still others thought that teachers could do it an individual level. Soemteachers informed that a google form has been made by the department and is being given to the alumni at an informal level.

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) 
- II. Dr Salma Seth (co-convenor) 
- III. Dr. Renu Garg 
- IV. Dr. Shafaq Zareen 
- V. Ms. Sheena Lama 
- VI. Dr. Subhash Chandra 
- VII. Ms. Vandana Rathore 
- VIII. Mr. Jaspratap Singh 

Online meeting 12

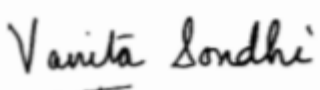
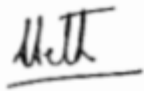


Online Meeting to be held on Friday (12th March, 2021)

Agenda- To finalize the Departmental form

Online Meeting held on Friday (12th March, 2021)

1. Dr Renu Garg presented the final form for departments.
2. Dr Salma Seth suggested that a development programme for non teaching staff in collaboration with Ramanujan college can be organized
3. Dr. Preeti Srivastava suggested a webinar for career counseling
4. Dr Sondhi said that she will prepare a form for the students
5. It was decided that IQAC can collaborate with other committees to hold various programmes
6. A plan of action will be discussed in the next Online Meeting

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) 
- II. Dr Salma Seth (Co-convenor) 
- III. Dr. Renu Garg 
- IV. Dr. Shafiq Zareen 
- V. Ms. Sheena Lama 
- VI. Dr. Subhash Chandra 
- VII. Ms. Vandana Rathore 
- VIII. Mr. Jaspratap Singh 
- IX. Dr. Preeti Srivastava 

Online meeting 13

Online Meeting to be held on Tuesday (16th March, 2021)

Agenda-

1. To finalize the Departmental form
2. To develop a plan of action

Online Meeting held on Tuesday (16th March, 2021)

Dr Renu Garg presented the final form for departments.

Suggestions were taken for the Plan of action for the period Feb 2021 to August 2021

1. Dr Shafaq Zareen suggested an extended programme for training on computer skills for teachers which could be planned in collaboration with Computer deptt.
2. Dr. Subhash Chandra suggested working on 'green audit' for the college. He suggested some ecofriendly initiatives in the campus, such as ban plastic, switch to LED light etc and also maintenance of pit/vermi compost, water harvesting, waste management etc.,
3. Ms. Vandana Rathore suggested that placement committee can hold more workshops and training programs for students. This can include information about various career opportunities, CV making, etc. Collaboration can be done with organisations from the industry if possible.
4. Dr Renu Garg suggested that website must be updated on regular basis for seminars, webinars or any event conducted by the college and reports of these events must be uploaded there.
5. Mr Jasratap Singh Suggested: sessions on conservation ethics: a) optimum usage of paper in college; seminars on Promoting students to design/participate in eco friendly projects (e.g. solar energy usage, building green zones in college); b) Events on health and wellness: Organizing balanced diet/nutrition session for staff and students; promotional sports activities for students and staff (e.g. badminton, TT, running events combined events) may be in collaboration with sports committee; c) working on canteen menu and food hygiene, total ban on all junk food in campus. (with canteen committee)
6. Dr Salma Seth had earlier suggested that a development programme for non teaching staff in collaboration with Ramanujan college can be organized
7. Dr. Preeti Srivastava had previously suggested a webinar for career counseling.
8. Ms Sheena Lama said that she would speak to colleagues in the department (meeting) to see if any programme on department level can be organised. She also would speak to the department members to learn about their committees and explore the scope for collaboration with their respective committees

Members present in the Online Meeting

- I. Dr Vanita Sondhi (Convenor) *Vanita Sondhi*
- II. Dr Salma Seth (Co-convenor) *Seth*
- III. Dr. Renu Garg *Garg*
- IV. Dr. Shafaq Zareen *Zareen*
- V. Ms. Sheena Lama *Sheena Lama*
- VI. Dr. Subhash Chandra *Subhash*
- VII. Ms. Vandana Rathore *Vey*
- VIII. Mr. Jaspratap Singh *Jaspratap*
- IX. Dr. Preeti Srivastava *Preeti*

Online meeting 14

Online Meeting to be held on Friday (19th March, 2021)

Agenda-

1. To finalize the Students form
2. To develop a plan of action

Online Meeting held on Friday(19th March, 2021)

1. Students Feedback form (new), parent feedback form, Alumni form will be developed by Dr. Subhash Chandra and Mr. Jaspratap Singh with the help of others
2. Regarding Department form: IQAC members will give the form to the concerned members in last week of **March**. Dr Renu Garg informed that she has been exploring non editable form (so that questions can't be edited) and will send the non-editable form in 2-3 days.
3. Regarding Students Form: IQAC members will give the form to the concerned students in last week of **March**. It was decided that we will begin first by pilot testing it on two departments---Applied Psychology and Commerce deptt. In the next meeting two students each from both departments will be invited to the Online Meeting and the form will be explained to them.
4. Regarding Committee forms: IQAC members will give the form to the Committee convenors in last week of **March** (old committees that existed till Feb 12) and then a second form will be given later in June to new committee members.
5. Regarding Teachers form: IQAC members will give the form to all teachers by **March end**.
6. Dr Renu Garg presented the final form for Students.

Members present in the Online Meeting

1. Dr Vanita Sondhi (Convenor)

Vanita Sondhi

2. Mr. Jaspratap Singh

Jaspratap Singh

3. Dr. Preeti Srivastava

Preeti Srivastava

4. Dr. Renu Garg

Renu Garg

5. Dr. Shafiq Zareen

Shafiq Zareen

6. Dr. Subhash Chandra

Subhash Chandra

Online meeting 15

Online Meeting held on 22/3/2021

1. Student coordinators were present in this Online Meeting and they were explained how the data needs to be collected
2. The principal was informed about the progress of the committee
3. All forms were discussed again (student, teacher and departmental)

Members present in the Online Meeting

1. Dr. Hina Nandrajog 
2. Dr Vanita Sondhi (Convenor) 
3. Dr. Salma Seth (co-convenor) 
4. Mr. Jaspratap Singh 
5. Dr. Preeti Srivastava 
6. Dr. Renu Garg 
7. Dr. Shafiq Zareen 
8. Ms. Sheena Lama 
9. Dr. Subhash Chandra 
10. Ms Vandana Rathore 

Student coordinators

1. Nandini (applied psychology)

Online meeting 16

Meeting held on Monday (5th April, 2021)

1. Meeting with Mr. Dheeraj Juneja and Mr. Tarun was held in Conference room to discuss the Proposal for Add on course on Microsoft tools for both Teachers and Students
2. Mr. Dheeraj (Dheeraj Juneja FOUNDER | CATCH A CLOUD) and Mr. Tarun presented their proposal regarding add on course for all in front of IQAC members and Principal
3. After discussion, it was suggested to prepare two different proposals one for Faculty Development Program for teachers and one add on course for students
4. Dr. Salma Seth was given the responsibility to enquire about the rules/conditions of conducting Faculty Development Program from Ramanujan College
5. It was proposed to conduct FDP in May 2021 and launch add on course as soon as possible after finalization of contract.
6. The fee for students were decided 700/- for add on course plus GST and 1000 + GST for faculty
7. Mr. Dheeraj Juneja committed to mail the brochure latest by 7th April 2021 to Dr. Shafaq Zareen for further implementation

Members present in the meeting

1. Dr. Hina Nandrajog (Principal) 
2. Dr. Vanita Sondhi (Convenor) 
3. Dr. Salma Seth (Co-convenor) 
4. Dr. Neeta Mathur 
5. Dr. Preeti Srivastava 
6. Dr. Shafaq Zareen 
7. Ms. Vandana Rathore 

Online meeting 17

Agenda for Online Meeting on 13th April 2021 Tuesday at 2.30 13th April 2021

1. Changes in forms: Specifying the time period in all forms (for committee form it should be till 15th Feb 2021 while for rest i.e., student, teacher, and dept. till April 2021)
2. Sharing data with TIC of each Dept: All the information is coming to us directly and so we need to discuss how to share it with dept. (teacher and student). Also, coordination with Alumni committee needs to be discussed.
3. Academic admin Audit: Data template of 6.5.3 says that we need to also have an academic admin audit. Those who are doing criteria 6 please come up with ideas as to how to do this?
4. We also need to add another item in department and teacher form: collaborations with other institutions (6.5.3)
5. For student form also we need to take more information: see 3.4.1 in data template. We need to ask information regarding collaboration: (internship and field trips) name of collaborative agency, year, duration, nature of activity.
6. Student feedback form needs to be discussed.
7. FDP fees needs to be finalized

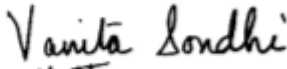
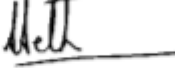



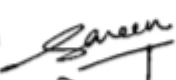





Invite to student coordinator for attending Online Meeting: Student coordinator Nandini has been invited to join us in our Online Meeting on Tuesday at 2.30

Minutes of the Online Meeting held on 13th April 2021

1. Student coordinators were informed that we need to take more information for item 3.4.1 in data template of AQAR regarding collaboration: (internship and field trips) name of collaborative agency, year, duration, nature of activity.
2. Student coordinators were also informed about the student feedback and satisfaction form.
3. The student feedback and satisfaction form was presented by Mr. Jaspratap and Dr. Subhash. Feedback was given for appropriate changes. Their efforts were lauded by everyone. It was decided that a google form will be made by them.
4. Student coordinators were also informed about the tentative ADD on certificate course and their feedback was sought on it.

5. FDP was discussed. It was decided that for teachers the fees would be a total of Rs 1500. Rs 1000 + GST will be going to the organization 'CATCH A CLOUD' while the rest amount will be kept with the college. The dates would be from 4th May 2021.
6. Add on certificate course was also discussed. For students it was decided to have a fees of Rs 700. No GST would be there. Dr Shafaq was requested to enquire if it can be reduced further since some members found the fees high.
7. Feedback was sought for all members about the FDP and addon certificate course which needs to be mailed to Dr Shafaq.
8. Time period for all forms was decided as August 2020 to April 2021.

Members present in Online Meeting

1. Dr Vanita Sondhi (Convenor) 
2. Dr. Salma Seth (co-convenor) 
3. Mr. Jaspratap Singh 
4. Dr. Preeti Srivastava 
5. Dr. Renu Garg 
6. Dr. Shafaq Zareen 
7. Ms. Sheena Lama 
8. Dr. Subhash Chandra 
9. Ms Vandana Rathore 
10. Nandini Bhardwaj (student representative)
11. Tanya (student representative) 
12. Ayushi (student representative) for Ayushi: 

Online meeting 18

Agenda of Online Meeting to be held on 16-4-2021

1. To inform the extended members about the work done by the core committee and request for their cooperation
2. Finalize Student feedback and Satisfaction form.
3. To discuss how the AcademicAdminAudit can be carried out

Online Meeting held on 16-4-2021

1. All extended members were informed about the three forms i.e. Teacher's, Student and Departmental form as well as Student feedback and Satisfaction form. Their cooperation was sought for getting the forms filled by the concerned persons.
2. The extended members were requested to nominate 2-3 student coordinators for filling out the students form and carrying out the student satisfaction survey. It was decided that they will be called for the next Online Meeting.
3. Dr Shafaq Zareen informed the members about the Add on certificate course for students and FDP for teachers. Fees for students has been finalized for Rs 700 (no GST) while earlier it was decided that fees for teachers would be Rs 1500 out of which Rs 1000 + GST would go to our collaborators (Catch a Cloud).
4. Mr. Jaspratap Singh and Mr. Subhash Chandra also presented the Student feedback and Satisfaction form which was finalized.
5. Ms. Sheena Lama and Ms. Vandana Rathore also presented their ideas on how to go about the AcademicAdminAudit.

Members present in Online Meeting

1. Dr Vanita Sondhi (Convenor)

Vanita Sondhi

2. Dr Salma Seth (Co convenor)

Salma Seth

3. Mr. Jaspratap Singh

Jaspratap Singh

4. Dr. Shafaq Zareen

Shafaq Zareen

5. Ms. Sheena Lama

Sheena Lama

6. Dr. Subhash Chandra

Subhash Chandra

7. Ms Vandana Rathore

Vandana Rathore

Extended team

1. Mr. Mukesh Burnwal

Mukesh Burnwal

2. Dr. Arushi Jain

3. Dr Neeta Mathur

Neeta Mathur

4. Mr. Tulsi Chauhan

5. Mrs Timsi Bhatia

Online meeting 19

Agenda of Online Meeting to be held on 23-4-2021

1. To inform the student coordinators and extended members about the two forms i.e. students form and student feedback form
2. To discuss Committee form

Minutes of the Online Meetings held on 23-4-2021

1. All student coordinators and extended members were informed about the two forms i.e. students form and student feedback form.
2. They were requested to make a WhatsApp group with the following link
<https://chat.whatsapp.com/J1hsNxxeq6p9QO2FotckzB>
3. Departments that were not represented in today's Online Meeting (neither teacher nor student): History (H), Maths (H), Pol Sc (H).
4. The students feedback form was shared in the above group

Members present in Online Meeting:

1. Dr Vanita Sondhi (Convenor) 
2. Dr Salma Seth (Co convenor) 
3. Dr. Shafiq Zareen 
4. Ms. Sheena Lama 
5. Dr. Subhash Chandra 
6. Ms Vandana Rathore 
7. Mr. Mukesh Burnwal 
8. Dr Neeta Mathur 
9. Mrs Timsi Bhatia

10. Ms Charu Singh

Student coordinators

S.No	Name of Student	Department
1	Ilma Fatima	Commerce
2	Aayushi Yadav	Commerce
3	Ananya Gupta	Commerce
4	Fatima Tasneem	Commerce
5	Tanya Agarwal	Commerce
6	Vidhi Shukla	Commerce
7	Nandini Bhardwaj	Psychology
8	Aarchi Arora	Home Science
9	Muskan Chaudhary	Music/BA
10	Nisha Rathor	FT/BA
11	Sidhi Gola	BA
12	Gurmeet Kaur	FT/BA
13	Km. Neha	Hindi
14	Anisha Tomar	Hindi
15	Nandini	English
16	Shreya Joshi	Sanskrit Hons
17	Pourushi Pundil	

Online meeting 20

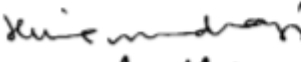
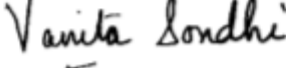
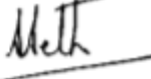

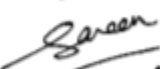

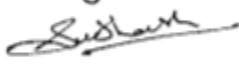

Agenda of Online Meeting to be held on 27-4-21

1. To discuss committee form
2. To discuss postponement of FDP for teachers

Following are the minutes of the Online Meeting held on 27-4-21:

1. Feedback was taken from the members regarding the committee form and accordingly it was changed.
2. Dr. Subhash Chandra presented the results of Students' Feedback and Satisfaction Survey. He informed the house that the sample size is now approx. 960 students who have filled the form. Dr. Subhash Chandra also presented the analysis of google form.
3. It was decided to postpone FDP from May to June 2021 keeping in mind the current pandemic.

Members present in the Online Meeting:

1. Dr Hina Nandrajog (Principal) 
2. Dr Vanita Sondhi (Convenor) 
3. Dr Salma Seth (Co convenor) 
4. Dr. Renu Garg (Computer sciences) 
5. Dr. Shafaq Zareen (commerce) 
6. Ms. Sheena Lama (English department) 
7. Dr. Subhash Chandra (EVS) 
8. Ms Vandana Rathore (Economics) 
9. Dr. Ritika Nagpal (maths deptt)
10. Dr. Rajni Jindal

Online meeting 21

Agenda of Online Meeting to be held on 8th May 2021, Saturday at 11 am:

1. Ways to ensure quality enhancement of our college so that we can ensure better academic and administrative performance.
2. To discuss the role of IQAC in the present pandemic times

Minutes of Online Meeting held on 8th May 2021

1. Dr. Hina Nandrajog apprised the house about the role of IQAC, Addon courses running in college and also appreciated the efforts of IQAC members in developing various forms to collect information from teachers, departments, students, administration. She also informed about value additions done by IQAC through organizing various activities like webinars, FDP etc.
2. The convenor informed the members about the work done by the committee and the information received so far. Filled Student General Information Forms received were (38-His/homeSc/Hindi-----112-Maths/eng/polSc---39-BA(P)-----
33 Commerce/Applied psych/Sanskrit (Total=922), Students' feedback and satisfaction survey ---1043. Filled departmental forms were received from English/Maths. No responses were received as yet from Library /Sports / Admin/accounts /Principal's office. The convenor also informed that the Committee form, and Teacher form will also be mailed soon. Feedback Form for curriculum needs to be developed and feedback needs to be taken from teachers, students, parents and Alumni about curriculum.
3. The convenor informed members about initiatives taken by IQAC through webinar series and future webinars to be organized. Webinar on women empowerment series is planned. One webinar on women leaders (30th April, 2021) has already been organized and another one on women's health will soon be organized (11th May, 2020). Others that are also being planned include 'de-stressing the Academic Distress' or something on similar lines. Girl's education/ women's mental health/ feminist perspectives could also be added to this theme. She also informed that college has to fill PG form of NAAC, and organize webinars on women entrepreneurship and Intellectual Property Rights as it is mandatory requirement of NAAC.

4. Dr. Daya Bhardwaj informed that in her college all programs are organized under the umbrella of IQAC. She also suggested that Departments should be given the responsibility to conduct events, students activities should be given to council committees, and Non-teaching activities should be given to IQAC. She also informed about activities conducted by entrepreneurship cell of her college like Mushroom cultivating, entrepreneurship programmes so that employment can be generated. She was also willing to help the college initiating such activities.
5. Dr. Daya Bhardwaj also informed that all Research related data should be collected Academic Calender wise and all financial related data, financial year wise. She also informed the house about the problem her IQAC committee has faced related to segregation of information relating to funds received from various sources. They should be categorized accordingly so that it can be provided properly in AQAR. Also, she suggested that event report should be provided in a structured format. Further criteria 6 should be filled according to financial year and rest according to academic year.
6. Dr. Daya Bhardwaj informed that they have requested their ex-students to remain in their whatsapp groups (in contact with college) so that information can be collected and updated. She also informed that we cannot include those internship data which students are doing by their personal contacts, but that information can be a part of AQAR under additional information column. She suggested that Departments like Psychology, Food and Technology etc can start their own in-house internships for students. Dr. Hina Nandrajog informed that Library has started library internships for students with the help of Dr. Rajni Jindal.
7. The convenor said that the future focus of IQAC should be on Grievance Redressal Policy, Mentoring Policy, Research Policy and on improving website as these are required in AQAR. She emphasised in order to have a good score in NAAC, the website should be dynamic and updated with necessary information on regular basis. Dr. Rajani Jindal said she will take this work along with her committee members.
8. Mr. Ravi informed the house that the jhilmil people are not aware about how to make Ration Card, he discussed about the problems people are facing due to this lockdown and pandemic, inability to fill various forms, guidance and career counselling problems for their kids etc. Dr. Hina Nandrajog asked Dr. Shafaq Zareen to take up these issues in Social Outreach Committee. A whats app group can be created to discuss these issues. Mr. Ravi from jhilmil colony stated that he would want support of the college teachers in guiding the children from Jhilmil colony. The principal and convenor

suggested that in the various webinars organized by IQAC, we could invite members from Jhilmil colony like the one on women's health. The principal added that they could even send questions and our resource person could answer them. All members agreed to this proposal.

9. The student representative Ms Nandini Bhardwaj stated students' inability to access college textbooks online. Dr Rajni Jindal stated that as of now e-textbooks were not available, but that only hard copies were available. Dr. Rajani Jindal also informed that mails were sent and awareness sessions were conducted for students to make them aware about N-List membership and various e-resources available.
10. The convenor suggested having an online Question Bank for students. Dr. Rajani Jindal informed that she requested some teachers to provide question papers in digital form as she is working with 50% manpower and doesn't have the facility of scanning
11. Ms Mala Vohra Khanna (Alumnus) proposed that she could provide more internship opportunities to the students of Applied Psychology.
12. The convenor requested that the website committee improve the college website to which Dr Rajni Jindal, convenor of website committee stated that she would look into it soon and is already doing it for the college library.
13. A request was made by the convenor to induct more members in the IQAC committee as some of the earlier members were no longer part of the committee.
14. Dr. Hina Nandrajog suggested involving all extended committee members to work as core members as there is shortage of members and also involve Mr. Abhishek or Mr. Javed for technical help from Administration.
15. Dr. Vanita Sondhi emphasised that IQAC needed to have more members from faculty instead of admin.

The Online Meeting ended with a vote of thanks.


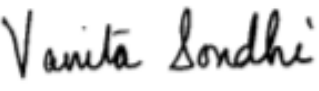
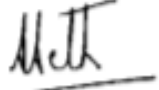

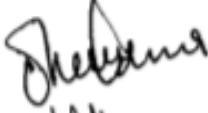


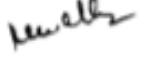
Members present in the Online Meeting;

External Members:

1. Dr. Daya Bhardwaj (stakeholder/parent of Aakriti Bhardwaj 201922 batch, roll no. 2019707),
2. Mr Ravi (member of local society, Jhilmil Colony, 8745044209)
3. Ms Mala Vohra Khanna (Alumnus):

4. Ms. Aanchal Aggarwal (Alumnus, Batch under graduation- 2013-2016)
5. Ms. Nandini Bhardwaj (Roll no. 2019350, 2nd year Student, Applied Psychology, 2019-22 Batch)

Internal Members:

6. Dr. Hina Nandrajog – (Officiating Principal) 
7. Dr Vanita Sondhi (Convenor) 
8. Dr. Salma Seth (Co-convenor) – Applied Psychology Department 
9. Dr. Shafaq Zareen – Commerce Department 
10. Ms. Sheena Lama – English Department 
11. Ms Vandana Rathore – Economics Department 
12. Mr. Mukesh Burnwal – Hindi Department 
13. Dr. Ritika Nagpal Maths – Department
14. Dr Neeta Mathur – Music Department 
15. Mr. Tulsi Chauhan – History Department
16. Dr. Rajni Jindal – (Librarian)

Online Meeting 22

Agenda of Online Meeting to be held on 15th May 2021, Saturday at 11 am:

3. To discuss AAA
4. To discuss Feedback survey

Minutes of Online Meeting held on 15th May 2021

1. Dr Seema Sharma was requested to submit the Deptt form and was also requested to do the Green audit to which she agreed
2. Mr. Tulsi Chauhan was also requested to submit the departmental form to which he said they wanted more time due to the current Pandemic.
3. Ms. Sheena Lama presented the AAA. Feedback was given about the AAA and the efforts of Ms. Sheena Lama and Ms Vandana Rathore were lauded.
4. Dr Vanita Sondhi presented the Feedback Form and it was finalized based on the feedback. It was decided to take feedback from different stakeholders.

Members present:

1. Dr Vanita Sondhi (Convenor)

Vanita Sondhi

2. Dr. Salma Seth (Co-convenor) – Applied Psychology Department

Ueth

3. Dr. Shafaq Zareen – Commerce Department

Sareen

4. Dr. Seema Sharma-(Deptt. of Env Studies)

5. Ms. Sheena Lama – English Department

Sheena Lama

6. Ms Vandana Rathore – Economics Department

VR

7. Ms. Meena pandey – Hindi Department

8. Mr. Tulsi Chauhan – History Department

Online meeting 23

Online Meeting held on 5/6/2021

- A. Members were thanked for organizing the following Webinars: Vanita Sondhi and Hina Nandrajog 30 April 2021 on women leadership, Vandana Rathore (May 11, 2021 on Women's Healthcare); Sheena lama (May 21, 2021 on Women in Academics- stress and coping)
- Salma Seth (May 28, 2020 Women entrepreneurs.docx); Timsi Bhatia (May 26, IPR).
- B. Members were informed that the Feedback form that has been circulated has got 922 responses till date. (students-809, teachers-39 and alumni-74).
- C. All department forms have been received and we need to check the proofs/start filling it up. Duties were assigned as follows:
- Jaspratap - Applied psychology, English and Maths dept
 - Sheena Lama ---Food tech/home science, economics
 - Vandana---Comp. Science and Environment
 - Salma--- Commerce and Political Science.
- D. Dr Shafaq Zareen was thanked for organizing the FDP between 7-th 13 June. Modalities for conducting FDP were discussed.

Members present in the Online Meeting:

1. Dr. Hina Nandrajog 
2. Dr. Vanita Sondhi (convenor) 
3. Dr. Salma Seth 
4. Dr. Shafaq Zareen 
5. Ms. Sheena Lama 
6. Ms Vandana Rathore 
7. Mr. Jaspratap Singh 
8. Dr. Meena Pandey

Online meeting 24

Agenda of Online Meeting to be held on 24-06-2021

1. To inform everyone about the work done by IQAC till now
2. To distribute the workload of the remaining departments (proof reading) amongst the teachers.
3. To start distributing forms of committees

Minutes of Online Meeting held on 24-06-2021

1. Everyone was informed about the work done by IQAC till now
2. The house was informed that the following departments proofs have been cross checked while the rest are remaining.

Proofs to be checked for the following departments:

- Music-Subhash
- Sanskrit- Subhash
- History-Renu
- French-Preeti
- Hindi--Preeti

Proofs checked for following departments

- Economics (Sheena)-yes
- Home Sc/Food Tech (Sheena)-yes
- Political science (Salma)-yes
- Commerce (Salma)-yes
- Computer Science (Vandana)-
- EVS (Vandana)
- Applied Psychology (Jaspratap)
- English (Jaspratap)
- Maths (Jaspratap)

3. Report for feedback form (Jaspratap and Subhash) and satisfaction form (Sheena and Vandana) will be submitted within a week

Members present

1. Dr. Vanita Sondhi (Convenor) *Vanita Sondhi*
2. Dr. Salma Seth (Co-convenor) *Seth*
3. Dr. Shafiq Zareen *Zareen*
4. Ms. Sheena Lama *Sheena Lama*
5. Ms Vandana Rathore *V*
6. Mr. Jaspratap Singh *Jaspratap*
7. Dr. Preeti Srivastava *Preeti*
8. Dr. Renu Garg *Garg*
9. Dr. Subhash Chandra *Subhash*
10. Amit Kumar (economics) *Amit*

Online meeting 25

Agenda for Online Meeting to be held on 30-6-2021

1. To discuss the process of NIRF
2. Status of proofs for departmental report
3. SSS and feedback form reports
4. Any other item

Online Meeting held on 30-6-2021

Following are the minutes of the Online Meeting

1. **NIRF group:** Dr Salma Seth (coordinator), Jaspratap, Preeti, Amit (eco) will be coordinating for NIRF. Dr Hina Nandrajog, Dr Salma Seth and Jaspratap presented information about NIRF.
2. **Status of proofs** was provided by members: All student IDs need to be collected also.
 - Music-Subhash (feedback provided)
 - Sanskrit- Subhash (more information needs to be given by deptt.)
 - History-Renu (feedback posted on group; some proofs required)
 - French-Preeti (still some more work needs to be done by deptt, feedback not posted on group, form needs to be looked at more closely)
 - Hindi—Preeti (still some more work needs to be done by deptt, , feedback not posted on group, , form needs to be looked at more closely)
 - Jaspratap: English (feedback completed)
3. Report for **feedback form** (Jaspratap and Subhash) has not been provided.
4. Report of **Student satisfaction form** (Sheena and Vandana) was provided and changes suggested. Their efforts were appreciated.
5. **Committee form** will now needs be floated after a week.
6. Dr Shafaq Zareen suggested the following:

- FDP in collaboration with commerce and IQAC
- Placement drive by IQAC
- Addon course for students – Online Meeting to be held on Friday i.e.

27/7/2021

Members present in the Online Meeting:

1. Dr. Hina Nandrajog –

Hina Nandrajog

2. Dr. Vanita Sondhi (Convenor)

Vanita Sondhi

3. Dr. Salma Seth (Co-convenor)

Salma Seth

4. Dr. Shafaq Zareen

Shafaq Zareen

5. Ms. Sheena Lama

Sheena Lama

6. Ms Vandana Rathore

Vandana Rathore

7. Mr. Jaspratap Singh

Jaspratap Singh

8. Dr. Preeti Srivastava

Preeti Srivastava

9. Dr. Renu Garg

Renu Garg

10. Dr. Subhash Chandra

Subhash Chandra

11. Ritika Nagpal

12. Amit Kumar

Amit Kumar

13. Dr. Meena Pandey

Online meeting 26

Agenda of Online Meeting to be held on 16-07-2021

1. Committee forms -cross checking of proofs
2. Reports of student satisfaction and feedback reports
3. Beginning the process of filling up AQAR 2021

Minutes of Online Meeting held on 16-07-2021

1. The members were informed that committee forms have been emailed to all concerned with a request to submit the filled forms at lqac.vnc2021@gmail.com. The work of crosschecking the proofs was divided as follows:

S.no.	Committee Name	Name of IQAC member (each committee will send two filled forms old and new)
1	Academic Development and Career Orientation	Jaspratap
2	Academic Progression & Result analysis	Jaspratap
3	Admissions	Jaspratap
4	Alumni	Jaspratap
5	Ambedkar & Social Justice	Jaspratap
6	Canteen Committee:	Sheena
7	Central purchase and stock verification	Sheena
8	Counseling committee	Sheena
9	COVID task force	Sheena
10	Cultural committees	Sheena
11	Discipline (Anti ragging)	Vandana
12	Enabling & EOC	Vandana
13	Ethical Clearance	Vandana
14	Examination & Internal Assessment & Monitoring	Vandana
15	Fee concession committee	Vandana
16	Gandhi study circle	Salma
17	Garden and environment committee	Salma

18	Golden Jubilee	Salma
19	Grievance Redressal	Salma
20	Health and wellness	Salma
21	Internal Complaint (ICC)	Subhash
22	IQAC	Subhash
23	Journal committee	Subhash
24	Medical committee	Subhash
25	Mentoring Committee	Subhash
26	NEP committee	Renu
27	NSS	Renu
28	Placement and Career Guidance	Renu
29	Publication Committee	Renu
30	Seminar-conference	Renu
31	Skill enhancement	Preeti
32	Social Outreach	Preeti
33	Sports	Preeti
34	Student Union	Preeti
35	Unnat Bharat Abhiyan	Preeti
36	Vidya Vistar	shafaq
37	Vivekananda committee	Shafaq
38	WDC	Shafaq
39	Website/Archives	Shafaq
40	Workload and Time Table committee	Shafaq

2. Convenors of clubs also need to submit the AQAR form
3. It was discussed how to start filling up the Final AQAR 2021. It was decided to upload the form on google Drive and all IQAC members would start filling up the data.
4. Reports of the Student satisfaction Form and Feedback forms were discussed.
5. Retired members or members in place of them will also be required to give data about the committees (Dr Renu Sahni- alumni , Dr. Ranjana Mitra-cultural)

Members present in the Online Meeting:

1. Dr. Vanita Sondhi (Convenor) *Vanita Sondhi*
2. Dr. Salma Seth (Co-convenor) *Meeth*
3. Dr. Shafaq Zareen *Sareen*
4. Ms. Sheena Lama *Sheena*
5. Ms Vandana Rathore *Vd*
6. Mr. Jaspratap Singh *Jaspratap*
7. Dr. Preeti Srivastava *Preeti*
8. Dr. Renu Garg *Garg*
9. Dr. Subhash Chandra *Subhash*
10. Dr. Neeta mathur *Nr*

Online meeting 27

Agenda of Online Meeting to be held on 9/8/2021

An Online Meeting will be held on 9-08-2021 to discuss the status of the committee forms.

Minutes of on 9/8/2021

A summary of the Committee Forms:

Online Meeting was held on 9-08-2021 to discuss the status of the committee forms.
Following are the minutes.

1. Three teachers could present the status of the information collected from the committees – Jasprata, Salma and Sheena.
2. The principal stated that a brief summary of the work done by committees will be presented in the staff council committee and will be kept in records
3. The rest of the teachers will present their information in the next Online Meeting scheduled for 13/8/2021

Dr. Salma Seth

1.Gandhi Study Circle-(O)Dhanpati had told Anjana to fill the form.According to Anjana,no event was organised after 2019.(N)Mrs.Anita Bakshi has filled the form with the proofs.

2.Garden& Environment-(O)Rachna had told Subhash to do the needful.Subhash had e-mailed the information to me which I had forwarded to IQAC.It was uploaded too.(N)Shubhashree sent whatever information she was able to gather to IQAC.

3.Grievance Redressal Committee-(O)Sukhneet was contacted again and she said she needed one week more.(N)Ranjeeta has filled the form with proofs.

4.Golden Jubilee Committee-(Convenor)Ranjana (no information and proofs available)one program organised in 2019.

5.Medical Committee-(N)Mrs.Pavan Gupta is not responding.

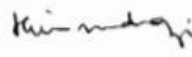
6. Sheena

Clubs	Teacher-coordinator-Response (expected for activities OTHER THAN those organised for Pallavi/Hunar)	Number of Webinars/Programmes/Events
1. Spicmacay	Necta ma'am- form and information received	1
2. Photography	Mr. Amit Kumar (English)- form and information received	3 (For Pallavi/Hunar)+ 3 other
3. Indian Music	Deepa ma'am- form and information received	2 (For Pallavi/Hunar)+ 3 other
4. Folk Dance	Ritu ma'am- form and information received	1 (For Pallavi/Hunar)+ 5 other
5. Fashion	Tinsi ma'am- form and information received, however the same information as given for Pallavi.	1 (For Pallavi/Hunar)
6. Creative Writing	Mr. Arunabha Bose- form and information received, however the same information as given for Pallavi.	1 (For Pallavi/Hunar)
7. Art and Craft	Shehnaaz ma'am- requested to send information by the end of week, as the club has more events planned, a combined form will be sent.	2 (For Pallavi/Hunar)+ Waiting for update
8. Debating	Dr. Chaandreyi and Dr. Amit (Hindi)- Dr. Chaandreyi has added the information in form received for Pallavi.	1 (For Pallavi/Hunar)+ 1 other (mentioned in Pallavi form only)
9. Western Dance	Ms. Priya- spoke to her, she assured that she will send information, no information received. A reminder was sent, no response thereafter.	1 (For Pallavi/Hunar)+ Waiting for update
10. Computer/IT	Renu ma'am- sent forms and proofs after the meeting.	1 (For Pallavi/Hunar)+ 1 other

11. Indian Classical Dance	Sheetal ma'am- no response	1 (For Pallavi/Hunar)+ NO Response received regarding other events.
12. Wall Magazine	Yojana ma'am- no form, information added in Publication committee.No response on phone, met her in person and gave a gentle reminder.	Waiting for update
13. Eco Club	Seema ma'am and Shikha ma'am- no response, reminder sent-no response.	1 (For Pallavi/Hunar)+ NO Response received regarding other events.
14. Nukkad Natak	Raman sir- sent information/details pertaining to Pallavi (included in Pallavi Hunar form)	1 (For Pallavi/Hunar)

Members present in Online Meeting

Internal Members:

1. Dr. Hina Nandrajog – (Officiating Principal), hinandrajog@gmail.com 

2. Dr. Vanita Sondhi (Convenor) – Applied Psychology Department,

vanitasondhi@yahoo.com

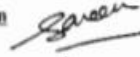


3. Dr. Salma Seth (Co-convenor) – Applied Psychology Department,

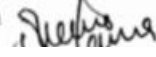
salma.seth@yahoo.com



4. Dr. Shafaq Zareen – Commerce Department, shafaqzareen@yahoo.co.in



5. Ms. Sheena Lama – English Department, sheenalama12@gmail.com



6. Ms Vandana Rathore – Economics Department vandanarathore1992@gmail.com



7. Mr. Jaspratap Singh – Political Science Department, brar.jaspratap@gmail.com



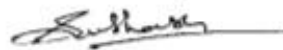
8. Dr. Preeti Srivastava (Sanskrit)-



9. Dr. Renu Garg (Deptt of Computer sciences)-



10. Dr. Subhash Chandra (EVS)-



Online meeting 28

Agenda of Online Meeting to be held on 13/8/2021

A Online Meeting will be held on 13-08-2021 to discuss the status of the committee forms.

Minutes of online meeting on 13/8/2021

A meeting was held on 13-08-2021 to discuss the status of the committee forms. Following are the minutes.

1. Two teachers presented the status of the information collected from the committees – Shafaq and Vandana.
2. Ritika and Meena will be requested to be in NIRF subcommittee
3. Amit will be requested to become core member in IQAC committee
4. Details of the work done by committees will be made by IQAC committee members and presented to Hina.
5. Last week of August or first week of September we can plan a webinar on entrepreneurship.
6. The teacher form will also now be circulated.

Responses from various Committees as reported by Shafaq

	Committees Allocated	Old Convenor	Remarks	New Convenor	Remarks
1.	Vidya Vistar	NA	NA	Dr. Sukhneet Suri	It's in progress. Will submit latest by 2 nd week. Mail regarding this was already done by her on IQAC id.
2.	Vivekananda Committee	Dr. Nalini Kapoor	Received form. No work has been done.	Dr. Neeta Mathur	Received Committee Form and Proofs.
3.	WDC	Dr. Rupalee Verma	Received all reports and proofs. But not filled committee form. Reminder mail has been sent.	Dr. Sandhya Sharma	Received all Proofs and form.
4.	Website/Archives	Dr. Poonam Gupta	She mailed on IQAC, that nothing has been done. Only signing receipts.	1) Dr. Rajni Jindal 2) Dr. Swati Ranjan	1) Received meetings minutes and form. Received report but there is as such no proofs due to type of work. 2) Report mentioning action taken was received from Dr. Swati
5.	Workload/TT	Dr. Yuthika Mishra	Nothing is there in drive.	Dr. Purnima Vir	Received form with links of time tables.

Committee Report Vandana

COMMITTEE NAME	Points under consideration	Requirements	Submitted	Submitted	Old Convenor July-Feb,21	New Convenor Feb 21 onwards
Discipline (Anti Ragging)	4,18	<ul style="list-style-type: none"> o Code of Conduct o Redressal mechanism for 	No information	Issue of convenorship	Ms. Anju Nagpal	Dr. Meera Sood

		student grievances including sexual harassment and ragging cases.				
Enabling & EOC	11	Initiatives for <ul style="list-style-type: none"> Inclusive environment Gender equity & sensitization 	Suggested to contact Ranjeeta Ma'am	Received the email but no attachment-12 aug	Mr. Mukesh Burnwal	Ms. Sophie
Ethical Clearance	4,11	<ul style="list-style-type: none"> Code of Conduct Initiatives for <ul style="list-style-type: none"> Inclusive environment Gender equity & sensitization 	Code of conduct received with proofs	<ul style="list-style-type: none"> Code of conduct No proofs 	Dr. Shivantika	Dr. Sunil Verma
Examination & Internal Assessment	1(a),1(b)	Policy initiatives for <ul style="list-style-type: none"> curriculum delivery continuous internal evaluation grievance redressal mechanism for internal assessment 	<ul style="list-style-type: none"> Handwritten report received No proofs Received committee form-12 aug 	<ul style="list-style-type: none"> Report on guidelines received Proofs not included 	Dr. Pavan	Ms. Yojana
Fee Concession	7	Students benefited	Suggestion to refer to ADMIN	<ul style="list-style-type: none"> Suggestion to refer to ADMIN Minutes of meeting(1)- Handwritten 	Dr. Veena Jain	Dr. Pavan

Members present in meeting

1. Dr. Vanita Sondhi (Convenor) – Applied Psychology Department,

vanitasondhi@yahoo.com

Vanita Sondhi

2. Dr. Salma Seth (Co-convenor) – Applied Psychology Department,

salma.seth@yahoo.com

Seth

3. Dr. Shafaq Zareen – Commerce Department, shafaqzareen@yahoo.co.in

Zareen

4. Ms. Sheena Lama – English Department, sheenalama12@gmail.com

Sheena

5. Ms Vandana Rathore – Economics Department vandanarathore1992@gmail.com

Va

6. Mr. Jaspratap Singh – Political Science Department, brar.jaspratap@gmail.com

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Online meeting 29

Agenda of the online meeting to be held on 27-8-2021:

1. Modality of uploading the AQAR form 2020-2021

An online meeting was held on 27-8-2021. The minutes given are as follows:

1. The modality of uploading the AQAR form 2020-2021 was discussed and it was decided that we will first fill the data on the committee's IQAC google drive (the link of which has already been shared with everyone) since there are too many difficulties right now with the AQAR portal.

2. It was decided to hold a meeting every Friday at 3.30 to discuss the progress.

Members present in online meeting:

1. Dr. Vanita Sondhi (Convenor) *Vanita Sondhi*
2. Dr. Shafaq Zareen – Commerce Department, shafaqzareen@yahoo.co.in *Shafaq Zareen*
3. Ms. Sheena Lama – English Department, sheenalama12@gmail.com *Sheena Lama*
4. Ms Vandana Rathore – Economics Department vandanarathore1992@gmail.com *Vd*
5. Mr. Jaspratap Singh – Political Science Department, hrar.jaspratap@gmail.com *Jaspratap Singh*
6. Dr. Preeti Srivastava (Sanskrit)- *Preeti*
7. Dr. Subhash Chandra (EVS)- *Subhash*

Online meeting 30

An online meeting of the IQAC was held on Dec. 22, 2021 (Wednesday) at 11.30 a.m. The following members participated in the meeting:

1. Dr. Hina Nandrajog (Offg. Principal)
2. Dr. Vanita Sondhi (Convenor)
3. Dr. Salma Seth
4. Dr. Daya Bhardwaj
5. Dr. Lakshmi Devi
6. Ms. Sheena Lama
7. Dr. Jaspratap Brar
8. Dr. Preeti Srivastava
9. Dr. Renu Garg
10. Dr. Shafaq Zareen
11. Dr. Meena Pandey
12. Dr. Subhash Chandra
13. Dr. Vandana Rathore
14. Aanchal Aggarwal
15. Aayushi Yadav
16. Amit Kumar
17. Arushi Jain
18. Ravi
19. Kanika Kumar
20. Mala Vohra Khanna
21. Nandini Bharadwaj
22. Neeta Mathur
23. Rajni Jindal
24. Ritika Nagpal
25. Tanya Aggarwal
26. Timsi Bhatia
27. Tulsi Chouhan

The AQAR (2020-2021) was presented by the core members with the help of PowerPoint presentations in order to obtain feedback from the participants.

Criterion 1- Curricular Aspects was presented by Ms. Sheena Lama. It was a comprehensive presentation covering the 4 key indicators namely, curricular planning and implementation, academic flexibility, curriculum enrichment, and feedback system. The NEP was also mentioned for the purpose of planning ahead as it may be implemented in the next academic session.

Criterion 2- Teaching, learning, and evaluation and its 7 indicators was presented by Dr. Jaspratap Brar. There was a query regarding the Student Satisfaction Survey that whether the existing questionnaire for the same was consulted. An affirmative response was given regarding it. Secondly, in case of catering to student diversity, suggestions were given by Dr. Daya Bhardwaj that the needs of the slow learners may, also, be addressed through peer learning and by conducting extra classes for them. A record of their attendance may be kept. Furthermore, contact classes may be included in the time-table. Dr. Lakshmi shared their experience of peer learning in collaboration with the British Council. The Principal emphasised the role of Skill Development Committee in this context.

Criterion 3- Research, innovation, and extension was presented by Dr. Renu Garg, Dr. Shafaq Zareen, and Dr. Preeti Srivastava. The inputs suggested were that instead of saying that no research projects were initiated during the year 2020-2021, a reason may be given that it was so as an outcome of the pandemic and government organisations were hard-pressed on providing funds. Dr. Lakshmi pointed out that the Entrepreneurship Cell of the college should become more proactive and a beginning may be made by commercialising the food products of the Department of Food Technology. Dr. Daya Bhardwaj wanted to know whether the awards given to students for extension activities are individual awards or institutional awards. She said that emphasis is given to the latter.

Criterion 4- Infrastructure and Learning Resources was shared by Dr. Preeti Srivastava. In this context, Dr. Daya pointed out that the maintenance proofs of the infrastructure facilities like AMCs, etc. are very important. She was kindly informed that these were in place along with geotag photographs of the resources.

Criterion 5- Student Support and Progression presented by Dr. Subhash Chandra. He talked about the scholarships given to students, their capability enhancement programmes, students' progression to higher studies, clearing various competitive exams, participation in extra-curricular activities, redressal of the grievances, etc. Dr. Bhardwaj said that a proper system for grievance redressal should be in place, its policies, and the role of the disciplinary committee

needs to be highlighted. Dr. Lakshmi said that the stronger the Alumni Committee, the stronger the college. She reiterated that the alumni can play a very vital role in organising lectures, etc. Information related to placement of students is important as well.

Criterion 6- Governance, leadership, and management presented by Dr. Vandana Rathore. Dr. Rathore covered all its key indicators in detail. Dr. Lakshmi advised that more programs to inculcate leadership skills amongst students need to be promoted. Dr. Bhardwaj recommended that funding, both governmental and non-governmental, need to be explored.

Criterion 7- Institutional Values and best practices was presented by Dr. Shafaq Zareen. She talked about gender sensitisation, counselling facilities, social outreach and community development activities, eco-friendly measures, inclusive environment, code of conduct (which needs to be worked on), best practices, and future plans. The two best practices of the institution being its outreach programs, online learning and Covid-19 preparedness.

The road ahead is very challenging but we believe in thriving under all circumstances. On this positive note, the meeting was concluded and everyone was thanked for their valuable feedback which shall be incorporated and improved.

Dr Vanita Sondhi (Convenor)—

A handwritten signature in black ink that reads "Vanita Sondhi". The script is cursive and fluid, with the first name and last name clearly distinguishable.

(Signatures from members could not be taken due to ongoing pandemic)