

विवेकानंद महाविद्यालय  
(VIVEKANANDA COLLEGE)  
दिल्ली विश्वविद्यालय  
(UNIVERSITY OF DELHI)  
विवेक विहार, दिल्ली-११००९५  
(VIVEK VIHAR, DELHI-110095)

Date: 19.05.2018

The attendance for the meeting of the Internal Quality Assurance Cell (IQAC) with the Advisory Board Members on 19<sup>th</sup> May 2018 at 2:30 p.m. in the Conference room.

S.No.	Name	Signature
1.	HINA NANDRAJOS	Hina Nandrajos
2.	KUMUD KHANNA	KKhanu
3.	SHRUTI	Shruti
4.	MUNISH KAUSHIK	Munish
5.	Swati R. Choudhary	Swati
6.	Kanika Kumari	Kanika
7.	Shilpa	Shilpa
8.	Arushi Jain	Arushi Jain
9.	Sushesh chandra	Sushesh
10.	Anjana Kumari	Anjana
11.	LAXMI	Laxmi
12.	DEVIKA	Devika
13.	Dr. Ratish chandra Jha	Ratish
14.	Dr. Gyan Prakash	Gyan
15.	Dr. Saifur Rehman Farooq	Saifur
16.	Dr. Neeta Malhi	Neeta
17.	Dr. Meera God	Meera
18.	Archana Palival	Archana Palival
19.	Dr. Sukhmeet Suri	Sukhmeet

**Vivekananda College**  
**Internal Quality Assurance Committee**  
**Minutes of Meeting**

Dated: 19<sup>th</sup> May 2018

A meeting of the Internal Quality Assurance Committee was held on 19<sup>th</sup> May 2017 at 2.30pm in the conference room. Dr. Hina Nandrajog chaired the meeting.

The following members attended the meeting.

S. No.	Name	Designation
1.	Dr. Munish Kaushik	Chairperson, Governing Body
2	Dr Kumud Khanna	Advisory Member, IQAC
3	Ms. Shruti	Alumni, Member IQAC
4	Dr Hina Nandrajog	Offg. Principal
5	Dr Sukhneet Suri	Coordinator, IQAC
6	Dr Meera Sood	Member, IQAC
7	Dr Neeta Mathur	Member, IQAC
8	Dr Swati Ranjan Choudhary	Member, IQAC
9	Dr. Gyan Prakash	Member, IQAC
10	Dr. Ratish Chander Jha	Member, IQAC
11	Ms. Anchala Paliwal	Member, IQAC
12	Dr Kanika Kumar	Member, IQAC
13	Dr. Saifur Rehman Farooqi	Member, IQAC
14	Ms. Laxmi	Member, IQAC
15	Dr. Arushi Jain	Member, IQAC
16	Ms. Shilpa	Member, IQAC
17	Dr Anjana	Member, IQAC
18	Mrs. Devika	Member, IQAC
19	Dr Subhash Chandra	

**Agenda:**

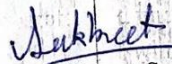
1. Update on the work carried out by IQAC in past four months
2. Internal Academic Audit
3. Student feedback
4. Future course of action
5. Any other matter with the permission of the Chair
6. Any other matter with permission of the chair.


**Minutes:**

- Minutes of the former meeting were confirmed.
- Dr. Munish Kaushik, Chairperson, Governing Body, Vivekananda College was briefed regarding the work done by IQAC in the past.



- The members were appraised regarding the agenda of the meeting.
- On behalf of the team, the coordinator reported the following matters:
  - Number of meeting held in the reporting period = five
  - Work carried out in the reporting period.
- It was informed that the first round of Parent-Teacher meetings had been held as per the schedule chalked earlier and the guidelines approved in the former meeting. The Chairperson appreciated the PTMs as a good initiative and emphasised that for mass mobilization of students and parents, counselling and motivation would be helpful. Dr Khanna suggested meeting of the Principal with the parents during the Orientation Day to facilitate interaction and a form of interest could be prepared for the parents to identify expectations and potential of the parents as stakeholders.
- The members were informed that thirteen lectures had been organized under the "For-the-Faculty-By-the-Faculty Initiative". The initiative was appreciated for its capacity building potential.
- The results of "Student Feedback" activity were discussed in detail for each parameter assessed through the previously designed and per-tested questionnaire. It was felt desirable that students availing a particular facility would be most suitable candidates for giving the particular feedback. Students who have not availed a particular facility may not be potential candidates for giving feedback. The experts appreciated the high rating given by students for 'Support and guidance by teachers'. To improve hygiene conditions of canteen, it should remain closed for half day every week during which cleaning operations should be carried out. It was informed that the canteen operator had undergone training through a workshop organized by FSSAI and had been registered with FSSAI with the help of the Department of Food Technology. The scope of Corporate Social responsibility in enhancing the capacity/services of canteen was discussed and felt desirable. The draft report of the Student-Feedback Activity was placed in the meeting.
- The members were informed that the first preliminary "Internal Academic Audit" of the college had been successfully completed. A brief summary of the results were presented. It was felt that the departments which had received higher scores/performed better (*Department of Applied Psychology and Food Technology*) should be appreciated and given *some academic incentive*. The Advisory Board stressed on the importance of maintaining proper documentations. It was suggested that instead of Lesson plans a tentative Teaching Plan could be designed which is learner centric and balances the creativity of teaching process along with the time constraints.
- The Principal and the Coordinator expressed their gratitude to Dr. Kumud Khanna for her constant support and consistent guidance to IQAC. The meeting ended with a vote of thanks to the Chair.

  
 Dr. Sukhneet Suri  
 (Coordinator-IQAC)

  
 Dr. Hina Nandrajog  
 (Offg. Principal)

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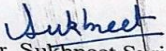
NOTICE


Date: 03.08.2018

A meeting of the Internal Quality Assurance Cell will be held on 7<sup>th</sup> August 2018 at 2:30pm to finalize Criterion 2 and 3 of the AQAR report. Concerned team members must bring duly filled form along with necessary supporting documents.

All IQAC members are requested to make it convenient to attend.

Circulation by email to all IQAC members

  
Dr. Sukhneet Suri  
Coordinator-IQAC

  
Dr. Hina Nandrajog  
Offg. Principal



A meeting of the IQAC was held on 7<sup>th</sup> Aug'18 at 2:30pm in the conference room. The following members were present:

- 1) Dr. Sukhmeet Saini Saini
  - 2) Deeika Deeika
  - 3) Dr. Ratish Chandra Jha Ratish
  - 4) Dr. Subhash Chandra Subhash
  5. Dr. Sachin Kumar Ferozi Sachin
  6. Dr. Anushi Jain Anushijain
  7. Anshala Palival AnshalaPalival
  8. Anju Nagpal Anju Nagpal
  9. LAXMI Laxmi
  10. Shilpa Shilpa
  11. Kanika Kumar Kanika
  12. Anjana Kumari Anjan
  13. Dr. Swati R. Choudhary Swati
- The meeting ended at 5:30pm. Jain  
07 Aug 2018

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VIVEK VIHAR, DELHI-110095

**Internal Quality Assurance Committee**

**Minutes of Meeting**

Date: 07<sup>th</sup> August 2018

A meeting of the Internal Quality Assurance Committee was held on 07<sup>th</sup> August 2018 at 02.30pm in the conference room. Dr. Hina Nandrajog chaired the meeting.

The following members attended the meeting (attendance in the concerned register)

S. No.	Name	Designation
1.	Dr. Sukhneet Suri	Coordinator
2.	Ms. Anchala Paliwal	Member
3.	Mrs. Anju Nagpal	Member
4.	Mrs. Veena Sharma	Member
5.	Dr. Ratish Chandra Jha	Member
6.	Dr. Arushi Jain	Member
7.	Ms. Shilpa	Member
8.	Ms. Kanika Kumar	Member
9.	Ms. Laxmi	Member
10.	Dr Saifur Rehman Farooqi	Member
11.	Ms. Devika	Member
12.	Dr. Subhash Chandra	Member
13.	Dr Anjana Kumari	

**Agenda:** Preparation of AQAR (Criterion 2 and 3)

**Minutes:**

- Minutes of the former meeting were confirmed.
- On behalf of the Chairperson, the coordinator informed members that accounts related information required for AQAR may be requested through the principal.
- Criterion 2 and 3 were read out for the members by the coordinator and each parameter was discussed in detail. The supporting documents were also seen.

Suggestions and deficiencies were noted by Mrs. Devika. It was requested to submit the finalized Criterion 2 and 3 on 14<sup>th</sup> August 2018.

- Dr Subhash and Mrs Devika were requested to submit the Internal Academic Audit report by 10<sup>th</sup> August 2018 positively.
- The meeting ended at 5:30pm with a vote of thanks.

*Sukhneet*

Dr. Sukhneet Suri

Coordinator-IQAC

*Hina Nandrajog*

Dr. Hina Nandrajog

Offg. Principal