

VIVEKANANDA COLLEGE, UNIVERSITY OF DELHI, DELHI-110095

NOTICE

A meeting of the Internal Quality Assurance Cell shall be held on Tuesday, 1st August 2017 at 11.00am in the Conference Room. The agenda are as follows:

1. To discuss about Parent Teacher Association Meeting
2. To discuss AQAR related duties
4. Data Analysis of Pilot Testing
5. For the Faculty By the Faculty Initiative

Please make it convenient to attend.

Sukhneet
27 July 2017

Dr. Sukhneet Suri
Co-Ordinator, IQAC

Hina Nandrajog
Dr. Hina Nandrajog
Chairperson

Copy for circulation to:

1. Mrs. Anju Nagpal
2. Dr. Vanita Sondhi
3. Dr. Swati.R.Choudhary
4. Dr. Shivar.tika Sharad
5. Mrs. Devika
6. Mrs. Ranjana Mitra
7. A.O Administration/Mr. Kapil

Vivekananda College
Internal Quality Assurance Cell
Minutes of Meeting

Date: 1st August 2017

A meeting of the Internal Quality Assurance Cell was held on : 1st August 2017 at 11.00am 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. Hina Nandrajog	Principal (Officiating)
2.	Dr. Sukhneet Suri	Convener
3.	Mrs. Anju Nagpal	Member
4.	Dr. Swati Ranjan Choudhary	Member

Agenda:

1. To discuss about Parent Teacher Association Meeting
2. To discuss AQAR related duties
4. Data Analysis of Pilot Testing
5. For the Faculty By the Faculty Initiative

Minutes:

- Minutes of the former meeting were discussed and confirmed.
- it was decided with Mrs. Iviitra to have the Parent Teacher Association meeting of the English Department on 19th August 2017. On the basis of this event, guidelines and further course of action would be decided. The courses to be included would be 1st, 2nd and 3rd year of English Honour's.
- Data of pilot testing of the student feedback form would be discussed in the next meeting.
- The members requested the chairperson for expansion of the IQAC team.
- The meeting ended with a vote of thanks.


 Dr. Sukhneet Suri

(Co-ordinator-Member Secretary)


 Dr. Hina Nandrajog

(Offg. Principal-Chairperson)

S. No.	Name	Approval of minutes/Remarks (if
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		any)
1.	Dr. Hina Nandrajog	<i>Hina Nandrajog</i>
2.	Dr. Sukhneet Suri	
3.	Mrs. Anju Nagpal	<i>Anju Nagpal</i>
4.	Dr. Vanita Sondhi	<i>V. Sondhi</i>
5.	Dr. Shivantika Sharad	
6.	Dr. Swati Ranjan Choudhary	<i>Swati</i>
7.	Mrs Devika	<i>Devika</i>

NOTICE

A meeting of the Internal Quality Assurance Cell shall be held on Tuesday, 22nd August 2017 at 11.00am in the Conference Room. The agenda are as follows:

1. To discuss about Parent Teacher Association Meeting
2. To discuss matters related to Internal Audit
3. Data Analysis of Pilot Testing
4. For the Faculty By the Faculty Initiative
5. Remuneration of IQAC member (Non-teaching)
6. Status of purchase of equipment

Please make it convenient to attend.


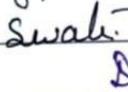
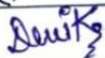

Sukhmeet
Dr. Sukhmeet Sufi
Co-Ordinator, IQAC

Hina Nandrajog
Dr. Hina Nandrajog
Chairperson

Copy for circulation to:

1. Dr. Vanita Sondhi
2. Mrs. Anju Nagpal
3. Dr. Swati R. Choudhary
4. Mrs. Devika
5. Mrs. Ranjana Mitra (Invitee)
6. A. O Administration/ Mr. Kapil

A meeting of the IQAC was held on Tuesday 22nd Aug 2017 at 11:00am. The following members were present:

- (1) Dr. Sukhmeet Suri 
- (2) Vanita Sondhi V. Sondhi
- (3) Anju Nagpal Ulagpal
- (4) Swati R. Choudhary Swati 
- (5) Devika 
- (6) Hnie Nandraya 

**VIVEKANANDA COLLEGE
UNIVERSITY OF DELHI, DELHI-110095**

NOTICE

04th October 2017

A meeting of the Internal Quality Assurance Cell with the Academic Development Research Planning and Proposal Committee and Convener, Alumni Committee shall be held on 12th October 2017 at 10.00am in the Conference Room. The agenda are as follows:

1. Preparation for Internal Academic Audit
2. Parent-Teacher Association
3. For-the-Faculty by-the-Faculty Lecture/Workshop Series
4. Golden Jubilee Celebrations

Please make it convenient to attend.

Sukhneet
Dr. Sukhneet Suri
Co-Ordinator, IQAC

Hina Nandrajog
Dr. Hina Nandrajog
Offg. Principal

Copy for circulation by email to:

1. Members of IQAC

- Mrs. Rajni Jindal/ Officiating Librarian
- Mrs. Anju Nagpal
- Dr. Swati Ranjan Chaudhary
- Dr. Neeta Mathur
- Ms. Devika
- Ms. Shilpa
- Ms. Laxmi
- Ms. Arushi Jain
- Dr. Ratish Chander Jha
- Ms. Neha Gupta
- Ms. Anchala Paliwal
- Dr. Anjana Kumari
- One member from Department of Hindi (TIC may nominate)

2. Members of ADRP&P Committee

3. Convener, Alumni Committee

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Vivekananda College
Internal Quality Assurance Cell

Minutes of Meeting

Date: 12th October 2017

A meeting of the Internal Quality Assurance Cell was held on 12th October 2017 at 10:00m 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. Hina Nandrajog	Principal (Officiating)
2.	Dr. Sukhneet Suri	Convener
3.	Mrs. Anju Nagpal	Member
4.	Mrs. Devika	Member
5.	Dr. Saroj Kumari	Member
6.	Ms. Laxmi	Member
7.	Ms. Shilpa	Member
8.	Mr Ratish	Member
9.	Ms. Anjana Kumari	Member
10.	Ms. Anchala Paliwal	Member
11.	Dr Arushi Jain	Member
12.	Ms. Neha Gupta	Member

Agenda:

1. Preparation for internal academic audit
2. Parent-teacher Association meeting
3. For-the –Faculty by-the Faculty Lecture/workshop series
4. Golden Jubilee Celebrations

Minutes:

- Minutes of the former meeting were confirmed.
- New members were appraised regarding the objectives of IQAC and the work done so far.
- The following draft guidelines were prepared and discussed for helping various departments to prepare for an Internal Audit (tentatively scheduled for the month of Feb 2017):
 - A minimum of one meeting should be convened by the Teacher-in-charge for their respective departments in each semester.

- A formal notice of the scheduled meeting and its minutes should be communicated/ circulated by hand or email to all members of the department. A record (file/register) should be maintained for the same. Communications through social media such as whatsapp regarding notice and minutes would not be considered valid.
- A record/register should be maintained of the students (Alumni as well as present students). The format would be:
- If the department maintains a Library, proper records must be maintained
- A record should be maintained of the students being mentored by each teacher.
- A minimum of two academic activities should be organized in each semester by each department (excluding Fresher's and Farewell party). These activities should be conducted simultaneously by several departments so that the classes of the students are not affected.
- A file having a copy of AQAR and self-attested proofs submitted to IQAC should be maintained.
- Files on previous years Question Papers, Internal Assessment, Table E, Lesson Plan, Academic Calendar need to be maintained by each department.
- All files should have proper index with page numbers.

It was felt that more groundwork needs to be done to finalize the guidelines for conducting internal academic audit. The Coordinator suggested that a checklist could be prepared to facilitate an objective audit.

- Regarding the Parent Teacher Association (PTA) meetings, the house was informed that one PTA meeting of the Department of English had been organized on 19th August 2017. A brief report of the same was given by the Coordinator, Ms. Anchala and Mrs. Devika. Based upon the experience of the meeting the guidelines prepared in consultation with the Convener, Alumni Committee were discussed and finalized (approved). The guidelines are given below:

DRAFT GUIDELINES – PARENT TEACHER ASSOCIATION MEETINGS

1. The Alumni Committee in coordination with Teacher-in-Charge of respective departments and IQAC shall hold Parent Teacher Association Meeting.
2. The Teacher-in-Charge of respective departments shall hold one Parent Teacher Association Meeting in one academic year for the Honours courses.
3. One member of Alumni Committee and One member of IQAC shall be present during the Parent Teacher Association Meeting.
4. One Parent Teacher Association Meeting in one academic year will be held separately for BA Programme students. BA Programme Coordinator and Teacher-in-Charges shall facilitate the conduct of the meeting.

5. All faculty members of the concerned department should preferably be present for the meeting.
6. Compensatory leave to faculty members having Saturday off will be provided.
7. Parent teacher association meetings will be held only on Saturdays as per the schedule provided.
8. Communications to parents/Guardians may be made by email or through hard copy. A record of the same may be kept.
9. A common banner of the said meeting has been made and shall be used by each department. The banner may be issued from the Alumni committee and returned immediately after the meeting.
10. Both parents or one guardian per student is permitted to attend the meeting.
11. The expenditure should not exceed INR30/= per participant.
12. Record of attendance and feedback needs to be maintained as per the format/ book provided by the Alumni Committee.
13. Photographs/video recording may be made, preferably by the help of students. Report of about 2000 words with photographs etc. should be submitted in hard and soft copy within 15 days of the conduct of Parent Teacher Association Meeting to Convener, Alumni committee and through Alumni Committee to Convener, IQAC.

The following schedule for **PARENT TEACHER ASSOCIATION MEETINGS** was finalized.

S. No.	Department	Date	Day
1	Applied Psychology	28 October 2017	Saturday
2	Hindi	11 November 2017	Saturday
3	Commerce	6 January 2018	Saturday
4	History	20 January 2018	Saturday
5	Maths	3 February 2018	Saturday
6	Political Science	10 February 2018	Saturday
7	Sanskrit	17 February 2018	Saturday
8	BA Programme	24 February 2018	Saturday

The members were requested to inform their respective TICs to hold a department meeting to discuss the modalities and feedback before and after the PTA meeting respectively.

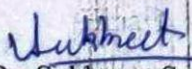
- Regarding For-the –Faculty by-the Faculty Initiative (Lecture/workshop series), the Chairperson and Coordinator discussed the need and significance of this activity. It was felt that such an initiative would promote inter-disciplinary culture and networking within various departments of the college. It was discussed that faculty members who avail duty-leave for attending a Conference/Seminar etc. or an academic activity must bear the

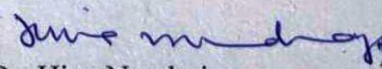
moral responsibility to share their views and experience with their colleagues. The following schedule for organizing For-the –Faculty by-the Faculty Initiative (Lecture/workshop series) was finalized:

S. No.	Department	Date	Day
1.	Maths	7 November 2018	Tuesday
2.	Economics	9 January 2018	Tuesday
3.	English	16 January 2018	Tuesday
4.	Food Technology	23 January 2018	Tuesday
5.	French	6 February 2018	Tuesday
6.	Commerce	13 February 2018	Tuesday
7.	Hindi	20 February 2018	Tuesday
8.	EVS	13 March 2018	Tuesday
9.	Sanskrit	10 April 2018	Tuesday
10.	Political Science	27 April 2018	Tuesday

Dates for the department of History, Physical Education, Music and French could not be finalized during the meeting. These departments would be contacted to finalize their respective dates for the 'For-the –Faculty by-the Faculty Initiative'. The members were requested to inform their respective TICs to preferably decide the speaker (faculty) for the said purpose during department meeting.

- The third agenda of the meeting was Golden Jubilee Celebrations for our college. Dr Hina Nandrajog suggested the house to plan for both Academic as well as Cultural activities. It was proposed to plan for organizing two International Conferences which would preferably involve all the departments. One National Seminar could be organized by each department. The proposals for the same should be submitted for funds within the forthcoming six months. Mrs. Ranjana Mitra accepted to take the responsibility of developing 'History of the College – a record' which could be released on the said occasion. Some Social/Community outreach programmes could be planned. One week could be allocated to student based activities. The need for a girl's hostel was also proposed. It was decided to form a committee in the Staff Council which would help in organizing the Golden Jubilee Celebrations.
- The meeting ended with a vote of thanks.


Dr. Sukhneet Suri
(Coordinator)


Dr. Hina Nandrajog
(Offg. Principal/Chairperson-IQAC)

A meeting of the IQAC & ADR P&P committee was held on 12th Oct 2017 at 10:00 am. The following members were present:

- | | |
|---------------------|------------------|
| 1. Anju Nagpal | Anangpal |
| 2. Divika | Divika |
| 3. Sauraj Kumar | Sauraj |
| 4. Laxmi | Laxmi |
| 5. Shilpa | Shilpa |
| 6. RATISH | Ratish |
| 7. Anjana Kumari | Anjana |
| 8. Anshala Patilwal | Anshala Patilwal |
| 9. Arushi Jain | Arushi Jain |
| 10. Hina Nandraj | Hina Nandraj |
| 11. Neha Gupta | Neha Gupta |

Vivekananda College
(University of Delhi)

Vivek Vihar
Delhi-110095

Date : 23-10-2017

NOTICE

All the faculty members are hereby informed that a lecture on "Designing Effective Powerpoint Presentations" is being organized by Department of Computer Science under the "For the faculty, by the faculty" initiative of IQAC on Tuesday, 24th October, 2017 at 11:15 am(ECA) in room no. G-3.

Please make it convenient to attend.

Sukhneet

(Dr. Sukhneet Suri)

Coordinator, IQAC

Hina Nandrajog

(Dr. Hina Nandrajog)

Offg. Principal

A meeting of IQAC and all TIC's was held on 15th Nov 2017 at 11:00 am. The following members were present:-

- | | |
|---------------------------|----------------|
| 1. Dr. Swati R. Choudhary | - Swati |
| 2. Dr. Anushi Jain | - Anushijain |
| 3. Dr. V. Sondhi | V. Sondhi |
| 4. Neha Gupta | - Neha Gupta |
| 5. Anjana Kumar | Anjan |
| 6. Dr. Gyan Prakash | G.P. |
| 7. Ms. Veena Sharma | V.S. |
| 8. Dr. Neeta Mehra | N.Mehra |
| 9. Anju Nagpal | A.Nagpal |
| 10. Seema Tariga | S.Tariga |
| 11. Dr. Shashi | S. |
| 12. RATISHC JHA | R.J. |
| 13. Anshala Palival | Anshalalalival |
| 14. Dr. Nalini G Kapoor | Nalini |
| 15. Hina Nandrajog | H.Nandrajog |
| 16. Ranjana Mishra | R.Mishra |
| 17. Dr. MEERA SODI | M.Sodi |
| 18. Sushma Aggarwal | Sushma |
| 19. SUNITA | Sunita |

An meeting of IPAC and experts was held on 8th December, 2017 at 11:00 am. The following members were present:

- | | | | |
|-----|----------------------------|-----------------|---------------------------|
| 1. | Anita Sharma | Chairperson | Sharma
V.C. |
| 2. | Kumudkhan | Member | |
| 3. | Mina Nandraj | Off. Principal | U |
| 4. | Sukrita Paul Kumar | Stamman | |
| 5. | Anchala Paliwal | Anchala Paliwal | |
| 6. | Anjan Nagpal | Anjan Nagpal | |
| 7. | Veena Sharma | U | |
| 8. | RATISH C. JHA | CRS | |
| 9. | Devika | Devika | |
| 10. | Dr. Anushu Jain | Anushu Jain | |
| 11. | Ms. Laxmi | Laxmi | |
| 12. | Ms. Shilpa | Shilpa | |
| 13. | Dr. Swati Ranjan Choudhary | Swati | |
| 14. | Ms. Anjana | Anjan | |
| 15. | | | |
| 16. | Dr. Sukhmeet Sin | ch | |