

## **Minutes of the IQAC Meeting held on 14<sup>th</sup> August 2018**

Chair: Dr Kalpana Bhakuni (Principal)

Members present: Dr Geetesh Nirban (Coordinator)

Dr Archana Ojha

Ms Sanam Khanna

Dr Bharti Dave

Dr Shubhra Sinha

Dr Chetna Sharma

Dr Pratibha Bhalla

Dr Suman (Librarian)

Mr. Dubey (Administrative Officer)

Mr Ramesh (Administrative Officer)

Mr Raju (Section Officer)

Mr Gurvinder Singh (Section Officer, Accounts)

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

1. Innovative methods in teaching and Community Outreach Programme need to be addressed in fresh manner.
2. Suggestions were made to encourage teachers to use more and more smart class rooms. Regarding the application of innovative methods of teaching, it was stated that they may vary from department to department.
3. Within Community Outreach Programme, suggestion was made to include Skill Enhancement course as one of the tools of COP and experts can be invited for workshops related to SEC. At the departmental level students should be oriented about the career prospects.

Departments should come up with suggestions related to Community Outreach Programme. One of the suggestions made to the Department of Geography was to plan out disaster management program of old Delhi. Heritage walk will also be taken up by History department as part of Community Outreach Programme.

The college/department should also adopt nearby locality/school as part of Community Outreach Programme.

4. Revival of remedial classes for the students. It was suggested to change the nomenclature to Student Mentoring Classes or Language Mentoring/Assistance Classes. This remedial

classes will be for both the languages, Hindi and English. Students from North East need help for Hindi where as the Hindi medium students need it for English.

5. College/Department should maintain record of outstation students of all the three years and orient them about the facilities available as well as about the surroundings. IQAC can take up this task and can begin the process with an informal meeting followed by a formal meeting at every academic session.

6. North East Cell of the college should be more active and work in a more organised manner to bring the students to main stream. More participation and amalgamation is required.

7. Unique elements to be introduced in Teaching and Learning process.

8. Emphasis should be more on qualitative research in place of quantitative research.

9. Alumni association and its forthcoming activities were discussed.

10. Since a lot of initial work has been done pertaining to eco-friendly activities, the need is to discuss and take up the next stage of this work.

11. Need to make more students aware of the activities of career counselling and placement cell of the college.

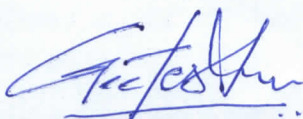
12. Organise Gender Sensitization Workshop in collaboration with the Women Development Cell and Internal Complaint Cell for academic and non-academic staff of the college during the present academic session.

13. Third cycle of feedback of students along with the teachers and parents need to be taken up. A meeting with the parents on informal levels was planned out.

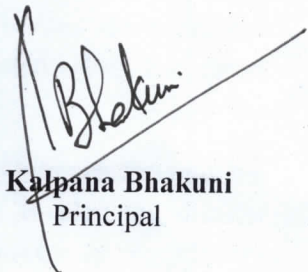
14. Suggestion was made to begin the student feedback exercise in the last month of September and have parents' open day during the winters.

15. Suggestion was made to have NAAC sponsored workshop/seminar.

The meeting concluded with vote of thanks



**Dr Geetesh Nirban**  
Coordinator



**Dr Kalpana Bhakuni**  
Principal