Minutes of IQAC meeting held on 20/08/2019 with Principal Dr Kalpana Bhakuni as the Chair

Meeting of newly constituted IQAC committee duly approved by the Staff Council was held on 20th August 2019 in the Committee room

The outgoing IQAC team was represented by Dr Archana Ojha and Dr Geetesh Nirban. It was decided that Dr Geetesh will remain a member of new IQAC team to maintain continuity in the working and for guidance

The meeting was held to introduce the new team to the work associated with NAAC. The outgoing team discussed and informed new members about the functioning and responsibilities of IQAC. Outgoing team was requested to handover the papers and keys of the research room which also functions as NAAC room

It was noted that college is now (2019) in third year after first cycle of NAAC peer team visit in 2016 and next SSR and peer team visit is due in 2021 so two AQAR reports 2019 and 2020 are to be prepared and uploaded (online submission now is mandatory) and IIQA report has to be prepared six months before peer team visit in September 2021 i.e. by January 2021.

Principal Dr Bhakuni informed that we have to induct external members in the IQAC as per NAAC guidelines. The IQAC of college should have representation of stakeholders and members from different fields. She informed that IQAC of college will consist of

> Principal
>
> Core members (3)
>
> Faculty members (4-5)
>
> College GB representative
>
> Administrative Officer
>
> Member from local society
>
> Student representative
>
> Alumni representative
>
> Industrialist
>
> University representative
>
> Stake holder- parents

New IQAC members were informed that AQAR for year 2019 has to be uploaded by December and since new committee took charge in July and this was its first meeting it was felt that committee should start working immediately as eight months had already passed.

It was also decided that IQAC will also collect and upload the data for NIRF which was due in November. Dr Bhakuni also highlighted the areas where college needs to improve for scoring good rank in NIRF. The feedback from students and stakeholders was one of the important criteria where we were lacking good score as per last year NIRF Ranking

To expediate AQAR form filing the new members were allocated duties criteria wise by the Principal

Dr Namita Paul (English deptt) – Good Practices

Dr Sheetal Kapoor (Commerce deptt) – Students Placement

Dr Sona Mandal (Eco deptt) – Students Satisfaction Survey and Research

Ms Susan (Eng deptt) – Library and e-resources

Dr Bharati Dave (Geog) – Alumni Association

Dr pooja (Maths Deptt) – AQAR

AO – To check the status of Water Harvesting and Waste Management projects

Dr Bhakuni stressed that IQAC should encourage departments to have collaborations and industrial linkages and also to look for opportunities for students under students exchange programs.

She also stressed on developing library resources and making it more accessible to students and also need to conduct FDP for the faculty members

Dr Sunita Gupta , Dr Renu Bali and Ms Vinita Malik were selected as the core members of new IQAC team.

Meeting ended with thanks to the chair.

20/08/2019

Minutes of IQAC meeting held on 09/09/2019 with Principal Dr Kalpana Bhakuni as the Chair

IQAC meeting was held on 09/09/2019 in the committee room with Principal Dr Bhakuni in the chair. The main agenda of the meeting was to start preparing for collection of data for NIRF 2020 Ranking

Principal Dr. Bhakuni explained each of five criteria and sub criteria of NIRF and their importance in terms of weightage in calculation of overall ranking

The marks scored in each criterion in last year NIRF (2019) ranking were analysed and areas where the college could not score good points were identified.

Some discrepancies in data submitted for 2019 NIRF ranking were also observed so it was decided to improve upon method of collection by proper scrutiny for 2020 ranking

It was identified that college scored very low in peer perception the last criteria (criteria V) of NIRF form.

The need was felt to devise a method to know the graduation outcomes. Data of students going for higher studies and placements need to be maintained. Those students getting placements after graduating from college their full details in terms of company where they are placed, median salary, placement packages etc had to be collected. Dr Sheetal Kapoor was given the responsibility to collaborate with placement cell for the conducting placement drive and collecting data for NIRF

Dr Bhakuni informed that college has undertaken lot of work for inclusivity of physically and visually challenged persons (Divyang). Tactile paths were getting constructed, ramps have been completed in NSR, exclusive toilet for PH students has been marked.

College scored very low in peer perception in2019 ranking. Peer perception is done by NIRF office based on perception studies. Dr Bhakuni asked the committee to find out when the peer perception surveys are undertaken and what is the process of collecting the data. It was found from NIRF guidelines that peer perception is done in month of February and March. The feedback forms are sent to the database of academicians that NIRF has.

Dr Bhakuni distributed the responsibilities among IQAC members for NIRF 2020 data collection and form to be uploaded on NIRF website

I Financial Resources – Dr Sunita Gupta

II Research, Publications and Collaborations – Dr Sona Mandal

III Placement and Higher studies – Dr Pooja, Dr Bharati (Geog) and Dr Sheetal Kapoor

IV Regional Diversity – Dr Namita Paul

V Information regarding economically and Socially challenged students - Dr Sona Mandal

VI Feedback and Peer perception – Ms Susan

The meeting ended with thanks to the chair

9/9/2019

Minutes of the IQAC meeting held on 18th September 2019 for the AQAR to be filled in 2019.

- It was decided that responsibilities for Part A ;point 1,2,3 and 4(Academic Calender to be uploaded),7,9,10,11,12,13 ,15 to be taken care of by Dr. Geetesh Nirban and point 16 and 17 by Mr. Ramesh.

- In regards to Part B the responsibilities were distributed according to the criteria as discussed below:

  Criteria 1- Curricular Aspects

  o Unit 1.1 to 1.3 to be done by Ms. Vinta Malik and Dr. Renu Bali.

  o Unit 1.4 pertaining to Feedback system to be done by Ms Susan Thomas and Dr Sona Mandal in a structured manner.

Criteria II -Teaching-Learning and Evaluation

- Unit 2.1 to 2.4: to be done by the members Dr Renu Bali and Ms Vinita Malik. In 2.4 A.O. Mr. Ramesh Kongari to get performa filled by the faculty. Unit 2.5 to be taken care of by Dr Geetesh Nirban. The result analysis in unit 2.6 to be done by Dr Pooja and Dr Bharati Dave and if required can get in touch with Ms. Geeta Malik. Also to add University web link for both UG and PG results. In 2.7 the feedback(SSS) to be done by Ms.Susan Thomas and Dr Sona Mandal. Weblink also to be provided for the same.

Note: To get in touch with the previous feed back committee for information if required.

Criteria III-Research Innovation and Extension

- In this Unit 3.1 to 3.3 to be done by Dr Sona Mandal and 3.4 to be dealt with by Ms.Namita Paul.

  Criteria IV- Infrastructure and Learning Resources

- Dr Pooja is to take up the responsibility of Unit 4.1 and 4.3;Ms.Susan to do 4.2 and Dr Sunita Gupta to take care of Unit 4.4 pertaining to budget .A weblink has to be provided for the same.

  Criteria V-Student support and Progression

- In this criteria Unit 5.1 to be dealt with by Dr Sunita Gupta ;5.2 by Dr Pooja and 5.3 responsibility by Dr Bharati Dave .(If required information to be taken from Dr Jyoti Dhawan.)

  Criteria VI-Governance; Leadership and Management

- In this unit 6.1 to be taken up by Ms Namita Paul;6.2 by Dr Sunita Gupta and Dr Sona Mandal; Unit 6.3 and 6.4 by Dr Sunita Gupta and Dr Sheetal Kapoor. Unit 6.5

pertaining to Administrative Audit and Infrastructure Audit to be taken up by A.O. Mr. Ramesh Kongari. Unit 6.5.6 to be done by Dr. Geetesh Nirban.

Criteria VII- Institutional Values and Best practices.

- The responsibilities pertaining to this criteria are to be dealt with by Ms Susan and Ms Namita Paul.

- Many aspects to be considered with support from Mr Ramesh as in Energy Audit, Water harvesting, Tactile, Temperature and weather display ,Lifts ,OBC expansion. Also to consider facility of Bus and train passes, look into aspects of recycle and reuse aspects within the institution.

- To mention locational advantage in terms of General elections; Use of the college premises for ECA and Sports trials and mention distinctive aspect of each department in descriptive question.

- **Future Plans**

  This to be done by the Principal Dr Kalpana Bhakuni.

The following members of the IQAC attended the meeting with the Principal on 18 th September 2019:

1.Dr Renu Bali –Co ordinator

2.Dr Sunita Gupta

3.Ms Vinta Malik

4.Dr Sheetal Kapoor

4.Dr Pooja

5.Ms Namita Paul

6 Ms Susan Thomas

Minutes of the IQAC meeting held on 1ˢᵗOctober 2019 for the AQAR to be filled in 2019.

The meeting held on 1ˢᵗ October 2019 discussed and allocated duties to collect data for AQAR 2019. Criteria wise duties were allocated to members of NAAC team. Members were informed that the data for July 2018 -June 2019 is to be collected. Following table shows the criteria wise responsibilities of IQAC team members

Criteria No.		Criteria Details	Name of the IQAC member
Part A			To be filled in consultation with Dr Geetesh and Mr Ramesh by Dr Renu and Ms Vinita
Part B	Criteria I	Curricular Aspects	
	1.1 to 1.3		Dr Renu and Ms Vinita
	1.4	Feedback System	Ms Susan and Dr Sona Mandal(Feedback from all stake holders)
	Criteria II	Teaching – learning and Evaluation	
	2.1,2.2,2.3,2.4,2.5		Dr Renu and Ms Vinita Mr Ramesh to get performa filled by faculty for 2.4 Consult Dr Geetesh for 2.5
	2.6		Dr Pooja and Dr Bharati Dave(Result analysis of BA and MA .Take help from Ms Geeta Mullick) (weblink has to be provided)
	2.7	Feedback SSS	Ms Susan and Dr Sona Mandal (weblink has to be provided)

Minutes of IQAC meeting with external Members held on 6th November 2019 in the committee room at 2.30 pm.

Meeting was held with external members of IQAC to introduce them to the members of IQAC of the college. Meeting began with introduction of all the members of IQAC by the Principal Dr Kalpana Bhakuni.

Principal also familiarise the external members with NAAC accreditation process and college ranking (A Grade with 3.33) in first cycle of accreditation in 2016. Dr Bhakuni informed the

members that the two AQARS for the year 2017 and 2018 have been submitted offline. IQAC is now preparing for next AQAR (2019) which is to be submitted online.

The external members were also informed about the process of Data Validation and SSS undertaken by NAAC after submission of data.

Dr Bhakuni informed the members that work of collection of data has been divided among the members of IQAC. Each member has been given the responsibility of collection of data of one criteria out of total seven criteria of AQAR/SSR.

Dr Bhakuni informed the members that college has got UGC approval for PARAMARSH project. College is in process of contacting and signing of MOU with 5 mentee colleges.

Some of the work that has been initiated by IQAC since last few months are

1. Setting up of Incubation Centre under mentorship of Mr Ayan Chawla.
2. Energy audit and feasibility of having solar lights and replacing light fixtures with LED
3. Construction of tactile path from gate to main entrance for ease of movement for visually challenged persons
4. Encouraging faculty members to apply for research projects like SPARC, IMPRESS, STRIDE etc
5. Setting of e resources in library
6. Waste management for canteen waste to make manure. Collection centre for e waste.
7. Community outreach. MOU with NGO for newspaper collection and converting into pencils. Cricket match competition of visually challenged school boys was held as community outreach program.
8. Mentoring program like DEEKSHAARAMBH for first year students

Alumnae representative wanted to know about comments given by NAAC committee after first cycle so that college can work on those points. She said she will see if she can contribute in community outreach program

Ms Lira Goswami said she would help in establishing industrial linkages, students exchange program and placement and career counselling.

Meeting ended with thanks to the chair Principal Dr Kalpana Bhakuni

Following members attended the meeting

1. Dr Kalpana Bhakuni , Principal

2. Professor S Majumdar, University Representative, GB

3. Ms Bhupinder Kaur, Alumnae representative

4. Ms Lira Goswami,

5. Dr Renu Bali, Coordinator

6. Dr Sheetal Kapoor, Member IQAC

7. Dr Sona Mandal, Member IQAC

8. Dr Geetesh Nirban

9. Dr Bharati Dave, Member IQAC
10. Dr Sunita Gupta, Core Member

11. Ms Vinita Malik, Core member

12. Ms Namita Paul, member IQAC

13. Mr K Ramesh, AO

14. Mr H S Dubey, AO

15. Miss Iqra Hasan, student representative

Minutes of IQAC meeting with teacher in charges and AQAR representatives from department held on 30/10/2019 with Principal Dr Kalpana Bhakuni as the Chair

Meeting was held in committee room with the TIC's and department AQAR representatives to check the status of AQAR 2018 forms filled by them and to clear any doubts related to collection of information.

Teacher in charges were asked to bring the copies of forms circulated by IQAC members for collection of information related to different criteria.

The TICs and AQAR members were explained how to fill information in the format of forms circulated by the IQAC members.

Doubts about what information and how the information is to be entered in the excel forms were clarified.

Principal Dr Bhakuni stressed on improving the quality enhancement and stressed that departments should focus on creation of innovation

Incubation centre has been established so students to be encouraged to give ideas about incubation project.

She also asked departments to implement all programs and policies which are initiated by government

Meeting was attended by thirty members including IQAC team.

Meeting ended with thanks to the chair

Minutes of the IQAC meeting held on 15th November 2019

Minutes of the meeting

A meeting was organised with the IQAC members and it was Chaired by the Principal regarding filing of NIRF data and duties were allocated.

Dr. Renu Bali agreed to fill in the data for sanctioned intake regarding under graduate and PG students. For French Paper which is an add on course in the college it was agreed to collect this information and mention it as additional information. Students from outside Delhi this data had to be collected by Ms. Namita Paul. In case of economically backward students and scholarship disbursal by the college the data had to be collected by Dr. Sona Mandal.

Since the college is a UG college and in some streams offers PG tutorials. The data regarding PhD students was not applicable to college and in that column NA to be written.

Placement and Higher Studies: 51 placements during the Year were reported with an annual average package of 3.5 lakhs. For higher studies 74% of students went for it.

PG data was to be collected by Dr. Sheetal Kapoor.

Mr. Ramesh from office to give details of salaries of regular teachers till 16th Nov 2019 and adhoc employees till 19th Nov 2019.

The meeting ended with thanks to the Chair.

Minutes of the IQAC meeting held on 19th November 2019

Minutes of the meeting

A meeting was organised with the IQAC members and it was Chaired by the Principal.

A discussion was held regarding filing of NIRF and AQAR data.

It was discussed that while mentioning the experience of adhoc teachers their total experience should be counted. For library funds a special remark to be given and to be checked from librarian why library funds have been reduced. New equipment for laboratories needs to be

mentioned. Other expenditure would include an expenditure of Rs 11,53,660 which includes computers for administrative staff, accounts, almirah, canteen, napkin vending machine.

Previous IQAC Convenor Dr. Geetesh Nirban to give data regarding capital accounts for 2016-17 and 2017-18.

Salaries for teaching and non-teaching staff for 2018-19 was 29,62,52,064. Studio would include the infrastructure provided to Adagio, Enigma, western music, music and other societies.

For Awards only highly prestigious to be noted in which Dr. Saryu to be contacted for International awards won by our students in sports.

Regarding infrastructure which is friendly physically challenged faculty, non teaching staff and students tactile tiles plan was discussed by Principal madam and 60% of the infrastructure to be made PWD friendly which would include ramp connectivity, PWD toilets, tactile tiles.

It was also discussed to apply for village adoption under NSS as in the Unnat Bharat

Scheme. Being a Commerce and Arts college the college is not able to have any IPR and patents in research. Sponsored Project given to Consumer Club by Ministry of Consumer Affairs and IIPA to be mentioned in the Consultancy Project category and Dr Sona Mandal to incorporate the same in AQAR Form.

ICT subscription to be raised and to be carried forward by Reliance CSR program. Ms Suzanne to take care of E-resources and library and active involvement of the librarian Ms Suman should be there. Research and publications by faculty should be given mor visibility in the library.

Minutes of Meeting held on 7th January 2020 held in committee Room

IQAC meeting was held on 7t January 2020 in the committee room

Principal Dr Kalpana Bhakuni informed the members that UGC has released funds for the Paramarsh project for one year.

She also informed the committee member that college is collaborating with Jalshakti Mantralaya to hold two days seminar on the theme of WATER. Dr Sona Mandal was asked to begin the paper work for the same

Under incubation project 13 students had submitted the proposals. Mr Aayan Chawla and Mr Rajiv Kapahi had agreed to nurture the selected start-ups in initial stage.

Proposal to set up fully ICT enabled smart class room was discussed. Dr Pooja was given the responsibility to raise requisition for the equipment required for setting up the smart class room through IQAC

Meeting ended with thanks to chair Principal Dr Kalpana Bhakuni

Following members attended the meeting

Dr Renu Bali

Dr Pooja

Dr Rithambra

Ms Susan

Dr Sona Mandal

Dr Sheetal Kapoor

Ms Namita Pau;

Minutes of IQAC meeting Held on 20Th January 2020 in the Committee room at 12pm

IQAC meeting was held on 20th January 2020 to discuss the AQAR form being filled for the year 2018-2019. Members had queries related o criteria they were doing and collecting information for.

Some of the points which were clarified related to different criteria were

1. Point 9 Form A latest notification for formation of IQAC was to be uploaded on college website
2. Results for June 2019 were to be analysed and web link to be created
3. Faculty publications, number of conferences and seminars attended, scholarships and fellowships to be uploaded on the college website
4. MA results to be analysed in same format as UG for both first and final year
5. It was also decided that the teacher in charges should be informed to keep record of departmental activities like department day celebrations, number of lectures held and other activities organised at departmental level.
6. It was decided to devise a method to keep record of passed out students.

Apart from college AQAR IQAC also discussed matter related to PARAMARSH project.

1. The committee was informed of the 5 institutes finalised as mentee colleges. Which included a college from northeast, Manipur.
2. It was decided to hold meeting with the Accreditation Ambassador of Paramarsh project
3. First activity in form of workshop with mentee colleges was discussed and it was decided to hold the workshop in mid February 2020
4. Official from NAAC office Delhi was decided as speaker to address mentee and mentor college teams

5. It was decided to appoint one person under PARAMAESH project for managing and keeping accounts and for secretarial help. It was decided to give advertisement o college website for the same

Meeting ended with thanks to the Chair, Principal Dr Kalpana Bhakuni

e meeting ended with thanks to the Chair.

Minutes of IQAC Meeting held on 06/02/2020

Meeting of IQAC members and Principal with Accreditation Ambassador.

- Accreditation Ambassador (AA) was provided with the SSR to study.

- Principal expressed fruitful association with AA and informed him of the details of Paramarsh under which KNC will act as the mentor institute to 5 mentee institutions of which 3 are from Delhi, 1 from Jaipur and 1 from Manipur. KNC was accredited on 4th November, 2016.

- Following suggestions were made by the Principal:

  - In 2022 the second cycle would begin.

  - Till February we have to identify weak areas.

  - Next year we have to submit SSR.

  - The goal of Paramarsh is to see that the mentee institutes should be accredited by 2022 or before that. Their minimum score should be 2.51(B+), 2.75 as per new pattern. Therefore, we need to work hard. Fortify them through appropriate training of faculty and staff. Sharing of knowledge and information through resources and FDPs. Encourage them to adopt best practices and help them with application procedure. Have mentor and mentee meetings. Have guest lectures, workshops and training programmes. Evolve a manual for mentee institutions and provide an action plan.

  - In the action plan submitted to UGC, the College had submitted the following points

    1) To study the present status of mentee institutions and the ground reality

    2) To design the programme for seven key indicators

    3) To implement strategies and goals

  - Mentor and mentee both will benefit in NIRF and NAAC.

  - We have to prioritize the mentee institutions.

  - NAAC manual with new guidelines should be provided to each mentee institutions.

- Some of the claims are not quantifiable, particularly in the humanities stream. It is important to evolve criteria which are easily verifiable.
- Preliminary study of current profile of the institutions is important. Important to analyse, assess and visit them.
- Maintaining minutes of each meeting is important
- Important to collect academic excellence of individuals
- Meetings must be scheduled regularly.
- Programme of first meeting to be held on 13th Feb, 2020.

- Principal also sought the approval of the committee for Project Assistant (Accounts) which should be part-time and contractual with administrative and accounting abilities and computer skills. Should be a graduate which is the minimum qualification. Advertisement made through national newspaper. Selection panel to have director and 2 members.
- Budget for Paramarsh will be used to purchase smart board, projector, printer, scanner, stationary, renovation of research room for project

Minutes of the IQAC meeting held on 10/02/2020

Agenda was arrangement for 13th February 2020 NAAC Workshop:

Duties were delegated to the members:

- Arrangement (Projector, Mics, Podium)-Dr. Sheetal Kapoor and Dr. Pooja
- Registration and Certificate – Ms. Namita Paul
- Stationery and Souvenirs for 30 participants–Dr. Ritambhara Malvia and Dr. Sona Mandal
- Refreshments- Ms. Vinita Mallik, Dr. Sunita Gupta, Ms. Namita Paul
- Accommodation: Dr. Sona Mandal
- Travel allowance and reimbursement-Dr. Sunita Gupta and Dr. Pooja
- Overall Coordination- Dr. Renu Bali
- Report to be prepared by Dr. Rithambara Malviya
- Photographer to be informed

The event schedule was also prepared

9:45 am - Registration

10:00 am - Introduction

10:45 am -Tea

11:00 am to 1:00 pm - Presentation and Interaction

1:00 pm to 2:00 pm -Lunch

3:00 pm - College Visit

3:30 pm -Distribution of Certificates, Vote of thanks

4:00 pm – Tea

Minutes of IQAC Core Members meeting with Principal held on 25th May 2020 at 3.00 pm

Meeting of core members of IQAC was held on **25th May 2020 at 3'00 pm** via zoom online platform with Principal Dr Kalpana Bhakuni in chair

Dr Bhakuni informed the members that Dr Sunita Gupta has expressed her inability to continue as member of IQAC team. Therefore, only two core committee members Dr Renu Bali and Ms Vinita Malik were present for the meeting with the Principal

Dr Bhakuni informed the members that

- Dr Azka Kamil of Geography Department and presently the Students Union Advisor will be joining the IQAC team as new member from this academic year. Dr Azka has already accepted to be the member
- Dr Pratibha Bhalla from Geography department who will also be looking into the college website would be joining IQAC team from this academic year

Since some of the present members of IQAC were not sure of continuing further it was decided that Principal Dr Bhakuni will be sending mails to them to ask those members about their decision as this year is crucial year for NAAC with submission of not only AQAR 2020 but also submission of online SSR and peer team visit scheduled in 2021

The committee also deliberated on names of few new members who can be inducted in the IQAC core team and also on proposal of having an extended team with 3-4 members. Some of the names suggested to be included in IQAC team were

Dr Ranjana Gera , Dr Nupur Ray and Dr Rupali Khanna for main team

Dr Shubhra Sinha, Dr Shivani Dutta, Dr Urna, Dr Maitrayee, Ms Harpreet and Dr Sangeeta Verma, Dr Robert and Dr Vibhuti Vasisht. for extended team

In the meeting it was also decided to have TICs and senior most faculty members of each department as AQAR representatives from each department.

Issue of inability of present Accreditation Advisor Professor TKV Subramanian to further continue in the Paramarsh project was also discussed. Principal Dr Bhakuni said she will be talking to some senior retired members of IQAC Cluster India if they could join as AA for the Paramarsh project

It was decided to have next IQAC meeting with all members at earliest

Meeting ended with thanks to the chair Principal Dr Kalpana Bhakuni

Members of IQAC present for meeting

1. Principal Dr Kalpana Bhakuni
2. Dr Renu Bali (Core member)
3. Ms Vinita Malik (Core member)

Details of meeting

Topic: IQAC Core Group Zoom Meeting
Time: May 25, 2020 03:00 PM India
Join Zoom Meeting
https://us04web.zoom.us/j/74695047164?pwd=akMzd2xqbDlZSE1rYVpiR1plUWttdz09
Meeting ID: 746 9504 7164
Password: 2qrAQ2

Minutes of IQAC meeting online 30th June, 2020

Members Present:

Dr. Kalpana Bhakuni – Principal (Officiating)
Dr. Renu Bali – Convenor, IQAC
Ms. Vineeta Mallik
Dr. Rupali Khanna
Dr. Pooja Yadav
Dr. Azka Kamil

Dr. Nupur Ray

Ms. Namita Paul

Dr. Sona Mandal

Agenda: Allocation of responsibilities for IQAC.

- The Principal briefed the committee about add-on courses and diploma courses of UGC that the College should apply for. These are vocational – skill based courses and MOU with industry is a precondition for the application. Suggested courses are travel and tourism, aviation, customer relationship management, Photography, GIS, Computer machine learning.
- New members have joined the IQAC team and more members to be included subsequently.
- Responsibilities were assigned for criterion I and II
- Dr. Nupur Ray – To keep documentation of Academic calendar, dept meeting, teaching plan, academic activity and is planning (1.1.1). Teachers to maintain work diary.
- Dr. Pooja Yadav – To keep record of continuous internal evaluation, Curricular assessment of last five years, academic flexibility. (1.1.3)
- Ms Namita Paul- Institutional integration cross cutting issues relevant to professional ethics, gender, human values, environmental sustainability into the curriculum (1.3.1)
- Dr. Azka Kamil - Experienced learning/project work/field work syllabus oriented (last five years) and internships of last five years (1.3.2 and 1.3.3)
- Dr. Shubra Sinha –Feedback system (student, teacher, employer, alumni) (1.4.1 and 1.4.2)
- Dr. Azka Kamil–student enrolment and profile (2.1.1, 2.1.2 and 2.2.2)
- Dr. Rupali Khanna –teacher profile and quality (2.3 and 2.4) and teaching learning resources 1.1.1 remedial classes and differential learning)
- SSS (2.7)
- Evaluation Process and Reform (2.5)
- Dr. Sona Mandal –result analysis (1.1) and student performance and learning (2.6)
- Dr. Pratibha Bhalla- Student enrolment (2.1) nd student diversity (2.2)

Kamala Nehru College is inviting you to a scheduled Zoom meeting.

Topic: IQAC_NAAC
Time: Jun 30, 2020 03:00 PM India

Join Zoom Meeting
https://us02web.zoom.us/j/82380812429?pwd=REtRL3BRYUlSMlFhM1EvVjVsYkR4QT09
Meeting ID: 823 8081 2429
Password: 254022

Minutes of IQAC meeting on 2nd July, 2020

Members Present:

Dr. Kalpana Bhakuni – Principal (Officiating)

Dr. Renu Bali – Convenor, IQAC

Ms. Vineeta Mallik

Dr. Rupali Khanna

Dr. Pooja Yadav

Dr. Azka Kamil

Dr. Nupur Ray

Ms. Harpreet Kaur

Dr. Sona Mandal

Agenda: Reviewing the result of NIRF 2020.

- The Principal explained the breakup of the marks allocate for each section.

- Publication and research data is validated by third party (INFLIBNET, UGC care listed journal) as no column for that was specified in the NIRF form. Dr. Rupali Khanna was given the responsibility to check the data from different sources. Those publications which were UGC listed and later deleted should be considered.

- Graduation outcome had a low score 61.25 as full lists of students who got placement and went for higher studies was not available. Dr. Azka was asked to collect the data for 2017-18 and 2018-19 with evidence by issuing a circular to the Student's Union and CR groups and social media platforms. Data for placement with the salary package to be collected from both Placement Cell and off campus placements. Proper documentation is necessary for the same.

- In the section - Outreach and Inclusivity, it was noted that 50 percent of students came from outside Delhi which shows significant regional diversity. For ESCS Ms. Harpreet was given the responsibility to collect data with proper documentation from Annual report of College and Dr. Jyoti Dhawan. We need to identify different category of scholarships for SC/ST/OBC/EWS/Minority. The accounts dept should be asked if scholarships can be arranged from students' welfare fund and steps should be taken to evolve a mechanism to give scholarships to more number of students. It was noted that scholarships and full tuition fee waiver are two distinct categories.

- Dr Pratibha Bhalla, convenor of website committee was requested to work in close coordination with IQAC as a number of matters are interlinked.

- Prof. B. Bhole the Accreditation Ambassador joined the meeting and was welcomed by the Principal. He made some salient observations
    - Since the College is an established one we should justify that capital expenditure is not required every year.
    - Similarly, since we are already an operational college, academic infrastructure and consumables are not required to be made every year. This should be justified in the review appeal.
    - Publication data is based on Indian Citation Index, Web of Science and Scopus. Calculate citation as per these and find out the number of publications per teacher.
    - The number of students placed is not high compared to the total strength. The reason could be that many students placed off-campus have not reported.
    - The College should make a strong appeal as the regional diversity is 50 percent of the total students.
    - For ESCS data, it appears that few students have availed for scholarships. All scholarships should be considered.
    - College should make an appeal that 100 percent of the college premises are accessible to the physically challenged. The scope for making modifications to the building is limited as College is in close proximity to a protected historical monument.
    - Perception index is based on information collected from third party. College should include responses from alumni, employees and academics. All opinion on public domain (twitter and facebook) should be recorded. The College should be put in public domain and reach out to places outside India so that international students can apply to the college. For the current appeal for review we should collect testimonials from all concerned for 2017, 2018, 2019. Twitter and facebook handle to be made more noticeable on website. Suggestion was made by Dr. Rupali to create a LinkedIn page for college.
- The Principal allocated the duties and the decision was taken to make a positive appeal for a review of the ranking to NIRF. Accordingly, information would be collected with

proper documentary evidences based on the suggestions given by the expert and submitted before the deadline.

- The responsibilities assigned are as follows:

1. Student Strength (SS) Region Diversity (RD) - Dr.Renu Malhotra

2. Financial Resources & Utilization (FRU) - Dr.Pooja, Ms Vinita Malik

3. Research (PU) and (QP)- Dr. Rupali Khanna

4. Graduation Outcomes (GO)- Dr.Azka Kamil

5. Outreach and Inclusivity (OI), Economically and Socially Challenged students (ESCS)-

Ms Harpreet Kaur and Dr Sona Mandal

6. Perception (PR) - Dr. Nupur Ray

7. Facilities for physically challenged (PCS)- Ms Vinita Malik

Media coverage, FB, Twitter for Dr.Geetesh Nirban

Visitor Book (Principal's Office)

All the inputs to be compiled by 7.7.2020 (Tuesday) and tentative meeting on the same day with Prof. Bhole.

Kamala Nehru College is inviting you to a scheduled Zoom meeting.

Topic: NAAC_IQAC

Time: Jul 2, 2020 03:30 PM India

Join Zoom Meeting

https://us02web.zoom.us/j/81429662687?pwd=WTJEcUlZVWcreFpEVm9HaWo1S3g2Zz09

Meeting ID: 814 2966 2687

Password: 807744

Minutes of the IQAC Committee Meeting - July 9th 3pm-6.45pm IST

Mode : Zoom (Meeting ID: 868 5277 6747, Password: 574752)

Members present:

1. Dr Kalpana Bhakuni
2. Dr Bhole
3. Dr Renu Bali
4. Dr Azka Kamil

5. Dr Neena Bansal

6. Dr Nitasha Malhotra

7. Dr Sona Mandal

8. Dr Vinita Malik

9. Dr Pooja

10. Dr Jyoti Raghavan

11. Dr Archana Prasad

12. Dr Harpreet

13. Dr Nupur Ray

14. Dr Jayanti Gupta

15. Dr Rupali Khanna

- Dr K Bhakuni started the meeting with introducing the new members of the team. Specific tasks are allocated to all members via mail before the meeting and was mentioned in the starting.

  She introduced Dr Bhole, who has 37 years of teaching experience at Pune. He is one of the founding members of IQAC cluster. He will be with us till our upcoming NAAC accredition.

- On asking, Dr Bhole clarified there are no specific guidelines on the maximum size of the IQAC committee. Though there is a minimum required size of the committee.

  He said

  - we will consider the new framework.
  - Roughly there are 3 metrics to work on
  - He has shared an excel file (PG colleges). Later he will share the file for UG colleges too. In that file, there are 4 sheets. The 1st sheet is primary which has all the calculations by NAAC. The red column is important and we have to put our scores there. We can give max marks to us and then try to reach that benchmark. At the end of the sheet, actual grades are given.

    @nd sheet has all NAAC criteria. If we make changes in 1st sheet, then automatically there will be changes in other sheets.

  - Dr Bhole asked what is our NAAC aim this time. The score was 3.33 which 8+ according to new metrics. This time we have to target at least a score of 3.6. Fill in optimistically. Find the gap and identify the criterion which has a gap.

- For example: 3.1 and 3.5 are not relevant for us. 3.4 talks about awards so fill this section carefully. This doesn't include awarding of Phd etc.
- In Research and publication section, limited amount of improvement is expected. Papers should be UGC listed.

- Dr K Bhakuni suggested that the faculty should open an account in Google scholar, Research gate, Web od science and Scopus. We all should have official IDs re-activated for this purpose. IT department will re-check the IDs.

- Dr Bhole said, first step is to fill the criterion, then collect the supporting documents. 75% documents are with College admin. Just collate them.

- Also, create documents required for qualitative metrics. Build a list of documents to justify processes asked in qualitative metrics. Need to do it all 5 years. Past years starting from 2016 till 2020 are the main years. Start collecting the information.

- Create data templates

- Dr Renu suggested we should have a meeting with Admin. Dr Bhakuni said, its too early at this stage.

- Another important task is that the teams need to present their SSR. Don't write descriptive things. Only write those points which are useful as outcome and are direct evidence. at the end of every information, reserve the last line for the url of the link where we have additional information and we want NAAC experts to read it.

- Dr Bhole shared his presentation (He will mail the presentation to us):
  In the executive summary,
  - 1st fundamental structure of SSR
  - 2nd criteria wise summary (Very important part) Be very careful what you write in those 250 words
  - 3rd point, write all in bullet points
  - 4th Give all that information which can be misunderstood and hence needs to be clarified. Give all clarification
  - In 5th, explain in brief, why NAAC experts should give 3.6

  Total 5000 words are allowed.

- Dr Bole said, this is 2nd cycle, so don't give big Introduction. It should be 300-400 words.

- There are certain points from where we can opt out. We cannot opt out from 1,2,7 criteria. From 3,4,5,6 we can opt out from some points. We cannot opt out of more than 10 points.

- He shared his criterion graphs:
    - Red ones have high weightage
    - Green is for Qualitative
    - Blue is for quantitative
    (Concentrate more on green)
- In criterion 3, research is a small part. Concentrate on red bars. 1st point has 20 marks
- In criterion 4, Good internet connection and bandwidth plays a very important role. It has straightaway 15 points. For 2nd cycle, these are important:
    - ICT enabled system
    - Bandwidth
    - Usage of library (number of logins), that is E-use
    - E-Resources
    - IT and its usage
- Criterion 5, number of sports events is important.
- Placement is less at UG level. So more important is the career counselling & skill enhancement and how many students benefitted.
- We need to show students' involvement in administration work and in societies such as WDC, ICC, grievance cell etc. Document every such involvement.
  Metric 5.3.2 is qualitative. All docuemnts to be uploaded like newsletters, magazines..
  What are the responsibilities given to students? Create document for each task.
- Dr Bhakuni suggested that we should different representations that is, of different sections like SC, ST, OBC so that they can be conveyed messages easily and vice versa. Instead of students union, we should have a council representing different groups and years. There is a need to change titles like treasurer etc, which are not very relevant.
- Criterion 6 – Priority on teaching learning process is needed.
  Red is academic and admin audit. Audit has been replaced by review of TL process. Define parameters, which you want to review and bring in audit. Call it review and not AAA.
- Criteria 6 is to be heavily written as most are qualitative (Green). It is an easy criterion. Talks about the best practises.
- Dr Bhakuni mentioned that Ramanunjan college has a separate lab for Econtent, hold independent FDP. Their portal is now generating revenue. We can also work on something like these.

- Dr Bhole shared an example of how a college worked on certain points and moved from 2.92 to 3.11

- Dr Nupur Ray asked , what points should be more emphasised to assess covid.

- Dr Bhakuni told that in principals meeting, all were asked given next semester will be online:

  - How Econtent will be developed
  - How students problems will be taken care of
  - Work on Remedial measures
  - Give notes to students according to timetable (and not anytime randomly)

It's a new normal and we have to adopt new measures and how how resilient we are during covid times.

Like Bombay college has come up with "community radio" to convey their messages to students. We can have channels, resource centre for learning and other innovative measures.

Harpeet raised a Q: is library same as resource centre for learning (RCL)? Dr Bhole said, RCL is librasy plus interactive sessions, add on courses and sessions.

- De Bhole mentioned that he has been researching on 2 parallels, normal and covid kind of situation.

  - What is normal college does
  - Can a normal college be replaced if students do not come to college?

How college will work for students?

- Confidence
- Trust
- Correct syllabus-oriented teaching
- How to write and submit exams? OBE are a different kind of exams. So how students should be prepared?
- What will be the overall assessment system?

- Dr Bhakuni mentioned that we have 1 weak area – we don't mentor students. Dr Bhole suggested that we can make use of the situation and develop mentorship. Allocate few students to each mentor and these students should have the same mentor for 3 years to build the trust. We need to document these groups and their experiences.

De Bhakuni mentioned that we do lot of 1-to-1 counselling but don't document it/record it. Now we should start doing it. Moreover, in My 2020, College also had an event "Date with Principal" where the principal interacted with students and discussed their problems.

- Document every interaction with students via google classroom or any other software. Dr Bhole suggested "Easyclass", a free software which can be used. Online interactions and classes should be as good as offline and intellectual output should be same.

- Dr Bhole mentioned that Faculty is under stress due to prolonged lockdown. It's a big change for them as well. Female faculty has to manage both home and work while at home which is tougher.

- Harpreet asked Dr Bhole to define "Review". Dr Bhole mentioned that whatever is already online as PDF, we cannot change it but other which can't be retrieved can be relooked at. Find the gap and fill it. Review will tell us whether we can make the change or not.

- Dr Bhole said it is important that date on college website, AQAR reports and SSR should be matching according to the timeline. It should match with what is sent our to NIRF, DU, Joint Director of Higher Education.

- AQAR for 2019-20 has to be submitted by Dec'20 and NIRF 2020 by Nov'20.

- On July 15th, we have a meeting with Mentee institutions of Paraamarsh. Attendees would be IQAC members, TIC, AQAR representatives. This is the 1st meeting after Feb'20.
  Agenda of the meeting will be to discuss NAAC framework, what data should be collected for last 4 years, & document them, and mentee institutions' weak points.
  Dr Bhole suggested that they should send their queries before the meeting and rest will follow up.

- There are 5 important components of the July 15 workshop.
    o Agenda
    o How to conduct
    o Q&A
    o Feedback
    o Photo at the end

  Document the meeting. Make it a habit to document all activities. Like virtual college day was a very unique event, so document every such event.

- Also make sure to proofread AQAR before posting on the website.

- Dr Neena Bansal suggested to hold 3rd students' virtual farewell. Everyone liked the idea and college will work on it.
- Dr Bhakuni said that we need IT consultant for bandwidth guidance. Also, resource centre should be accessible to all.
- It was suggested to all members to read the NAAC manual very thoroughly

  Kamala Nehru College is inviting you to a scheduled Zoom meeting.

  Topic: NAAC_IQAC

  Time: Jul 9, 2020 03:00 PM India

  Join Zoom Meeting

  https://us02web.zoom.us/j/86852776747?pwd=cmNuZURXLzhmQkcyQ3E5a1hrb3B5QT09

  Meeting ID: 868 5277 6747

  Password: 574752

Minutes of meeting held with Principal Dr Kalpana Bhakuni as Chair on 1st September 2020 for starting certificate courses during the current semester

An online meeting was held on 1st September 2020 at 4.00 pm on Zoom Platform to finalise the formalities related to two certificate courses for students planned in this semester by IQAC. Principal Dr Kalpana Bhakuni chaired the meeting attended by IQAC core committee members, convener Academic Committee, Bursar, TIC's of Commerce, Economics and Journalism departments, and Student's Union Advisor.

Out of three proposals which were received committee approved two courses. Certificate course on Geographic Information System for geography students was dropped since the students are already enrolled for a course being conducted by IIRS.

Two courses for which proposals were accepted:

a. **Entrepreneurship and Start-up** to be conducted by Global Human Foundation
b. **Visual Communication** to be conducted by Institute of Design and Media

Some of the points discussed and finalised pertaining to the courses were:

Each of the course will be of 40 hours duration and will extend for 3 - 4 months. The course will be open for students of third and fifth semester (of college). The courses will be conducted online. Classes will be mostly held on Saturdays and Sundays and if required on Wednesday

in ECA period. The fee will be Rs 5000/- per student for 100 students the fee might be less if more students join. and profits will be shared by the institute conducting the course and the college.

The committee agreed that MOU has to be signed by both parties. College will provide space (not in present semester as classes will be held virtually), infrastructure facilities and students. Whereas the institute conducting the course will prepare the course content, poster, brochure and creatives. The faculty to teach the course will also be arranged by the institute. Tentative date to start the courses is 21st September 2020.

Dr Bhakuni informed that Dr Nupur Ray member of IQAC and Ms Vinita Malik core member of IQAC will be handling the responsibility of organising these two certificate courses.

Dr Bhakuni informed that the profits will be deposited in students fund to a question raised by Bursar, Dr Manju Pandit.

Teacher in charges of Commerce, Economics and Journalism gave their views about the courses. Dr Sunita Gupta's suggestion about the course content for the certificate Course on Entrepreneurship and Start-up to be developed in consultation with faculty members of Commerce department was accepted. Ms Vinita Malik was asked to share the course content given by the Global Human Foundation.

Ms Harpreet Kaur talked about placements of the students completing the course She also suggested that the BA program students should also be informed about the courses.

Dr Bhakuni said that institutes will be asked to prepare the detailed Program Outcomes of the course which will mention the job opportunities, setting up of own enterprises and start-ups.

It was mentioned by the members that it is very important to disseminate the information about the courses among students. Dr Azka looking after student's welfare was asked to use all social media channels to inform the students about the course including Facebook page of the college.

It was also decided that information about courses will be circulated through TICs and convener of societies and committees mailing groups once the brochure, creatives and course content is received from the institutes.

The committee approved and endorsed the two certificates courses for current semester

Meeting ended with thanks to the chair Principal, Dr Kalpana Bhakuni

Following members were present in the meeting

1. Dr Kalpana Bhakuni, Principal
2. Dr Suman Narang, Convener Academic Committee
3. Dr Manju A Pandit, Bursar
4. Dr Sunita Gupta, TIC, Commerce
5. Dr Renu Bali, Convener IQAC
6. Ms Vinita, Core member, IQAC
7. Ms Harpreet Kaur, Core member IQAC
8. Dr Azka Kamil, Member IQAC and Student Union Advisor
9. Dr Rupa Basu, TIC Economics
10. Mr Ramesh, TIC Journalism

Details of meeting link

Kamala Nehru College is inviting you to a scheduled Zoom meeting.

Topic: Certificate Courses

Time: Sep 1, 2020 04:00 PM India

Join Zoom Meeting

https://us02web.zoom.us/j/84137550212?pwd=VmpxZkw3RVA2eTNrTW9rTXF0dXptUT09

Meeting ID: 841 3755 0212

Passcode: 449572

Minutes of IQAC core group meeting held on 17/9/2020 in the Principal Room

A. List of 5 courses were identified under NSQF for which approval was to be applied to UGC. These courses are of 6 months and of 30 credits. Which provide job skills to students after 10+2.
    1. Tourism and Travel Automation
    2. Cloud Computing – Global Human Foundation
    3. Graphic and Web designing – GHF
    4. GIS mapping and Data Analysis – Industrial Incubation Entrepreneurship and Skill Training Federation
    5. Customer Relationship and Service management – Voice
    1. Add on Course on Certificate program for Entrepreneurship - -to be conducted by GHF

        Tentative date – 2nd October

Only for college students especially from commerce and economics and students of incubation and placement cell.

To spread message among students via website, college notice, TIC's, student representatives, social media etc

Brochure and poster to be designed

B. NIRF committee

For NIRF 2021 data to be collected and uploaded NIRF committee was formed out of NAAC committee. Members of NIRF committee will be following

1. Dr Bhalchandra D Bhole, Accreditation Advisor Paramarsh
2. Dr Kalpana Bhakuni, Principal
3. Dr Renu Bali, Convener NAAC
4. Ms Vinita Malik, History
5. Ms Harpreet Kaur, English Department
6. Dr Sona Mandal, Economics Department
7. Dr Azka Kamil

C. E governance requisition, through Gem by December

Meeting was attended by following members of IQAC core committee

Dr Kalpana Bhakuni

Dr Renu Bali

Ms Vinita Malik

Ms Harpreet Kaur

Minutes of IQAC core group meeting held online on 19/9/2020

IQAC core committee meeting was held online with Principal Dr Kalpana Bhakuni and Dr Bhole Accreditation Ambassador of Paramarsh project

NIRF 2019 results were discussed and it was analysed how to improve rank for next NIRF i.e. 2020 ranking. Following are the points which were highlighted

1. To improve research publication score it was decided not only number of publications but also quality of publications has to be improved.
2. It was decided that all faculty members to be encouraged to register themselves on research platforms like Scopus, Research gate, Google Scholar etc.
3. All faculty members to enrol with official email id. Dr Sona Mandal was given the responsibility to circulate the notice among the staff members
4. Under the NIRF criteria of Outreach and Inclusivity schemes for economically and socially challenged students were to be initiated. Like starting book bank, ,financial aid, earn and learn schemes etc
5. For NIRF 2020 duties were assigned to collect data criteria wise. Following members of IQAC were given duties

   a. TLR – Dr Renu Bali
   b. RP – Dr Sona Mandal
   c. GO – Ms Harpreet
   d. OI – Ma Vinita Malik
   e. PR – Dr Azka and Ms Harpreet

Meeting was attended by

  Dr Kalpana Bhakuni
  Dr B. Bhole , AA Paramarsh
  Dr Renu Bali
  Ms Vinita Malik
  Ms Harpreet Kaur
Topic: NIRF Meeting
Time: Sep 18, 2020 03:00 PMIndia
Join Zoom Meeting
https://us02web.zoom.us/j/83855267322?pwd=S0luVXJxUktwOFRxL1MrOGt6TFNjQT09
Meeting ID: 838 5526 7322
Passcode: 844967

Minutes of IQAC core group meeting held online on Google meet platform 28/9/2020

IQAC core committee meeting was held on 29th September. UGC approved five NSQF courses for which Kamala Nehru College had applied. .It was decided to select three courses in the beginning.

1. Course on Travel and Ticketing
2. Course on GIS
3. Course on web design and graphics

It was discussed to get some clarifications from UGC regarding mode of conduct of courses under current situation. Whether offline conduction of courses is feasible.

Since it is fulltime course making arrangements and registration of students has to start. Appropriate curriculum has to be developed according to credits approved.

Meeting was attended by

  Dr Kalpana Bhakuni
  Dr B. Bhole , AA Paramarsh
  Dr Renu Bali
  Ms Vinita Malik
  Ms Harpreet Kaur
Monday, September 28, 2020 · 3:00 – 6:00pm

Google Meet joining info

Video call link: https://meet.google.com/otk-mwiy-jfh

Minutes of IQAC core group meeting held online 7/10/2020

IQAC core group meeting was held online regarding certificate courses to be started. Principal Dr Bhakuni informed the members about details of the courses

UGC will not provide any funding for the courses. Not even for the infrastructure as well as for remuneration for instructors

So course will be in self-financing mode for which fee to be decided

Students to be enrolled should be minimum of plus two stage with no age bar.

On the basis of credits earned and number of hours to be completed it will be like any regular course

So it was decided to select any two courses out of 5 which were approved

Since these are offline courses last date of enrolment to be extended till normal situation is restored

Courses will be open only for female candidates

In order to improve visibility poster and details to be uploaded on college website. Publicity in other social media handles of college

Meeting ended with thanks to chair, Principal Dr Kalpana Bhakuni

Meeting was attended by

   Dr Kalpana Bhakuni
   Dr Renu Bali
   Ms Vinita Malik
   Ms Harpreet Kaur
IQAC Meeting Certificate Courses

Wednesday, October 7th, 2020 · 11 am

Google Meet joining information: meet.google.com/qtq-orwr-xqg

Minutes of IQAC core Group meeting held on12/12/2020 online on Zoom Platform

IQAC core group meeting was held to discuss NIRF data collection and preparation for AQAR 2019-2020 and SSR 2021.

1. Dr Sona Mandal to look into faculty publications. And was asked to send reminder to faculty members to register on research portals
2. Dr Azka was asked to collect data on graduation outcomes and particularly to collect placement data with median salary offered by the employer
3. Regarding outreach and collection of economically and socially weaker section it was suggested apart from students who are admitted under EWS and other category

method should be devised to collect data from rest of the students. ADMISSION SHOULD NOT BE THE ONLY CRITERIA.

4. For preparation of SSR TICs to be asked to prepare Academic Calendar and also keep record of department meetings and teaching plans.
5. Faculty exchange programs to be initiated
6. For conducting online departmental programs it was suggested that departments could subscribe ZOOM platform from departmental fund
7. Separate programs for both advanced and weaker students to be initiated like buddy program, remedial classes, mentoring and tutorials to be conducted. Dr Azka to look into initialising buddy program
8. Extension activities to be encouraged by NCC, NSS, NSO, WDC, Green Beans, Gandhi Study Circle, Consumer Awareness
9. To augment physical infrastructure Dr Rupali Khanna was asked to check the computers in Computer lab and put requisition for maintenance and purchase
10. Dr Neena Bansal was asked to check maintenance under point 4.4 of SSR
11. Contribution of alumna to be encouraged
    Meeting ended with thanks to the chair Principal Dr Kalpana Bhakuni

Following members attended the meeting

1. Dr Kalpana Bhakuni, Principal
2. Dr Renu Bali, Core member , IQAC
3. Ms Vinita Malik, Core member , IQAC
4. Ms Harpreet Kaur, Core member , IQAC

Topic: My Meeting
Time: Dec 12, 2020 04:00 PM India
Join Zoom Meeting
https://us04web.zoom.us/j/75346658064?pwd=WitBMEczZ0ZjWHllZjNvZ0JadUJjZz09
Meeting ID: 753 4665 8064
Passcode: 04U7FhZoom Renu Bali is inviting you to a scheduled Zoom meeting.
Topic: Renu Bali's Zoom Meeting
Time: Dec 12, 2020 05:25 PM India
Join Zoom Meeting
https://us04web.zoom.us/j/74158551461?pwd=SVAvUDFjSTVRYUNPUWluRlR4cWo5QT09

Meeting ID: 741 5855 1461
Passcode: 8rNJRq