

Minutes of the meeting

A meeting was held on 6th June 2019 to discuss the completion of the IQAC 2018-19 report.

The following members were present:

1. Dr Sanjoy R Choudhry
2. Dr. Megha Dhillon
3. Ms. Anjana Singh

The matters discussed at the meeting were:

1. Requirement of co-opting additional members for the completion of the report.
Following names were suggested: Ms. Bhawna Arora (B.El.Ed department) and Ms. Anisha Juneja (Psychology department)
2. Criteria of IQAC format were divided among committee members
 - Part A: Principal's Office
 - Part B:
 - Criterion 1: Dr. Jayshree Sahoo
 - Criterion 2: Ms. Bhawna Arora
 - Criterion 3: Dr Jyoti Darbari
 - Criterion 4: Ms. Anjana Singh
 - Criterion 5: Ms. Anisha Juneja
 - Criterion 6 & 7: Dr. Megha Dhillon
 - Q8. : Dr. Megha Dhillon
3. Members are required to complete their respective criteria and mail it in IQAC format by 30th June 2019.
4. It was decided that a document will be prepared covering the major questions that need to be answered for IQAC report and will be shared with each department. They will be required to fill out the information and submit it at the end of each semester.
5. It was decided to conduct a self-enhancement workshop for LSR non-teaching staff. Dates decided for the same were 13, 14 and 17 June 2019. These workshops were to focus on topics like holistic health and digitisation of workspaces.
6. IQAC-LSR and Innovation Council of College will work on creation of Mental Health App. Mr. Sushanto who is in charge of college website has sent proposal for the cost of creating the app. For budget approval, committee shall consist of Dr. SR Chowdhury, Dr. Jayshree, Dr. Kalyani, Dr. Priti Dhawan and Dr. Megha Dhillon

IQAC

1. **Multi-dimensional committee:** Can consist of Teachers, Administrative/Technical staff, students, Management representatives, Alumni, community representatives, Employers/Industrialists, External Experts
2. **One meeting** of IQAC should be held **at least once a month**
3. Meetings should happen with **stakeholders:** Faculty, Non-Teaching Staff, Students, Alumni, parents, employers for feedback
4. AQAR must be placed in front of **statutory body**

Duties of IQAC:

- **Contribute/Monitor/Evaluate the Teaching & Learning processes**
 - *Do Quality-related Seminars, Conferences, workshops at International National, State, Institution Level for students and faculty*
 - *Do short term/certificate/value added courses for students*
 - *Take Regular feedback from students & faculty on teaching-learning processes and activities of college*
- **IQAC is required to take initiative in sensitizing or promoting research climate in the Institution**
 - *Purchase plagiarism software*
 - *Workshops/short-term courses on research methodology*
 - *Research Paper presentation competitions for students*
 - *Department journals to publish student research work*
 - *Research based assignment projects*
- **Initiatives towards faculty development:** Workshops, staff training, faculty improvement/development programs
- **IQAC has to enhance awareness about Student Support Services**
 - *Involve student union in more information dissemination*
 - *Prepare handout*
 - *Put on website any information related to student support*
- **Emphasis on gender sensitization programmes**