

Minutes of the meeting

A meeting was held on 10.10.17 to discuss and assign tasks for the compilation of the AQAR required for IQAC. A list of Members and special invitees who attended the meeting is attached. The following points were deliberated upon and decided-

1. Data required for the AQAR format needs to be collected for the years 2015-16 and 2016-17 and two separate reports need to be prepared for both the years. The members present decided to work on both the reports simultaneously.
2. The data needed will have to be compiled from various sources including:
 - The NAAC SSR: The word document of the same will be shared with the committee by Dr Kanika Ahuja.
 - The India Today Survey (for data of 2015-16) and
 - The Outlook survey – It was decided that Dr. SR Choudhary shall facilitate access to this data, compiled earlier in the year by a team of teachers headed by Ms. Jyoti Darbari and Ms. Mitali Misra. Ms. Darbari and Ms. Misra may be contacted for data/information in case the need for clarification for any data set arises.
3. Committee members expressed that it was necessary to read and comprehend the comments of the NAAC peer visiting team as stated in their report on college. This would allow the IQAC members to produce a more streamlined report. This information shall be particularly useful for writing criterion 6 & 7 of the AQAR format. Dr. SR Choudhary shall facilitate access to the report.
4. The 7 criteria of the AQAR format were divided amongst the faculty present as follows -

Criterion name	Faculty member collating information
1. Curricular Aspects -	Dr. Kalyani
2. Teaching, Learning and Evaluation-	Megha and Bhawna
3. Research Consultancy and extension -	Dr. Shatarupa and Dr. Anjana
4. Infrastructure and Learning Resources -	Dr. Sanjay and Dr. Dhawan
5. Student Support and progression -	Garima and Anisha

6. Governance, leadership and management -	Priyanka, Smriti, Megha (however there is a need to have more people)
7. Innovation and best practices -	Priyanka, Smriti, Megha (however there is a need to have more people)