

30/11/2016

Minutes of the IQAC Meeting November 2016

A meeting of the IQAC Committee held on 30th November 2016. The following Members were present:

- 1 Dr. Sanjoy Roy Chowdhury
- 2 Dr. Priti Dhawan
- 3 Dr. Vasudha Pande
- 4 Ms. Smriti Sharma

The members deliberated upon the vision and the various tasks of the committee. In this context Dr. Vasudha made references to the tasks undertaken and the subsequent reports of the same uploaded by the IP College. These were subsequently read online and discussed.

In this context the members felt that the committee constitution needs to be specified. After looking at the NAAC specifications for IQAC the following format was deliberated upon –

- Chairperson – Head of the Institution : Dr. Suman Sharma
- Co-ordinator/ Director of the IQAC- Senior teacher : TBD
- Few senior administrative officers
 - Vice-Principal – Dr. Sanjoy Roy Chowdhury
 - Bursar – Dr. Priti Dhawan
- Three to eight teachers
 - Dr. Vasudha Pande (already a member)
 - Dr. Divya Mishra (already a member)
 - Ms Smriti Sharma
- One/two nominee from local society, students and alumni
 - Student Union President (recommended)
- One/two nominee from employers/ Industrialists/Stake holders
 - Mr. Arun Bharat Ram had been nominated for this earlier.


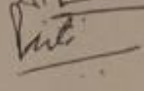
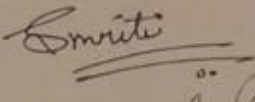
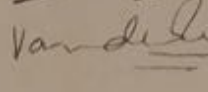
It was decided that more members from faculty need to be co-opted preferably those with Student Welfare, website etc. since they would have the relevant data required by the IQAC committee. It was also proposed that members be selected from a variety of disciplines. It was decided that the issue be raised in an upcoming staff council and the constitution of committee be finalized soon so that work could begin at a fast pace since it has already been delayed a lot.

Keeping in mind the previous experience of the NAAC committee it was proposed and decided that information to be procured from faculty should be solicited only when one is sure about what information is wanted and in what format.

As take home tasks Dr. Pande volunteered to look at documents prepared by colleges which have had one cycle of NAAC and have had active IQAC cells, Dr. Dhawan volunteered to look at the guidelines for IQAC and also study suggestions made by NAAC team to LSR in detail; Smriti volunteered to prepare a one page concept note on Seminar for faculty (by faculty) on 'Pedagogy for Higher Education'. For the seminar it was proposed that Dr. Pande conduct a session on E-learning. Apart from this seminar a one day interactive session was proposed for non-teaching staff on 'Interpersonal and Intrapersonal Relationships'.

Other suggestions pertaining to tasks that could be undertaken were – Inter-disciplinary Journal inviting papers from the faculty; publication of working papers from the faculty especially the younger faculty; organizing faculty Development Program in collaboration with Academic Staff

The meeting of IQAC held on 30th NOV 2016.
~~at~~ VP office. The faculty members were present

- (1) Sanjay Ramesh Chavaly 
- (2) Parthi Dhanwan 
- (3) Smriti Sharma 
- (4) Vasudha P. 

11/1/2017


Minutes of the IQAC Meeting held on 11th January, 2


A meeting of the IQAC Committee held on 11th January, 2017. The following Members were present:

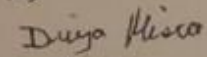
- 1 Dr. Sanjoy Roy Chowdhury
- 2 Dr. Priti Dhawan
- 3 Dr. Divya Mishra
- 4 Ms. Smriti Sharma

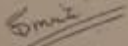
The members discussed the following matters:

- 1 Discussed draft copy of the concept note to be submitted by Ms. Smriti Sharma. After discussion she said that she will submit the second draft copy by next few days.
- 2 To proceed with student's feedback form. The members said that in the next meeting the details will be worked out.

Dr. Sanjoy Roy Chowdhury 

Dr. Priti Dhawan 

Dr. Divya Mishra 

Ms. Smriti Sharma 

25/1/2017

Minutes of the meeting IQAC held on 25 January 2017

The meeting of IQAC committee held on 25th January, 2017. Following members were present:

- 1 Sanjoy Roy Chowdhury
- 2 Priti Dhawan
- 3 Vasudha Pande
- 4 Divya Mishra
- 5 Smriti Sharma

The concept note prepared by Smriti was discussed and changes were suggested. After deliberations, it was decided to encourage the LSR faculty to participate in the seminar by getting their suggestions on the same while also giving them an opportunity to facilitate sessions in the seminar. An email could be sent regarding this from the principal's office announcing the dates for:

- Sending email to faculty
- Responses from faculty
- Finalizing speakers and contacting them

A draft copy of the e-mail to be send to faculty is enclosed.

The Feedback Performa for the students was also discussed. It was felt that the quantitative Performa might need some reworking. The issue about keeping the Performa generic or faculty specific was also raised. It was decided to arrive at a decision after looking at the NAAC minutes. It was decided to send the Performa before the mid-semester break. The Performa needs to be in both online and offline formats to facilitate the students to fill it.

Sanjoy Roy Chowdhury

Priti Dhawan

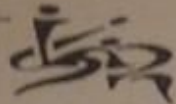
Vasudha Pande

Divya Mishra

Smriti Sharma

Meeting of IOAC held on 23rd Jan 2017. Following
members were present

- 1) ~~Committee~~
- 2) Durg Kiran
- 3) Vandana Anand



Principal <vp@lsrcollege.org>

Minutes of Meeting for IQAC Meeting - 10.03.2017

6 messages

Smriti Sharma <smritionnet@gmail.com>

Fri, Mar 10, 2017 at 8:28 PM

To: Principal LSR <principal@lsrcollege.org>

Cc: Divya Misra <divyamisra121@gmail.com>, "Priti S. Dhawan" <pritiidh@hotmail.com>, Vasudha Pande <vasudhapande55@gmail.com>, "R. Shroff" <rukshanashroff@hotmail.com>, Megha Dhilon <meghadhillon@gmail.com>, Jyotsna Rajan <jyotsnalsr@gmail.com>, "Neelam J. Malhotra" <njohamalhotra@yahoo.co.in>, Sanjoy Roy Chowdhury <sanjoy.lsrc@gmail.com>, Vice Principal <vp@lsrcollege.org>

Hi everyone,

Here are the minutes for today's meeting attended by Dr. Dhawan, Dr. Shroff, Dr. Divya Mishra, Dr. Pande, Dr. Jyotsna Arora and Ms Smriti Sharma.

Dr. Vasudha and Ms Smriti briefed the members about the progress done for contacting the resource persons so far. The concept note and final schedule was shared (attached). Kindly use this version for circulation.

A list of things to be done along with allocation for the same was done. These are as follows -

Venue booking and looking after other requirements - Dr. Shroff

Refreshments - Dr. Jyotsna Arora and Dr. Dhawan

Publicity - Banner - Ms Megha (if she agrees) and Dr. Pande

Honorarium and Mementoes - Ms Smriti

Thank you letters - Ms Smriti

Photographs - Dr. Sanjay and Dr. Mishra

E-mail to faculty - Dr. Pande

The members deliberated upon some other aspects such as feasibility of asking the faculty members to get their laptops for some sessions, availability of network connection in college and Mr. Sumit was also consulted in this regard. It was felt that Room No. 8 would be most suitable keeping all the requirements in mind. However, the members left it to Dr. Shroff to decide the venue in consultation with the principal.

All the members also felt that **certificates of participation** could be given to the participants and that Dr. Sharma be consulted in this regard. Another suggestion of giving **pen drives (instead of stationary) to the participants** since it is a conference on Digital Technology, also came up and it was decided to consult Dr. Sharma for this as well.

The tentative budget worked out was as follows -

Budget (for 60 participants)

Food and refreshments – Rs. 250@60	= 15,000/
Publicity (banner and posters)	= 1,000/
Honorarium for 3 resource persons @Rs. 2,500/	= 7,500/
Mementoes for 3 resource persons @ Rs. 500/	= 1,500/

This budget was submitted to the office to be sanctioned. Depending on the decision for the pen drive and certificates the budget could be modified.

Please add if I have missed anything.

Best

Smriti

On Thu, Mar 9, 2017 at 5:13 PM, Principal LSR <principal@lsrcollege.org> wrote:
Dear faculty members,

MINUTES OF THE MEETING

29-11-2017

A meeting was held to discuss the writing and compilation of the IQAC report. The following members were present:

1. Dr. Conjoy Ray Chandray (Convener) Director
2. Dr. Priti Dhanan Priti
3. Dr. Kalyani Kalyani
4. Ms. Smriti Sharma Smriti
5. Dr. Megha Dhillon Megha

The following points were discussed:

1. Mails were sent to TICs to send in department reports in consolidated format by 1st Dec 2017.
2. Mails were also IQAC members to send in their respective criterion in compiled fashion by 1st Dec 2017.