

## **Minutes of the Meeting**

The IQAC Meeting was held on at 3.30 pm on May 4, 2023 (Thursday) in Principal's Board Room.

The following members were present:

1. Prof. Manoj Kumar Khanna (Principal and IQAC Chairperson)
2. Prof. Hament Kumar Rajor (IQAC Coordinator)
3. Prof. A. K. Bakshi (External Member and Alumnus)
4. Mr. Kuldeep Bhardwaj (External Member and Alumnus)
5. Dr. Vikas Kumar Verma (Member)
6. Dr. Tarun Rawat (Member)
7. Dr. Amrita Bakshi (Member)
8. Dr. Tanuj Dhawan (Member)
9. Dr. Samarpal Singh (Member)
10. Dr. Amita Sethi (Member)
11. Dr. Pradeep Kumar (Member)
12. Ms. Nidhi Arora Dhingra ( Member)
13. Dr. Dilbag Singh, A.O. (Member)
14. Dr. Taruna Joshi - Special Invitee
15. Dr. Abha Kathuria - Special Invitee

### **Agenda 1: Confirmation of the minutes of the meeting held on February 07, 2023.**

The minutes of the meeting held on February 07, 2023 were read out and confirmed.

**Action Taken Report (ATR):** ATR with respect to the matter reported in the IQAC meeting held on February 07, 2023, was discussed under the following agenda item no. 4:

The following matter were reported:

- i. 20 projectors along with screens have already been purchased and will be installed soon. Appropriate places in the college premises have been chosen for the installation of these devices.
- ii. CCTV cameras have already been purchased and will be installed soon to improve safety and security in the college campus.
- iii. ACs/Desktops/Kiosk and other have been purchased to improve library infrastructure and facilitate easy access to library catalogue.
- iv. College has already held meetings with CPWD officials to finalize MoU with respect to the construction of roads, parking structures/space, etc. in order to upgrade the overall infrastructure in the college.
- v. Beautification Committee has already started the beautification works in the college campus.
- vi. Purchase Committee related to purchase of items, specifically pertaining to NAAC, has been constituted consisting:

Prof. Hament Kumar Rajor- Coordinator IQAC (Convener)

Dr. Munesh Chakrovorty- BMPC Convener ( Co-Convener)

Dr. Tanuj Dhawan –Member (IQAC Member and Criteria -4 Convener)

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Prof. Sunil Kumar- Member (Criteria -4 Co-Convener)  
Ms. Nidhi Arora Dhingra- Member (IQAC Member)  
Dr. Taruna Joshi - Memebr  
Dr. Dilbag - Member (A.O.)

## **Agenda 2: Matters arising out of the minutes**

There was no matter arising out of the minutes.

## **Agenda 3 &4:**

Both the agenda items were clubbed. The following decisions were taken.

- i. With regard to the SSR for NAAC, it was decided that in whichever category/sub-criteria our expectation measures up to three points or less, adequate measures in the particular field/s shall be taken to improve on the scale at the earliest.
- ii. ICT facility should be enhanced as it occupies a significant place in the teaching-learning process and administrative functioning. For instance, Flipped classroom technique should be adopted for creating interactive learning environment.
- iii. All teaching staff should be encouraged to publish research papers regularly in quality journals and those indexed in the UGC-CARE List as per the UGC notification dated 16 September 2019.
- iv. Both teaching and non-teaching staff should be encouraged to attend and participate in Skill Enhancement Courses/FDPs etc. from time to time.
- v. College should emphasize more on student progression, alumni engagements, extension/community activities, placement, redressal system, feedback system, celebrations of commemorative days and preparing students for competitive examinations for their bright future.
- vi. It was resolved unanimously that keeping in mind the high reputation of the college, the period from 2018-19 to 2022-23 (5 Years) should be considered for the first cycle of NAAC in order to achieve a respectable NAAC grade of A+ or even a higher scale.
- vii. All departments should be asked to expedite the process of collecting and collating the NAAC related data for academic year 2022-23.

## **Agenda 5: To discuss the beautification of the college campus, signage displays at different places, collaborations/ MoUs with other institutions, etc. required for NAAC.**

These matters essential to NAAC were discussed and resolved as follows.

- a. The beautification of college is must before the visit of the NAAC peer team. Hence and amount of approximately Rs. 5 lacs should be allocated for the beautification purpose and sensor-based campus lighting network system.
- b. To place signages at different places in college campus approximately Rs. 10 lacs should be allocated.
- c. As a welfare measure to all stakeholders, a bank kiosk facility and a stationary shop should be operational in the college campus.
- d. More MoUs/collaborations with other institutions should be signed by the college to

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facilitate research activities and exchange of researchers/faculties. A standard template/format should be prepared by the college to meet this objective.

- e. Provision of fee waiver scheme (Tuition Fee) to UG students (Girls/SC/ST/OBC/EWS/without parents) should be initiated in the college. Considering the strength of the college, the tuition fee waived off for the categories of students mentioned above will amount to approximately Rs. 5 lacs.
- f. An alumni meet should be organized before June 2023 to connect alumni of the college. An amount of approximate Rs. 5 lacs be allocated for this purpose.
- g. An amount Rs. 1 lac for teaching staff and Rs. 20 thousand for non-teaching staff respectively should be sanctioned which can be utilized to provide financial aid to them for participating in FDPs, refresher courses, orientation programmes, workshops, etc.
- h. Research fellowships with monthly stipends of Rs. 1,000/- (Rs. 12,000/- per year) to each student conducting research in Harsh Malhotra Research Lab of the college should be started initially for 17 students. Hence, Rs. 2,04,000/- should be allocated to start this research program.
- i. Rs. 2 lacs should be allocated to IQAC for the Academic Year 2023-24 to organise events such as meeting, seminars, webinars, conferences, etc.
- j. Funds should also be allocated for various staff council committees which do not have their own fund as per the last year allocation with hike of 10-20 %.
- k. Further Rs. 15 lacs should be allocated for the development of library.

#### **Agenda 6: Any other Matter**

It was decided that a mock drill shall be conducted by external members in the month of June 2023 to check the preparedness of the SSR document.

The meeting ended with the thanks to the chair.

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