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Draft Minutes of the IQAC Meeting: July 21, 2022

The IQAC Meeting was held on Thursday, July 21, 2022 at 3PM at 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. Mr. Kuldeep Bhardwaj (External Member and Alumnus)
4. Prof. AK Bakshi (External Member: Joined Online)
5. Dr. Mausumi Bose (Member)
6. Dr. Monika Saxena (Member)
7. Dr. Charu Dogra (Member)
8. Prof. Hardeep Kaur (Member)
9. Ms. Nidhi Dhingra (Member)
10. Mr. Rahul Jain – Special Invitee
11. Dr. Apoorva Gupta – Special Invitee
12. Dr. Vikas Kumar Verma (Member)

Agenda 1: Confirmation of the minutes of the meeting:

The minutes of the meeting held on December 30, 2021 were read out and confirmed.

Agenda 2: Matters arising out of the minutes:

There was no matter arising out of the minutes.

Agenda 3: Action Taken Report (ATR):

1. Progress on NAAC Work:
 - a. NAAC proforma of all the teachers have been collected and scrutinized. Whatever discrepancies were there, have been rectified. Majority teachers have finalized their NAAC forms along with supporting documents. Some are still in the process.
 - b. Departments have submitted their departmental SSR reports. Updation work is in progress.
2. Appointment of Counsellor in the college
 - a. The matter was placed in the Governing Body and it has been approved.
3. Remedial classes
 - a. Remedial classes have been started in the college.
 - b. The departments have been informed to maintain the minutes of the remedial classes, semester wise and teacher wise.
4. Formation of Redressal Committee to deal with the feedback
 - a. Data on feedback from the students have been collected. Data analysis work is in process and feedback report is being prepared.

- b. Three members have been inducted in the Committee: Dr. Apoorva Gupta, Dr. Sujoy, Dr. Jhansi Rangu.
- 5. Formation of committee for the adherence to the Code of Conduct
 - a. The Committee has been formed consisting of Prof. Hament Kumar Rajor, Vice Principal (Convener); Dr. Pawan Kumar, Secretary, Staff Council (Member); Prof. Anita Bansal (Member), and Dr. Suman Sharma (Member).
- 6. Fund to organize seminars, webinars, etc. by IQAC
 - a. The matter was placed in the Governing Body and it has been approved. Towards this, Rs 200,000/- has been approved.
- 7. Purchase of original softwares / laptops / computers / printers / Xerox machines / scanners
 - a. The matter was placed in the Governing Body and the purchase of the above items has been approved by the Governing Body. Purchase will be made soon.
- 8. Sewage treatment plant, rain water harvesting plant and organic waste composting machine
 - a. The matter was placed in the Governing Body and it was approved.

Agenda 4: Progress report of NAAC related work and further plan of action in this regard

- 1. The approval for the construction of road, parking, and boundary wall has been taken from the Governing Body, after getting the budget estimate budget of the same by the CPWD. College is in the process of placing the order to the concerned department.
- 2. Data required from teachers related to NAAC for the years 2017-2022 have been collected from the teachers. Any discrepancies are being addressed.
- 3. IQAC has received departmental SSR, and will be collated soon at the college level, after incorporating necessary changes by the departments.
- 4. By August end, IQAC will be in a position to go for a trial with Team Paramarsh and experts from other colleges for their feedback. Once approved, the college will file IIQA and SSR for NAAC.

Agenda 5: Any other Matter

- 1. In respect to development of infrastructure in the college, construction of boundary wall, roads, parking and others has been approved by GB in the meeting held on May 25, 2022, after getting an estimate from the CPWD. Order will be placed soon.
- 2. The college is celebrating its Annual Prize Distribution Function on July 30.
- 3. Dr. Harsh Malhotra Research Centre and the Office of Alumni Association will be inaugurated on the APDF.
- 4. Prof. Bakshi stressed on emphasizing technology integrated learning environment in the college and to adopt learners' centric approach. He motivated the team to get good grades in NAAC.

The meeting ended with the thanks to the chair.

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Confirmed

Huday

**Co-ordinator
IQAC Ramjas College
University of Delhi**

**Attendance Sheet of the meeting of the IQAC held on
21.07.2022 at 03.00 PM in the College**

S.No.	Name	Signature
1	CRITERIA-2 DR. MONIKA SAXENA	Monika Saxena
2	CRITERIA-3 Dr. CHARU DOGRA LAWATI	Charu
3	Criteria-7 Nishi Anora Dhillon	Nishi 21/7/22
4	Criteria-1 Mansumi Bose	Mansumi 21/7/22
5	Criteria 5 Prof. HARDEEP KAUR	Hardeep 21.7.22
6	KULDIP BHARDWAS	Bhardwaj 21/7/22
7	Prof H.K. Rajar	H.K. Rajar 21/7/22
8	Dr. Apoorva Gupta	Apoorva Gupta 21/7/22
9	Dr. Vikas Kr. Verma	Vikas 21/7/2022
10	Prof. A.K. Bakshi	online
11	Prof Manoj Kr. Khanna	Manoj 21/07/2022
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Co-ordinator
IQAC Ramjas College
University of Delhi