

**Attendance Sheet of the meeting of the Internal Quality Assurance Committee
(IQAC) held on 28.09.2018 at 02.00 PM in Ramjas College**

S.No.	Name	Member	Signature
1	Dr. Manoj Kumar Khanna	Chairman	
2	Dr. Nalini Nigam	Co-Ordinator	<i>Nalini Nigam</i> 28.9.18
3	Dr. Sukanya Lal	Member	<i>Sukanya Lal</i> 28/09/2018
4	Dr. Vinita Chandra	Member	<i>V Chandra</i>
5	Dr. Mahak Singh	Member	<i>M Singh</i>
6	Dr. N.K. Gupta	Member	<i>N.K. Gupta</i>
7	Dr. N.K. Kakkar	External Member	<i>N.K. Kakkar</i>
8	Prof. J.M. Khurana	External Member	<i>J.M. Khurana</i>
9	<i>Sansidhi Bhandari</i> (6386246981)	B.A Political Sc. (H)	<i>Sansidhi</i>
10	<i>Navneet Gaurav Dubey</i> (97800-63684)	Secretary, RJC SU BSc (H) Maths.	<i>Navneet Dubey</i>
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MINUTES

A meeting of IQAC was held on 28th September, 2018 at 2:00 p.m. in the Principal's Board Room.

Dr. Manoj Khanna chaired the meeting. The following members were present (list attached).

The following suggestions were made:

1. A Core Committee of IQAC made to be constituted along with the Departmental Committees for NAAC.
2. Meeting of all Teachers-in-charge should be called and documents regarding preparation of AQAR (The Annual Quality Assurance Report) should be given. Convenors of ECAC or any other society, if required, can be invited (including Librarian).
3. Separate file for each teacher is to be prepared by individual teacher and TIC along with few members of the department can collate the data duly signed on each page.
4. Every department has to prepare a presentation including all aspects as desired to prepare AQAR.
5. Selection Officer of Non-Teaching Staff may be asked to prepare the report of the administrative department along with few members of office.
6. Proper maintenance of Financial record be done by Finance Department (including Audit reports).
7. Improvement of (a) Infrastructure (over all } white washings etc. (b) Library (c) Toilets Girls and Boys (d) Garden/other area/roads/hostel should be done.
8. Alumni Association should be more interactive.
9. Projects like CSR (Corporate Social Responsibility) can be approached for help and guidance for development of College.
10. Documentation of various programmes/ activities/ placement cell/ MA/ MSc students lists/ Sports/ ECAC for at least five years may be done point wise, in a format required for NAAC.
11. Student feed back form should be prepared to get their opinion for development of the College.
12. Principal assured the Committee that there will be meeting of all class representatives and College Union members to discuss the various quality related issues with them, as they are also stakeholders.
13. Caretaker of the College may be requested to prepare a list of all available infrastructure in terms of numbers of rooms, labs, toilets (M/F), Auditorium, Canteen, Hostel Rooms etc.
14. Website of the College should be updated regularly.
15. The preparation for AQAR should be the first priority for all teaching and non-teaching faculty members of the College and close-co-operation is needed.
16. SOP (Standard Operating Procedure) for all activities be prepared and uploaded on College website.

The meeting ended with thanks to Chair.

Confirmed.
[Signature]
Co-ordinator
IQAC Ramjas College
University of Delhi

[Signature]
(Nalini Nigam)
Co-ordinate