

***Mata Sundri College for Women
University of Delhi***

Internal Quality Assurance Committee

(IQAC)

Minutes of the Meeting

Dated: 13-11-2018

A meeting of the Internal Quality Assurance Cell of the College was held on 13-11-2018 in the conference room.

1. At the outset, Principal, Dr. Harpreet Kaur appraised the changed NAAC guidelines and said that the IQAC of the college must gear up for it. She also informed the house that as per the changed criteria of NAAC and NIRF a lot of weightage was given to graduation outcomes including the placement record of an institution. She further emphasized that the IQAC not only, needed to devise strategies for the quality assurance of the college but also, had an important role to play for the documentation of data. She emphasized on conducting research workshops with emphasis on innovative ways of teaching, quality circles, corporate consulting, research publications etc.

The Principal also informed the House that activity report should be recorded by the IQAC after every event organized by each Department/Society/Committee. The IQAC undertook the task of compiling a form for the same wherein activity report would be obtained.

2. The first item on the agenda, a proposal for digitalization and creation of online salary slips was taken up for discussion. This met with approval from the House and the logistics were discussed. It was proposed that email ids of teachers should be created as an initial step in the process. It was suggested by Dr. Daljit Kaur that teachers should be able to apply for casual leave online in case of emergency and it was further suggested that the teachers be given the option of applying for Casual Leave online. The proposal for creating email ids of students was put on hold temporarily due to certain technical complexities pointed out by Mr. Satveer Singh from History Department.

3. The next item on the agenda, the compilation of Academic Calendar by the IQAC was passed by the House.

4. The House decided that a one-week '*Literacy and Awareness Programme for Support Staff*' would be organized after 15th of December, 2018. Teachers from the Department of Elementary Education, Ms. Taruna Jain, Ms. Anshika Srivastava and Ms. Ruchi Garg were assigned the responsibility of chalking out a plan for the same.

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5. It was resolved that the IQAC would organize a talk on the topic, '*The Importance of Archives in Research*' in the first week of January 2019 and Dr. Daljit Kaur was entrusted with the task of inviting the Resource Person for the same.
6. The next item on the agenda, a workshop on '*Gender Sensitization for Non Teaching Staff*' was taken up for discussion. It was decided that the Internal Complaints Committee (ICC) of the college would organize the workshop. Dr. Lokesh Kumar Gupta also suggested that Women Development Cell (WDC) and the Dramatics Society of the college could organize a play followed by a talk on Triple Talaq.
7. The matter of organizing a counseling session for the students in collaboration with Psychology Department was taken up next. Dr. Garima Kumar from the department said that she would discuss the matter with members of her department and would inform the House accordingly. The sessions could be organized on a monthly or fortnightly basis. Ms. Anshika suggested that the college Counselor should visit the departments and sensitize students about self-esteem. It was suggested that the Counselor could also hold sessions on personality development.
8. Further it was discussed that a workshop on Research Methodology would be organized by the IQAC in the coming months.
9. The Convener of the Enabling Unit informed that a National Workshop on '*Sensitizing Disability*' would be organized by the IQAC in collaboration with the Enabling Unit and NSS on 15 November 2018 in the Mata Gujri Hall of the college.
10. It was suggested by Dr. Daljit Kaur that Mata Sundri Memorial Lecture could be organized in collaboration with the Academic Committee of the college for the promotion of value based education.
11. It was decided that a PTA Meeting would be scheduled for March 2019 so that our important stakeholders feel connected with the college.

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12. To a query by Dr. Hemlata Krishnani about creation of a Handbook for all stakeholders, the Principal responded that such a Handbook could be compiled.

13. It was also decided that as a part of research documentation, papers by teachers could be archived in the college library. The Principal informed the House that as an incentive for research, a trophy and a certificate could be provided to teachers on the College Annual Day to the faculty members who publish their research articles in reputed journals.

14. A few other members were inducted into the IQAC sub-committees constituted in the meeting. The following subcommittees were mutually formed and new members were inducted. It was decided that the subcommittees also should take assistance/advise of other committees whenever required.

I. Sub-committee on Counseling

Ms. Anshika Srivastava

Dr. Garima Kumar

Mr. Mann

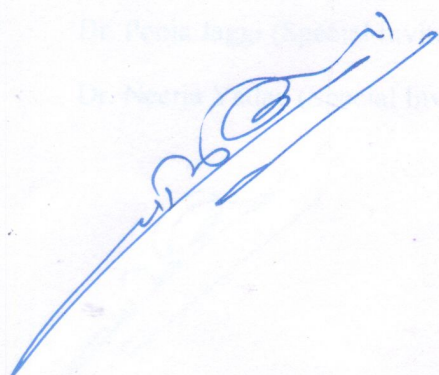
II. Eco Club Sub-committee

Dr Daljit Kaur

Dr. Hemlata Krishnani

Mr. Satveer Singh

EVS Department (Special Invitee)



III. Sub-committee on Digitalization

Ms. Ashema

Ms. Priyanka Gupta

Mr. Satveer

Ms. Sangeeta Pathak

Ms. Ritika

IV. Sub-committee on Research

Dr. Garima Kumar

Dr. Hemlata Krishnani

Ms. Radhika Menon (Special Invitee)

Dr. Garima Tripathi (Special Invitee)

V PTA Sub-committee

Dr. Gurpreet Kaur

Dr. Renu Arora

Dr. Rouble Rani

Student Advisors (Special Invitees)

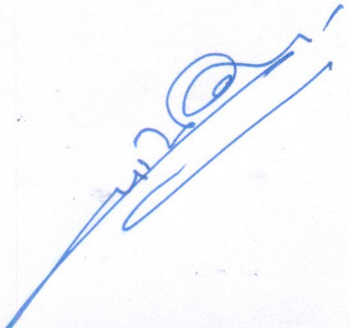
VI. Alumni Sub-committee

Ms Taruna Jain

Ms Ruchi Garg

Dr. Pooja Jaggi (Special Invitee)

Dr. Neerja Yadav (Special Invitee)



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VII. Sub-committee on Feedback

Dr. Renu Arora

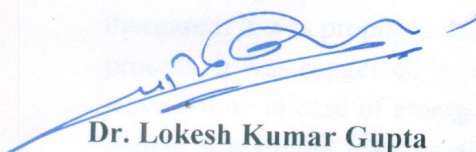
Dr. Gurpreet

VII. Library Archives

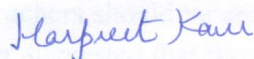
Dr. Rouble Rani

Ms. Iqbal Kaur, Librarian

The meeting came to an end with a vote of thanks to the Chair.



Dr. Lokesh Kumar Gupta



Dr. Harpreet Kaur

(Principal)