Minutes of the Meeting

A Meeting of the Principal and IQAC members with Teacher Incharges was organized on **13 March 2024.** Following are the minutes of the same:-

Dr. Lokesh Kumar Gupta welcomed all the members and commenced the meeting. He first stated that it has been a while since IQAC interacted with the TICs. Two major meetings of IQAC in the past were with the interaction with the CRs and open house with students.

He further stated that TICs should review the research mentoring program. They should ensure that certificates are being dispersed regularly. They should also ensure that the program should remain inter-disciplinary. It was also suggested that preference should be given to BAP students to encourage research related activities amongst them.

He also stated that the Peer mentoring program should be reviewed by all TICs. The departments that are not conducting/monitoring the program effectively should take cognizance of the same. Dr. Gupta suggested that peer mentoring sessions can be conducted online on Saturday and Sunday. He further stated that proper data and documentation should be maintained. He then assured that if data is submitted on time, certificates will be dispersed in a timely manner.

He stated that TICs should review the functioning of skill based counseling sessions. This program is not being conducted successfully by any department. Dr. Gupta stated that one session per semester should be conducted by every department.

TICs were requested to ensure that program on IPR and Research Methodology with collaborative efforts should be conducted. To ensure interdisciplinary efforts, clubbing of events and collaboration of departments should be done. Dr. Harinder M. Sandhu suggested that clubbing can be done stream wise.

TICs were told that each department should prepare an Academic calendar. This calendar can be tentative/proposed. This calendar should include mandatory programs on sreas like-
- Research Methodology
- Intellectual Property Right
- Gender Sensitization
- Environmental issues

Programs can be, Conferences workshops, STC and FDPs. Deadline for submitting the Academic Calendar would be 30th April 2024.

It was suggested that to ensure the smooth functioning of a department past, present and next TIC should work together to prepare the Academic Calendar.

A Meeting of the Principal and IQAC members with non-teaching staff was organized on **13 March 2024.** Following are the minutes of the same:-

Dr. Lokesh Kumar Gupta welcomed all members of non-teaching staff. The meeting comprised all non-teaching staff including cleaning staff.

All present members were informed that the third cycle of Accreditation due in a few years and all years' data will be needed.

Dr. Lokesh Kumar Gupta enquired about the action taken on previous meeting where the matter of disposing documents that are not required. Library staff informed that documents prior to 2010 have been disposed of and the list has been generated.

Admin staff informed that no document has been disposed of. Dr. Gupta stated that all documents that are disposed should be properly documented. The data should be digitally made. Admin staff informed that some data regarding admission and attendance has been disposed of, however no data has been maintained for the same. It was also informed that certain data of accounts and admin staff has also been streamlined.

It was decided that paper recycling of disposed data should be made and digital footfall of the library should be maintained.

It was also decided that within Admin staff there should be an IQAC which should provide IQAC data to teachers.

S. Manjeet Singh stated that ERP should be implemented. Without ERP it is not possible to digitize and streamline admin data. Data of the Accounts department has been streamlined and easily accessible. Mr. Kapil Sharma stated that all data regarding students there on the portal.

Dr. Gupta stated that every criterion in charge should create a list of data required from admin metric wise. This required data should be duly provided by designated people from admin staff as and when required within stipulated time.

Dr. Gupta stated that we are starting a feedback system which will be taken from students and he reminded that student feedback reflects on the institution.

Duties and responsibilities of the admin staff should be displayed on the website and also physically on the office door.

Minutes of the Meeting

A meeting of the IQAC and Principal with the Central Data Cell, ERP and website upgrade team was organized on 14 March 2024 at 2:00 PM in the conference room. Following are the minutes of the meeting:-

Website upgrade committee was reformed. The names of the present members were read out. Changes were made in Central Data Cell members also. The names of the present members were read out. DR. Uzma Nadeem was asked to hand over the credentials of CDC to Ms. hema Sen.

It was decided that Central Data Cell will assist the ERP committee. It was also discussed that Central Data Cell should provide only relevant data to faculty members. To avoid data loss, full access to CDC should not be given to all faculty members.

It was decided that data should be maintained as per academic year and Accreditation year- July to July. All files till 31 December 2023 should be saved in a hard disk. Every department should have one dedicated member to upload on CDC.

CDC members were told that members have to coordinate with departments to regularly upload and update data of all cultural and academic events.

ERP

With regards to ERP, it was decided that ERP has to be implemented in colleges. Tenders for ERP have to be made. ERP team was instructed that they should complete the process of E-tendering of ERP. By next financial year, ERP should be implemented.

Online Technical Team

The Online technical team was instructed that certificates should be dispersed in a timely manner. They were also told that certificates will be issued only for events organized in collaboration with IQAC.

This team was instructed to organize a workshop for faculty members both online and offline mode. This is to orient faculty members to design posters, generate links and make excel sheets.

There being no other matter, the members were thanked for their presence and the meeting was concluded by Dr. Lokesh Gupta.

A meeting of the IQAC members with the Principal was organized on 15 March 2024 at 1:30 PM in the conference room. Following are the minutes of the meeting:-

Dr. Lokesh Kumar Gupta welcomed all the members and stated that few changes have been made to the IQAC team and informed the members that new members have been inducted. Following is the updated list of IQAC members which was read out to members:-

Criteria	Head	Members
Criterion I	Gurpreet Kaur (Mathematics)	Kamna Virmani (Commerce) Preeti (Mathematics) Priyanka Gupta (Computer Science)
Criterion II	Upasana (Economics)	Neha (B.El.Ed) Ruchika (History) Meenu Goel (Statistics)
Criterion III	Garima Kumar (Psychology)	Rashmi (Mathematics) Sukhwinder (Economics) Komaldeep (Statistics)
Criterion IV	Neetu Sharma (Political Science)	S. Manjeet Singh (AO) Moitri (Political Science)
Criterion V	Harleen	Divya Sharma (B.El.Ed) Manjot Kaur (Commerce) Varsha (Computer Science) Ashema (Computer Science)
Criterion VI	Harinder M. Sandhu (Psychology)	Manisha Mathur (English) Hema Sen (English)
Criterion VII	Archana Verma (Statistics)	Sanchita Khurana (English) Charulika Dhawan (English)

Dr. Lokesh Kumar Gupta informed the members that the AQAR 2022-23 was accepted by NAAC without any objection. He acknowledged everybody's hard work and also thanked every body's efforts.