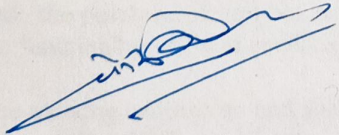


Minutes of the Meeting

The IQAC core committee held a meeting on 6.02.2023 regarding the AQAR to be submitted. The meeting was presided by Principal Prof. Harpreet Kaur and IQAC Director Dr. Lokesh Kumar Gupta.

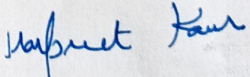
1. New members of the IQAC team were introduced and welcomed.
2. It was informed that the non-teaching staff has been made part of the IQAC team.
3. The IQAC Director, informed the House that AQAR for the Academic Year 2021-22 had to be submitted to NAAC and Criteria division was made for the same which is as follows:
Criteria I: Ms. Gurpreet Kaur, Dr. Manisha Subba & Dr. Preeti
Criteria II: Ms. Upasana, Ms. Neha Sharma, Dr. Shweta Tanwar & Dr. Ashema.
Criteria III Dr. Garima, Dr. Komaldeep & Dr. Uzma
Criteria IV: Dr. Neetu, Dr. Moitri Dey, Dr. Manisha Batra & S. Manjit Singh
Criteria V: Dr. Harleen, Dr. Divya Sharma, Dr. Varsha & Ms. Manjot
Criteria VI: Dr. Harinder M. Sandhu, Dr. Paromita, Ms. Hema Sen & Dr. Ishpreet
Criteria VII: Prof. Rashmi, Dr. Priyadarshini & Dr. Garima
4. It was informed that the composition of the technical and website team will remain the same.
5. The data required for AQAR 201-22 would cover the period July 2021 – July 2022.
6. It was discussed during the meeting that for the next 2 years lot of grounds need to be covered.
7. Focus should be on programs to be conducted:
 - College building is being made accessible, constant improvement is being made.
 - New approach to academics is required.
 - Vocational courses are to be highlighted by reaching out to more students.
8. The team members were reminded that all teachers should continuously update the CDC. It was also said that if teachers' data is not updated regularly it will not be considered for purposes of documentation.
9. Student projects need to be documented as it is required for NAAC, this could be done online also.

The meeting ended with the reminder that the AQAR needs to be submitted by 28th February, 2023 and therefore the work has to expedited.


Dr. Lokesh Kumar Gupta

Director

Internal Quality Assurance Cell
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Prof. Harpreet Kaur

Principal

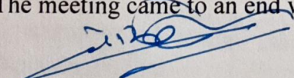
Principal / प्राचार्या
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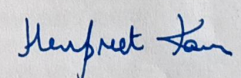
Minutes of the Internal Quality Assurance Cell (IQAC) meeting with Non-Teaching Staff 6-2-2023

A meeting of the IQAC with the Non-Teaching Staff was held on 6-2-2023 in the Conference Room of the College. The following matters were discussed:

1. The Principal, Prof. Harpreet Kaur stated that quality enhancement should be a continuous process and the non-teaching staff was an integral part of this practice. She further stated that all old records of the College should be examined and disposed of.
2. Dr. Lokesh Kumar Gupta, Director IQAC said that Accounts, Administration and Library should dispose of records in a phased out manner. This process could be initiated by disposing of data (including all audited documents) prior to 2010 in the first phase and preceding 2015 in the next. Ledgers, enrolment registers and confidential papers however should be kept intact, he said.
3. It was decided that lists of all records thus disposed of would be maintained and the library footfalls register would be digitized. Both the Principal and the IQAC Director stressed that systematic digitization of important data beginning with 1967 was imperative and an urgent need of the hour for smooth functioning of the institution.
4. The non-teaching staff was requested to provide data for AQAR 2021-22 which was to be submitted to NAAC by February 28, 2023.
5. The Principal informed the House that the Department of Statistics had developed a software to maintain an account of stocks and this software should be used.
Store
6. The IQAC Director stated that the filing system of the office should be streamlined.
7. It was decided that the deadline for the task of disposing of old records would be February 2023.
8. The Principal and Director IQAC informed the House that the Administration and Accounts office as well as the library would be refurbished. The storekeeper and caretaker would be given separate space.
9. It was decided that student dealing would happen only at the windows. Exception however was made for disabled students who could go inside the office for any paper work and queries.
10. The Director IQAC thanked the Principal for the upgradation of College infrastructure and the purchase of updated software for administration and accounts which had streamlined the functioning of these sections to a large extent.

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


Dr. Lokesh Kumar Gupta
Director IQAC
Internal Quality Assurance Cell
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Prof. Harpreet Kaur
Principal, Chairperson IQAC
Principal / प्राध्यापिका
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Minutes of IQAC meeting with Teacher In Charges 6-2-2023

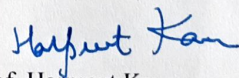
A meeting of the IQAC was held with TICs on 6-2-2023 in the Conference Room of the College. The following matters were discussed:

1. The IQAC Director, Dr. Lokesh Kumar Gupta lauded the efforts made by TICs in carrying out various programmes initiated by the IQAC. He stressed that Peer and Research Mentoring programmes and other initiatives were to continue post accreditation as well, so that the institution is prepared well in advance for the third cycle of accreditation. The departments were encouraged to organize FDPs, STCs and Counselling sessions.
2. Furthermore, the Principal, Prof. Harpreet Kaur pointed out that it was imperative to work on lapses and lacunae to prepare for the next cycle of accreditation.
3. The Director IQAC, informed the House that the College had constituted a Research and Development Cell as per the UGC mandate and the Academic Committee as well as the Research Board had been subsumed within this Cell.
3. The TICs were asked to conduct seminars/workshops on Research Methodology and IPR. Further, Skill Enhancement Courses as per NEP requirement were also to be organized. These could be organized by signing MoUs with other institutions.
4. Teachers should make efforts towards development of research by publishing articles in UGC CARE list and Scopos Indexed Journals.
5. The IQAC Director, informed the teachers that data pertaining to publications and related to department activities must be uploaded on the Central Data Cell on a monthly basis. The departments were asked to prepare their Academic Calendars. It was suggested that an ERP software be purchased which would streamline data documentation process.
6. At the suggestion of Ms. Divya Pradhan, TIC, Department of English the House decided that Central Committees would conduct their own centralized programmes instead of collaborating with departments. However, interdisciplinary/interdepartmental activities should be encouraged.
7. Ms. Neetu Sharma informed the House that the Department of Political Science had initiated an Alumni lecture series and a discussion ensued about the importance of Alumni and how this network should be strengthened with the help of the Central Alumni Committee.

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


Dr. Lokesh Kumar Gupta
Director IQAC

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Prof. Harpreet Kaur
Principal, Chairperson
Principal / प्राचार्या
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