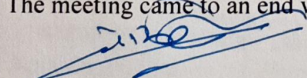


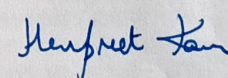
**Minutes of the Internal Quality Assurance Cell (IQAC) meeting with Non-Teaching Staff 6-2-2023**

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  
आंतरिक गुणवन्ता आश्वासन प्रकोष्ठ  
Mata Sundri College for Women  
माता सुंदरी कॉलेज फॉर वूमेन  
(University of Delhi) / दिल्ली विश्वविद्यालय  
New Delhi-110002 / नई दिल्ली-110002

  
Prof. Harpreet Kaur  
Principal, Chairperson IQAC  
Principal / प्राध्यापिका  
Mata Sundri College for Women  
माता सुंदरी कॉलेज फॉर वूमेन  
(University of Delhi) / दिल्ली विश्वविद्यालय  
New Delhi-110002 / नई दिल्ली-110002