<u>Minutes of IQAC Meeting with Teacher In-charges on 12 April 2022</u>

A meeting of the IQAC with department TICs was conducted on 12 April 2022 in the Conference Room. Agenda of the meeting was to inform the TICs the specific requirements for Department PPts and prepare them for future course of NAAC Accreditation. Following are the minutes of the meeting:-

1. IQAC Coordinator Dr. Lokesh Kumar Gupta, welcomed all the TICs and spoke about the pending work that needs to be completed within a stipulated time. He stated that work of each Department will be supervised by specific IQAC members.
2. Dr. Manisha Mathur informed all the TICs about the mandatory components to be included in their respective Department PPTs. Following were the points read out:-
   - Department Introduction/History
   - Activities/Events
   - Events Organized with IQAC
   - Department Members Bios/profile
   - Notable Alumni
   - Progression Detail
   - Placement/Dept Placement
   - Results of last 5 Years
   - Achievements/Recognition/Student Paper Presentations
   - Good/Best Practice of Department
   - Mentoring Programme
   - Grants Received (if any)
   - Distinguished Speakers
   - Dept wise books/E-journals/Journals in Library (only number)
   - Future Plan and Scope for Students.
3. TICs were informed that all the departments have to make a one slide summary PPT that would also be submitted along with their main PPT.
4. TICs were told to ensure that IQAC suggestions are duly carried out by their respective departments.
5. TICs were ensured that the set format for the PPT and any Word document, made to achieve uniformity, will be duly shared with them. They have to ensure its adherence in their respective department PPts.
6. Suggestions were taken from all TICs on the College's decision to give out a special recognition award – CR Recognition Award – to a promising student who has successfully carried out her duties. On getting affirmative response, TICs were asked to begin the process of selecting names. These selected names would then be discussed with the Student Council.
7. TICs were also informed about a new initiative to promote different kinds of hobbies. The first activity would be a Green Corner initiative. Under this initiative students would do a 30 day training with college gardeners on gardening and become aware of different kinds of plants, soils and compost. They would then select corners in college to place plant pots and also maintain them themselves. Certificates will be issued to students who successfully complete the training.
8. It was announced that there will be two level checking of all documents. Two hardcopies copies of the main PPT along with the two hardcopies of the Summary PPT has to be submitted to IQAC latest by **30 April 2022**.

There being no other matter, the meeting came to an end.

Coordinator
Internal Quality Assurance Cell
... for Women

3. Members were informed that all the departments, cells, committees have to make a one slide summary PPT that would also be submitted along with their main PPT.
4. Members checking the PPTs have to see if the IQAC suggestions are duly carried out by the departments, cells, committees and societies.
5. It was decided that, a set format for the PPT and Word document would be followed to maintain uniformity. This format will be duly shared with all members. While supervising department/cell/committee PPTs members should see if the same has been followed.
6. Members were informed that from this year, the College will give out a special recognition award – CR Recognition Award – to a promising student who has successfully carried out her duties. For this, names would be taken from respective TICs. These selected names would then be discussed with the Student Council.
7. The members were also informed about a new initiative to promote different kinds of hobbies. The first activity would be a Green Corner initiative. Under this initiative students would do a 30 day training with college gardeners on gardening and become aware of different kinds of plants, soils and compost. They would then select corners in college to place plant pots and also maintain them themselves. Certificates will be issued to students who successfully complete the training.
8. Dr. Lokesh Gupta also suggested that as part of green initiative, the College will try to create an indoor terrace landscaping, Green house and several green corners.
9. Ms. Priyanka from Computer Science was asked to organize an online workshop on how to, make and disperse e-certificates and how to do registrations and feedback form for online and offline events. Each department will select 5 students along with their respective IQAC member to attend these workshops who can then carry out these duties without the help of teachers from Computer Science.
10. The members were told that there will be two level checking of all documents.
11. Dr. Lokesh Gupta informed that two hardcopies copies of the PPT has to be submitted to IQAC latest by 30 April 2022.

There being no other matter, the Dr. Lokesh Gupta thanked all the members and concluded the meeting.