

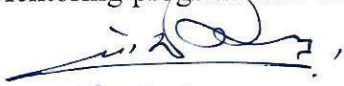
Minutes of IQAC Meeting held on May 6, 2022

A meeting of the IQAC with the Principal was held on May 6, 2022 in the conference room from 11AM to 12PM. Agenda of the meeting included:

- To take status updates of PPTs and files required from all departments and societies/cells/committees for Peer Team Visit.
- To put forward major recommendations and decisions of the IQAC across the table.

The following business was transacted:

1. The IQAC Coordinator Dr. Lokesh Kumar Gupta, welcomed all the members and took an update about the submission of PPTs by all the departments and societies. He stated that NAAC peer team visit may be scheduled soon, hence all the departments, cells, societies and committees should complete their PPTs and filing work at the earliest. The core team members would review the PPTs and files once the initial review is done by different teams designated for the purpose. All departments/ societies/cells will be required to modify the PPTs/Files as per the suggestions given by review teams.
2. It was also suggested that the department should include result analysis of all 5 years (only final year results) as percentage in the form of Pie-charts in their PPTs. In addition, the departments should keep the drop out data for all 5 years ready with them in case it is asked for later. PPTs should also project data of student progression and placements during the past 5 years.
3. Dr. Lokesh Kumar Gupta made a few recommendations through IQAC on following points:
 - 3.1. The Adhoc faculty attendance register at the office may be discontinued during examination days.
 - 3.2. Lease line of Internet at college should be expedited.
 - 3.3. I-cards and Medical cards of the staff (Teaching and Non-teaching) should be renewed soon.
4. It was announced that the college is going to introduce an ERP system to be initiated at the University's portal *Samarth* for digitization of data. A workshop for its orientation will be conducted for IQAC members and the concerned teaching and non-teaching staff including all TICs. This ERP system will be monitored by the Computer Science department, excluding the IQAC subcommittee members from the department. Student volunteers will also be involved in the functioning of ERP.
5. It was decided that all the Teacher Mentors associated with Peer Mentoring and Research Mentoring will be awarded e-Certificates by IQAC.
6. Dr. Lokesh Kumar Gupta stated that no research project under research mentoring programmes should be published anywhere. If any research mentor decides to get it published they must seek permission from the IQAC. The Principal suggested that these research papers could be published in the forthcoming Research Journal of the college under the Research Board. For this the Research Board will be asked to begin with procuring an ISSN number for purposes of publication.
7. Dr. Harinder Sandhu suggested that the proper guidelines should be chalked out for Research Mentoring and Peer Mentoring programmes. She volunteered for preparing the

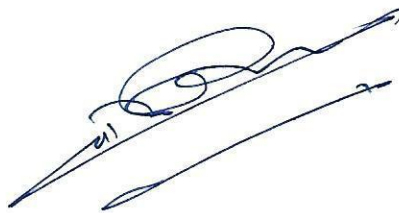

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guidelines for Peer Mentoring. It was proposed that the guidelines for Research Mentoring be prepared by Dr. Garima Kumar.

8. It was decided that the teacher-mentor programme would be further streamlined and academic counseling on a regular basis at each department should be conducted. A formal structure for the same needs to be made soon.
9. Dr. Gupta further shared the status of certain infrastructural upgradation at the college which included the addition of a Psychology laboratory, a Green House and a Gardners' room. He stated that the construction work was in progress and would be completed soon. Dr. Sandhu expressed her gratitude towards IQAC and the Principal for the addition of the Psychology laboratory which was a much needed requirement.
10. The Principal advised that all the departments maintain a regular connection with the parents and alumni through PTMs and Alumni Meets. Their suggestions and feedback should also to be collected. These two events should be a part of the departmental academic calendar.
11. The Principal informed the House that one more lift will be added to the Auditorium complex to increase its accessibility. She further discussed the issue of accessibility at the fourth floor of the college. She shared that both the lifts are now accessible to the 4th floor. One more staircase is needed to be opened up for the fourth floor to increase its accessibility.
12. It was further stated that more such review meetings will be held in the coming weeks to prepare for the upcoming NAAC visit.

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



Harpreet Kaur