Acharya Narendra Dev College

IQAC – Minutes

A meeting of IQAC members was held on Wednesday. July 07, 2021 at 11.30 AM. Following members were present.

1. Prof Ravi Toteja, Officiating Principal and Chairperson
2. Prof. Sarita Kumar, Convener
3. Dr. Gagan Dhawan, Member, Department of Biomedical Sciences
4. Dr. Anupama Shukla, Member, Department of Botany
5. Dr. Pankaj Khanna, Member, Department of Chemistry
6. Dr. Sandeep Kumar Goel, Member, Department of Commerce
7. Dr. Ravneet Kaur, Member, Department of Electronics
8. Dr. Sadanand Prasad, Member, Department of Mathematics
9. Dr. Arijit Chowdhuri, Member, Department of Physics

Agenda of the Meeting

1. Formulation of Plagiarism Check Committee for each subject and Procedure to be followed
2. Devise criteria to procure certificates required from administration for filling promotion/performance forms
3. Possibility of adoption of Vidya Vistar Scheme of University of Delhi
4. Procedures to be adopted for quality check of Workshops/Conferences
5. Any other matter or suggestion by any of the members.

Actions taken

Minutes of the previous meeting were confirmed.

Agenda 1:

Two Sub-Committees were constituted for Plagiarism Check and Vetting of research papers.

Sub-Committee 1: Dr. Gagan Dhawan, Dr. Anupama Shukla, Dr. Sandeep Goel
(Subjects: Zoology, BMS, Botany and Commerce)

Sub-Committee 2: Dr. Preeti Marwaha, Dr. Arijit Chowdhuri, Dr. Ravneet Kaur, Dr. Pankaj Khanna, Dr. Sadanand Prasad
(Subjects: Chemistry, Physics, Electronics, Computer Science and Mathematics)

It was also decided that an online training session regarding use of Urkund software for Plagiarism Checking of research papers will be conducted by Convener, IQAC for all the members and common guidelines will be formulated.

Agenda 2:

The members deliberated on the issue and possibilities. It was decided that faculty members need not submit the certificate for attendance proof along with APAR for the AY 2020-21 as it will be endorsed by TIC of the Department and the Principal.

It was also decided that the self-attested photocopy of the annual report can be submitted as the proof of various committees the faculty member is part of.

Agenda 3:

Convener, IQAC briefed the members about the "Vidya Vistar Scheme" (V2 Scheme) of the University of Delhi. The possibilities to be a part of this scheme were discussed in order to make the academic facilities available to the other partnering institutions in remote areas for academic cooperation and collaboration.

Agenda 4:

The members deliberated upon the quality assurance of the workshops, conferences, seminars and invited talks held in the college. It was decided that all such activities will be held under the aegis of IQAC for which guidelines will be made by Dr. Arijit Chowdhuri and Dr. Gagan Dhawan.
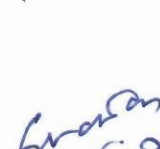
Agenda 5:

Following decisions were taken.

a) A separate Gmail Id - iqac_datacollection@andc.du.ac.in will be formed for creating dedicated folder for each Department and faculty in the Google Drive with necessary privacy settings. It was decided to first create folders for the IQAC members to optimize the process. Dr. Pankaj Khanna and Dr. Preeti Marwaha were assigned the task.

b) Convener, IQAC briefed about the workshop proposed by the Department of Commerce for the non-teaching staff of the college. Chairperson, IQAC suggested to conduct such training workshops under the aegis of IQAC for the faculty as well as non-teaching staff of the college.

c) Dr. Arijit Chowdhuri was requested to design the IQAC letter head and he agreed for the same.

d) The constitution of the screening committee for the scrutinization of application forms received in the college for the permanent faculty position was discussed.

The meeting ended with a vote of thanks to the Chair.

(Coordinator) 07/07/2021

02/7/21

(Chairperson)

07/7/2021

07/07/2021

(Members)