

**ACHARYA NARENDRA DEV COLLEGE  
(UNIVERSITY OF DELHI)**

**Minutes of the IQAC meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Tuesday, 25<sup>th</sup> April, 2017 at 10:00 a.m. in the committee room of the college.

The following members were present:

- |     |                           |   |   |
|-----|---------------------------|---|---|
| 1.  | Dr. Savithri Singh        | : | Principal (in the Chair)                              |
| 2.  | Dr. S. Lakshmi Devi       | : | External Member                                       |
| 3.  | Dr. Sambuddho Chakravarty | : | External Member                                       |
| 4.  | Dr. Mamta Bhatia          | : | Associate Professor, Department of Physics            |
| 5.  | Dr. Sandeep Kumar Goel    | : | Associate Professor, Department of Commerce           |
| 6.  | Ms. Seema Gupta           | : | Associate Professor, Department of Mathematics        |
| 7.  | Dr. Chandra kanta Samal   | : | Assistant Professor, Department of Computer Science   |
| 8.  | Mr. Manoj Garg            | : | Assistant Professor, Department of English            |
| 9.  | Dr. Rajesh Chaudhary      | : | Assistant Professor, Department of Biomedical Science |
| 10. | Dr. Ravneet Kaur          | : | Assistant Professor, Department of Electronics        |
| 11. | Dr. Ravi Toteja           | : | Vice-Principal  |
| 12. | Mr. V.S. Rao              | : | Administrative Officer                                |
| 13. | Dr. Seema Gupta           | : | Coordinator   |

The Chairperson, Dr. Savithri Singh, welcomed all the members of IQAC. The Coordinator introduced new internal members. The Coordinator briefed the new members on the objectives, strategies, functions and operational features of IQAC.

The Coordinator presented the action taken report on minutes of meeting of IQAC held on May 19, 2016. The members appreciated the measures taken to boost the quality of the facilities provided to the students and on the whole, the teaching-learning process. The Coordinator informed the members regarding the progress of job oriented courses and the communication held with NSDC and the Director- NOS Development & Curriculum Advisory Life Sciences Sector Skill Development Council. Dr. Mamta Bhatia suggested for starting the Community College as well. Since the space in the present building is inadequate, the members were of the view that it may be started at the new building of the College.

**1. Agenda No. 1: Measures to monitor student progression**

The student progression has a positive impact on students' career graph in terms of the completion and continuation to higher studies and influences the future sustainability. So the members discussed to monitor the student progression. It has been suggested that registration in Alumni Association is most important to keep the contact. The students leaving the college on completion of their course should be asked to join the Alumni Association immediately. The departments may have a

coordinator to collate the information. The students should also be asked to leave the details when they come to receive their graduation degree which generally takes 2-3 years after they pass out. It was also suggested to introduce a section in the Security Refund Form. College administrative office shall ensure that the information is completely filled when students come for clearance for refund of security. An option to hire the external agency may also be looked into.

**2. Agenda No. 2: Necessary steps for collaboration with industry to avail their Corporate Social Responsibility(CSR) benefits for student welfare schemes**

Since the College is making efforts to establish skill development programs in different sectors, it can also explore the possibilities to collaborate with industries through their Corporate Social Responsibility (CSR) schemes which can support these programs as well as help students in placements. It was also suggested that since college has completed twenty five years of its establishment with alumni reaching at good positions in various sectors , they shall be approached to extend CSR schemes of their institutions to the college.

**3. Agenda No. 3: Possible initiatives to engage parents as stake holders**

The members viewed that the parents should also be made aware of the College initiatives and schemes that can benefit their wards. SMS facility through ERP can be used for this purpose. It was also suggested that parents should also be invited on the Orientation Day along with the freshers at the beginning of new session. Since the space in the present building is inadequate, this practice may be initiated in the new building of the College. At present college invites parents during Culmination of ECPDT, annual theatre production (ATP) and annual day.

**4. Agenda No. 4: Expenditure of UGC grant**

The College has received grant of Rs. 1,50,000 /-from UGC towards first instalment for 2016-17 for running of IQAC under following items:

No.	Purpose of grant	(Rs.)
1	Honorarium to the Director/Coordinator, IQAC @Rs. 1000x12x5	60,000
2	Office Equipments	60,000
3	Hiring Services for Secretarial & Technical Services	60,000
4	ICTs Communication expenses	70,000
5	Contingencies	50,000
	Total	3,00,000



The members suggested that the part of the grant at Sl. No 3,4 and 5 may also be utilized for organization of inter and intra institutional workshops, seminars on quality related themes , activities for students and promotion of quality circles.

**5. Any Other Matter**

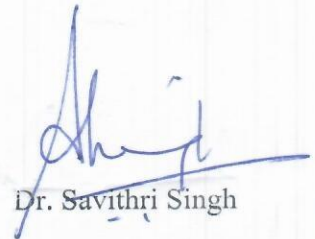
- Dr. Sambuddho Chakravarty suggested that the course content should mention the learning outcomes to enrich the teaching- learning process. The Principal suggested for organizing a few workshops from experts in Education to guide the teachers on making drafts on learning outcomes.
- Dr. S. Lakshmi Devi suggested that the IQAC should also sensitize the student community on disability.

The meeting ended with a vote of thanks by the coordinator.



Dr. Seema Gupta

Coordinator



Dr. Savithri Singh

Chairperson