

आचार्य नरेंद्र देव कालेज
दिल्ली विश्वविद्यालय
नैकमान्यताप्राप्त, ग्रेड ए, ३.३१
आंतरिक गुणवत्ता सुनिश्चियन प्रकोष्ठ
INTERNAL QUALITY ASSURANCE CELL (IQAC)

The first meeting of IQAC members was held on 13/8/2019 at 2:00pm in the Committee Room for the under mentioned agenda items;

- 1. Introductory overview of IQAC, its objectives, functions and benefits for a Higher Educational Institute (HEI) before the newly constituted IQAC team by coordinator IQAC.**
- 2. Documentation of the various programs/activities of the College, quality maintenance and improvement.**
- 3. A committee to be constituted to draft the Annual Quality Assurance Report (AQAR) for the year 2018-19.**
- 4. Assessment, evaluation of application of quality parameters for the various academic and administrative activities of the College.**
- 5. Action Program or future Roadmap for various activities for the year 2019-2020.**
- 6. Any other item with the permission of chair.**

Members present in the meeting

- Dr. Ravi Toteja (Acting Principal)
- Dr. Bharati Sarkar (External Member, Educationist)
- Dr. Geetu Gambir (Bursar)
- Mr. Gaurav Sharma (Dept. of Mathematics)
- Dr. Sunita Jetly (Dept. of Biomedical Sciences)
- Dr. Subhash Kumar (Dept. of Physics)
- Dr. Preeti Marwaha (Dept. of Computer Science)
- Dr. Rashmi Sharma (Dept. of Botany)
- Mr. Manoj Kumar Garg (Dept. of English)

- Ms. Poonam Chauhan (Dept. of Commerce)
- Dr. Udaibir Singh (Dept. of Electronics)
- Mr. V.S. Rao (Administrative Officer)
- Dr. Yasheshwar (IQAC Coordinator)

Members absent in the meeting

- Dr. Monica Misra (Dept. of Zoology)
- Dr. Vikrant Atri (Dept. of Chemistry)

Minutes of the meeting

Agenda item 1.

Introductory overview of IOAC, its objectives, functions and benefits for a Higher Education Institute (HEI) before the newly constituted IOAC team by coordinator of IOAC.

The Coordinator of the cell formally welcomed all the members of IQAC and introduced the External member Dr. Bharti Sarkar to the IQAC team. The Chairperson expressed sincere thanks to the External Member for being the member of IQAC team.

The meeting started with the brief introduction about National Assessment and Accreditation Council (NAAC) and Internal Quality Assurance Cell (IQAC). The importance of accountability and transparency was underlined to assure quality in a Higher Educational Institute (HEI) coupled with goals, functions and benefits of Quality Cell.

Agenda item 2.

Documentation of the various programs/activities of the College, leading to quality maintenance and improvement

Dr. Bharti Sarkar expressed her views regarding importance of official documentation. She elaborated on the purpose of documentation as they are the source or repository of the entire activities that take place in any organization, therefore documentation needs to be scientifically recorded, sorted and analyzed. It provides assurance that quality related activities are being executed the way these were planned and approved. Coordinator, IQAC expressed his serious concern and stressed on the improvement in keeping of file records and documents in order to bring transparency at ANDC.

Agenda Item 3.

A committee to be constituted to draft the Annual Quality Assurance Report (AOAR) for the year 2018-19

All members were informed by the coordinator that Annual Quality Assurance Reports (AQAR 2016-17 & AQAR 2017-18) had been submitted to NAAC. AQAR report for the year 2018-19 to be drafted and submitted by the second week of November 2019. In this regard, a subcommittee within the IQAC was constituted to complete the draft by the 15th September 2019 as per the prescribed format of the IQAC. The Drafting Committee includes following members;

- **Dr. Sunita Jetly, Convenor (Dept. of Biomedical Sciences)**
- Dr. Priti Marwaha (Dept. of ComputerScience)
- Dr. Subhash Kumar (Dept. of Physics)
- Dr. Rashmi Sharma (Dept. of Botany)

Agenda Item 4.

Assessment and evaluation of application of quality parameters for the various academic and administrative activities of the College.

- i. The Chairperson informed members about the various programs running in the college to provide better facility for teaching–learning environment.
- ii. The ERP software (iON Services) purchased in 2014 from TCS (Tata Consultancy Services Ltd) was discussed in detail. Staff members of Accounts and Administration sections have categorically requested Principal ANDC to terminate ERP software (**Letter attached**) and stop further wastage of money nearly @ Rs.1.79 Lakhbeing exhausted every month. The Coordinator, IQAC summarized financial loss of around nearly 1.15 crore since 2014 paid to TCS. He further Dr. expressed his sincere thanks to the Acting Principal, Dr. Ravi Toteja for accepting the demand of college teachers to issue attendance registers. The Acting principal also informed that ERP software has been made by the University of Delhi and it would be made available free to all colleges. All members agreed that ERP needs to be terminated as soon as possible for the better alternatives for all college stakeholders. In this regard, a sub-committee was constituted to find comparatively inexpensive and efficient replacement as per the requirements and immediate needs of the college stakeholders i.e. 2000 students and staff of the college. The Committee

was requested to submit its report by 30th August, 2019. The sub-committee comprises following members;

- Dr. Geetu Gambhir (Bursar)
- Dr. Yahseshwar (IQAC Coordinator)
- **Mr. Gaurav Sharma (Convenor)**
- Dr. Sunita Jetly (Dept. of Biomedical Sciences)
- Dr. Udaibir Singh (Dept. of Electronics)
- Mr. Manoj Kumar Garg (Dept. of English)
- Mr. V.S. Rao AdministrativeOfficer)
- Mr. Chatenya Sharma (S.O. Accounts)
- Mr. Ravinder Kumar Pandey (Account Section)
- Mr. Ashutosh (Staff Admin)
- Ms. Namrata Arora (Officiating Librarian)

iii. On the request of Dr. Sunita Jetly with permission of Chair the following budget was recommended and approved for any invited lecture under IQAC:

Honorarium	Rs. 2000/-
TA	Rs. 1000/-
Refreshments	Rs.100/person
Miscellaneous	Maximum Rs. 2000/-
Total	Rs. 5100/- (Five Thousand One Hundred)

iv. Dr. Subhash Kumar suggested that scanned copy of service files of Teaching staff must be send every year to all teachers electronically as per the rules prescribed General Financial Rules (GFR) 2017. Though there was a consensus on getting the complete service files scanned till date, but all were in agreement that it would be a tedious job, therefore, the Chairperson suggested that the concerned teacher could scan his/her service till date and later every year scan copy would be sent to all teachers separately. Similarly, for our support staff, their Confidential Reports (CR) also to be streamlined for their information.

- v. Dr. Subhash Kumar recommended that reading section of Library must be open till 8:00 p.m during exam time for our college students.
- vi. Taking into view the increase in the strength of students due to EWS expansion, there is an urgent need to augment the class-room space.

Agenda item 5.

Action Program or future Roadmap for various activities for the year 2019-2020.

- i. Non-Collegiate Womens' Education Board (NCWEB) to be setup.
- ii. Establishment of IGNOU Centre
- iii. Information sought under the Right to Information Act 2005 from college and their responses to be uploaded from now on the college website. This online data would prevent the repetition of RTI filed by the information seekers..
- iv. Indian Languages Centre to be started.
- v. More Add on Courses to be commenced.
- vi. Workshop on Government e-Marketing to be conducted.
- vii. Establishment of Acharya Narendra Dev "Trans-disciplinary Research Centre"
- viii. ANDC to be a Mentor to promote NAAC accreditation for NAAC aspirant Higher Educational Institutes (HEIs) as Mentee under the PARAMARSH scheme of UGC.
- ix. Facility to be developed for e-Lectures@ANDC
- x. Underlining the importance of cultural heritage of Music with intention to enrich the quality of formal education by increasing awareness about different aspects of Music and inspiring our young mind to imbibe the values embedded in it. With this objective, an educational training to Learners would be initiated in our campus.

Agenda Item 6.

Any other item with the permission of Chair

There was no item other than the sent agenda

Meeting was ended with thanks to members of IQAC.

Dr. Ravi Toteja
(Acting Principal)

Dr. Yasheshwar
(Coordinator, IQAC)