

**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, July 7, 2015 at 6.00 p.m in the Committee Room of the college.

The following members were present:

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| 1. | Dr. Savithri Singh | - | Principal (in the Chair) |
| 2. | Professor K.N. Trpathi | - | External Member |
| 3. | Dr. Harsh Kumar | - | External Member |
| 4. | Dr. Sanjeeta Rani | - | Associate Professor, Department of Physics |
| 5. | Ms. Anupama | - | Associate Professor, Department of Mathematics |
| 6. | Dr. Urmi Bajpai | - | Associate Professor, Department of Biomedical Sci. |
| 7. | Mr. Vishal Dhingra | - | Assistant Professor, Department of Electronics |
| 8. | Dr. Geetika Kalra | - | Associate Professor, Department of Botany |
| 9. | Mr. Ravinder Kumar | - | Assistant Professor, Department of Zoology |
| 10. | Dr. Harita Mehta | - | Assistant Professor, Department of Computer Sci. |
| 11. | Mr. Manoj K. Garg | - | Assistant Professor, Department of English |
| 12. | Dr. Sarita Kumar | - | Vice-Principal |
| 13. | Dr. Amit Garg | - | Bursar |
| 14. | Mr. V.S. Rao | - | Administrative Officer |
| 15. | Dr. Seema Gupta | - | Associate Professor, Department of Chemistry
(Coordinator) |

The Chairperson, the Principal, Dr. Savithri Singh first welcomed all the members. The Principal reiterated the importance of IQAC to formulate mechanisms for enhancing quality in college functioning. All the members briefly introduced themselves. This was followed by a brief presentation giving an overview of the college to provide background to the external members. The external members; Professor K.N.Tripathi and Dr. Harsh Kumar appreciated the efforts of the college for offering ample opportunities to the students through various programmes to develop skills and preparing for the future.


Following decisions were taken during the meeting:

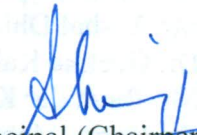
1. Ensure use of ERP (Enterprise Resource Planning) to monitor student attendance, result analysis, automation for self-learning and student progression right from entry level in the college to the exit. Take student feed-back. This shall improve the administrative functioning and also the teaching-learning process.
2. Organize workshops to train teachers for ERP system.
3. Create an in-house Face book page for larger participation and sharing.
4. Ensure larger participation by all the teachers of all the departments.

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5. Spread more awareness about the good practices and schemes of the college so as to ensure opportunity for each student of the college. Monitor benefits of all the schemes.
6. Spread awareness about the Good Practices of the college through media. Media advisor may be identified for this job.
7. To reinforce the student-mentor communication by:
 - i. fixing interaction slots in the time-table
 - ii. workshops for faculty to learn mentoring

The meeting ended with vote of thanks by the coordinator.


20/7/15
Coordinator
IQAC


Principal (Chairperson)