


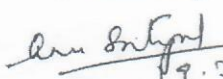



IQAC meetings held from 1/7/23 - 30/6/24

- |   |                    |   |         |
|---|--------------------|---|---------|
| ① | 19/7/23            | ⑪ | 10/5/24 |
| ② | 17/8/23            | ⑫ | 30/5/24 |
| ③ | 22/8/23 (12:30 pm) | ⑬ | 24/6/24 |
| ④ | 28/8/23            |   |         |
| ⑤ | 20/9/23            |   |         |
| ⑥ | 25/9/23            |   |         |
| ⑦ | 26/9/23            |   |         |
| ⑧ | 5/10/23            |   |         |
| ⑨ | 6/10/23            |   |         |
| ⑩ | 10/10/23           |   |         |
| ⑪ | 18/10/23           |   |         |
| ⑫ | 30/11/23           |   |         |
| ⑬ | 13/12/23           |   |         |
| ⑭ | 05/3/24            |   |         |
| ⑮ | 12/4/24            |   |         |
| ⑯ | 25/4/24            |   |         |

# Minutes of the IOAC Committee

19/7/2023

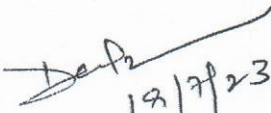
A meeting of the IOAC committee was held on 19 July, 2023 at 12.00 pm in the Principal's room. following members attended the same -

1. Prof. Jai Teer 
2. Dr. Anu SATYAL  19.7.2023.
3. Deepa S. Gang  19/7/23.
4. Dr. Shweta Kumar  19/7/23
5. 

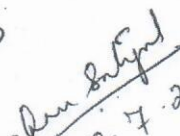
6.

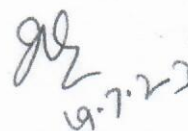
1. The information on the UTSAH portal was uploaded.
2. ~~Add~~ Required number of fire extinguishers may be got installed at the different places in the college.
3. Required Signages may be got installed.
4. The process of green audit should be initiated

5.

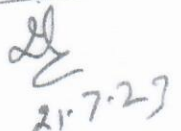
 19/7/23

 19/7/23

 19.7.2023

 19.7.23

Prof. Anu Satyal

 21.7.23

Minutes of the IOAC Committee 19/7/2023

A meeting of the IOAC committee was held on 19 July, 2023 at 12.00 pm in the Principal's room. following members attended the same -

1. Mr. Jitendra Kumar *JK*
2. Dr. Anu SATYAL *Anu Satyal* 19.7.2023.
3. Deepa S. Gang *Deepa* 19/7/23.
4. Dr. Shweta Kumar *Skol* 19/7/23
5. 5

1. The information on the UTSAH portal was uploaded
2. ~~Ad~~ Required number of fire extinguishers may be got installed at the different places in the college.
3. Required Signages may be got installed.
4. The process of green audit should be initiated

*Deepa* 19/7/23

*Skol* 19/7/23

*Anu Satyal* 19.7.2023

*JK* 19.7.23  
*S. Goling* 16/8-  
21-7-23

*JK* 21.7.23


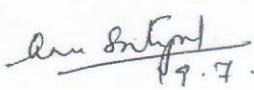
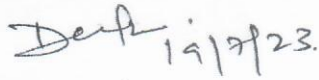
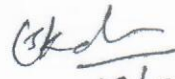

Dr. Anu Satyal



# Minutes of the IQAC Committee

19/7/2023

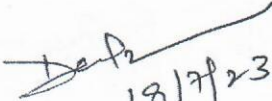
A meeting of the IQAC committee was held on 19 July, 2023 at 12.00 pm in the Principal's room. Following members attended the same -

1. Prof. Jitendra 
2. Dr. Anu SATYAL  19.7.2023.
3. Deepa S. Gang  19/7/23.
4. Dr. Shweta Kumar  19/7/23
5. 

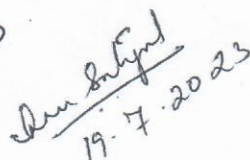
6.

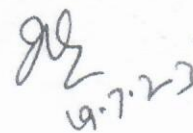
1. The information on the UTSAH portal was uploaded.
2. ~~Add~~ Required number of fire extinguishers may be got installed at the different places in the college.
3. Required Signages may be got installed.
4. The process of green audit should be initiated

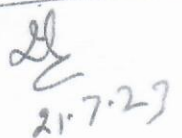
Dr. Anu Satyal

 19/7/23

 19/7/23

 19.7.2023

 19.7.23

 21.7.23



A meeting of the ISAC was held on 17.8.2023 at 12.30p in the Committee Room. Following members were present:

1. Meenakshi Aggarwal Meenakshi
2. Dr. Anu Satyal Anu Satyal 17.8.2023
3. Harsh Narain Bi
4. Deepa S. Gang Deepa 17/8/23
5. Dr. Shweta Kumar Shweta 12/8/23
6. Anu Singh Anu Singh 17/8/23
7. Ishaan Jaiswal Ishaan Jaiswal 17.08.2023
8. Vijaya Rajini Vijaya Rajini 17/8/23
9. Dr. Shubini Singh Shubini 17/8/23
10. PARUL CHACHRA Parul 17/8/23
11. Kanika Goyal Kanika 17/8/23

### Minutes.

1. The teams were made for each Criterion + Sub-Criterion. The office should provide the data on time.

2. It was decided that the teacher responsible for their sub-criterion. All members will be responsible for their sub-criterion. Team heads have agreed to portal review the entire report before the submission on the portal.

Parul 17/8/23  
Anu Singh 17/8/23

Deepa 17/8/23  
Anu Singh 17/8/23

Meenakshi 17/8/23  
Anu Singh 17/8/23

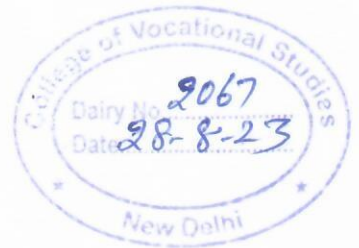
Royal 17/8/23  
Rajini

Ishaan Jaiswal 17.08.2023  
Bi/Harsh Narain 17.08.2023

ASAC  
2023-24  
ASAC

A meeting of the IOAC ~~with~~ was held on 22.08.2023 at 12.30 pm in the Committee Room. Following members were present:

1. Dr. Anu Satyal Anu Satyal 22/08/2023.
2. Dr. Shalini Singhal Sh L 22/8/23.
3. Deepa S. Gang Deepa 22/8/23.
4. PARUL WACHHA - Parul 22/8/23
5. Karika Goyal Koyal 22/8/23
6. Harsh Narain H/Narsh Narain 22/8/23
7. Ishaan Jayaswal Ishaan Jayaswal 22/8/23
8. Anu Singh Anu Singh 22/8/23
9. Dr. Shweta Kumar Shweta 22/8/23
10. Meenalakshi Aggarwal Meenalakshi 22/8/23
11. Vijaya Rajni Vijaya 22/8/23



Dr. Anu Satyal / POKH  
 They should be a  
 series teacher as  
 overall instructor  
 each cri pres

#### Minutes:

1. Teams for making IOAC 2022-23 were finalised (Criterion-wise) Everyone will be informed by mail regarding the respective sections assigned to them.
2. The committee recommends → Renovation of the Seminar Hall at the earliest, The Conference should have the conferencing mic system on audio-visual system and a smart podium.
3. The IOAC members were informed by the student members that there is a clash of event dates across societies' events. This leads to inner confusion and so the process needs to be streamlined with the permission letter necessarily accompanied by event details. The society convenors should submit the event calendar for the year in advance at the beginning of the academic year. Dated copies of the permission letters should be provided to the Convenor / Society President.
4. The clearance of Bills / Prizes for various society event should be done expeditiously.

Pr/Harsh 22/8/23

Anu 22/8/23

Sh L 22/8/23

Parul 22/8/23

Ishaan Jayaswal 22/8/23

Anu Singh 22/8/23

Meenalakshi 22/8/23



## **Teams for AQAR 2022-23**

### **Part A**

1. Shweta Kumar, Rajbahadur, Mangal Cherring and Neeti Hooda
2. Extended Profile - Kanika Goyal, Barkha
3. NEP - Pavitra, Shweta Kumar, Anand Kumar

### **Part B**

#### **Criterion 1 - Vijaya Rajni**

Sec 1.1 Nidhi Mittal, Shelly Gupta

Sec 1.2 Suman Rani

Sec 1.3 Silpa P.R.

Sec 1.4 Rakesh Kumar

#### **Criterion 2**

section 2.1 DhananjaySingh, Ruchi Sharma

section 2.2 Raj Bahadur, Jasleen Kaur

section 2.3 Nisha, Jasleen Kaur

section 2.4 Namita, Nisha

section 2.5 Guneet Gill, Ruchi Sharma

section 2.6 Navodita Choudhary, Guneet Gill

section 2.7 Geetika Vashisht

#### **Criterion 3**

Sec 3.1 - Ruchi Sharma , Mamta Thagela

Sec 3.1.3 - Anurag Agnihotri, Suman Solanki, Radha S. Gulia

Sec 3.2- Deepa S. Garg, Ruchi Singh, Aakanksha Nirala

Sec 3.3- Shipra, Garima Malu

Sec 3.4- Pavitra, Priyanka Saroha, Avinash Chandra

*Anurag Agnihotri*  
8.2023



**Criterion 4 - Anu Singh**

4.1 Vedvrat Tiwari, ~~Mrinmoyee~~, Geotagged Pictures Ravindra Singh Kushwah

4.2 Natasha Taneja

4.3 Virendra Singh Bittoo

4.1.1 Kanika Goyal

4.1.2 Rupesh Shukla

**Criterion 5 - Meenakshi Agarwal**

5.1.1, 5.1.2, 5.4 - Narender, N. S. Rana

5.1.3, 5.1.4 - Sheetal Maurya, Shilpa Garg

5.2.1, 5.2.2, 5.2.3 - Deepika Mishra, Annushri, Ashish Jha

5.3.1, 5.3.3 - Mamta Thagela, Mamta Singh

5.1.5, 5.3.2, 5.4.2 - Nikita

**Criterion 6 - Anuradha Bawa Singh, Swati Chandra, Sangeeta Tyagi, Mamta Lamba, Mrinal Pingua**

**Criterion 7 - Parul Chachra**

7.1.1, 7.1.2, 7.1.3 - DhananjayaSingh

7.1.4, 7.1.5, 7.1.6 - Radha Gulia

7.1.7, 7.1.8, 7.1.9 - Naveen Sehgal

7.1.10, 7.1.11 - Barkha Jamwal

7.2 - Barkha, Parul Chachra

7.3 - Parul Chachra

All student data to be collected by Ishaan and Harsh and coordinated/advised by Anurag Agnihotri, Ashis Taru Deb, Sunil Koak, Meenakshi Agarwal and Deepa S. Garg.

Anu Singh  
22.8.2023

An online meeting of the IQAC was held on 28.08.2023 at 6 pm. Following members were present in the meeting:

Prof. Inder Jeet

Dr. Anu Satyal

Dr. Vijaya Rajni

Dr. Meenakshi Agarwal

Ms. Deepa S. Garg

Ms. Parul Chachra

Ishaan Jayaswal

Harsh Narain

*gk*  
*Anu Satyal*  
*28.8.2023*

*Vijaya Rajni*

*Meenakshi*

*- Parul*  
*28.08.23*

*28/8/2023*



Minutes of the meeting:

1. The committee was informed by the Principal that Dr. Shalini Singhal is no longer a member of the IQAC.
2. The teams for AQAR 2022-23 were finalised and team heads were assigned to coordinate the work.
3. The IQAC proposed the change in dates of the NAAC Peer team visit in consultation with the Principal. This information will be updated on the NAAC portal at the earliest.

The new dates are as follows-

January 11 and January 12, 2024

January 24 and January 25, 2024

February 8 and February 9, 2024

The reasons cited are - the appointment process of Assistant Professors in various departments is going to be completed by this end of this semester and the process of admissions to semester I is still going on. Another reason is the renovation process is also being initiated in the college and will be complete by the end of the semester. Hence the committee is of the opinion that once these processes are completed the Peer Team visit can be better organised.

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

*Vijaya Rajni*

*Meenakshi*

*Anu Satyal*  
*2023*

*28/8/2023*

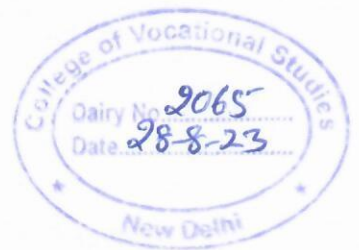
*Parul*  
*28/8/23*  
*gk*

28<sup>th</sup> Aug 23.

To,

The Principal,  
CVS,  
Sheikh Sarai  
N.D.

Sub: Request to relieve me  
from IQAC.



Sir,

I humbly request you to  
kindly relieve me from IQAC  
since I am looking after Purchase  
and Cultural Committee which  
are time consuming and work  
has to be finished timely.

I once again request you  
to kindly relieve me.

Thanking You,

Yours Sincerely

Shalin

Dr. Shalini Singhal

OK  
Dr. Anil Satish / Pro  
(Admin)  
28/8/23

Dept of History



An online meeting of the IQAC was held on 28.08.2023 at 6 pm. Following members were present in the meeting:

Prof. Inderjeet

Dr. Anu Satyal

Dr. Vijaya Rajni

Dr. Meenakshi Agarwal

Ms. Deepa S. Garg

Ms. Parul Chachra

Ishaan Jayaswal

Harsh Narain

Minutes of the meeting:

1. The committee was informed by the Principal that Dr. Shalini Singhal is no longer a member of the IQAC.
2. The teams for AQAR 2022-23 were finalised and team heads were assigned to coordinate the work.
3. The IQAC proposed the change in dates of the NAAC Peer team visit in consultation with the Principal. This information will be updated on the NAAC portal at the earliest.

The new dates are as follows-

January 11 and January 12, 2024

January 24 and January 25, 2024

February 8 and February 9, 2024

The reasons cited are - the appointment process of Assistant Professors in various departments is going to be completed by this end of this semester and the process of admissions to semester I is still going on. Another reason is the renovation process is also being initiated in the college and will be complete by the end of the semester. Hence the committee is of the opinion that once these processes are completed the Peer Team visit can be better organised.

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

A joint meeting of the IQAC and purchase committee was held on 20 Sep, 2023 in the committee room at 12:30 p.m. following members attended the meeting to discuss the NAAC visit.

1. Dr. Ashis Taru Deb
2. Anu Singh
3. Jasleen Kaur Saipal
4. Dr. Ruchi Sharma
5. Dhruvanjaya Singh
6. Harsh Narain

Ashis Taru Deb  
20/9/23

Anu Singh  
20/9/23

Jasleen Kaur Saipal

Ruchi Sharma  
20/9/23

Dr. Harsh Narain  
20/9/23

Ashish Kumar Jha  
20.09.23

7. ASHISH KUMAR JHA

8. Deepa S. Gang

Deepa S. Gang  
20/9/23

9. PARUL CHACHNA

Parul Chachna  
20/9/23

10. Dr. Shweta Kumar

Dr. Shweta Kumar  
20/09/23

11. Kanika Goyal

Kanika Goyal  
20/9/23

12. Pavitra Kumari

Pavitra Kumari  
20/9/23

13. Dr. Natasha Tajeji

Dr. Natasha Tajeji  
20/09/2023

14. Dr. Anu Satyal

Dr. Anu Satyal  
20.9.2023

15. Dr. Meenakshi Agarwal

Meenakshi Agarwal  
20/9/23

16. Dr. Shalini Singhal

Dr. Shalini Singhal  
20/9/23

17. Ishuam Jayaswal

Ishuam Jayaswal  
20/09/2023

18. Guneet Gill

Guneet Gill  
20/9/23

19. Shrutal Maniyan

Shrutal Maniyan  
20/9/23

20. Indir Teet

MINUTES ENCLOSED:

AOC Admin

Coordin  
IGA

25



Minutes of the IQAC meeting held on 20.9.2023 at 12.30 PM in the Committee Room

1. The members discussed the pre-NAAC visit improvements and repairs needed. For this purpose, each staff council committee is to be assigned the task of identifying the improvements needed and work-to-be-done in their specific area or department and the fixtures/furniture required for the same. This must be intimated to these committee conveners by email at the earliest possible. (List enclosed).

2. The NAAC visit schedule was also discussed and teams formed (List enclosed).

3. All TICs should be sent a mail regarding the making of the Departmental PPT for the period 2016-2023. The PPT should cover all department based activities, achievements, publications, seminars/conferences/workshops attended, contribution made to the NEP syllabi by the members of the department, courses covered, intake of students (aggregate) and the result of the current pass out batch in terms of pass percentage.

4. All student societies (Maanas, Green Brigade, NSS, NCC, Aaghaaz, Cultural committee) should be instructed to make society PPTs over 2016-2023. IQAC student members - Ishaan and Harsh will coordinate this under the guidance of the society conveners. *under Dr. Anurag Agnihotri.*

5. A PPT for the Sports Department should also be made covering all important events under Dr. Sunil Koak and the sports committee.

6. IQAC PPT should also be made.

7. Mentor-Mentee groups have to be created. Dr. Meera Nangaia,, Ms. Barkha Jamwal, Ms. Guneet Gill should be informed by email regarding the same.

8. Academic Calendar for the current year should be prepared by Ms. Deepika Mishra and Dr. Mamta Singh. A mail regarding this should be sent to them.

9. A new desktop computer and internet access in the IQAC room is required. *+ 3 laptops for NAAC peer team are to be purchased.*

10. A Nurse for the medical room is to be appointed. *A counsellor to be appointed.*

11. It was decided to expedite the process of green audit, gender audit and ISO certification. It was decided to initiate the making of smart classrooms already approved by the GB. *A portable video conferencing equipment should be purchased.*

12. It was decided to acquire technical specification for CCTV and WiFi for the New Building.

13. Renovation of washrooms in the college should be taken up on priority basis.

14. Renovation of the Old Building should be completed at the earliest.

15. Sofas in the staffroom and the Principal's room need to be repaired.

16. MOVs to be provided signed in the period 2016-23.

17. Renewal of fire Extinguisher  
The meeting ended with a vote of thanks to the Chair.

IQAC

Principal

*Dr. Harsh N.  
20.9.2023*

*Meenakshi*

*Adarsh  
20/9/2023*

*Shashank  
20/9/23*

*Pavitra  
20/9/23*

*Gaurav  
20/9/23*

*20/9/23*

*20/9/23*

*20/9/23*

*20/9/23*

*20/9/23*



## NAAC Peer Team Visit

### Pre-visit teams

1. Infrastructure Assessment committee (renovation, painting and fixtures):

Anu Singh (Convenor), Ved Vrat Tiwari, Kanika Goyal, Natasha Tajeja, Virender Bitto, Rupesh Shukla, Anuradha Bawa Singh, *Shalini Singhal, Anurag Agnihotri*

2. Staff Room Committee: Same as given in staff council list of committees - Convenor + members

3. Library Committee: Same as given in staff council list of committees - Convenor + members *(S. Koak)*

4. Garden Committee: Anu Singh + members *+ Kunal k...*

5. Canteen Committee: Vijaya + members

6. Boys common room/GCR - Convenor + members

7. Cultural committee and cultural building - Shalini Singhal (Cultural convenor) + members + Anuradha Bawa Singh as advisor

8. Alumni Committee - Dr. Kumar Rama Krishna + members

9. Aspire - Placement Cell - Gauri Mishra + members

10. North-East Students' Committee - Mangal Cherring + members. This committee can coordinate with the cultural committee to plan a programme on inclusion and diversity in the college for the Cultural Programme on the first day of the visit.

11. All TICs: to make department PPTs and arrange department rooms with display of academic calender, teaching plans, hard copy of the syllabus and publications.

12. Academic Calender with colour coding - Deepika Mishra, Mamta Singh

13. Magazine committee - Swati Chandra + members

14. NSS - Anurag Agnihotri (Convenor) and students

15. NCC - Convenor and students - provide Guard of Honour to the Peer Team

16. SMC - Anuradha Bawa - to showcase the achievements since its inception three years ago in the form of a printed brochure and a teaser/video

17. NAAC visit - physical and e banner - Shalini Singhal and Parul Chachra

18. Store Room (room no. 18, Garage near the canteen and garage in the principal's bungalow- AO (Amin), AO (Accounts, Housekeeping, Building Committee)

19. Computer lab committee - Deepa S Garg, Natasha Tajeja and Bhupinder Singh and Parul Chachra, Dhanajay Singh and Ashish Jha and Punit Srivastava

20. Principal's PPT - Bhupinder Singh, Anurag Agnihotri, Vinay Jain plus five year report card of departments

*Vg*  
*Vg*  
*20/9/23*  
*20/9/23*

*20/9/23*  
*20/9/23*

*20.9.2023*

*20/9/23*

*20/9/23*

*20/9/23*



21. Decoration Committee - ~~Meera Nangia, Deepa & Bawa~~ + ~~Suman Rani~~ + ~~Minall P~~ + ~~Rakesh Kumar~~ + ~~Ruchi Sharma~~  
 22. Website Committee - to be formed with Geetika Vashisht, Dhanajay Singh, Ashish Jha, Vikas + 6  
 23. New bulletin boards in the corridor, students' notice board, committee room.  
 24. Student teams - work in committees for decoration, cultural programme, etc  
 25. Criteria heads and teams should accompany the Peer Team on their visit.

### Peer-Team visit

1. PICK, DROP AND STAY COMMITTEE - Narendra, Ravindra, Avinash, Ajay Tyagi + One Non-teaching member (Siddhrath, Jagdish) ~~Aakanksha, Suman Rani, Anurag Agnihotri~~ ~~Sunil~~.
2. WELCOME COMMITTEE IN COLLEGE - Anand Kumar, Vijaya Rajni, Parul Chachra, Neerja Arya, Meenakshi Agarwal, Ajay Tyagi, Bhupinder Singh, Sunil Koak, Anuradha Bawa Singh, Gauri Mishra, Pradip K Biswas, Rupesh Shukla, Virender Bittoo, Anu Singh, Shalini Singhal, Vinay Jain, Kumar Rama Krishna. Prepare the teaser and brochure, Saraswati vandana in seminar hall, welcome speech by the Principal. + NCC guard of Honour
3. PRESENTATION BY THE Principal - PPT - Anurag Agnihotri, Vinay Jain, Gauri Mishra, Pradip K Biswas.
4. HOSPITALITY IN COLLEGE - Anuradha Bawa Singh (convenor), Meera Nangia, Shweta Kumar, Rekha Rani, Suman Solanki, Navodita, Guneet Gill, Rupesh Shukla, Narendra, Sangeeta Tyagi, Suman Rani, Annushree, Mamta Lamba, Deepika Mishra, Garima Malu, ~~Aakanksha N~~. The team has to arrange for Tea and snacks and Lunch for two days of the visit. Lunch on the first day is with GB members and on the second day with IQAC members. ~~Aakanksha~~
5. CULTURAL PROGRAMME - Anuradha Bawa Singh, Rekha Rani, and Shalini Singhal with Green Brigade, Aaghaaz and Cultural Committee - Theme - gender sensitisation, green practices and energy conservation. (1 hr)
6. DEPT. ROOMS VISIT BY THE TEAM: Academic Calender, Detailed information of the past five years of trips, hard copies of publications, teaching plans, projects done, assignments, Internal assessments, Hard Copy of the syllabus to highlight programme and course outcomes.- display these.
7. VISIT TO COMPUTER LAB - research committee, plus commerce lab, NCC, NSS, visit to server room, sports, yoga room, centre, open gym, canteen, ICT facilities and physical facilities (Projectors), GCR, BCR,
8. ALUMNI INTERACTION -
9. PLACEMENT CELL VISIT -
10. ANTI-RAGGING COMMITTEE -

Neerja, Deepa, Geetika, Gauri, Archana Yadav,  
 Jasleen Kaur, Nidhi Mittal, Radha Gulia  
 Time Table committee

Uggs Raj  
 20/9/23

Rani  
 20/9/23

Dr. Houshu  
 20.9.2023

Dr. Houshu  
 20/9/23

Meenakshi

20/9/23

20/9/23

20/9/23



11. ICC- *Anghaz → WDC → activities.*
12. STUDENTS AND PARENTS-to be briefed by *Anuradha Bawa Singh, Pavitra, Swati Chandra, Kanika Goyal, Ashis Taru Deb, Manta Singh, Ruchi Singh, Navvita,*
13. STUDENT UNION - AND representation of students in ICC and IQAC+ CRs of third years - *Rekha Rani, Meenakshi Agarwal + Members.*
14. INTERACTION WITH IQAC AND TEACHERS
15. INTERACTION WITH AO ADMIN AND AO ACCOUNTS
16. EXHIBITION- (i) dept rooms,  
 (ii) student societies *Barkha, Manita Thagela*  
 (iii) placement cell **Team** - Bhupinder, Sunil Koak, Raj Bahadur, Nidhi  
 (iv) NCC Madan, Mamta Singh, ~~Neeru~~, Rupesh, Ved Vrat,  
 (v) NSS Sangeeta Tyagi,, All society conveners and students,  
 and TICs  
 (vi) NE students' Committee - Mangal Cherring

17. ASSISTANCE TO PEER TEAM - Punit, Manoj - stationary, typing
18. SECOND DAY - PEER TEAM REPORT
19. Visit around the college for CRITERION 7 -
  - GREEN BRIGADE - Greenery, landscape - ANU SINGH, RUCHI SINGH, SHALINI, PARUL CHACHRA, RAGINI AGARWAL, ASHIS TARU DEB
  - RAMPS, RAIN WATER HARVESTING, COMPOST PIT, HERBAL GARDEN, SOLAR PANEL AND LIGHTS - ANU SINGH, MEERA NANGIA, RUCHI SINGH, RADHA S GULIA
  - REVIEW OF BEST PRACTICES AND INSTITUTIONAL DISTINCTIVENESS - PARUL CHACHRA
  - CCTV, Guards - ADMIN
  - AO (ADMIN) - TO SEE - The duty chart of the cleaners should be displayed in the washroom with their sign at regular hours.
- 20 REPORT OR DOCUMENT- AO (ADMIN), AO (ACCOUTNS), Manish, Vicky. Typing assistance - Sanjay, Vikas.
- 21 STATIONARY TO BE ARRANGED - P.C.BHATT and AO (ADMIN)  
 PAPER, computers, laptops, PRINTER, pencils, pens, eraser, PEN DRIVES, CD, scale, marker.
- 22 INTERACTION WITH THE PRINCIPAL, IQAC COORDINATOR,

*Gyrs Raju*  
20/9/23

*1 Dec*  
20/9/23

*Parul*  
20/9/23

*Chiranjiv*  
20-9-2023

*Dr. Harsh N.*  
20.9.2023

*20/9/23*

*Manish*  
20/9/23

*Pavitra*  
20/9/23

*20/9/23*



23 VOTE OF THANKS BY THE PRINCIPAL - SEMINAR HALL - all teaching and non teaching staff to be present - ORGANISED BY - Anand Kumar, Pradip K Biswas, Ashis Taru Deb, Sunil Koak, NK Mandal

24 ARCHANA YADAV (Convenor Discipline Committee) MEMBERS OF DISCIPLINE COMMITTEE- TO ENSURE THAT CLASSES GO ON REGULARLY AND TIME TABLE COMMITTEE SHOULD PUT CLASS TIMETABLES OUTSIDE EACH CLASSROOM.

25. To get signed by the Peer Team - Visit Schedule, Peer Team Report, Code of Conduct

Vys  
20/9/23

Deepa  
20/9/23

Pradip  
20/9/23

Pradip  
20/9/23

Anand Kumar  
20.9.2023

Bi/Harsh N.  
20.9.2023

Pradip  
20/9/23

Pradip  
20/9/23

Meenakshi

Pravita  
20/9/23

Pradip  
20/9/23

Pradip  
20.9.23

A joint meeting of the IQAC and purchase committee was held on 20 Sep, 2023 in the committee room at 12:30 pm following members attended the meeting:

1. Dr. Ashis Taru Deb Ashis Taru Deb  
20/9/23
2. Anu Singh Anu Singh  
20/9/23
3. Jasleen Kaur Saupal
4. Dr. Ruchi Sharma Ruchi  
20/9/23
5. Dhruvanjaya Singh
6. Harsh Narain Dr/Harsh Narain  
20/9/23
7. ASHISH KUMAR JHA Ashish  
20.09.23
8. Deepa S. Gang
9. PARUL CHACHNA Deepa  
20/9/23  
Parul  
20/9/23
10. Dr. Shweta Kumar Shweta  
20/09/23
11. Karika Goyal Karika  
20/9/23
12. Pavitra Kumari Pavitra  
20/9/23
13. Dr. Natasha Tajeji Natasha  
20/09/2023
14. Dr. Anu Satyal Anu Satyal  
20.9.2023
15. Dr. Meenakshi Agarwal Meenakshi  
20/9/23
16. Dr. Shalini Singhal Shalini  
20/9/23
17. Isham Jaiswal Isham Jaiswal  
20/09/2023
18. Guneet Gill Guneet  
20/9/23
19. Shubal Mondal Shubal  
20/9/23

MINUTES ENCLOSED:



## NAAC Peer Team Visit

### Pre-visit teams

1. Infrastructure Assessment committee (renovation, painting and fixtures):  
Anu Singh (Convenor), Ved Vrat Tiwari, Kanika Goyal, Natasha Tageja, Virender Bitto, Rupesh Shukla, Anuradha Bawa Singh
2. Staff Room Committee: Same as given in staff council list of committees - Convenor + members
3. Library Committee: Same as given in staff council list of committees - Convenor + members
4. Garden Committee: Anu Singh + members
5. Canteen Committee: Vijaya + members
6. Boys common room/GCR - Convenor + members
7. Cultural committee and cultural building - Shalini Singhal (Cultural convenor) + members + Anuradha Bawa Singh as advisor
8. Alumni Committee - Dr. Kumar Rama Krishna + members
9. Aspire - Placement Cell - Gauri Mishra + members
10. North-East Students' Committee - Mangal Cherring + members. This committee can coordinate with the cultural committee to plan a programme on inclusion and diversity in the college for the Cultural Programme on the first day of the visit.
11. All TICs: to make department PPTs and arrange department rooms with display of academic calender, teaching plans, hard copy of the syllabus and publications.
12. Academic Calender with colour coding - Deepika Mishra, Mamta Singh
13. Magazine committee - Swati Chandra + members
14. NSS - Anurag Agnihotri (Convenor) and students
15. NCC - Convenor and students - provide Guard of Honour to the Peer Team
16. SMC - Anuradha Bawa - to showcase the achievements since its inception three years ago in the form of a printed brochure and a teaser/video
17. NAAC visit - physical and e banner - Shalini Singhal and Parul Chachra
18. Store Room (room no. 18, Garage near the canteen and garage in the principal's bungalow- AO (Amin), AO (Accounts, Housekeeping, Building Committee)
19. Computer lab committee - Deepa S Garg, Natasha Tageja and Bhupinder Singh and Parul Chachra, Dhanajay Singh and Ashish Jha and Punit Srivastava
20. Principal's PPT - Bhupinder Singh, Anurag Agnihotri, Vinay Jain plus five year report card of departments

Vijaya  
20/9/23

Parul  
20/9/23

Anu Singh  
20.9.2023.

B. Mishra  
20.9.2023

Deepa  
20/9/23

Meenakshi  
20/9/23

Vijaya  
20/9/23

Parul  
20/9/23  
@altrous  
20/09/23



*Shalini Singhal*

21. Decoration Committee - ~~Meera Nangia + Deepa S Garg~~ team of students (Creador)

22. Website Committee - to be formed with Geetika Vashisht, Dhanajay Singh, Ashish Jha, Vikas - *Parul*.

23. New bulletin boards in the corridor, students' notice board, committee room.

24. Student teams - work in committees for decoration, cultural programme, etc

25. Criteria heads and teams should accompany the Peer Team on their visit.

### Peer-Team visit

1. PICK, DROP AND STAY COMMITTEE - Narendra, Ravindra, Avinash, Ajay Tyagi + One Non-teaching member (Siddhrath, Jagdish)

2. WELCOME COMMITTEE IN COLLEGE - Anand Kumar, Vijaya Rajni, Parul Chachra, Neerja Arya, Meenakshi Agarwal, Ajay Tyagi, Bhupinder Singh, Sunil Koak, Anuradha Bawa Singh, Gauri Mishra, Pradip K Biswas, Rupesh Shukla, Virender Bittoo, Anu Singh, Shalini Singhal, Vinay Jain, Kumar Rama Krishna. Prepare the teaser and brochure, Saraswati vandana in seminar hall, welcome speech by the Principal.

3. PRESENTATION BY THE Principal - PPT - Anurag Agnihotri, Vinay Jain, Gauri Mishra, Pradip K Biswas.

4. HOSPITALITY IN COLLEGE - Anuradha Bawa Singh (convenor), Meera Nangia, Shweta Kumar, Rekha Rani, Suman Solanki, Navodita, Guneet Gill, Rupesh Shukla, Narendra, Sangeeta Tyagi, Suman Rani, Annushree, Mamta Lamba, Deepika Mishra, Garima Malu

The team has to arrange for Tea and snacks and Lunch for two days of the visit. Lunch on the first day is with GB members and on the second day with IQAC members.

5. CULTURAL PROGRAMME - Anuradha Bawa Singh, Rekha Rani and Shalini Singhal with Green Brigade, Aaghaaz and Cultural Committee - Theme - gender sensitisation, green practices and energy conservation.

6. DEPT. ROOMS VISIT BY THE TEAM: Academic Calender, Detailed information of the past five years of trips, hard copies of publications, teaching plans, projects done, assignments, Internal assessments, Hard Copy of the syllabus to highlight programme and course outcomes.- display these.

7. VISIT TO COMPUTER LAB - research committee, plus commerce lab, NCC, NSS, visit to server room, sports, yoga room, centre, open gym, canteen, ICT facilities and physical facilities (Projectors), GCR, BCR,

8. ALUMNI INTERACTION -

9. PLACEMENT CELL VISIT-

10. ANTI-RAGGING COMMITTEE-

Neerja, Deepa, Geetika, Gauri, Archana Yadav,  
Jasleen Kaur, Nidhi Mittal, Radha Gulia  
Time Table committee

*Ugr Naga*  
20/9/23

*Parul*  
20/9/23

*Anu Singh*  
20/9/2023

*Bi/HASHM*  
20.9.2023

*Devi*  
20/9/23

*Meenakshi*

*ajay*  
20/9/23

*Parvita*  
20/9/23

*Neerja*  
20/9/23  
*Chh*  
20/9/23  
*Delvina*  
20/01/23



11. ICC-

12. STUDENTS AND PARENTS-to be briefed by Anuradha Bawa Singh, Pavitra, Swati Chandra, Kanika Goyal, Ashis Taru Deb

13. STUDENT UNION - AND representation of students in ICC and IQAC+ CRs of third years - Rekha Rani, Meenakshi Agarwal

14. INTERACTION WITH IQAC AND TEACHERS

15. INTERACTION WITH AO ADMIN AND AO ACCOUNTS

16. EXHIBITION- (i) dept rooms,

(ii) student societies

(iii) placement cell

(iv) NCC

(v) NSS

Team - Bhupinder, Sunil Koak, Raj Bahadur, Nidhi

Madan, Mamta Singh, Neeru, Rupesh, Ved Vrat,

Sangeeta Tyagi,, All society conveners and students, and TICs

(vi) NE students' Committee - Mangal Cherring

17. ASSISTANCE TO PEER TEAM - Punit, Manoj - stationary, typing

18. SECOND DAY - PEER TEAM REPORT

19. Visit around the college for CRITERION 7 -

- GREEN BRIGADE - Greenery, landscape - ANU SINGH, RUCHI SINGH, SHALINI, PARUL CHACHRA, RAGINI AGARWAL, ASHIS TARU DEB
- RAMPS, RAIN WATER HARVESTING, COMPOST PIT, HERBAL GARDEN, SOLAR PANEL AND LIGHTS - ANU SINGH, MEERA NANGIA, RUCHI SINGH, RADHA S GULIA
- REVIEW OF BEST PRACTICES AND INSTITUTIONAL DISTINCTIVENESS - PARUL CHACHRA
- CCTV, Guards - ADMIN
- AO (ADMIN) - TO SEE - The duty chart of the cleaners should be displayed in the washroom with their sign at regular hours.

20 REPORT OR DOCUMENT- AO (ADMIN), AO (ACCOUTNS), Manish, Vicky. Typing assistance - Sanjay, Vikas.

21 STATIONARY TO BE ARRANGED - P.C.BHATT and AO (ADMIN)

PAPER, computers, laptops, PRINTER, pencils, pens, eraser, PEN DRIVES, CD, scale, marker.

22 INTERACTION WITH THE PRINCIPAL, IQAC COORDINATOR,

Byss  
20/9/23  
Deh  
20/9/23

Parul  
20/9/23

20-9-2023

20-9-2023

20/9/23

20/9/23

23 VOTE OF THANKS BY THE PRINCIPAL - SEMINAR HALL - all teaching and non teaching staff to be present - ORGANISED BY - Anand Kumar, Pradip K Biswas, Ashis Taru Deb, Sunil Koak, NK Mandal

24 ARCHANA YADAV (Convenor Discipline Committee) MEMBERS OF DISCIPLINE COMMITTEE- TO ENSURE THAT CLASSES GO ON REGULARLY AND TIME TABLE COMMITTEE SHOULD PUT CLASS TIMETABLES OUTSIDE EACH CLASSROOM.

25. To get signed by the Peer Team - Visit Schedule, Peer Team Report, Code of Conduct

V.K.S. Raju  
20/9/23

Deepa  
20/9/23

Pradip  
20/9/23

Pradip  
20/9/23

Anand Kumar  
20.9.2023

Bi/Hush N.  
20.9.2023

Pradip  
20/9/23

Pradip  
20/9/23

Meenakshi

Pradip  
20/9/23

Pradip  
20/9/23



Minutes of the IQAC meeting held on 20.9.2023 at 12.30 PM in the Committee Room

1. The members discussed the pre-NAAC visit improvements and repairs needed. For this purpose, each staff council committee is to be assigned the task of identifying the improvements needed and work-to-be-done in their specific area or department and the fixtures/furniture required for the same. This must be intimated to these committee conveners by email at the earliest possible. (List enclosed).
  2. The NAAC visit schedule was also discussed and teams formed (List enclosed).
  3. All TICs should be sent a mail regarding the making of the Departmental PPT for the period 2016-2023. The PPT should cover all department based activities, achievements, publications, seminars/conferences/workshops attended, contribution made to the NEP syllabi by the members of the department, courses covered, intake of students (aggregate) and the result of the current pass out batch in terms of pass percentage.
  4. All student societies (Maanas, Green Brigade, NSS, NCC, Aaghaaz, Cultural committee) should be instructed to make society PPTs over 2016-2023. IQAC student members - Ishaan and Harsh will coordinate this under the guidance of the society conveners. Under Dr. Anurag Agrawal.
  5. A PPT for the Sports Department should also be made covering all important events under Dr. Sunil Koak and the sports committee.
  6. IQAC PPT should also be made.
  7. Mentor-Mentee groups have to be created. Dr. Meera Nangaia, Ms. Barkha Jamwal, Ms. Guneet Gill should be informed by email regarding the same.
  8. Academic Calendar for the current year should be prepared by Ms. Deepika Mishra and Dr. Mamta Singh. A mail regarding this should be sent to them.
  9. A new desktop computer and internet access in the IQAC room is required.
  10. A Nurse for the medical room is to be appointed. A counsellor to be appointed.
  11. It was decided to expedite the process of green audit, gender audit and ISO certification. It was decided to initiate the making of smart classrooms already approved by the GB. A portable video conferencing equipment should be purchased.
  12. It was decided to acquire technical specification for CCTV and WiFi for the New Building.
  13. Renovation of washrooms in the college should be taken up on priority basis.
  14. Renovation of the Old Building should be completed at the earliest.
  15. Sofas in the staffroom and the Principal's room need to be repaired.
  16. MOVs to be provided signed in the period 2016-23.
  17. Renewal of Fire Extinguishers.
- The meeting ended with a vote of thanks to the Chair.

IQAC

Principal

8.

2/19

24

2

---



Minutes of the IQAC meeting held on 20.9.2023 at 12.30 PM in the Committee Room

1. The members discussed the pre-NAAC visit improvements and repairs needed. For this purpose, each staff council committee is to be assigned the task of identifying the improvements needed and work-to-be-done in their specific area or department and the fixtures/furniture required for the same. This must be intimated to these committee conveners by email at the earliest possible. (List enclosed).
2. The NAAC visit schedule was also discussed and teams formed (List enclosed).
3. All TICs should be sent a mail regarding the making of the Departmental PPT for the period 2016-2023. The PPT should cover all department based activities, achievements, publications, seminars/conferences/workshops attended, contribution made to the NEP syllabi by the members of the department, courses covered, intake of students (aggregate) and the result of the current pass out batch in terms of pass percentage.
4. All student societies (Maanas, Green Brigade, NSS, NCC, Aaghaaz, Cultural committee) should be instructed to make society PPTs over 2016-2023. IQAC student members - Ishaan and Harsh will coordinate this under the guidance of the society conveners.
5. A PPT for the Sports Department should also be made covering all important events under Dr. Sunil Koak and the sports committee.
6. IQAC PPT should also be made.
7. Mentor-Mentee groups have to be created. Dr. Meera Nangaia,, Ms. Barkha Jamwal, Ms. Guneet Gill should be informed by email regarding the same.
8. Academic Calendar for the current year should be prepared by Ms. Deepika Mishra and Dr. Mamta Singh. A mail regarding this should be sent to them.
9. A new desktop computer and internet access in the IQAC room is required.
10. A Nurse for the medical room is to be appointed.
11. It was decided to expedite the process of green audit, gender audit and ISO certification. It was decided to initiate the making of smart classrooms already approved by the GB.
12. It was decided to acquire technical specification for CCTV and WiFi for the New Building.
13. Renovation of washrooms in the college should be taken up on priority basis.
14. Renovation of the Old Building should be completed at the earliest.
15. Sofas in the staffroom and the Principal's room need to be repaired.

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

IQAC

Principal

*Principal*  
20/9/23

*Dr. Sunil Koak*  
20.9.2023.



## NAAC Peer Team Visit

### Pre-visit teams

1. Infrastructure Assessment committee (renovation, painting and fixtures):  
Anu Singh (Convenor), Ved Vrat Tiwari, Kanika Goyal, Natasha Tageja, Virender Bitto, Rupesh Shukla, Anuradha Bawa Singh
2. Staff Room Committee: Same as given in staff council list of committees - Convenor + members
3. Library Committee: Same as given in staff council list of committees - Convenor + members
4. Garden Committee: Anu Singh + members
5. Canteen Committee: Vijaya + members
6. Boys common room/GCR - Convenor + members
7. Cultural committee and cultural building - Shalini Singhal (Cultural convenor) + members + Anuradha Bawa Singh as advisor
8. Alumni Committee - Dr. Kumar Rama Krishna + members
9. Aspire - Placement Cell - Gauri Mishra + members
10. North-East Students' Committee - Mangal Cherring + members. This committee can coordinate with the cultural committee to plan a programme on inclusion and diversity in the college for the Cultural Programme on the first day of the visit.
11. All TICs: to make department PPTs and arrange department rooms with display of academic calender, teaching plans, hard copy of the syllabus and publications.
12. Academic Calender with colour coding - Deepika Mishra, Mamta Singh
13. Magazine committee - Swati Chandra + members
14. NSS - Anurag Agnihotri (Convenor) and students
15. NCC - Convenor and students - provide Guard of Honour to the Peer Team
16. SMC - Anuradha Bawa - to showcase the achievements since its inception three years ago in the form of a printed brochure and a teaser/video
17. NAAC visit - physical and e banner - Shalini Singhal and Parul Chachra
18. Store Room (room no. 18, Garage near the canteen and garage in the principal's bungalow- AO (Amin), AO (Accounts, Housekeeping, Building Committee)
19. Computer lab committee - Deepa S Garg, Natasha Tageja and Bhupinder Singh and Parul Chachra, Dhanajay Singh and Ashish Jha and Punit Srivastava
20. Principal's PPT - Bhupinder Singh, Anurag Agnihotri, Vinay Jain plus five year report card of departments

Parul  
20/9/23

Anu Singh  
20.9.2023



21. Decoration Committee - Meera Nangia + Deepa S Garg team of students (Creador)
22. Website Committee - to be formed with Geetika Vashisht, Dhanajay Singh, Ashish Jha, Vikas
23. New bulletin boards in the corridor, students' notice board, committee room.
24. Student teams - work in committees for decoration, cultural programme, etc
25. Criteria heads and teams should accompany the Peer Team on their visit.

#### Peer-Team visit

1. PICK, DROP AND STAY COMMITTEE - Narendra, Ravindra, Avinash, Ajay Tyagi + One Non-teaching member (Siddhrath, Jagdish)
2. WELCOME COMMITTEE IN COLLEGE - Anand Kumar, Vijaya Rajni, Parul Chachra, Neerja Arya, Meenakshi Agarwal, Ajay Tyagi, Bhupinder Singh, Sunil Koak, Anuradha Bawa Singh, Gauri Mishra, Pradip K Biswas, Rupesh Shukla, Virender Bittoo, Anu Singh, Shalini Singhal, Vinay Jain, Kumar Rama Krishna. Prepare the teaser and brochure, Saraswati vandana in seminar hall, welcome speech by the Principal.
3. PRESENTATION BY THE Principal - PPT - Anurag Agnihotri, Vinay Jain, Gauri Mishra, Pradip K Biswas.
4. HOSPITALITY IN COLLEGE - Anuradha Bawa Singh (convenor), Meera Nangia, Shweta Kumar, Rekha Rani, Suman Solanki, Navodita, Guneet Gill, Rupesh Shukla, Narendra, Sangeeta Tyagi, Suman Rani, Annushree, Mamta Lamba, Deepika Mishra, Garima Malu  
The team has to arrange for Tea and snacks and Lunch for two days of the visit. Lunch on the first day is with GB members and on the second day with IQAC members.
5. CULTURAL PROGRAMME - Anuradha Bawa Singh, Rekha Rani and Shalini Singhal with Green Brigade, Aaghaaz and Cultural Committee - Theme - gender sensitisation, green practices and energy conservation.
6. DEPT. ROOMS VISIT BY THE TEAM: Academic Calender, Detailed information of the past five years of trips, hard copies of publications, teaching plans, projects done, assignments, Internal assessments, Hard Copy of the syllabus to highlight programme and course outcomes.- display these.
7. VISIT TO COMPUTER LAB - research committee, plus commerce lab, NCC, NSS, visit to server room, sports, yoga room, centre, open gym, canteen, ICT facilities and physical facilities (Projectors), GCR, BCR,
8. ALUMNI INTERACTION -
9. PLACEMENT CELL VISIT-
10. ANTI-RAGGING COMMITTEE-

Neerja, Deepa, Geetika, Gauri, Archana Yadav,  
Jasleen Kaur, Nidhi Mittal, Radha Gulia  
Time Table committee

*Parul*  
20/9/23  
*Anu Singh*  
20.9.2023



11. ICC-
  12. STUDENTS AND PARENTS-to be briefed by Anuradha Bawa Singh, Pavitra, Swati Chandra, Kanika Goyal, Ashis Taru Deb
  13. STUDENT UNION - AND representation of students in ICC and IQAC+ CRs of third years - Rekha Rani, Meenakshi Agarwal
  14. INTERACTION WITH IQAC AND TEACHERS
  15. INTERACTION WITH AO ADMIN AND AO ACCOUNTS
  16. EXHIBITION- (i) dept rooms,  
 (ii) student societies  
 (iii) placement cell  
 (iv) NCC  
 (v) NSS  
 (vi) NE students' Committee
- Team - Bhupinder, Sunil Koak, Raj Bahadur, Nidhi Madan, Mamta Singh, Neeru, Rupesh, Ved Vrat, Sangeeta Tyagi,, All society conveners and students, and TICs
- Mangal Cherring
17. ASSISTANCE TO PEER TEAM - Punit, Manoj - stationary, typing
  18. SECOND DAY - PEER TEAM REPORT
  19. Visit around the college for CRITERION 7 -
    - GREEN BRIGADE - Greenery, landscape - ANU SINGH, RUCHI SINGH, SHALINI, PARUL CHACHRA, RAGINI AGARWAL, ASHIS TARU DEB
    - RAMPS, RAIN WATER HARVESTING, COMPOST PIT, HERBAL GARDEN, SOLAR PANEL AND LIGHTS - ANU SINGH, MEERA NANGIA, RUCHI SINGH, RADHA S GULIA
    - REVIEW OF BEST PRACTICES AND INSTITUTIONAL DISTINCTIVENESS - PARUL CHACHRA
    - CCTV, Guards - ADMIN
    - AO (ADMIN) - TO SEE - The duty chart of the cleaners should be displayed in the washroom with their sign at regular hours.
  - 20 REPORT OR DOCUMENT- AO (ADMIN), AO (ACCOUTNS), Manish, Vicky. Typing assistance - Sanjay, Vikas.
  - 21 STATIONARY TO BE ARRANGED - P.C.BHATT and AO (ADMIN) PAPER, computers, laptops, PRINTER, pencils, pens, eraser, PEN DRIVES, CD, scale, marker.
  - 22 INTERACTION WITH THE PRINCIPAL, IQAC COORDINATOR,

*Parul*  
20/9/23

*Am Singh*  
20.9.2023

23 VOTE OF THANKS BY THE PRINCIPAL - SEMINAR HALL - all teaching and non teaching staff to be present - ORGANISED BY - Anand Kumar, Pradip K Biswas, Ashis Taru Deb, Sunil Koak, NK Mandal

24 ARCHANA YADAV (Convenor Discipline Committee) MEMBERS OF DISCIPLINE COMMITTEE- TO ENSURE THAT CLASSES GO ON REGULARLY AND TIME TABLE COMMITTEE SHOULD PUT CLASS TIMETABLES OUTSIDE EACH CLASSROOM.

25. To get signed by the Peer Team - Visit Schedule, Peer Team Report, Code of Conduct

*Pradip*  
*20/9/23*  
*Anu Singh*  
*20.9.2023.*



A meeting of the IQAC was held on 25.9.2023 at 12.30 pm in the Committee room. Following members were present:

1. Prof. Indir Jait *gls*
2. Dr. Anu Satyal *Anu Satyal*  
25.9.2023.
3. Anu Singh *anu singh*  
25/9/23
4. Deepa S. Gang *Deepa*  
25/9/23
5. Dr. Vijaya Rajni *Vijaya*  
25/9/23
6. Dr. Shweta *Shweta*  
25.9.23

*Academy*  
*gls*

Minutes of the IQAC meeting -

1. It was decided that four (4) new fire extinguishers need to be purchased for the College, new Academic Block.
2. Two Smart Interactive Boards need to be purchased.
3. One Video Conferencing system is to be purchased.
4. Three laptops of latest configurations are to be purchased.
5. 25 desktops of latest configurations are needed.

*Vijaya Rajni*  
25/9/2023

*Anu Satyal*  
25.9.2023.

*gls*  
25/9/23

*Deepa*  
25/9/2023

*Anu Singh*  
25/9/2023

6. The committee recommends the combined green, energy and environment audit.
7. The members recommended the purchase of Laserjet Printer (multi-functional), Mono chrome for NAAC visit.

Datta  
25/09/23  
Anand  
25.9.2023.

afugh  
25/9/23

afugh  
25.9.23

afugh

Vijay Rajin  
25/9/2023



A joint meeting of IQAC, TICs of the Departments, Conveners of societies was held in the committee room on September 26, 2023 at 12:30 pm. The following members were present for the meeting regarding NAAC visit.

1) Anuradha Bawa Singh  26/9/23

2) Dr. Shweta Kumar

 26.9.23

3) Prateek Kashyap

 26.9.23

4) Harsh Narain

 Harsh Narain  
26.9.23


5) Dr. Pavitra Kumari

 Pavitra  
26/9/23

6) Ruchi Singh

 Ruchi  
26/09/23

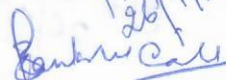
7. Dr. Shalini Singhal

 Shalini  
26/9/23.

8. Guneet Gill

 Guneet  
26/9/23

9. Aakanksha Nigam

 Aakanksha  
26/9/23

10. Dr. Nabina Taje

 Nabina  
26.09.2023

11. Navodita Chaudhary

 Navodita

12. Deepa S. Gang

 Deepa  
26/09/2023

13. Dr. Anurag Aggarwal

 Anurag


14. Mangal Chheding

 Mangal  
26/9/23

15. Rakshita Kumar

 Rakshita  
26/09/2023

16. Karika Goyal

 Karika  
26/9/23

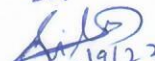
17. Manita Lamba

 Manita Lamba  
26/9/23

18. Dr. Nishi Mittal

 Nishi  
26/9/23.


19. Dr. Silpa P. R

 Silpa  
26/9/23

20. Dr. Suman Puri

 Suman  
26.9.23

21. Barkha Jaiswal

 Barkha  
26/9/23

22. Namita  
23. Rupika Mishra  
24. Jasleen Kaur Sarpal  
25. Raj Bahadur  
26. PARUL CHACHRA - Parul  
27. EKTA  
28. SUMN KOTA  
29. Geetika  
30. Dr. Ruchi Sharma  
31. Anu Singh  
32. Vijay Raju  
33. Vinay K. Jain  
35. REKHA RANI  
36. Dr Swati Chandra - Swati Chandra
- Parul*  
*Rupika*  
*Jasleen*  
*Raj Bahadur*  
*Parul*  
*Ekta*  
*Sumn*  
*Geetika*  
*Ruchi*  
*Anu*  
*Vijay*  
*Vinay*  
*Rekha*  
*Swati*
- 26/9/23  
26/9/23  
26-09-23  
26/09/23  
26/9/23



A meeting of the IQAC was held on 5.10.2023 at 12.15 p.  
in the Committee Room. Following members were present:

1. Dr. Anu Satyal Anu Satyal  
5.10.2023
2. Karika Goyal Koyal  
5/10/23
3. Dr. Shweta Shweta  
5/10/23
4. Dimple S. Gang Dimple S. Gang  
5/10/23
5. Dr. Vijay Rajni Vijay Rajni  
5/10/23
6. Harsh Narain Harsh Narain  
5/10/23
7. EKTA
8. Jasleen Kaur Sarpal Jasleen Kaur Sarpal  
5/10/23
9. Deepika Mishra Deepika  
5/10/23
10. Manita Singh Manita  
5/10/23
11. Pavitra Kumari Pavitra  
5/10/23
12. Anu Singh Anu Singh  
5/10/23
13. Dr. Anny Agnihotri Anny Agnihotri  
5/10/23
14. Geetika Vasishth Geetika Vasishth  
5/10/23
15. Dr. Nabarna Tazjei Nabarna Tazjei  
5/10/23
16. Mangal Chhewing Mangal Chhewing  
5/10/23
17. Aakanksha Nigala Aakanksha Nigala  
5/10/23
18. Nandit Chaudhary Nandit Chaudhary  
5/10/23
19. Gunmeet Gill Gunmeet Gill  
5/10/23

A meeting of all Society Convenors, TICs and the IQAC members was held on 5.10.2023 in the committee room at 12.30 P.M.

Following members were present:

1. Dr. Vijaya Rajni (TIC) Vijaya (Convenor Econox)
2. Shipra Chaudhri (ENACTUS) Shipra
3. Jasleen Kaur Sarpal (TEB) Jasleen
4. Deepika Mishra (ComSoc) Deepika
5. Deepa S. Garg (IQAC member)
6. Geetika Vasishth Geetika
7. Mamta Singh (TIC) Mamta
8. Guneet Gill [CDF] Guneet Gill
9. Navodita Chandhary (INSPIRE) Navodita
10. Anantkeshwari [VVC] Anant
11. Namita (Morcadeo) Namita
12. Rakesh Kumar Rakesh
13. Raj Bahadur Raj Bahadur
14. Mamta Lamba Mamta Lamba
15. Ayushi Baxwal Ayushi
16. Pavitra Kumari Pavitra
17. EKTA Ekti
18. Kanika Goyal Kanika  
5/10/23
19. Sneha Chandra Sneha  
5/10/23
20. Dr. Shweta (convenor) Shweta  
5/10/23
21. Dr. Anu Satyal Anu Satyal  
5.10.2023.
22. Mangal Chharia Mangal  
5/10/23



23. Dr. Anus Agmukar A Com
24. Dr. Garganar Jinn
25. Dr. Bhupinder Singh [Signature]
26. Dr. Shalini Singhal  
Convener - Cultural & Manas [Signature]
27. Anirash Chandra (Convener - The Tourism Society) - [Signature]
28. Dr. Sunil Kaul [Signature]
29. Dr. Visendra Singh Bithor [Signature]
30. Dr. Rupesh Kr. Shukla - [Signature]

### Minutes of the IQAC meeting on 5.10.2023

Meeting of the IQAC was held on 5<sup>th</sup> October, 2023 in the Committee Room at 12:15 pm. Following decisions were taken:

1. It was decided to form the following Committees for:

- Pick, drop and stay Committee (for the peer team): Prof. Sunil, Dr. Anurag Agnihotri, ~~Ms. Akanksha Nirala and Dr. Suman Rani~~. For to and fro travel of the peer team cars may be booked/reserved on rent.

- Refreshment/ food committee: Ms. Anuradha Bawa Singh, Dr. Shalini, Dr. Meenakshi Agarwal, Suman Solanki, Guneet Gill, Rupesh Shukla and Sangeeta Tyagi, *Suman Rani, Akanksha Nirala*.

- Cultural Programme Committee- Convener Dr. Shalini Singhal and all cultural committee members.

- Exhibition committee: Dr. Shweta Kumar (Convener), Members- Deepika Mishra, Kanika Goyal, Akanksha Nirala, Rakesh Kumar, Mangal Cherring, Rajbahadur, Ekta, Rupesh Shukla, Virendra Bitto, Geetika Vashisht, Swati Chandra, N.S Rana, Avinash Chandra, Prateek kashyap, Priyanka Saroha

2. A meeting of the TICs with the Principal will be held on Friday 6 October, 2023 at 12:30pm. A mail has to be sent by the admin office to the concerned teachers.

3. A meeting of the members of the exhibition committee, TICs, Society Conveners, two Society office bearers and IQAC coordinators will be held on Thursday at 12:30 pm in the committee room.

4. For the welcome of the peer team entire staff should be present at the college gate. This will include garlanding of the Vivekananda Statue, tree plantation, NCC guard of honour followed by tea with the Principal and some members of the staff.

5. It was decided that Ms. Anuradha Bawa Singh will be the joint coordinator of the IQAC for the NAAC visit.

6. Principal's PPT will be prepared by Dr. Anurag Atgnihotri and IQAC PPT will be prepared by Ms. Parul Chachra.

7. The discipline committee and the time-table committee should ensure that all classes are held and discipline is maintained in the college premises. For this purpose, the convener of these two committees shall allocate 1 hour duty by rotation to teachers.

8. The department PPT has to be presented by the TICs.

9. It is decided to put up two signages with the names of all the student and department societies.

10. The exhibition for Aspire- the placement cell has to be organized by Dr Gauri Mishra and Dr. Pavitra Kumari. *in the*

11. The exhibition committee shall provide the details of all the materials required for the exhibition for centralized procurement. The exhibition will be conducted in the New Academic Block -I on the ground and the first floor. *room for ASPIRE.*

12. Best practices-detailed report to be prepared for green practices by Green Brigade and Community outreach and extension activities by NSS, Enactus, Rotaract, etc.

13. Typing assistance to the peer team shall be provided by Mr. Sidharth.

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

*Sunil*  
5/10/23

*Anurag*  
5/10/23

*Anurag*  
5-10-2023

*Dr. Harsh*  
5/10/23



A meeting of the IQAC was held on 6.10.2023 at 12.30pm in the IQAC room. Following members were present:

1. Dr. Anu Satyal Anu Satyal  
6.10.2023.
2. Kanika Goyal Kanika Goyal  
6/10/23
3. Deepa S. Gang Deepa  
6/10/2023
4. Dr. Vijaya Rajani Vijaya  
6/10/2023
5. PARUL CHACHRA Parul  
06/10/23

### Minutes:

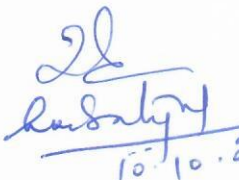

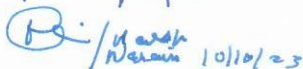

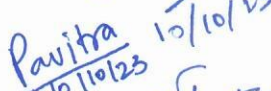

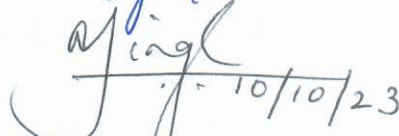

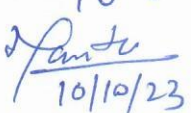
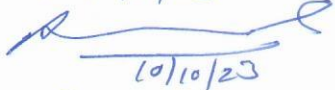

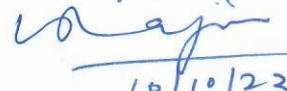

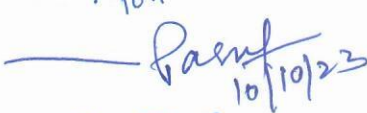




1. APAR forms for 2021-22 were taken up for screening as provided by the office.

Anu Satyal  
6.10.2023.

Deepa  
6/10/23

✓ A meeting of the ISAC (plus Co-opted members) was held on 10.10.2023 at 10 am. following members

were present:

1. Dr. Anu Satyal  10.10.2023
2. Jasleen Kaur Saipal  10/10/23
3. Harsh Narain  10/10/23
4. Garima Malu  10/10/23
5. Pavitra Kumari  10/10/23
6. Greetika Vashishth  10/10/23
7. Anu Singh  10/10/23
8. Dr. Shweta  10.10.23
9. Dr. Manta Singh  10/10/23
10. Anusodha Bawa  10/10/23
11. Kanika Goyal  10/10/23
12. Dr. Vijaya Rajini  10/10/23
13. Ms. Deepika Mishra  10.10.23
14. PARUL CHACHRA  10/10/23
15. ISHAAN JAYASWAL  10.10.2023
16. Deepa S. Gang  10/10/23
17. Dr. Shalini Singh  10/10/23
18. Dr. Anag Agrawal  10/10/23



(1)

IQAC PPT - Parul.

2. Infra + Garden - Anu Singh + Ved + Virander + Rupesh.  
+ Raninder kushwaha.
3. Garden - Ruchi + Priyanka + Meera.  
Exhibition - Shweta + Rupesh + Guests + members  
of the Exhibition Comm.
4. PPTs upload - Garima + Harsh + Paritra.
5. Office files - Vijaya + Paritra + Geetika + Jasleen.  
↳ Admin, A/cs, Lib, AO Office (adm)  
AO " (A/cs)  
+ MOUs.  
+ Bills.  
+ Certificates - Green Audit  
- Env. audit  
- Energy "
7. Parents + Students - Meera + Navodita + Paritra.
8. Alumni - Kumar Ramakrishna / Anurag +  
(Principal) + Navodita.  
(Deepika)
9. Website - Dharmaraj + Ashish Jha.

Meeting

(50)

Parents - 4

(50)

Alumni - 4-30.

(100)

Students - 5

45 minutes  
12th

5-30 cultural.

Route - one way  
forward

## TICs

Parents - 4. pm.

Alumni - 4.30 pm.

Students - 5.00 pm. → Union members (4)

→ NSS. (4)

→ NCC (5)

→ Cultural. (25)

→ Others (38)

##

- Mentor - Mentee grps.

- Academic Calendar. - Deepika.

1. Publications - by 11.10.2023.

Needs → ① Teaching Diary in the Dept. l room.

② Books/articles by TIC in the library.  
+ assign a tea

③ Exhibition by 11. Oct 2023. Walls not dyed

④ Single Use plastic ban - no use  
in dept. rooms.

⑤ PPTs uploaded.

⑥ & Classes to be held as usual.

⑦



→ Sequence of PPTs. → Showcase what we can.

Cultural prog.

Pre-Visit meeting

- ↳ Anu Bawa
- ↳ Anu Satyaji
- ↳ Shalini
- ↳ Sunil
- ↳ Principal

Pick + drop

- Sunil
- Anurag
- Car booking

② Innova (Punjab) +

① Purchase - Gifts + Bag.

- floral <sup>Bag</sup> garlands for the Vivekanand Statue.
- Shawls.

Day II

1. Admin. / AIC. offices → Interaction.
2. Report writing in Committee Room.

↳ Laptop + Printer → Siddhanta for office as

↳ Stationary (pens, printing paper, pencils,

in a bag. {  
+ SSR Copies (Spiral Bound)  
+ Note pad  
+ pen  
+ papers

Refreshments - Kaju, Almonds (Roasted), Cookies, Coconut water, Green tea, kahwa.

Folder

+ Shawl

LUNCH

- (veg.)
- Dahi
- + Ice Cream
- + Salads

Shri Ram

- 3 newbies
- 3 AB
- 1 Principal
- 4. (3 Anus + 1 Shalini)

12-13.

## Schedule :

1. Gate - welcome with garland + shawl.
  - NCC guard of hour.
  - Sd members with blazer.
  - NSS tree plant<sup>n</sup>.
  - Committee Room - PPT.

### Go up

2. Hindi

3. NSS

4. Staff Room → Teacher Interaction.

5. NCC

6. Commence.

Teans

34mrs + Shalini

### Come down

7. Canteen

8. Rain Water

9. Library + <sup>✓</sup> E resource.

10. English Dept. room. + Server Room

11. Comp. Sc. Lab. ←

12. Comp. Sc. Room.

Come down the steps.

### Down

LUNCH in the Comm. Room.

Then → Open Gym  
→ Compost Pit + Herbal Garden.  
→ Play ground.

Then New Academic Block I

→ Yoga Room  
1. Placement Room.

Then NAB II  
→ Exhibition.

→ Parents / Alumni  
meeting Conf. Room  
Room + Stn



③.

Photographer - Bakshi - Video graphy  
(Ph: 9136322340). photographs. } 2 people.

+  
Zphyr.

To check → Crookery.  
→

Alumni

① Mamnan 2018 HRM. → ① 918851045829.  
Rahis.

② Anurag → ⑩

→ ⑤

③ Parul

→

④ Shalini

→

⑤ Principal

→ 8882548482

(Diksha Rajora  
SME semester V)

A meeting of the IQAC was held on 18.10.2023 at 12-30 pm in the IQAC room. Following members were present.

1. Dr. Anu Satyal Anu Satyal  
18.10.2023.
2. Deepa S. Garg Deepa  
18/10/2023
3. Meenakshi Agrawal Meenakshi 18/10/23
4. PARUL CHACHRA Parul  
18/10/23
5. Dr. Vijaya Rajini Vijaya  
18/10/23

S.O (Anu)  
C  
18/10/23

### Minutes.

1. The IQAC committee screened the APARs for 2021-22 as provided by the office. Following teachers have to be informed by email by the Admin office to make requisite corrections on the 26<sup>th</sup> of Oct. 2023.

- a) Mr. Naveen Kumar Sehgal
- b) Ms. Mamta Lamba.
- c) Ms. Chhavi Gautam.
- d) Ms. Anuradha
- e) Dr. Mamta Singh
- f) Dr. Radha S. Gullia
- g) Mr. Shananjay Singh
- h) ~~Dr. Meera Nangia~~ ✓
- i) Dr. Parvita Kumari
- j) Ms. Shelly Gupta.
- k) Dr. Anju Dagar.
- l) Dr. Vinay Kumar Jain
- m) Ms. Kanika Goyal

at 12-30pm in  
the IQAC room

Meenakshi  
Parul  
18/10/23

Anu Satyal  
18.10.2023.

Vijaya  
18/10/2023

18/10/2023



- n) Ms. Geetika Vashisht
- o) Ms. Ruchi Sharma.
- p) Dr. Suman Solanki.

2. Forms of following teachers have been cleared.

- a) Dr. Vijaya Rajni
- b) Dr. Shweta
- c) Dr. Anu Satyal.
- d) Dr. Meena Nangia.

Dr. Satyal  
18.10.2023.

Meenakshi

Dr.  
18/10/23

Chaya  
18/10/23

Dr. 18/10/23

A meeting of the IQAC was held on 18.10.2023

12-30 pm in the IQAC room. Following members were present.

1. Dr. Anu Satyal Anu Satyal  
18.10.2023.
2. Deepa S. Garg Deepa  
18/10/2023
3. Meenakshi Agrawal Meenakshi 18/10/23
4. PARUL CHACHRA Parul  
18/10/23
5. Dr. Vijaya Rajini Vijaya Rajini  
18/10/23

### Minutes.

1. The IQAC committee screened the APARs for 2021-22 as provided by the office. Following teachers have to be informed by email by the Admin office to make requisite corrections on the 26<sup>th</sup> of Oct

- a) Mr. Naveen Kumar Sehgal
- b) Ms. Mamta Lamba.
- c) Ms. Chhavi Gautam.
- d) Ms. Anushree
- e) Dr. Mamta Singh
- f) Dr. Radha S. Gulia
- g) Mr. Dhyananjay Singh
- ~~h) Dr. Meena Naigra~~
- i) Dr. Parvita Kumari
- j) Ms. Shelly Gupta.
- k) Dr. Anju Dagar.
- l) Dr. Vinay Kumar Jain
- m) Ms. Kanika Goyal
- n) Dr. Anu Satyal.

Meenakshi  
Parul  
18/10/23

Anu Satyal  
18.10.2023.

Vijaya Rajini  
18/10/2023  
Deepa  
18/10/2023



IQAC  
minutes

(2)

10.10.2023

- 1) Ms. Geetika Vashisht
- 2) Ms. Ruchi Sharma.
- 3) Dr. Suman Solanki.

2. Forms of following teachers have been cleared.

- a) Dr. Vijaya Rajni
- b) Dr. Shweta
- c) Dr. Anu Satyal.
- d) Dr. Meera Nangia.

Dr. Satyal  
18.10.2023.

Meenakshi

Prof  
18/10/23

1046  
15. Geetika Vashisht  
Ms. Ruchi Sharma.  
Dr. Suman Solanki.

Forms of following teachers have been cleared.

- a) Dr. Vijaya Rajni
- b) Dr. Shweta
- c) Dr. Anu Satyal.
- d) Dr. Meera Nangia.

Anu Satyal  
18.10.2023.

Meenakshi.

Pmf  
18/10/23

Chayal  
18/10/23

Dr 18/10/23



A meeting of the IQAC was held on 30<sup>th</sup> November at 12:30 p.m. in the Committee Room. The following members attended the meeting :

1. Kanika Goyal Royal 30/11/23
2. Dr. Geetika Vashisht Geetika 30/11
3. Dr. Suman Rani 30/11/23
4. Rakesh Kumar Rakesh 30/11/2023
5. Ms. Deepika Mishra Deepika 30.11.23
6. Dr. Nipela Sharma Nipela
7. Ms. Mamta Thakela Mamta Thakela 30/11/23
8. Dr. Ruchi Sharma Ruchi 30/11/23
9. Jasleen Kaur Sanyal Jasleen 30/11/23
10. Dr. Nidhi Mittal Nidhi 30/11/23
11. Dr. Vijaya Rajini Vijaya 30/11/23
12. Dr. Shweta Shweta 30/11/23
13. Sneha Sneha 30/11/23
14. Silpa P. R Silpa 30/11/23
15. Ruchi Singh Ruchi
16. Guneet Gill Guneet Gill 30/11/23
17. Snipra Chaudhri Snipra 30/11/23
18. Prateek Kashyap Prateek 30/11/23
19. Ekta Ekta 30/11/23
20. Mamta Singh Mamta 30/11/23
21. Vedvrat Tiwari Vedvrat 30/11/23
22. Ann Singh Ann 30/11/23
23. M. T. M. T. 30/11/23
24. Harsh Narain Harsh Narain 30/11/23
25. Ishaan Jayswal Ishaan Jayswal 30/11/23

24. Dr. Anu Saini Anu Saini
25. Deepa S. Gang Deepa 30/11/23
26. Meenakshi Agrawal Meenakshi 30/11/23
27. Dharmajaya Singh Dharmajaya 30/11/23
28. AJISH KUMAR SHA Ajish 30/11/23
29. PARUL CHACHRA Parul 30/11/23

### Minutes:

1. Progress on various criteria was assessed.
2. A proposal to conduct VAC RDPs in the next-semester was taken up. (Even semester: 2023-24.)

Anu Saini  
30.11.2023



A meeting of the IBAC was held on 5.3.2024 at 1.00pm in the IBAC room. Following members were present:

1. Dr. Anu Satyal Anu Satyal  
5.3.2024.
2. Dr. Meenakshi Agarwal Meenakshi 5/3/24
3. Deepa S. Gang Deepa 5/3/2024
4. Dr. Shweta Shweta  
05/3/24
5. PARUL CHACHRA — Parul  
05/3/24.
6. Anu Singh Anu Singh 5/3/24
7. Dr. Vijaya Rajni Vijaya Rajni  
5/3/24

### Minutes of the meeting:

1. The IBAC was forwarded a letter from UDSC dated 24.11.2023 addressed to The Principal regarding the review of the promotion of Dr. Sunil Koak.

The Committee decides that a copy of the letter be given to Dr. Sunil Koak asking him to reply at the earliest.

Encl: copy of the letter received by the coordinator on 28.2.2024.

Anu Satyal  
5.3.2024.

Meenakshi  
5/3/24

Shweta  
05/3/24  
Deepa  
5/3/2024  
Vijaya Rajni  
5/3/24

Parul  
5/3/24  
Anu Singh  
5/3/24



दिल्ली विश्वविद्यालय दक्षिण परिसर  
University of Delhi South Campus

महाविद्यालय शाखा/College Branch  
बेनितो जुआरेज़ मार्ग/ Benito Juarez Road  
नई दिल्ली -110021 /New Delhi - 110021  
दूरभाष /Telephone : 011- 24157224/ 7324  
फैक्स/Fax : 011- 24117224/ 7772

CS-SDC/111/ /CVS/2023 /351

24.11.2023

The Principal  
College of Vocational Studies  
Triveni (Sheikh Sarai) Phase-II  
New Delhi-110017.

**Sub.: Regarding fixation of pay on acquiring Ph.D Degree in r/o Dr. Sunil Koak.**

Dear Sir,

With reference to your letter No. CVS/2023/910 dated 21.08.2023 on the subject mentioned above, I am to inform you that as per UGC regulation-2018 for promotion from Stage III to IV (Level 12 to 13A) under CAS-2018 Ph.D Degree is must. Therefore, you are requested to review the promotion of Dr. Sunil Koak w.e.f. 01.07.2015 from Level 12 to 13A.

The Service Book and Personal file in original of above incumbent is enclosed herewith.

*Coordinator, IDAC*  
*[Signature]*

*As (Adm)*

*[Signature]*  
*8.11.23*

Yours faithfully

*[Signature]*  
DEPUTY REGISTRAR

Encl.: As Above

*8.11.23*  
*[Signature]*  
*8/11/23*





A meeting of the IQAC was held on 12.4.2024 in the Committee Room at 12.30 p.m. following members were present:

1. Dr. Anu Satyal Anu Satyal  
12.4.2024.
2. Dr. Shweta Shweta  
12.4.24
3. Prateek Prateek  
12.4.24
4. Anu Singh Anu Singh  
12/4/24
5. PARUL CHACHRA Parul  
12/4/24
6. Deepika Mishra Deepika Mishra  
12/4/24
7. Kanika Goyal Kanika Goyal  
12/4/24
8. Vijaya Rajni Vijaya Rajni  
12/4/24
9. Dr. Ruchi Sharma Ruchi  
12/4/24
10. Dr. Pavitra Kumari Pavitra  
12/4/24
11. Dr. Meenakshi Aggarwal Meenakshi

### Minutes.

1. Topic for workshop finalized - Stress Management for a Healthy Work Culture.
2. Pending sections for AQAR to be received by 20.4.2024.

Anu Satyal  
12.4.2024

Anu Singh  
12/4/24

Anu Singh  
12/4/24

Royal  
12/4/24

Anu Singh  
12.4.24

Deepika Mishra  
12.4.2024

Meenakshi

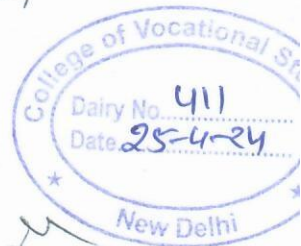
Pavitra  
12.4.24

Prateek

Vijaya Rajni  
12/4/24

A meeting of the IOAC was held on 25.4.2024 at 1.30 in the Committee Room. Following members were present:

1. Dr. Anu Satyal Anu Satyal 25.4.2024.
2. PARUL CHACHRA Parul 25/4/24
3. Dr. Vijaya Rajni Vijay 25/4/24
4. Harsh Nairam H.N. 25/4/24
5. Ishaan Jayaswal Ishaan Jayaswal 25/04/2024
6. Deepa S. Gang Deepa 25/04/2024
7. Anu Singh Anu 25/4/2024
8. Dr. Shweta Shweta 25.4.24
9. Dr. Meenakshi Aggarwal Meenakshi 25.4.24



### Minutes:

1. It was decided to conduct a workshop for college staff on Stress Management for healthy work culture.

The speaker for this session will be Ms. Sadaf Saeed, Psychologist. The honorarium is Rs. 3000/- plus transport charges.

The workshop will be held on 01 May 2024 at 12 pm - 2 pm in the Conference Room.

Deepa 25/4/2024  
Meenakshi 25/4/24  
Vijay  
Ishaan Jayaswal 25/04/2024  
Parul  
Anu 25.4.24  
Shweta  
Anu



A meeting of the IQAC was held on 13.12.2023 at 11.30 am in the Committee Room. Following members were present:

1. Dr. Anu Satyal Anu Satyal  
13.12.2023
2. Ruchi Singh Ruchi  
13/12
3. Kanika Goyal Kanika  
13/12/23
4. Prateek Kashyap Prateek  
13/12/23
5. Jasleen Kaur Sanyal Jasleen  
13/12/23
6. Dr. Vijaya Rajni Vijaya  
13/12/23
7. Dr. Meenakshi Agrawal Meenakshi
8. Anu Singh Anu  
13/12/23
9. Deepa S. Garg Deepa  
13/12/23
10. Mr. Narashe Tejia Narashe  
13/12/23

### Minutes:

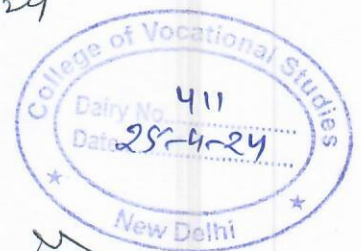
1. Progress of AQAR 2022-23 assessed. Data from Admin is still awaited
2. Questionnaires for Parents' feedback were discussed.

3.

Anu Satyal  
13.12.2023

A meeting of the LOAC was held on 25.4.2024 at 1.30 pm in the Committee Room. Following members were present:

1. Dr. Anu Satyal Anu Satyal 25.4.2024.
2. PARUL CHACHRA Parul 25/4/24
3. Dr. Vijaya Rajni Vijaya 25/4/24
4. Harsh Narain Bi 25/4/24
5. Ishaan Jayswal Ishaan Jayswal 25/04/2024
6. Deepa S. Gang Deepa 25/04/2024
7. Anu Singh Anu Singh 25/4/2024
8. Dr. Shweta Shweta 25.4.24
9. Dr. Meenakshi Aggarwal Meenakshi 25.4.24



### Minutes:

1. It was decided to conduct a workshop for college staff on Stress Management for healthy work culture.

The speaker for this session will be Ms. Sadaf Saeed, Psychologist. The honorarium is Rs. 3000/- plus transport charges.

The workshop will be held on 01 May 2024, 12 pm - 2 pm in the Conference Room.

Deepa 25/4/2024

Meenakshi 25/4/24

Vijaya 25/4/24

Ishaan Jayswal 25/04/2024

Bi 25/4/24

Parul 25/4/24

Shweta 25.4.24

Anu Singh 25/4/24



A meeting of the IDAC was held on 10.5.2024 at 11.30 am in the IDAC room. Following members were present:

1. Dr. Anu Satyal Anu Satyal 10.5.2024.
2. Dr. Meenakshi Agrawal Meenakshi
3. Deepa S. Gang Deepa 10/5/2024.
4. PARUL KHACHRA - Parul 10/5/24
5. Dr. Shweta Shweta 10/5/24
6. Dr. Vijays Rajni Vijays 10/5/24
7. Anu Singh Anu Singh 10/5/24



### Minutes:

1. AQAR 2022-23 was tabled in the IDAC.
2. The committee recommends the formation of Research Committee.
3. The committee requires the SOP for promotion to Professor level. The office is requested to provide a copy of the same to the IDAC.
4. More Computer Labs need to be created to accommodate requirement of practicals in NEP.

Deepa 10/5/2024

Anu Singh 10.5.2024.

Parul 10/5/24

Shweta 10.5.24

A meeting of IQAC was held on 30/5/24 at 12.30 PM in IQAC Room. Following members were present.

1. Vijaya Rajni
2. Anu Singh
3. Meenakshi Agrawal
4. Deepa B. Gang
5. Dr. Shweta
6. Dr. Anu Satyal

Vijaya Rajni  
30/5/24  
Meenakshi

Deepa B. Gang  
30/5/2024.

Dr. Shweta  
30/5/24  
30.5.2024.

Minutes:

1. The summary form of Dr. Rajini Agrawal was taken up by the IQAC for scrutiny for the promotion from level 3A to level 4.

Meenakshi

Deepa B. Gang  
30/5/2024.

Anu Singh  
30.5.2024.

Vijaya Rajni  
30/5/24

Dr. Anu Satyal  
30.5.24



## Minutes of IQAC Meeting.

A meeting of IQAC Committee was held on 24 June 2024 at 10.00 am in IQAC room. The following members were present -

1. Dr. Meenakshi Agrawal

2. Dr. Shweta

3. Dr. Anu Satish

4. PARUL CHACHRA

5. Anu Singh

Meenakshi

Agarwal

24/6/2024

24.6.2024.

Dr. Anu Satish

24/6/24

24/6/2024

PO (Admin)

24/6/24

## Decisions

1. The PBAS form for Associate Professor for Dr. Sunil Koak was revised under CAS 2010 and changes suggested. The admin office should communicate the same to Dr. Sunil Koak by email and be asked to submit the revised PBAS.
2. The PBAS form for Professorship submitted by Dr. Ragini Agrawal to office & forwarded to IQAC by office, were scrutinized and changes suggested. ~~It~~ It may be communicated to Dr. Ragini by email to meet the members of IQAC.
3. It was noted that the APARs for the three assessment years have not been submitted.

Dr. Anu Satish

24.6.2024.

Dr. Anu Satish

24/6/24

Meenakshi

24/6/24

24/6/24

PO

24/6/24

contd:

along with PBAs submitted by Dr. Ragini Agrawal. The same may be communicated to Dr. Ragini by email.

Shubh  
24/6/24

PNJ  
24/6/24

Ming  
24/6/24

Meenakshi  
24/6/24

Amr Singh  
24.6.2024.