

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 11th May 2018 at 12.30 p.m

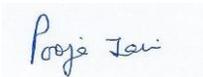
The following members were present along with the Principal, Dr. Savita Roy, in the chair:

1. Dr. Pooja Jain
2. Dr. Indu Jain
3. Dr. Sarita Nanda
4. Ms. Sangeeta Gupta
5. Dr. Ritu Khanna
6. Dr. Suranjita Ray
7. Dr. Seema Khurana

Some new members were added to IQAC based on the stipulated composition. Dr. Pooja V Anand was inducted (in place of Dr. Seema Khurana). SPA, S.O. Adm(offg), Mrs. Usha (accounts) and Caretaker were listed as members from administration and would be invited for the quarterly meetings. Dr. Suparna Jain would be alumni nominee and would contribute to alumni affairs and assist the coordinator.

1. Terms and conditions of MOU between NGO for adolescent health and DRC were discussed. The MOU would be signed by Dr. Sarita Nanda and Dr. Pooja Jain after finalizing details. Proposal of Fluorosis Research and Rural Development Foundation was discussed. Dr. Sarita Nanda and Dr. Pooja Jain would follow it up and draw up an MOU. These two proposals along with Health Initiative proposal submitted by Dr. Pooja Jain would be sent for ethical clearance and then pursued as a holistic programme for women's health.
2. MOU with an external agency to conduct skill development programme in organic farming and other environment friendly practices was discussed.
3. Proposed academic activities of various departments were received and summarized by Dr. Pooja Jain. It was decided to make the following members incharge of the different activities:
Skill Development Programmes (SDPs): Dr. Pooja V. Anand
Faculty Development Programmes (FDPs): Ms. Sangeeta Gupta
Conferences (national and international): Dr. Preeti Kapur
Workshops/ seminars/ symposia: Dr. Suranjita Ray
Feedback: Dr. Sarita Nanda
Extra-curricular calendar: Dr. Indu Jain
4. Detailed guidelines were formulated for conduct of events.
 - i) All the above mentioned events would be organized under IQAC and this would be spelt out in the brochure/ poster.
 - ii) For conferences:
 - Announcement should be made at least 4 months (for international) and 3 months (for national) in advance on the college and DU website.
 - Last date for submission of abstract should be 2 months before the conference.
 - Last date for submission of full paper and registration should be 1 month before the conference.

- Editorial board with required number of external members will select papers for publication in conference proceedings after checking for plagiarism. Composition of editorial board should be notified to IQAC.
 - Budget and source of funding should be notified.
 - Detailed sessions with speakers/ chairpersons should be notified 1 month before the conference.
 - Feedback should be taken from participants and analysis reported to IQAC. A common feedback form can be developed for the purpose.
 - After completion of the conference, a report should be prepared and submitted to IQAC along with utilization certificate. Bursar will look into financial aspects of the events.
- iii) For SDP/FDP/workshop/seminar/symposium:
- The minimum duration for SDP and FDP is 1 week (6 working days). Other events can be of 1-2 days duration.
 - For SDP a sum of Rs. 500/- per participant would be charged to cover the cost of material, refreshments etc. Similarly for FDP a sum of up to Rs. 1500/- and up to Rs. 3500/- for DRC teachers and outside teachers respectively, may be charged to cover costs.
 - Announcement of the event should be made on college website at least 6 weeks (in case of outside participation) and 4 weeks (in case of college participation) prior to the event.
 - Themes of sessions and names of resource persons should be notified to IQAC at least 2 weeks before the event.
 - Feedback and report submission same as for conferences.
5. Among the various proposals submitted, it was observed that many departments have not given any details. The members incharge of the different events will get back to the departments and ask for the following minimum details with respect to their events- theme and its significance, dates, duration and names of convenors/ participating departments. The event will be included in the academic planner only if these details are made available.
6. The next meeting would be held on 18th May when all the above details will be presented and the academic planner will be finalized.



(Dr. Pooja Jain)
Coordinator, IQAC