

DAULAT RAM COLLEGE

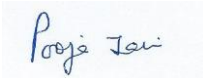
Minutes of IQAC meeting held on 18th May 2018 at 12.30 p.m

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. Sunita
8. Dr. Pooja V. Anand
9. Dr. Superna Jain

1. The draft academic planner was prepared and placed before IQAC for approval. The following decisions were taken with respect to events to be held:
 - i) During an academic year, the college will host maximum ONE International and TWO National Conferences which will be of interdisciplinary nature.
 - ii) For any national event, 50 percent of the speakers/ resource persons should be from outside Delhi.
 - iii) For an international event, 40 percent of the speakers/ resource persons should be from outside India.
 - iv) The college will not conduct any Certificate Course unless it has approval of the sanctioning authority. The college can only conduct in-house Skill Development Programs (SDPs) and Faculty Development Programs (FDPs) and issue participation certificates for the same. FDP will be subject-specific. Wherever necessary, the participants may be required to pay for the expenses incurred on food and other incidentials.
 - v) The SDPs are open to DRC students only. They should focus on developing skills in the students, hence they should provide hands-on training. Some assessment in terms of presentations/projects has to be done. Resource persons have to be from the College Faculty. A maximum of two experts can be invited as resource persons from outside the College. A common valedictory function of all SDPs held in Summer break, 2018 will be organized in August 2018. Likewise, a common valedictory function of all courses held in Winter break, 2018 will be organized in February, 2019.
 - vi) All other events have to be organized as per guidelines and timelines circulated as part of the earlier minutes. After the completion of every event listed in the planner, a brief report along with feedback has to be submitted to IQAC, failing which the event will not be part of Annual Quality Assurance Report (AQAR).
 - vii) Hard copies of the proposals submitted by departments for being included in the academic planner have to be signed by all teachers of the department (necessarily by permanent teachers with consent/ dissent, as the case may be). This is to ensure participation of all

- interested faculty members. These proposals have to be submitted to the undersigned on 19th May 2018.
- viii) Barring exceptional cases, no events other than those included in the academic planner will be permitted during the academic session, except Association functions/fests, single lectures by experts and competitive events during activity period.
2. The Extra-Curricular Activities planner was also discussed. The same will be finalized and included in the college prospectus.
 3. Keeping the students' interest in mind, the mechanism for holding mid-semester exams has to be worked out.



(Dr. Pooja Jain)
Coordinator, IQAC