

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 27th July 2018 at 11.00 a.m

The following members attended the meeting:

1. Prof.T.K.V.Subramanian - GB representative on IQAC
2. Dr. Savita Roy - Principal
3. Dr. Pooja Jain - Coordinator
4. Dr. Sarita Nanda
5. Dr. Indu Jain
6. Ms. Sangeeta Gupta
7. Mrs. Ritu Khanna
8. Dr. Suranjita Ray
9. Dr. Pooja V. Anand
10. Dr. Sunita
11. Dr. Sunita Joshi

Prof. Annapoorni expressed her inability to attend.

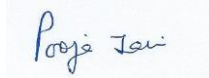
Based on the recommendations of the NAAC peer team, Prof. Subramanian gave a number of suggestions which could be implemented by IQAC:

- Well known academicians from Sciences and Social sciences should be inducted into IQAC for their expert guidance.
- College should try to enter into more MoUs and faculty should be encouraged to obtain patents.
- Language lab with 8-10 computers and software for English, Hindi and foreign languages should be set up.
- Commerce lab with 8-10 computers and latest relevant softwares should be set up.
- A booklet of about 50-60 pages should be compiled containing brief write-ups on research projects completed/ongoing and research publications of faculty within the last 5 years. This would help to project the collective work undertaken in the institution.
- Focus should be on interdisciplinary programs keeping the institution and students in mind, rather than on individual faculty. In order to achieve interdisciplinarity, bunching of departments can be done, for eg:
Botany, Zoology, Chemistry, Biochemistry
Physics, Mathematics
Economics, Commerce
Languages
Psychology, Philosophy
History, Political Science
and so on.
Themes should be identified by the departments and lectures by eminent resource persons should be organized.
- Regarding feedback, a program can be organized under IQAC where selected students are asked to verbally give their views before an audience.

- Regarding funding of events, IQAC can take a collective decision on the amount to be charged for meeting expenses proposed to be incurred. Maintenance of accounts and overall conduct of events is the responsibility of IQAC.
- Teachers can be encouraged to apply to UGC for Start-up funds under the flagship program of the present government.

It was decided that a meeting of IQAC with its external members should be held once in two months.

The members thanked Prof. Subramanian for his valuable inputs. The meeting ended thereafter.



(Dr. Pooja Jain)
Coordinator, IQAC

Action Taken Report:

- 1) A dedicated Commerce computer lab has been set up.
- 2) Multidisciplinary International Conference and other events were organized.
- 3) Source of funding of events was submitted and approved by IQAC.

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 26th September 2018 at 2.00 p.m

The following members attended the meeting:

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Dr. Indu Jain
5. Ms. Sangeeta Gupta
6. Mrs. Ritu Khanna
7. Dr. Suranjita Ray
8. Dr. Pooja V. Anand
9. Dr. Suparna Jain
10. Dr. Sunita Joshi

The coordinator, Dr. Pooja Jain, made a presentation to appraise the Cell of the 2017 NAAC guidelines for IQAC/AQAR. Various points were highlighted and attention was drawn to the nature of activities/ actions to be undertaken by the college before applying for 2nd cycle of accreditation. Immediate action to be taken includes uploading the composition of IQAC and minutes of all its meetings on the college website. Each IQAC member was given the responsibility of sharing the new guidelines with two departments so that awareness is created among the entire staff:

Ritu Khanna-Economics and Maths
Suranjita Ray-Political Science and History
Pooja Anand-Psychology and Botany
Sangeeta Gupta-English and Hindi
Indu Jain-Commerce and Zoology
Sarita Nanda-Biochemistry and Physics
Suparna Jain-Chemistry
Pooja Jain-NHE, Sanskrit, BA Prog
Sunita Joshi- Philosophy and Physical Education

Modalities to implement the IQAC/AQAR guidelines will be evolved systematically and by discussing in Staff Council meetings.



(Dr. Pooja Jain)
Coordinator, IQAC

Action Taken Report

- 1) Minutes of all IQAC meetings held from March 2018 till date were uploaded on college website.
 - 2) Staff Council meeting was convened and the staff was apprised of NAAC-RAF.
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DAULAT RAM COLLEGE

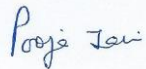
Minutes of IQAC meeting held on 17th January 2019 at 12.30 pm

The following members attended the meeting:

12. Prof. Annapporni S – G.B. Member
13. Dr. Savita Roy - Principal
14. Dr. Pooja Jain - Coordinator
15. Dr. Sarita Nanda
16. Dr. Indu Jain
17. Mrs. Ritu Khanna
18. Dr. Suranjita Ray
19. Dr. Pooja V. Anand
20. Dr. Suparna Jain
21. Dr. Sunita Joshi

1. The proposal to purchase software for AQAR automation was discussed. The need for such a software was expressed by the members. It was decided to talk to institutions which are using such softwares and explore vendors in this field. The proper purchase procedure should be followed thereafter.

2. The process of appointment of System Administrator or STA or competent staff in data management should be expedited.
 3. Dr. Nanda presented the student feedback taken last year with respect to canteen, library, gender sensitization etc. Action to be taken on the feedback was discussed.
 4. The issue of ICT facilities in teaching was discussed. It was proposed that, in order that all humanities departments have access to IT enabled classrooms, at least one classroom be permanently assigned to each department. Projector with screen to be provided in those rooms and the respective department be responsible for the same. The matter was to be referred to the TPC.
 5. The training programme for non-teaching staff should be initiated. The staff should also be sent to other colleges for training on ICT and their enrichment.
 6. In view of the last minute confusion regarding mid-semester exams during the odd semester, the committee suggested that a decision in this matter should be taken at the earliest. This matter was also to be referred to TPC.
 7. For expansion of the IQAC in accordance with its suggested composition, it was decided to include Vice President of the Students' Union as the student member. The Delhi coordinator of AACCI would be approached to become a member from local society. Effort would also be made to include one Employer/Industrialist as a member.
- The meeting ended with a vote of thanks to the chair.



(Dr. Pooja Jain)
Coordinator, IQAC

Action Taken Report:

1. Dr. Latika Bhalla and Vice President Students' Union included as IQAC members.
2. Training programme for non-teaching staff was included in Academic Calendar for 2019-20.
3. The purchase of MIS / ERP system is under process.

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 6th May 2019 at 12.30 pm

Agenda: Academic Calendar 2019-20

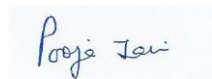
The following members attended the meeting:

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Dr. Indu Jain
5. Dr. Suranjita Ray
6. Dr. Pooja V. Anand
7. Dr. Sunita
8. Mrs. Sangeeta Gupta

Minutes of the meeting:

Proposals which had been invited for activities to be included in academic calendar were screened and approved. Those proposals which did not have signature of all the department teachers or were incomplete in some other respect, were returned to the concerned persons for necessary action. It was further emphasized that editorial board for publication of conference proceedings should check the entries for plagiarism. Names of all committee convenors working for a conference should be mentioned in the brochure.

Meeting ended with a vote of thanks to the chair.



(Dr. Pooja Jain)
Coordinator, IQAC

Action Taken Report:

The Academic Calendar and ECA calendar for 2019-20 were prepared and included in Information Bulletin of the college.

DAULAT RAM COLLEGE

Minutes of IQAC meeting held on 12th June 2019 at 12.30 pm

Agenda: Purchase of ERP Software

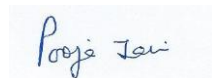
The following members attended the meeting:

1. Dr. Savita Roy - Principal
2. Dr. Pooja Jain - Coordinator
3. Dr. Sarita Nanda
4. Mrs. Ritu Khanna
5. Dr. Suranjita Ray
6. Dr. Pooja V. Anand
7. Dr. Suparna Jain
8. Dr. Sunita

Minutes of the meeting:

Various proposals for supplying ERP software were discussed. It was decided that the modules required by the college will be specified and tenders invited so that software can be purchased through proper procedure.

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



(Dr. Pooja Jain)
Coordinator, IQAC

Action Taken Report:

Notice inviting tenders for supplying ERP software based on modules required by the college was displayed on the college website.
