

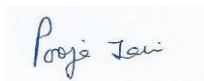
DAULAT RAM COLLEGE

IQAC Minutes of the meeting held on 15th April, 2020 at 11:00 AM online

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

1. The members discussed that since the lock down had begun on 22nd March,2020 the teaching schedule was totally disturbed and teachers were teaching as per their knowledge of online teaching.
2. Many of them were sending their notes on the whatsapp group, others were video recording and some were using the Zoom platform.
3. Though Zoom platform was good but sometimes uninvited guests intruded the classroom.
4. Therefore the IQAC members asked Dr. Savita Roy to give official membership of G suite for their classes.
5. It was also decided to train the teachers as well as the students to take up classes on the G suite.
6. It was also decided to undertake feedback from the students about their online classes.

The meeting ended with thanks to the chair.



(Pooja Jain
Coordinator

Action Taken Report

1. The college administrator provided the official IDs to all the faculty members and the students.
2. The teachers were given online training to how to use G suite effectively.
3. Each department undertook 2-3 days workshop to teach students how to use G suite.

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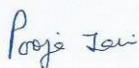
Minutes of IQAC meeting held on 17th January 2019 at 12.30 pm

The following members attended the meeting:

1. Prof. Annapporni S – G.B. Member
2. Dr. Savita Roy - Principal
3. Dr. Pooja Jain - Coordinator
4. Dr. Sarita Nanda
5. Dr. Indu Jain
6. Mrs. Ritu Khanna
7. Dr. Suranjita Ray
8. Dr. Pooja V. Anand
9. Dr. Suparna Jain
10. 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.

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

Agenda: Purchase of ERP Software

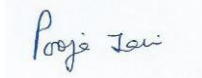
The following members attended the meeting:

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.