

## SHIVAJI COLLEGE, NEW DELHI

### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Friday, 20<sup>th</sup> July, 2018 at 2:30 p.m. in the Committee room.

The following members were present:

1. Dr. Shashi Nijhawan, Principal (Chairperson)
2. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
3. Dr. Anita Kapur, Associate Professor, Department of Botany
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
9. Dr. Vandana, Assistant Professor, Department of Mathematics
10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
11. Dr. Kiran Bamel, Assistant Professor, Department of Botany

The committee recommended the following steps to be taken:

1. At the beginning of the academic year 2018-19, the IQAC encouraged the teachers-in charge to prepare academic calendars with a list of all activities, excursions, extra-curricular events, co-curricular and laboratory visits to ensure effective time plan of the semesters.
2. Dr. Darshan Malik, Coordinator of IQAC will be responsible for compilation of the AQAR report from all the departments of the college to be submitted to NAAC.

3. Academic audit and physical verification of the various college departments and laboratories will be done by end of the semester. Each department was asked to scrutinise results of students, syllabi covered, and time table adherence throughout the semester which will be submitted to college for academic audit.
4. College will be applying for funding under the DBT sponsored Star College Scheme in the coming year as per the required guidelines for the Departments of Biochemistry, Botany, Chemistry and Zoology. The departmental conveners will be notified to draw their required proposals with appropriate budgets for the same.
5. The IQAC recommended that teacher-in-charge of each of the departments will be responsible for compilation of data of alumni for the past three years including information regarding the current status, higher education, placement details and salary drawn if applicable.
6. Placement cell was asked to submit the list of all the companies that will visit the college in the academic year.



**Dr. Darshan Malik**  
Coordinator, IQAC



**Dr. Shashi Nijhawan**  
Chairperson, IQAC