

**IQAC: Shivaji College**  
**University of Delhi**  
**Raja Garden, New Delhi**  
**Delhi – 110027**

A meeting of IQAC core committee was held on 06.12.2024 at 2:00 PM in Committee room to discuss the agenda given below.

Following members attended the meeting:

1. Prof. Virender Bhardwaj, Chairman IQAC
2. Prof. Tejbir Singh Rana, Coordinator IQAC
3. Dr. Suman Kharbanda, Co-coordinator IQAC
4. Prof. Surbhi Madan, Core Member Criterion I
5. Dr. Kiran Bamel, Core Member Criterion II
6. Dr. Renu Baweja, Core Member Criterion III
7. Dr. Jeetendra Agarwal, Core Member Criterion IV
8. Ms. Preeti Desodiya, Core Member Criterion VI
9. Dr. Shivani Gupta, Core Member Criterion V
10. Dr. Prabudh Kumar Mishra, Core Member Criterion VII
11. Mr. Hemant Lamba, Administrative Officer (Administration)
12. Mr. Praveen Kumar, Administrative Officer (Accounts)
13. Dr. Jayita Thakur, Criterion Head I
14. Dr. Usha Yadav, Criterion Head I
15. Dr. Seema Talwar, Criterion Head II
16. Dr. Pawan Kumar, Criterion Head II
17. Dr. Sunita Singh, Criteria Head III
18. Dr. Deepika Yadav, Criteria Head III
19. Dr. Smita Tripathi, Criteria Head IV

*Bhardwaj*

*Tejbir Singh Rana*  
*06/12/24*

*Suman*  
*06/12/24*

*Surbhi*

*Kiran*

*Renu*

*Jeetendra*

*Preeti*

*Shivani*

*Prabudh*

*Hemant*

*Praveen*

*Jayita*

*Usha*

*Seema*

*Pawan*

*Sunita*

*Deepika*

*Smita*

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20. Prof. Jyoti Sharma, Criteria Head IV *Jyoti*
21. Dr. Vanitha Chadha, Criteria Head V *Vanitha*
22. Ms. Bhumika Bhavnani, Criteria Head V *Bhumika*
23. Dr. Shvetambri, Criteria Head VI *Shvetambri*
24. Dr. Ankita Dua, Criteria Head VI *Ankita*
25. Prof. Mridula Budhiraja, Criteria Head VII *Mridula*
26. Dr. Nishtha Srivastava, Criteria Head VII *Nishtha*

### Agenda:

- The presentation of final AQAR 2023-24 report of criterion II, III, VI, VII
- Challenges and related issues of procuring certain data.
- Formatting of data and tables in accordance to the requirement of NAAC.

### Minutes of the Meeting:

#### Agenda No. 1 –

The presentation of AQAR 2023-24, criterion II, III, VI and VII was presented on screen. Members identified criterion wise discrepancy and weaknesses of the report and after detailed deliberations suggested the modus operandi to record the incremental increase in report. The core committee members, criterion heads and sub-committee members ensured to accommodate the suggestions and documentary evidences before 28<sup>th</sup> of December 2024.

#### Agenda No. 2 –

The committee members observed the challenges, limitations and problems encountered by the sub-committee members in procuring the desired data of their respective criterion for the preparation of AQAR 2023-24 to be submitted with NAAC before 31<sup>st</sup> December 2024.

The IQAC coordinator and co-coordinator along with administrative officers (Admin & Accounts) ensured to address each and every issue raised by the members while procuring the data from academics, administrative and accounts section.

Members were also advised to start collecting the data at early stage to overcome the 11<sup>th</sup> hour panic situation.

*Shvetambri* *Vanitha* *Ankita* *Bhumika*

*Jyoti* *Mridula* *Nishtha* *Som* *Pr* *Me* *Use* *Q*


*Defika Yadav* *Rm* *Exp* *Comb* *Ph*

**Agenda No. 3 –**

All the members of 7 criterion were provided with the soft copy of college letterhead and standard font size along with Google drive links of the attachments to maintain the uniformity of the presentations.

Members were also informed that AQAR 2023-24 report must be completed before 31.12.2024 for its final submission without delay.

The meeting ended with vote of thanks to chair.

  
6/12/24.

**Prof. Tejbir Singh Rana**

**Coordinator IQAC**

**Shivaji College**



**Prof. Virender Bhardwaj**

**Chairman IQAC**

**Shivaji College**