

A meeting of the Internal Quality Assurance Cell (IQAC) was conducted on **March 19, 2021 at 11:00 am** to discuss measures to be implemented in college **on priority basis** and in the next few weeks.

1. All laboratories should be maintained and instruments should be in working order. Safety manuals should be displayed. Log books should be maintained and up to date. Chemicals should be kept and arranged alphabetically. Fire safety measures should be displayed and implemented in every lab. One bucket with sand should be kept in the lab.
2. Department library to be set up in each department room
3. Tactile path to be laid.
4. Registration of Alumni Cell is mandatory. Alumni data seeking present professional affiliations should be maintained.
5. Waste recycling plant to be set up.
6. LED lights to be installed in the premises
7. Gym facilities to be upgraded
8. Projectors in all classrooms should be in working condition, and new projectors to be installed in classrooms, wherever required.
9. Signboards in classrooms and corridors to be installed : 'Maintain Silence', 'Turn off Lights after Use', 'Do Not Litter', 'Safeguard College Property', 'Damaging College Property is a Punishable Offence'. Display of college code of conduct on flexboards. Student Grievances related boards to be put up.
10. Sanitary pads vending machines in ladies washroom should be fixed.

Some measures to be implemented in the forthcoming days are:

1. It was decided that all faculty will submit their filled-in Annual Performance Appraisal Report along with necessary documents. These will be done online.
2. Every department will form an internal committee for student progression. This committee will also record scholarships availed by students. It will also list and record student achievements of presently enrolled students and alumni. These records will be submitted to the IQAC at the time of Academic Audit.
3. The college should mandate every graduating students to fill in forms before they collect their Undergraduate degree certificate, listing competitive exams appeared and qualified.
4. Students are mandated to inform the college of scholarships (both government and non-government) they are availing at the time of admissions. The college should initiate forms for information on scholarship. Record should be maintained of students applying for scholarship and students granted scholarship.
5. Record for awards/achievements for athletic and cultural achievements to be maintained for all three years. Details of students participation/achievements in sports and cultural events should be submitted to the office.
6. All conveners of conferences/workshops/seminars to submit list of participants, photos of the event, and report to be submitted to the office before financial settlements

7. All Departments to prepare a presentation for NAAC evaluation: faculty profile, lab-staffs and non-teaching staffs (with photos), facilities in the department and labs, student and faculty achievements over the past five years, activities conducted by the department, etc
8. Placement Committee should organize career counseling and competitive examinations routinely.
9. All conveners who organize conference/workshops should intimate the office of financial grant(s) received from government/non-government organizations. The conveners are also required to get the accounts audited by an authorized CA and submit the Utilisation Certificate to the college.
10. The Cell suggests that all faculty must be partially or fully funded for participation in Quality programmes/Faculty development programmes outside the institution.

Members present were:

\* Dr. Rashmi Wadhvani Rashmi Wadhvani  
 Dr. Anita ~~Sharma~~ Kapur Anita Kapur

Dr. Anuradha Mal Anuradha Mal

Dr. Vandana Bhargava Vandana Bhargava

Dr. Shilpa Jain Shilpa Jain Shilpa Jain

Dr. Usha Yadav Usha Yadav 19/3/21

Dr. Uma Uma 19/3/21

Dr. Aparna Jain Aparna Jain 19/3/21

Dr. Leisangthem Gireen Devi Leisangthem Gireen Devi 19.3.21. Leisangthem Gireen Devi

Dr. Anuradha Anuradha

Dr. Aashu Nigam Aashu Nigam

Dr. Jitendra Aggarwal Jitendra Aggarwal 19.3.21

Dr. Uma