IQAC Meeting on 29th January 2019

Minutes of the Meeting of IQAC on date 29 .01.2019 at 11:00 A.M in IQAC Room

1 The IQAC meeting was attended by the following members.

2   Chairperson : Dr. Vandana Mohla (Officiating Principal)

3   Members from Management:- Sh. Anand Mehta, Vice President (MDES)

4   Faculty Members: 1. Ms. Vibha Dutta

2. Ms. Kamalpreet Verma
3. Ms. Priyamvada Thakur
4. Dr. Manju Khanna
5. Ms. Archna Dua
6. Dr. Sheel Singh

5. Members from student council: - Ms. Shalini

6. Two external Nominees: - Mr. S.K. Garg, Capt. Virender Singh

7 Nominee from the Alumni: - Ms. Rachna

8. Coordinator: - Ms. Archna Dua

The following items were discussed in the meeting.

To approve the minutes of the previous meeting was held on14.11.2018.

1. The NAAC Coordinator apprised the members regarding SSR manual, SOPs and templates with regard to their criteria and instructed the criterion heads to go through them.
   (Action to be taken: - NAAC Coordinator to discuss with criteria incharges)

2. Steering Committee of following members to gear up for the completion and submission of data of SSR work along with coordinator Ms. Archna Dua and Co-coordinator Dr. Annu Kalra. IIQA is to be submitted in the first week of October 2020.
   Criteria-1 Ms. Sudha Sahi, Ms. Poonam Sachdeva and Ms. Gurpreet Kaur (Department of Computer Science),
   Criteria-2 Ms. Archna Dua, Dr. Annu Kalra, and Ms. Kamiya Chugh (Department of Computer Science),

Criteria-3 Dr.Sheel Singh & Dr. Shveta Arya , Ms. Pinky (Department of Computer Science)

Criteria-4 Ms. Neeru Bhatia & Ms. Amita Dureja , Ms. Poonam (Department of Computer Science).

Criteria-5 Dr. Meenu Dua & Ms. Shivani (Department of Computer Science),

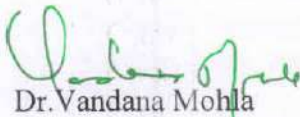**Criteria-6** Ms. Alka Satya, Ms. Sudesh Dahiya and Ms. Neeru Siwas (Department of Computer Science),

Criteria-7 Dr. Sangeeta Kulshrestha, Ms. Usha Pant and Ms. Neetu (Department of Computer Science).

Website Coordinator: - Ms. Leena Bhatia, Co-Coordinator:- Ms. Shobha Chawla

For Geo-Tagged Photos: - Mr. Laxman Singh

(Action to be taken: - NAAC Coordinator and Co-Coordinator to monitor the progress)

3. Feedback responses for the session 2018-19 to be gathered from all the stakeholders.

4. Student Satisfaction Survey responses on teaching-learning process for 2018-19 to be collected

5. AQAR for 2018-19 to be submitted.

   (Action to be taken: - NAAC Coordinator to coordinate with criteria incharges)

6. Teachers to attend more seminars/workshops/FDPs and develop Research aptitude

   (Action to be taken: - HODs to encourage the teachers)

7. Conveners of various cells to hold some activity on every Saturday for the all-round personality development of the students.

   (Action to be taken: - Conveners to prepare the activity chart)

8. IQAC members were informed about infrastructural upgradation

   - 10 New class rooms are getting constructed for Medical & Non-Medical students.
   - New cafeteria added in canteen area.
   - Five Toilets for students and one toilet in U.G. Chemistry Lab for teachers are near completion.
   - Renovation of office toilet.

9. Chairperson informed the IQAC about provision for water harvesting at two places in the college premises.

   - The meeting was ended with vote of thanks to the chair.

Dr.Vandana Mohla

(Officiating Principal)
K.L. Mehta Dayanand College for Women
N.I.T. FARIDABAD

Ms. Archna Dua

(IQAC Coordinator)