



IQAC Meeting on 13th Feb, 2017

Members Present

Sr (Dr.) Rosily (Chairperson)
Dr. Meenakshi Mehta
Dr. Alka Sehgal
Dr. Shalini Srivastava
Dr. Neelam Rishi
Dr. Alka Marwaha (Co-ordinator)

Dr. Nilima Chitgopekar
Dr. Sushila Ramaswamy
Dr. Anu Ahuja
Dr. Purnima Topden
Sr (Dr.) Molly Abraham

Agenda

1. To discuss the Code of Conduct for Teaching Staff.
2. To discuss the IQAC initiatives for quality enhancement in Teaching Learning.

Minutes

In the IQAC Meeting on 13th Feb, 2017, the following issues were discussed and are being communicated to the teachers to enhance the quality of teaching and research in College.

1. All teachers are required to strictly adhere to their class timings. Any irregularities discovered are liable to explanation. Any rescheduling of classes to be informed to Principal in advance.
2. Department meetings to be held regularly and recorded with proper agenda and minutes. Other documents pertaining to the functioning of the departments such as time table, workload, lesson plans, departmental report etc. should be properly maintained and filed for each year.
3. Individuals/ department should seek UGC or any other funding for Minor and Major Research Projects.
4. Besides routine teaching and extra-curricular responsibilities, teachers are expected to contribute productively towards college in various spheres such as Language Lab, implementation of Solar Energy Plant, Vermicomposting, E-Journal, Inter-departmental Collaboration for Research and Seminars, Consultancy etc. to name a few.
5. All departments should regularly apply to UGC for National level seminars.
6. At the end of the year, Academic Audit of all departments will be conducted in which each department will be required to present a substantive report which should include:

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Accredited by NAAC with "A" Grade



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- (i) Workshops/ Seminars conducted by the department.
- (ii) Publications
- (iii) Alumni report (keeping a track of alumni and maintaining connectivity with them). It is suggested that departments hold their own Alumni Day.
- (iv) Evaluation (preferably online) to be done by students.
- (v) Proper documentation of all the activities and events of the department in the academic year 2016-2017.
- (vi) SWOC Analysis
- (vii) Future Plans

Aravvaha
(Dr. ALKA MARWAHA)
IQAC Co-ordinator