

Date; 4.09.2020

Minutes

A meeting of IQAC was held on 4th September 2020 at 3:00 p.m. via Google meet. Following members attended the meeting:

Dr. AniltaGoel,
Dr. Alka Gupta
Dr. Ravinder Singh
Dr. Vinod Kumar Paliwal
Dr. Seema Bose
Dr. Ruchi Gupta,
Dr. Rajesh Kumar Abhay
Dr. Jyoti Paul
Dr. Uma
Dr. Vinod, Librarian
Mr. Iqbal Singh
Ms. PreetiDabas

Following issues were discussed:

- The meeting started with the welcome of Dr. Anita Goel as chairman and new members, Dr. Rajesh Abhay and Dr. Jyoti Paul.
- New guidelines for IQAC were discussed in the meeting with particular focus on latest IQAR format as per NAAC guidelines. With NAAC approaching in 2022, it was discussed to look into speedy filling up of AQAR at regular intervals. The required data should be collected through google forms which shall be filled by teachers, societies and other resources like library, sports etc. Soft copy of supporting documentary evidence shall also be provided to IQAC.
- Dr. Vinod, Librarian suggested of all the lectures, seminars conducted in college should be video recorded and a repository of these video recordings should be made.
- Academic calendar of IQAC for the session, 2020-2021 was discussed. It was decided to give suggestion to different departments to have various kinds of activities under the IQAC banner. Dr. R.K Abhay suggested that seminars on generic themes can be held and it was also suggested by a member to have a repository for the same. A committee related to conduct of such lectures was formed and Dr Ravinder, Dr. R.K.Abhay and Dr. Jyoti Paul volunteered to look into such activities. The academic calendar shall be finalized in next meeting of IQAC and shall be loaded on college website
- The role of IQAC on promotion of teachers was also discussed.

Alka Gupta
Co-ordinator, IQAC

Dr. Anita Goel
Chairman, IQAC
Principal (Offg.)



Dr. V.K. Paliwal
Principal (Offg.)
&
Chairperson, IQAC

Dr. Alka Gupta
Director, IQAC

Minutes

IQAC MEETING HELD ON 15.02.2021

A meeting of internal members of IQAC was convened in college office on 15th February, 2021 at 11.00 a.m. in Principal's office. Following members were present:

1. Dr. V.K. Paliwal,
2. Dr. Alka Gupta,
3. Dr. Ravinder Singh
4. Dr. Jyoti Paul,
5. Dr. Vinod Kumar
6. Dr. SanjivMullick
7. Dr. R.K. Abhay,
8. Dr. Ruchi Gupta

Following matters were discussed:

Minutes of IQAC meeting held on 21.12.2020 were approved unanimously.

Automation of website: It was discussed and decided by the members to improvise the college website so that student, faculty and staff related matters can be taken up in online mode. Till the time a vendor can be arranged to look into automation of website, DrHemaBanati, Department of Computer Science and convener, website committee of the college will be requested to take care of the related work.

Dr. Sandeep Mehta, Department of Physical Education was requested to be the Coordinator of Alumini Association of college. He along with Dr. Neetu Bhattacharya, IQAC member and Dr. Jitender Chawla shall be working to establish a registered alumni association in college. It was proposed that an alumini meet will be organised soon. For collection of data in respect of Alumni, Google form will be created for the same and uploaded on the website. A new email id specific for the purpose of

Alumini will be created. It was proposed to try to gather last ten years Alumini records.

It was decided by the members that every teacher (permanent or Ad-hoc) shall fill their APAR form annually and submit a soft copy to IQAC and a hard copy to college office after due verification by TIC. The submission shall be completed in the month of July every year.

The committee discussed the issue of plagiarism check of publications of teachers. It was decided that every teacher is required to submit a self-certified plagiarism report of his/her publications to IQ AC along with their APAR forms. Dr. Vinod Kumar explained to committee that plagiarism check can be performed in college library on DU's link.

For compilation of IQ AR annually DrJyoti Paul and Dr. R.K.Abhay volunteered to shoulder the responsibility. IQAR for 2018- 19 and 2019 -20 to be compiled and submitted soon. A meeting of Teacher In charges is proposed for quick compilation of data.

Dr. SanjivMullick will look into the summer internship projects and the respective department can devise a funding mechanism accordingly.

Mr.Vinod also suggested keeping a repository of all webinars and lectures for future references.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



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Dr. V.K. Paliwal
Principal (Offg.)
&
Chairperson, IQAC

Dr. Alka Gupta
Director, IQAC

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IQAC MEETING HELD ON 20.02.2021

A meeting of IQAC internal members and Teacher-In-Charges of all departments was conducted in virtual mode on 20.02.2021. The meeting was attended by the following:

1. Dr. V. K. Paliwal
2. Dr. Alka Gupta
3. Dr. R. K. Abhay
4. Dr. Nishant Kumar
5. Dr. Neetu Bhattacharya
6. Mr. Shish Pal
7. Dr. Saloni Gulati
8. Dr. Harleen Kaur
9. Ms. ShreetaMukherji
10. Mr. Abu Zahir Rabbani
11. Dr. Rita Rath
12. Dr. Devraj Singh
13. Mr. Amit Kumar Awasthi
14. Dr. NavinaMehan
15. Mr. Thirumoorthy
16. Mr. Sanjay Kumar
17. Dr. Manoj Kumar
18. Dr. Rama Shankar
19. Mr. NarottamVinit
20. Dr. HemaBanati
21. Ms. Ratan Deep Kaur
22. Mr. VirajKafle

The format created by IQAC and circulated to TICs for compiling the required information of their respective departments was explained by Dr. Alka Gupta and Dr. R.K. Abhay. Principal, Dr. V.K. Paliwal requested all the TICs to submit the information at the earliest.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



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&
Chairperson, IQAC

Dr. Alka Gupta
Director, IQAC

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IQAC MEETING HELD ON 27.03.2021

An emergent online meeting of internal members of IQAC was held on 27th March 2021, in response to a mail received from Delhi University inviting inputs and suggestions from colleges for the proposed Higher Education Commission of India. Following members were present

1. Dr. V.K. Paliwal,
2. Dr. Alka Gupta,
3. Dr. Sanjiv Mullick
4. Dr. Jyoti Paul
5. Dr. R. K. Abhay
6. Mr. Shish Pal
7. Dr. Neetu Bhattacharya

Dr. Alka Gupta apprised all members regarding inputs invited by Delhi University from all colleges of DU in framing statutes for the proposed Higher Education Commission of India in letter and spirit of NEP 2020. The attachment files received from University, namely Discussion Paper, NEP 2020 Draft, List of Clusters, and Performa for Observations and Clusters were deliberated upon by all members.

Members organized themselves in four groups and inputs from teachers was collected and compiled.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



Dr. V.K. Paliwal
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&
Chairperson, IQAC

Dr. Alka Gupta
Director, IQAC

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IQAC MEETING HELD ON 8.6.2021

An online meeting of internal members of IQAC was held on 8th June 2021.
Following members were present

1. Dr. V.K. Paliwal,
2. Dr. Alka Gupta
3. Dr. Ravinder Singh
4. Dr. Ruchi Gupta
5. Dr. Sanjiv Mullick
6. Dr. Jyoti Paul
7. Dr. R. K. Abhay
8. Mr. Shish Pal
9. Dr. Neetu Bhattacharya
10. Dr. Nishant Kumar
11. Dr. Vinod Kumar

- Meeting started with Dr. Alka Gupta apprising all the members about status of College AQARs to be submitted to NAAC for year 2018-19, 2019-20 and 2020-21. Reports are being compiled by Dr. R.K. Abhay and Dr. Jyoti Paul. AQAR 2018-19 is ready for submission, 19-20 is under preparation and data input from departments, teachers, and other sources should be submitted to IQAC by July end. NAAC timeline for AQAR submissions, procedures and what is needed to be done at college level including financial aspects for applying for next accreditation cycle was explained to all members. It was decided that process of submitting the IQAR shall be completed by July – August and IQA shall be submitted before 27th September.
- Role of Parent Teacher Association, Alumni Association, Feedback Mechanism and initiating Student Satisfaction Survey for requirement of NAAC and next cycle of accreditation was discussed and it was decided that at the beginning of each academic session each department will constitute a committee for making a PTA consisting of 15-20 students per section. The PTA shall hold a meeting in each semester. A teacher representative for alumni association and for initiating student satisfaction survey (with not

less than 30% of department strength) will also be identified by department. In addition mentor-mentee lists will be prepared. Formation of above said committees shall be recorded in minutes of departmental meetings. Same will be submitted to IQAC. All the committees shall submit a brief action taken report to IQAC at the end of academic session.

- Mr. Shishpal and Dr. Neetu Bhattacharya agreed to coordinate with all departments for PTA and alumni association work and Dr. Nishant Kumar shall look after feedback and student satisfaction survey work. Dr. R. K. Abhay shall coordinate for mentor-mentee work.
- With reference to information required from the TICs, Dr. Nishant Kumar, Dr. Neetu Bhattacharya, and Mr. Shishpal will pursue the Social Sciences, Sciences and Commerce Departments, respectively.
- Dr. R.K. Abhay presented IQAC calendar for the academic session 21-22. The calendar was discussed and it was accepted by all members that all departments shall organize the listed events allotted to them.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



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&
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Dr. Alka Gupta
Director, IQAC

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IQAC MEETING HELD ON 10.6.2021

An online meeting of IQAC with TIC' was held on 10th June 2021 at 4.30 p.m. Following members were present

1. Dr. V.K. Paliwal,
2. Dr. Alka Gupta
3. Dr. Ravinder Singh
4. Dr. Jyoti Paul
5. Dr. R. K. Abhay
6. Dr. Anjana Mathur
7. Dr. Neerja Sood
8. Dr. Bibek Rajak
9. Dr. Navina Mahan
10. Mrs. Minakshi Narayanan
11. Dr. Anita Goel
12. Mr. Amit Kant Awasthi
13. Dr. Dinesh Kumar
14. Dr. Uma Shankar
15. Dr. Swati Thakur
16. Dr. Roma Katyal

Following matters were discussed:

Principal, Dr. V.K. Paliwal apprised the TIC's about the 2nd Accreditation Cycle by NAAC for which college needs to apply before 27th September, 2021. He further deliberated upon the role of all the departments in this matter.

In addition to existing meetings departments needed to make committees/ representatives for coordinating the activities of alumni association, parent teacher association, mentor – mentee groups, remedial sessions for slow learners and submit the minutes, action taken reports to IQAC.

Taking feedback from stake holders is a mandatory requirement of NAAC. Departments shall devise a mechanism to collect feedback from students, teachers, alumni and parents. IQAC will provide the required forms.

It was discussed among members that at the time of submitting SSR to NAAC for next accreditation cycle student satisfaction survey will have to be activated

All the TICs were requested to compile and submit the data for academic session 20-21 to IQAC as per format provided.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



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&
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Dr. Alka Gupta
Director, IQAC

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IQAC MEETING HELD ON 11.6.2021

An online meeting of internal members of IQAC was held on 8th June 2021.
Following members were present

1. Dr. V.K. Paliwal,
2. Dr. Alka Gupta
3. Mr. Ramesh Swashanti (A.O. Admin) & Team
4. Mr. Virender (A.O. Accounts) & Team

Dr. V.K. Paliwal, Principal apprised the Admin and accounts department about the next cycle of accreditation from NAAC, college needs to apply for. Dr. Alka Gupta explained how admin and accounts department should work towards on-line management of student and staff related work.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)



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Recommendations for the Departments subsequent to the meeting of IQAC with TICs held on 10th June 2021

Committees for the following are to be made by each department for the academic session 2021-22

- Alumnae Association
- Parent-Teacher Association
- Feedback Collection Team: College will provide the required form.
- Formation of Mentor-Mentee Groups
- Organize Remedial Sessions

Important Note: Department shall nominate coordinator for above listed activities and a report of all actions (meeting details, minutes, action taken reports must be sent to IQAC email (dsciqac16@dsc.du.ac.in) at the end of the each academic session in a compiled format.

- Update College Website: Department Section
- Organize some more activities as per Academic Calendar also given on the next page.

(Dr. Alka Gupta)
Director, IQAC

(Dr. V. K. Paliwal)
Principal (Offg.)