

DEEN DAYAL UPADHYAYA COLLEGE

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL HELD ON MONDAY, 30th DECEMBER, 2013 AT 12:00 p.m. IN THE PRINCIPAL'S OFFICE.

The first meeting of the Internal Quality Assurance Cell (IQAC) was held on Monday the 30th December, 2013 at 12:00 p.m. in the college premises. The following members were present:

- 1) Prof. S.K. Tandon, Former PVC, University of Delhi.
- 2) Dr. Kulvinder Singh, Assoc. Prof. in Physics
- 3) Dr. Anand Saxena, Assoc. Prof. in Commerce
- 4) Dr. Manoj Saxena, Assoc. Prof. in Electronics
- 5) Dr. Rajni Bala, Assoc. Prof. in Computer Science
- 6) Dr. Nisha Rana, Coordinator, Management Studies
- 7) Dr. Veena Jain, Assoc. Prof. in Operational Research
- 8) Dr. S.K. Garg, Principal and Chairperson (IQAC)
- 9) Mr. Sikander Aggarwal, Administrative Officer.

Prof. Shyam Menon, Vice-Chancellor, Bharat Ratna Dr. B.R Ambedkar University, Delhi could not attend the meeting, due to pre-occupation.

The meeting began with a general feedback by the Principal regarding the existing processes in the college and the likely availability of good infrastructure in the new building which shall become available within next two years. The committee was apprised of the fact that the college is in the process of preparing the Self Study Report for National Assessment & Accreditation Council (NAAC). Keeping the strengths and limitations (of the infrastructure during the next two years) in mind, the following decisions were taken:

- 1) **Introduction of New Courses:** In view of the likely availability of more infrastructure facilities in the new campus, the College must plan right now for introduction of new courses and accordingly rebalance the portfolio of courses in the college.
- 2) **Strengthen the Placement Cell:** The college must proactively promote industry interaction ; student career and life readiness ; internship and final placement through the Placement Cell for which there must be a permanent set-up. The faculty member who becomes incharge of the Placement Cell should remain in the position for at least five years.
- 3) **SWOC Analysis:** Each department should undertake SWOC Analysis and chalk out a plan for converting the challenges into opportunities.

- 4) **Teacher Training:** There should be adequate emphasis on training of teachers through Seminars, Conferences and Knowledge acquisition through courses outside or by attending classes of other teachers may be within the college or outside the college. The emphasis should be to make the teacher Self Learner and produce Self Learners.
- 5) **Mentoring of Students:** Each student at the time of admission should be assigned a mentor who would be responsible for guiding the students not only in academics but also addressing the personal needs and dilemma of the students. If possible, psychological counseling through trained psychologists should also be arranged.
- 6) **Research:** The Internal Quality Assurance Cell (IQAC) realized the limitations of conducting the experimental research at college level due to lack of infrastructure facilities but simultaneously emphasized the need to create research culture in theoretical studies and in the field of humanities by augmenting the library resources and travel support. The Research Committee of the college should examine all research proposals. Proposals for field work by faculty having at least 3-5 years of published research work, may be entertained by the Research Committee. To promote publication of research work, the college may consider celebration of publication by any faculty member.
- 7) **Linkage with Schools :** The college should look for the possibility of linkage with schools in the nearby area as an Extension work/Outreach Programme. The DST inspire camps should also be organized.
- 8) **Inventory of all practices:** The college should make inventory of all practices in the college, comparing each one with other colleges and take remedial measures wherever scope of improvement is visible.

Meeting ended with a vote of thanks to the Chair.



(Dr. S.K. Garg)
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)