

# DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

## *INTERNAL QUALITY ASSURANCE CELL (IQAC)*

### **Minutes of the Fourth Meeting of the Internal Quality Assurance Cell held on Tuesday the 21<sup>st</sup> July, 2015 at 3:00 p.m. in the Principal's Office.**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **Tuesday the 21<sup>st</sup> July, 2015 at 3:00 p.m.** in the college premises. The following members were present:

- 1) Prof. S.K. Tandon, Former PVC, University of Delhi.
- 2) Dr. S.K. Garg, Principal and Chairperson (IQAC)
- 3) Dr. Kulvinder Singh, Assoc.Prof. in Physics and Coordinator & Member Secretary (IQAC)
- 4) Dr. Deepak Sehgal, Vice-Principal – Special Invitee
- 5) Dr. Anand Saxena, Assoc. Prof. in Commerce
- 6) Dr. Rajni Bala, Assoc. Prof. in Computer Science
- 7) Dr. Nisha Rana, Assoc. Prof. in Commerce & Coordinator, Mgmt. Studies
- 8) Dr. Veena Jain, Assoc. Prof. in Operational Research
- 9) Dr. Manoj Saxena, Assoc. Prof. in Electronics

The agenda for the meeting was taken up ad seriatim :

- 1)
  - a) **Confirmation of Minutes:** Minutes of the IQAC meeting held on 29<sup>th</sup> April, 2015 were confirmed.
  - b) **Action taken on Minutes:** It was reported by the Chair, that the recommendations of the Internal Quality Assurance Cell (IQAC) were placed in the Governing Body meeting held on 13.5.2015, which accepted the same with minor modifications. The modified recommendations, are as follows :
    - i) **Feedback from students:** Henceforth, the college must take feedback of each teacher and each Paper from the students in every semester. The college should ensure the confidentiality of the data and communicate the feedback only to the respective teacher. The feedback should be used only for purpose of improvement and not for punitive action. The Governing Body further resolved that a letter of appreciation be given to the top 10% teachers in the respective semester.
    - ii) **Students Mentoring:** Students mentoring should be started from the next academic session by the teachers. The college should make provision of a trained Psychologist (male as well as female alternatively) once in a week. A sum of Rs. 2000/- plus Conveyance be paid to the Psychologists out of Misc. Head (Students Society Account).
    - iii) **Student Faculty Committee:** For continuous internal feedback Student-Faculty Committee may be constituted for each paper. Such committee consists of teacher who is teaching the paper and two students of the class. Committee members should meet on a monthly basis and discuss the feedback of the class regarding course coverage and related issues.

- iv) **Academic Audit:** The internal members of the IQAC should draw modalities for internal academic audit and also ensure creating a department-wise database of student progression. This committee should also draw the academic calendar for the next year before the beginning of summer vacations.
- v) **ERP Solution:** The Governing Body accepted the recommendation of the Internal Quality Assurance Cell (IQAC) to look for a complete ERP solution as a step towards creating a Paperless office and facilitate online use of resources for the faculty and students. The House was informed that Intelligent Communication System India Ltd. (ICSIL), a joint venture of Telecommunication Consultants India Ltd. (a Govt. of India enterprise) and DSIIDC (an Undertaking of Govt. of NCT of Delhi), has empanelled some companies for providing smart card based college e-governance systems. One of the empanelled companies has made a presentation before internal members of IQAC along with Vice-Principal & Librarian. The expenditure is likely to be around Rs. 500/- to 600/- per student per year. The Governing Body expressed concern for charging this sum from the students.

After elaborate discussion it was resolved to expand the scope of ICT Development and Maintenance Fund and incorporate the expenditure on ERP solutions upto Rs. 600/- per student per year. The Governing Body advised to proceed further by following codal formalities.

- vi) **Life Membership of Alumni:** In order to enrich and ensure larger enrolment in the Alumni, the Governing Body resolved that the mentors may motivate the out-going students to transfer their security amount (Rs. 1500/- as one time life membership of the Alumni Association).
- vii) **Composition of IQAC :** It was resolved to co-opt in the IQAC one member each from Alumni, students and community.

As per the decision at vii) above, the following members have been co-opted in the Internal Quality Assurance Cell (IQAC) :

- a) Mr. Ashish Gupta, Founder & Trustee, Ashoka University, Plot No. 2, Rajiv Gandhi Education City, Kundli, Haryana – **Community Representative.**
- b) Mr. Bhoovan Soren - **Alumni, DDU College.**
- c) Mr. Khushwant Sehra, B.Tech (Electronics)–III yr.– **Student Representative.**
- 2) **Students Mentoring Diary and Vision Documents :** It was reported to the House that the IQAC organized a Workshop on “Mentoring the Students in Higher Education” on 17<sup>th</sup> June, 2015 with Experts invited from National University of Education Planning & Administration (NUEPA), which was very beneficial. A mentoring proforma was developed by the Internal Members of IQAC with input from some experts which was placed before the House. The House discussed the various columns of the proforma and decided to delete two of them, which involved some questions of a personal/sensitive nature. One of the members suggested to provide different Mentors, in different years, rather than the same Mentor, Mentoring for three years. Under extra-ordinary

circumstances, the provision for change of Mentor should be kept. The final proforma is attached herewith.

- 3) The vision document on Mentoring including a Comic, prepared by Dr. Anand Saxena, one of the members of IQAC was also discussed, appreciated and accepted, after changing the names of the characters in the Comic.
- 4) **In any other matter:** The issue of Feedback Form was taken up. It was reported that as per the decision taken in the previous meeting, with an assurance to the teachers, that the feedback of individual teachers by the students shall not be misused ever, against the teacher ; a proforma used by Govt. of NCT of Delhi for giving Distinguished Teacher Award was placed before the House. After thorough discussion, it was resolved to accept the same and incorporate it in the proforma used for the year 2014 in place of Curriculum and Learning Facilitation.

Meeting ended with a vote of thanks to the Chair.



(Dr. Kulvinder Singh)  
Coordinator & Member Secretary  
Internal Quality Assurance Cell (IQAC)