

# DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

## *INTERNAL QUALITY ASSURANCE CELL (IQAC)*

### **Minutes of the Third Meeting of the Internal Quality Assurance Cell held on Wednesday the 29<sup>th</sup> April, 2015 at 10:00 a.m. in the Principal's Office.**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday the 29<sup>th</sup> April, 2015 at 10:00 a.m. in the college premises. The following members were present:

- 1) Dr. S.K. Garg, Principal and Chairperson (IQAC)
- 2) Prof. Shyam Menon, Vice-Chancellor, Ambedkar University Delhi.
- 3) Dr. Kulvinder Singh, Assoc.Prof. in Physics & Coordinator & Member Secretary (IQAC)
- 4) Dr. Anand Saxena, Assoc. Prof. in Commerce
- 5) Dr. Rajni Bala, Assoc. Prof. in Computer Science
- 6) Dr. Nisha Rana, Assoc. Prof. in Commerce & Coordinator, Mgmt. Studies
- 7) Dr. Veena Jain, Assoc. Prof. in Operational Research
- 8) Mr. Sikander Aggarwal, Administrative Officer.

The agenda for the meeting was taken up ad seriatim :

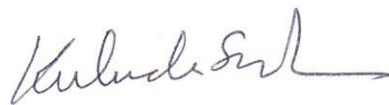
- 1)
  - a) **Confirmation of Minutes:** Minutes of the IQAC meeting held on 19<sup>th</sup> January, 2015 were confirmed.
  - b) **Action taken on Minutes:** It was reported by the Chairman that recommendation of IQAC were placed before the Governing Body and action has been taken / initiated on items 3 (i), 3(ii), 5, 6 and 8.
  - c) **Matters arising out of Minutes :**
    - i) Prof. Shyam Menon, Vice-Chancellor, Ambedkar University Delhi, while appreciating the actions taken/initiated, desired that the feedback form which was circulated to the members and on the basis of which the current semesters feedback has been taken is likely to yield little information about individual papers. There shall be no scope of course correction at the individual level; hence, the proforma should be revised for subsequent usage to ensure feedback of each teacher and Paper, ensuring confidentiality of the data. It should be used only for the purpose of improvement and no punitive action should be contemplated. The colleagues may however, share their sheets among themselves, if they so wish.

- ii) Regarding the Student Mentoring ; it was resolved that an Orientation Programme be organized before the summer vacations for the benefit of the mentors and for this, help may be taken from the Faculty of Ambedkar University Delhi. The possibility of a full-time trained Psychologists to be appointed as Counsellor should be explored and till such time, a trained Psychologists be appointed on part-time basis.
- iii) 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.

2) **In any other matter, the following issues were taken:**

- i) 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.
- ii) The college should look for complete ERP solution for the purpose of creating a paperless office and facilitate, on-line use of resources by the faculty and students.
- iii) To enrich and ensure the enrolment in the Alumni, the students may be motivated to transfer their security amount as one time Life Membership of the Alumni Association.
- iv) It was resolved to co-opt in the IQAC one member each from Alumni, students and community.

Meeting ended with a vote of thanks to the Chair.



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