

IQAC Meeting

A meeting of the IQAC was held on 16 July 2021 at noon.
The following members were present:

- | | |
|---------------------------|-------------------|
| 1. Dr. Ajay Suri, | |
| 2. Prof. Krishna Sharma, | Chairperson |
| 3. Dr. Mukesh Agarwal, | Principal |
| 4. Dr. Satish Khosla | |
| 5. Ms. Anu Kapur, | |
| 6. Ms. Veenu Bhasin | Coordinator, IQAC |
| 7. Dr. Vishal | |
| 8. Dr. Indranil Chowdhary | |
| 9. Dr. Surender Singh | |
| 10. Ms. Nancy Khera | |
| 11. Dr. Darvinder Kumar | |
| 12. Mr. Phool Chand | |
| 13. Ms. Garima Gaur | |
| 14. Mr. Rajesh Khanna | |
| 15. Mr. Ramesh | |
| 16. Mr. Satyajit Lall | |

The meeting started with the recitation of the Gayatri Mantra.

Prof Krishna Sharma spoke in detail about the initiatives and steps that are being undertaken for the improvement of the College and the NAAC grade. Ms. Anu Kapur supplemented the initiatives by outlining the main areas that are going to be the focus for this academic year.

These areas were listed as follows:

1. To strengthen the alumni base of the College.
2. To make the College more PwD friendly. Tactile tiles are to be laid down for the purpose. The Equal Opportunity Cell is to be shifted to the ground floor for easier accessibility.
3. Skill Enhancement Courses and Certificate Courses to be offered regularly.
4. FDPs for staff members are also to be offered.
5. General Environment of the College is to be improved. Apart from increasing the green cover a fruit garden, butterfly conservatory is to be set up. Native trees like palaash are to be planted. The boundary wall is to be beautified with creepers. An E-waste cell and a compost cell already exist in the College. The College will also try to have a green audit.

Undertake such initiatives.

7. Encourage the research culture in the College. Have a Central Institutional Committee to discuss and encourage research projects. The College is also thinking of coming out with Journal.

8. The College website is to be improved and professional help has already been engaged for the purpose.

Dr. Ajay Suri laid emphasis on the importance of library and latest journals. The faculty members should be encouraged to use the library facilities on a daily basis and share their readings with their colleagues. He also suggested that the College should invest in going through the upcoming NEP and plan the future of the College in conjunction with it. It was also pointed out that due to COVID, the logistics of offering skill development courses is being hampered and we should find ways to tackle such issues

Dr. Satish Khosla offered to help the College to collaborate with a private company and offer training on block chain technology for our students. In fact he suggested that once set up the College could offer the same course to the students of other DAV institutions. This collaboration he said would come at zero cost to the College. He also expressed keen desire to be associated with the steps that College would take regarding making the campus PwD friendly. He offered to provide funding for the QR coding (??).

Dr. Mukesh Agarwal also emphasized the important role that alumni can play in the development of the College.

The meeting ended with vote of thanks followed by a prayer.

Krishna Sharma

Prof. Krishna Sharma
Principal

OFFICIATING PRINCIPAL
P.G.D.A.V. COLLEGE
Nehru Nagar, New Delhi-110065

Anu Kapoor

Anu Kapoor
IQAC coordinator

पी.जी.डी.ए.वी. महाविद्यालय / P.G.D.A.V. College
(दिल्ली विश्वविद्यालय) / (University of Delhi)
नेहरू नगर / Nehru Nagar
नई दिल्ली-११००६५ / New Delhi-110065

PGDAV College
Minutes of the IQAC Meeting
Date: 29th September 2021
Time: 12 PM
Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. Infrastructure Improvement.
2. Short -Term Certificate course
3. Technical Infrastructure Improvement

Meeting Minutes:

Meeting Commencements:

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on 29th Sep, 2021 in the conference room at 12 pm. Ms. Anu Kapoor, the coordinator presented the meeting's agenda and sought expert advice and input from IQAC members. The committee gathered to deliberate on agenda items focused on advancing the college's excellence by improving college infrastructure and start short term courses.

Agenda Item 1: Infrastructure Improvement

- A. Review of Current Infrastructure
- Assessment of the current state of the college's infrastructure.

B. Proposal Discussion

- Presentation and discussion of various proposals to enhance and upgrade the infrastructure.

C. Prioritization of Projects

- Prioritizing infrastructure projects based on importance and feasibility.

D. Budget Allocation

- Consideration of budget allocation for approved infrastructure improvement projects.

Agenda Item 2: Short-Term Certificate Courses

A. Presentation of Proposals

- Presentation of proposals for introducing short-term certificate courses in various departments.

B. Curriculum and Resource Discussion

- Discussion on the curriculum, resources, and faculty required for these courses.

C. Target Audience

- Identifying the target audience and potential students for these certificate programs.

D. Implementation Plan

- Developing a plan for the successful implementation and promotion of these courses.

Agenda Item 3: Discussion on Technical Infrastructure Improvement

A. Overview of Current Technical Infrastructure:

- To begin with an overview of the existing technical infrastructure within the college. This includes IT systems, network infrastructure, computer labs, software tools, and digital resources.

B. Assessment of Technical Needs:

- Discuss the specific technical needs and deficiencies that have been identified. This may include issues related to outdated equipment, slow network connectivity, insufficient computer resources, and any other technical challenges faced by students and faculty.

C. Proposals for Technical Infrastructure Improvement:

- Present proposals and ideas for enhancing the technical infrastructure of the college. These could include:

1. Upgrading Hardware: Discuss plans for upgrading computers, servers, and other hardware components to ensure they meet the evolving needs of the college.
2. Network Enhancements: Talk about strategies for improving network speed, reliability, and security, considering the increasing reliance on online learning and research.
3. Software and Licensing: Discuss the need for updated software tools and licensing agreements to support teaching, research, and administrative tasks.
4. Cybersecurity Measures: Address cybersecurity concerns and propose measures to protect sensitive data and ensure the privacy and security of online resources.
5. Technical Support Services: Highlight the importance of providing adequate technical support services for students, faculty, and staff.

D. Integration with Academic and Administrative Goals:

- To ensure that the proposed technical infrastructure improvements align with the overall academic and administrative goals of the college, enhancing the quality of education and operational efficiency.

Next Meeting:

The next meeting is scheduled on 7th April, 2022

Adjournment:

The meeting was adjourned at 1.30 by the Coordinator Ms Anu Kapur.



Ms. Anu Kapoor
Coordinator, IQAC

PGDAV College (M)
Nehru Nagar, New Delhi-110065
Minutes of the IQAC Meeting
Date: 24th February 2022
Time: 12:30 PM
Venue: Staff Room (Hybrid Mode)

Members present:

1. Ms. Anu Kapur
2. Dr. Anuradha Gupta
3. Dr. Sonia Sabharwal
4. Sanjay Kumar Singh
5. Dr. Varun Bhushan
6. Ms. Kiran Yadav
7. Dr. Pinki Punya
8. Dr. Gaurav Kumar
9. Dr. Sonia Sabharwal
10. Dr. Giridhar Gopal Sharma
11. Dr. Garima Gaur
12. Mr. Phool Chand

Agenda:

1. Short Term Certificate Course
2. Events to be organized by various department
3. Faculty Development Programme

The members present in the meeting discussed the following agendas:

Agenda I Short Term Certificate Course

- It was decided to organize short-term online course on “Data analysis using R” by IQAC and Department of Economics in collaboration with St. Xavier’s University, Kolkata, Azim Premji University, Bengaluru in April 2022.

Agenda II Events to be organized by various department

- It was decided to conduct a webinar on “Gender Equality” by the Political Science Department.
- It was discussed to organise a national seminar to celebrate World Wildlife Day 2022 and World Water day 2022 by the Department of Environmental Studies.

- Talk to be organised by Department of Commerce in April 2022 about seminar on topic "Mind Management".
- Discussion on event to be organised by Department of Sanskrit on the topic.
- Discussion on an event "LinkedIn profile Optimization" and E-Waste Drive Collection to be organized by Satark-The consumer club of PGDAV College.
- It was resolved that E Cell Diligentia of PGDAV College, will organise an event namely "Live Project 'GULABOO'"

Agenda III Faculty Development Programme

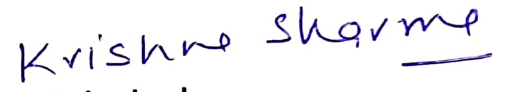
- Decision on proposal submitted by the Department of Computer Science for organizing One-week Online Faculty Development Program on Natural Language Processing and its application.

Adjournment:

The meeting was concluded with heartfelt thanks to all the member present in the meeting.


Ms. Anu Kapur

(Coordinator, IQAC)


Principal

PGDAV College (M)

PGDAV College
Minutes of the IQAC Meeting
Date: 7th April 2022
Time: 12 PM
Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. Strengthening of Alumni Bonds
2. Increasing Inclusivity
3. Organizing Courses and FDPs
4. Improving Sustainability Through Green Practices
5. Capacity Building and Skill Enhancement
6. Career Guidance and Counselling
7. College Website
8. Sanitation Facilities
9. Smart Classroom
10. Wi-Fi Network

Meeting Minutes:

Meeting Commencement:

A meeting of the Internal Quality Assurance Cell (IQAC) was convened to address and strategize important aspects of educational enhancement at PGDAV College on April 7, 2022 in the conference room. The committee gathered to discuss imminent issues to be

tackled throughout the academic session and to deliberate on critical agendas. The meeting was chaired by the Ms. Anu Kapoor. She/He presented the overview of the agenda of the meeting and sought the expert advice and suggestions of the members of the IQAC. The IQAC committee presented the detailed agenda and facilitated the deliberations. The salient deliberations of the meeting are as follows:

Agenda Item 1: Strengthening of Alumni Bonds

- The objective was to connect the outgoing students with the alumni from every department.
- A brief report was presented during the meeting which emphasized the involvement of alumni network in branding and creating visibility of the Institution.

Agenda Item 2: Increasing Inclusivity

Emphasis was given on the need of building college community:

- Making an amicable environment to feel everyone welcome.
- Collaboration of teaching and non-teaching staff.
- Developing partnership among teachers, non-teaching staffs and parents.
- Involving local community, government and NGOs.
- Helping students to learn collaboratively.
- Providing assistance to the participation of every student.

Agenda Item 3: Organizing courses and FDPs

- It was recommended that faculties of PGDAV College should regularly engage in FDP training activities to enhance quality of teaching and learning experience. For this, faculty members can be motivated to submit proposals:
- Also, it was propounded that the assignments and seminars given to students should be outcome based.

Agenda Item 4: Improving Sustainability Through Green Practices

- The members suggested that the college committees like NSS and other committees should undertake sensitization and awareness programmes on environmental issues not only among its stakeholders, but also for urban and rural masses, school children and slum dwellers.

- College must initiate strategies towards saving of energy, water, and proper collection and disposal of all types of wastes.
- Green practices in the campus should be ensured with tree plantation and minimizing the use of plastic in and around the campus.

Agenda Item 5: Capacity Building and Skill Enhancement

- To ensure smooth and fruitful journey for students towards professional careers like IAS/CAT/CA/SSC, it was strongly recommended that they should be given a proper platform and ample exposure.
- The emphasis on soft skills, language skills through workshops, seminars, guest lectures was also proposed.

Agenda Item 6: Career Guidance and Counselling

- Focus of the meeting was on the development of students' aptitude in competitive examinations and on career counselling.
- Numerous activities were proposed for promotion of higher education and employability.

Agenda Item 7: College Website

- The necessity to update college website was highlighted. Members were assigned specific areas, and proposed improvements encompassed the college website.
- All the information relevant to students and teaching faculties regularly updated on the PGDAV college portal.

Agenda Item 8: Sanitation Facilities

- Necessary renovation work is put forwarded for consideration. The completion of sanitation facilities was ensured.

Agenda Item 9: Smart Classroom

- During the meeting it was proposed to increase the number of classrooms and smart class rooms with modern teaching equipment and adequate furniture.

- It was decided that sufficient numbers of computers should be installed for academic purpose.
- Air-conditioned reading rooms for faculty members were also proposed.

Agenda Item 10: Wi-Fi Network

- To provide students a learning platform to connect with peers and faculty members, Wi-Fi network across departments was proposed.
- It was decided that students must be motivated to use Twitter, Instagram and Facebook of the college so as to promote social media Champion.

Next Meeting:

The next meeting is scheduled on 28th June, 2022.

Adjournment:

The meeting was adjourned at 1:00 PM by Coordinator Ms. Anu Kapur.



Ms. Anu Kapur
Coordinator, IQAC

PGDAV College
University of Delhi
Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Opening:

Meeting held on 5th May 2022 at 12:30 pm in the Staff room.

Agenda:

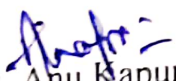
1. Various activities are to be organised by the various departments in the college.
2. Various activities/ webinars/ talks/ workshops are to be organised by the various societies of the college.

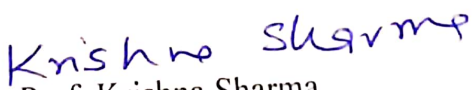
Members:

1. Prof. Krishna Sharma, Principal, PGDAV College
2. Ms. Anu Kapur IQAC Coordinator
3. Dr. Urvashi Sabu, Convener, Diligentia, PGDAV College
4. Ms. Uma Gupta, English Department
5. Dr. Ramveer, Convener, NSS, PGDAV College
6. Dr. Gaurav Kumar, Convenor, EVS Society

Meeting Minutes:

1. NSS PGDAV College will organize a seminar on teachings of Sri Aurobindo, which will be held in the month of July.
2. Will conduct bootcamp: E skills with E cell by the Diligentia- The Entrepreneurship Cell, PGDAV College.
3. Distinguish Lecture series is to be organized by the department of English.
4. World Ocean Day will be observed by Geo-crusaders: The Environmental Society of PGDAV College.


Ms. Anu Kapur
Co-ordinator, IQAC


Prof. Krishna Sharma
Principal, PGDAV College

PGDAV College
Minutes of the IQAC Meeting
Date: 31st May 2022
Time: 12 PM
Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal Chauhan
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. Strengthening the alumni associations
2. Making the college PwD friendly and inclusive
3. Organizing Certificate/Diploma courses and FDPs
4. Enhancing the green cover in the college
5. Eco-friendly college
6. Use of solar lights and LED
7. College website upgrade
8. Academic journal publication
9. Formation of a college YouTube channel
10. Building a language lab
11. Girl's hostel
12. Residential facilities to the faculty members
13. Providing free tablets and laptops
14. 5G wifi college campus

15. Scheduling teacher-student discussion session
16. Introduction of regular yoga and meditation class

Meeting Minutes:

The meeting was called to order on 28th June 2022, at 12 PM by Chairperson Ms. Anu Kapur to discuss imminent issues to be tackled throughout the academic session. It also aimed to discuss the possible steps to be taken to conduct online classes and courses smoothly.

Agenda Item 1: Strengthening Alumni Association

- Attendees discussed the importance of alumni association and finalised the plan of initiatives for strengthening alumni association.
- It was unanimously decided to take the steps for implementation of strengthening alumni bonds immediately.

Agenda Item 2: Making the college PwD friendly and inclusive

- Attendees emphasised the need of making the college PwD friendly and inclusive.
- Attendees discussed the measures to ease and comfort PwD day to day activities.
- Workshop on sign language for students, faculty members and other staff was scheduled.
- It was agreed that a separate notice board will be made with all the important notices and information in braille script.
- Plans were finalised for proper construction of advanced lifts, ramps and washrooms for PwD faculties, staff and students.
- The chairperson, Ms Anu Kapur drafted a demand for funds for the same.

Agenda Item 3: Organizing Certificate/Diploma courses and FDPs

- The importance of Faculty Development Program to enhance quality of teaching and learning experience was discussed. It was decided that the college will conduct FDPs after it resumes offline completely.
- Introduction of various types of Certificate and Diploma courses was planned to meet the demands of today's world and make the students work ready.

- A committee was formed to supervise the execution of the plan.

Agenda Item 4: Enhancing the green cover in the college

- Considering the increasing pollution, the attendees of the meeting discussed the need of enhancing the green cover in the college.
- It was decided to plant more trees and plants in the college.

Agenda Item 5: Eco-friendly college

- No use of plastic and minimal use of non-biodegradable elements was decided in the college premise.
- A 3R (reduce, recycle and reuse) campaign was planned to aware the people of the hazardous effect of the use of plastic and other non-biodegradable elements.
- A committee was formed and assigned the responsibility of the successful completion of the event after the college resumes offline.

Agenda Item 6: Use of solar lights and LED

- The need for conservation of energy was discussed.
- The plan of solar panel installation and shift to LED in a phased manner was finalised.

Agenda Item 7: College website upgrade

- It was decided to keep updating the college website from time to time.
- Attendees planned to give the college a perfect virtual presence and make the college website the one-stop-solution to many queries.

Agenda Item 8: Academic journal publication

- Biannual publication of an academic journal from every department was decided.
- The editors and co-editors of the journals from every department were finalised.
- A committee was formed from each department and it was given the task of finalising the name of the journal, designing the cover page of the upcoming issues, and deciding the theme of the issue.
- Attendees decided to encourage the students to give their write up.

Agenda Item 9: Formation of a college YouTube channel

- It was decided to form a YouTube channel of the college
- The attendees decided to upload the recording of all the important events on the channel
- Each department decided to upload a series of lectures on important topics so that learning can be easier for the students during the time of the havoc of the pandemic.

Agenda Item 10: Building a language lab

- It was planned to build a well-equipped language lab for enhancing the communication skills of the students
- A group of members was assigned the duty of language lab in-charge which includes figuring the numbers of required computers, speakers, headphones, etc and estimating the amount of funds required for the same.
- Attendees decided that the language in-charge would oversee the proper execution of the plan regarding it.

Agenda Item 11: Girl's hostel

- Attendees discussed the utmost need for a girl's hostel in the college.
- Considering the accommodation problems faced by many girls who come from different parts of India, attendees planned the construction of a girl's hostel in the college.
- It was decided that apart from food and lodging, the hostel will have all advanced facilities like gym, saloon, sports room, etc
- Chairperson, Ms Anu Kapoor drafted a proposal for it.

Agenda Item 12: Residential facilities to the faculty members

- Attendees discussed the accommodation problems faced by the faculty members.
- It was planned to put a proposal for staff quarters to the higher authority.

Agenda Item 13: Providing free tablets and laptops

- In order to smoothen online learning, distribution of tablets and laptops to all students and faculty members was decided.
- Model and budget of the devices were decided.
- A committee was formed and given the responsibility of proper execution.

Agenda Item 14: 5G wifi college campus

- Attendees decided to equip the college premise campus with 5G wifi
- Role of the internet in teaching and learning, specially in COVID time was discussed.

Agenda Item 15: Scheduling teacher-student discussion session

- Attendees addressed the problem of communication gap developed between teacher and student during online classes
- A teacher-student discussion session was scheduled every week in order to remove that gap
- A counselling committee was formed that can freely talk to the students and discuss their personal and academic problems.
- It was agreed to hire a team of professional psychologists in the committee

Agenda Item 16: Regular yoga and meditation class

- The idea of conducting regular yoga and meditation classes was introduced.
- It was agreed unanimously to conduct online classes of yoga and offline classes after the college resumes offline completely.
- Attendees emphasised the potential benefits for the participants especially in the time of COVID.
- The members agreed on the utmost need for yoga classes to heal the students mentally and physically post pandemic.
- For offline classes attendees agreed to explore both indoor and outdoor options of venue, depending on availability and weather conditions.
- Attendees discussed the possibility of hiring a yoga and meditation instructor.
- A yoga committee was formed and given the responsibility of reaching out to the instructor, promoting the session and figuring a rough budget for it.

Adjournment: The meeting was adjourned at 2:30 PM by Coordinator Ms. Anu Kapoor.



Ms. Anu Kapoor
Coordinator, IQAC

PGDAV College
Minutes of IQAC Meeting

Date: 24th June 2022

Time: 11 AM

Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. Organising webinar
2. Topics for webinar
3. Technical infrastructure
4. Technical training of faculty

Meeting Minutes:

Meeting Commencement:

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on June 24, 2021 in the conference room to deliberate on agenda points aimed at achieving academic excellence propelled by use of digital platforms. The committee came together to address pressing matters for the upcoming academic session and engaged in meaningful discussions on crucial topics. Ms. Anu Kapoor, serving as the coordinator, provided an overview of the meeting's agenda and solicited expert advice and input from the IQAC members. The IQAC committee presented the comprehensive agenda and guided the discussions. The key points discussed during the meeting are outlined below:

Agenda Item 1: Webinar

- The meeting saw active participation from its members who were keen to explore new avenues for enhancing the college's engagement for conducting webinar on in syllabus and out of syllabus topics for a holistic development of the student and to increase faculties dimension of knowledge.
- The members shared their perspectives on how webinars could serve as a valuable tool for knowledge dissemination within each department.
- There was a discussion about the utilization of guest speakers and experts from various fields to enrich the webinar content and provide diverse perspectives.
- The members also deliberated on the schedule of department wise webinar which must be in accordance with the college time table and do not affect the regular mode of classes.

Agenda Item 2: Topics for webinar

- The members gave thought to idea of department-specific webinars, which garnered considerable interest, as it would allow for a more focused and tailored approach to education and training.
- The members also delved into the potential themes and topics that these departmental webinars could cover, ensuring they align with the current academic needs and industry trends.

Agenda Item 3: Technical infrastructure

- The members emphasized on the importance of leveraging technology to bridge the gap between academic learning and practical insights.
- The discussion concluded with a consensus to further explore the logistics and feasibility of implementing these webinars, with the aim of enhancing the college's educational offerings.
- Consideration was given to the technical infrastructure required to facilitate these webinars effectively, such as reliable internet connectivity, audio-visual equipment, and user-friendly platforms like Google Meet, Zoom, Webex etc

Agenda Item 4: Technical training of faculty

- To ensure the success of this initiative, members discussed the need for training and support for faculty members who might lead or participate in these webinars, aiming for a seamless and engaging learning experience.

Next Meeting:

Adjournment:

The meeting was adjourned at 1:45 PM by the Coordinator Ms. Anu Kapur.



Ms. Anu Kapur
Coordinator, IQAC

PGDAV College
Minutes of the IQAC Meeting

Date: 28th June 2022

Time: 12 PM

Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary ✓
5. Dr. Surender Singh
6. Ms. Nancy Khera ✓
7. Dr. Darvinder Kumar
8. Mr. Pool Chand ✓
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. To conduct Workshop for Non-Teaching Staff
2. Formation of Parent-Teacher Forum
3. Green Cover Enhancement and Solar Panel Installation
4. Annual APARs Filling
5. Transition to E-Office
6. College Website Update
7. Incentives for Research Publications
8. Establishment of a Research Cell
9. Classroom Technology Upgrade
10. Library Upgradation
11. Strengthening Alumni Association and Promoting Sports

Meeting Minutes:

Meeting Commencement:

The meeting was called to order on 28th June 2022, at 12 PM by Chairperson Ms. Anu Kapur.

Agenda Item 1: Workshop for Non Teaching Staff

- The proposal for a workshop to enhance the technical skills of non-teaching staff was discussed.
- It was agreed to proceed with organizing the workshop, and the HR department will be responsible for its coordination.

Agenda Item 2: Formation of Parent-Teacher Forum

- The suggestion to create a parent-teacher forum to strengthen the connection between parents and the school was discussed.
- It was unanimously agreed to establish the forum, and volunteers will be sought to lead this initiative.

Agenda Item 3: Green Cover Enhancement and Solar Panel Installation

- The need to improve the green cover and install solar panels for energy conservation was discussed.
- A subcommittee will be formed to oversee the planning and execution of this project, with a focus on reducing our carbon footprint.

Agenda Item 4: Annual APARs Filling

- The proposal to file Annual Performance Appraisal Reports (APARs) annually to ensure smoother record-keeping and avoid last-minute hassles was discussed.
- The HR department will ensure the implementation of this process.

Agenda Item 5: Transition to E-Office

- The suggestion to reduce paper consumption and shift to an e-office system was presented.
- It was agreed to hire a professional software developer to facilitate the transition to an e-office.

Agenda Item 6: College Website Update

- The urgent need to update the college website to improve its virtual presence was highlighted.
- It was decided to engage a professional team to revamp the website promptly.

Agenda Item 7: Incentives for Research Publications

- To promote a research friendly environment, it was proposed to offer monetary incentives to teachers for publishing in reputable academic journals.
- The formation of a research cell was also suggested to oversee research related matters.

Agenda Item 8: Establishment of a Research Cell

- The establishment of a research cell to facilitate research activities was discussed.
- Further details and responsibilities will be worked out by the Academic Committee.

Agenda Item 9: Classroom Technology Upgrade

- The need to equip ten classrooms with projectors and at least two classrooms with smart boards was discussed.
- The IT department will plan and execute this upgrade.

Agenda Item 10: Library Upgradation


- Requirements for library upgradation, including computers and furniture, were mentioned.
- The library committee will prepare a proposal and budget for this purpose.

Agenda Item 11: Strengthening Alumni Association and Promoting Sports

- The Chairman encouraged strengthening the alumni association and active participation of teachers in sports for overall well-being.
- Initiatives for these activities will be taken by the respective committees.

Next Meeting: The next meeting is scheduled for when the College opens for the new academic session.

Adjournment: The meeting was adjourned at 2:30 PM by Coordinator Ms. Anu Kapur.



Ms Anu Kapur
Coordinator, IQAC